

NOTICE OF MEETING PLANNING COMMISSION

TYPE OF MEETING

REGULAR MEETING	(X)	RESCHEDULED REGULAR MEETING	()
SPECIAL MEETING	()	CONTINUED OR RECONVENED MEETING	()

DATE:

TIME:

PLACE OF MEETING:

9-3-2025

1:30 P.M.

Commission Chambers

City Hall, 16 W. 9th Street

Shawnee, OK 74801

To be completed by person filing notice:

NAME:

Diana Hood

TITLE:

City Planner

ADDRESS:

16 W. 9th Street

Shawnee, OK 74801

PHONE:

(405) 878-1672

Filed in the office of the municipal clerk at 5:05 p.m. on August 27, 2025

SIGNED:

Shelley Starkey

City Clerk/Deputy Clerk

=====

FOR CITY CLERK'S OFFICE USE ONLY

DATE NOTICE RELEASED TO NEWS MEDIA:

08-27-25

PERSON FILING NOTICE:

Diana Hood

NOTICE VERIFIED BY:

Shelley Starkey

AGENDA
PLANNING COMMISSION
SEPTEMBER 3, 2025 AT 1:30 PM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the August 6, 2025, regular meeting.
2. Consideration of a request for a Final Plat for Shawnee Twin Lakes, Lake No. 1, Phase 3.
Case No. FPL03-25 | Applicant: City of Shawnee
3. Public Hearing and Consideration of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 15105 Eckel Road, Shawnee, OK, 74801
Case No. CUP01-25 | Applicant: Jeff and Katie Cannon; CC Cannon, LLC
4. Community Development Department Updates
5. Commissioners Comments
6. Adjournment

Respectfully submitted,



Petya Stefanoff, Secretary

The City of Shawnee encourages participation from its citizens in public meetings. If

participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting, and necessary accommodations will be made. (ADA 28 CFR 36)

PLANNING COMMISSION MINUTES

DATE: August 6, 2025

MINUTES

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on July 2, 2025, at 1:30 p.m., according to notice duly posted as prescribed by law.

For lack of both Chair and Vice-Chair, Commissioner Porter called the meeting to order at **1:35 p.m.** City Planner Diana Hood called Roll and stated a quorum was present.

The following Commissioners were present:

Present: Hayes, Porter, Reese, Alexander

Absent: Hembree, Johnson, Barrett

Item 1. Consideration of approval of the minutes from the regular meeting on July 2, 2025. Commissioner Porter asked for questions or corrections to the minutes.

Commissioner Porter noted that the minutes needed correction on the motion of item 1 on the minutes. Commissioner Porter made a motion to **Approve** the minutes with the noted correction, which Commissioner Alexander seconded.

Motion **passed 4-0-0.**

Aye: Hayes, Alexander, Porter, Reese

Nay: None

Abstain: None

Item 2. Public Hearing and Consideration of a request to amend the Planned Unit Development restrictions for the Unity Medical Plaza (PUD02-25).

Case No. PUD02-25 | Applicant: Saint Anthony Shawnee Hospital c/o Mission Energy Development LLC.

Background:

Unity Medical Plaza is located along the north side of West MacArthur Street, west of Kickapoo Street. The area is zoned under a Planned Unit Development with a base zoning of C-2 (Regional Commercial). The owner, St. Anthony Shawnee Hospital has authorized Mission Energy Development LLC to request a revision to the existing PUD to allow for Solar Panels to be installed in the northern undeveloped tract. The Shawnee Airport is located directly to the West and across MacArthur Street to the Southwest, and is zoned I-1 (Light Industrial). To the East lies both C-1 (Local Commercial) and C-2 (Regional Commercial) zoning, and is the site of some apartments as well as the OBU sports fields. To the Southeast lies the main OBU campus, zoned C-1.

Discussion:

The proposed amendment aims to add "Utilities and Public Service Facility, Minor," to the list of allowed uses in the area to allow for Solar Panel installation on the northern undeveloped tract. The original PUD established the entire area to be used solely for medical offices and other related uses.

Furthermore, the base zoning of C-2 would normally require a Conditional Use Permit (CUP) to allow the use in the area. A CUP allows a specific, singular use for a property, and can expire or be revoked. The PUD Amendment seeks to establish the described use as allowed by right under the PUD, which gives the applicant more freedom to decide timelines and details.

Financial Impact: None

Staff Recommendation: Staff recommends Approval of the requested PUD amendment.

This application will be heard at the City Commission meeting on Monday, August 18, at 6:00 pm.

Commissioner Reese made a motion to recommend the **APPROVAL** of **Case No. PUD02-25** which Commissioner Alexander seconded.

Motion **passed 4-0-0**.

Aye: Hayes, Alexander, Porter, Reese

Nay: None

Abstain: None

Item 3. Public Hearing and Consideration of a request to rezone property from TA (Transitional Agriculture) to C-1 (Local Commercial)

Case No. RZ03-25 | Applicant: Rickey Crain c/o Landes Engineering

Background:

The subject property has no real address, but is designated as Parcel Number 0000-04-010-004-0-008-00 through the Pottawatomie County Assessor and lies at the northeast corner of North Bryan Avenue and East Faith Boulevard. The subject property is zoned TA (Transitional Agriculture) with similar zoning to the west across North Bryan Ave, with C-1 (Local Commercial) zoning to the south and R-1 (Low Density Residential) zoning to the north and east.

Discussion:

The applicant is requesting to extend the C-1 zoning from the south side of Faith Boulevard to locate a gymnasium on the property, which is currently vacant. The desired use is a form of Health Club/Recreation, and is allowed in this zoning district. The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a Medium Density Residential land use designation. This land use designation features a density of up to 12 dwelling units per acre. The Comprehensive Plan also notes that this land use designation can include a mix of lower density housing types, civic uses, and limited higher intensity uses along with connections to neighborhood commercial services. An extension of the nearby C-1 zoning would be appropriate for the area, especially given its position as a corner lot between Bryan Ave and the adjacent residential area.

Referencing the City of Shawnee Zoning Code (Code) DIVISION 15. - Amendments; Procedures. Section 22-645. - Planning commission recommendation required. This section gives authority to the Planning Commission to make changes (amendments) to the official Zoning Map. *"...be amended, supplemented, changed, modified, or repealed by ordinance, but no change shall be made until the planning commission, after notice and public hearing, files with the city commission a report and recommendation on the proposed change."*

Staff completed the required public hearing notifications for this application. All property owners within 300' from the perimeter of the subject property were mailed a public hearing notification letter. Additionally, a notice of public hearing was published in The County Democrat weekly newspaper. A sign providing details and contact information was placed on the subject property.

Findings and Facts:

- The subject property has C-1 zoning to the south, TA to the west, and R-1 zoning to the north and east.
- The request is in conformance with the Comprehensive Plan Future Land Use Map (FLUM).
- There is water, sewer, and storm sewer access along North Bryan Avenue.
- Notification for a public hearing was served.

Options:

- Recommending Approval of Case No. RZ03-25 to rezone from TA (Transitional Agriculture) to C-1 (Local Commercial) as requested by the applicant.
- Recommending Denial of the application for RZ03-25 to rezone the subject property.
- Recommending Deferral Case No. RZ03-25 with a request for additional and specific information to a certain date.

This rezoning application will be heard at the City Commission meeting on Monday, August 18, at 6:00 pm

Commissioner Reese made a motion to recommend the **APPROVAL WITH CONDITIONS** of **Case No. RZ03-25** which Commissioner Hayes seconded.

Conditions are:

A stormwater plan prepared for staff review before/at the time of building permit submittal.

Motion **passed 4-0-0.**

Aye: Hayes, Alexander, Porter, Reese

Nay: None

Abstain: None

Item 4. Community Development Update

Interim Community Development Director Petya Stefanoff informed the Commission that the previous Community Development Director, Rian Harkins, has left employment with the City. She notes that she is running a certified citizen's program designed for educating appointed and elected City Officials as well as other professionals in fields adjacent to Planning projects, and states how to register. Next, Mrs. Stefanoff reports that staff is finalizing the reports to submit to HUD for the Community Development Block Grant (CDBG).

Item 5. Planning Commissioners' Comments

Commissioner Porter asked about the Traffic Study for Kickapoo and Harrison Streets that the Planning Commission had requested in earlier months. City Engineer and Assistant City Manager Seth Barkheimer responded that staff is currently drafting a Request for Qualifications (RFQ) for selecting a consultant group to conduct that study. Mr. Barkheimer continues to say that the City is currently in the Right-of-Way acquisition phase, and that there should be movement on relocating utilities relatively soon.

Item 6. Adjournment

The meeting adjourned at **2:07 p.m.**

Chair/Vice-Chair

Date

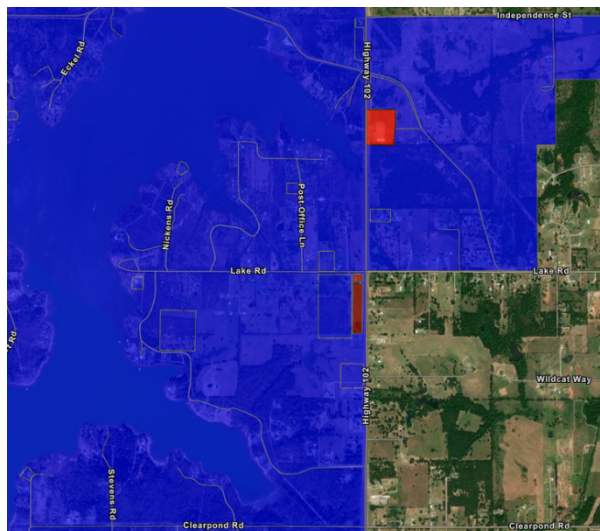
Interim Community Development Director

Date



Community Development Department
Community Development Department
16 W 9th Street
Shawnee, OK 74802

Date: September 3, 2025
To: Planning Commission
From: Diana Hood
Subject: Consideration of a request for a Final Plat for Shawnee Twin Lakes, Lake No. 1, Phase 3.
Case No. FPL03-25 | Applicant: City of Shawnee



Background:

The subject property is located to the northwest of the intersection of Highway 102 and Clearpond Road in Sections 14,15, and 23, Township 10 North, Range 2 East. The property is zoned TL (Twin Lakes), with similar zoning to the north, west, and south, with a small section of C-2 (Regional Commercial) to the north-northwest. The property to the east across Highway 102 is not within the corporate limits of the city and has no zoning designation.

Discussion

Findings and Facts:

- Staff has reviewed the document and finds it sufficient, including the City Engineer and the Fire Marshal.
- Public Notice is not required for a Final Plat.

Options:

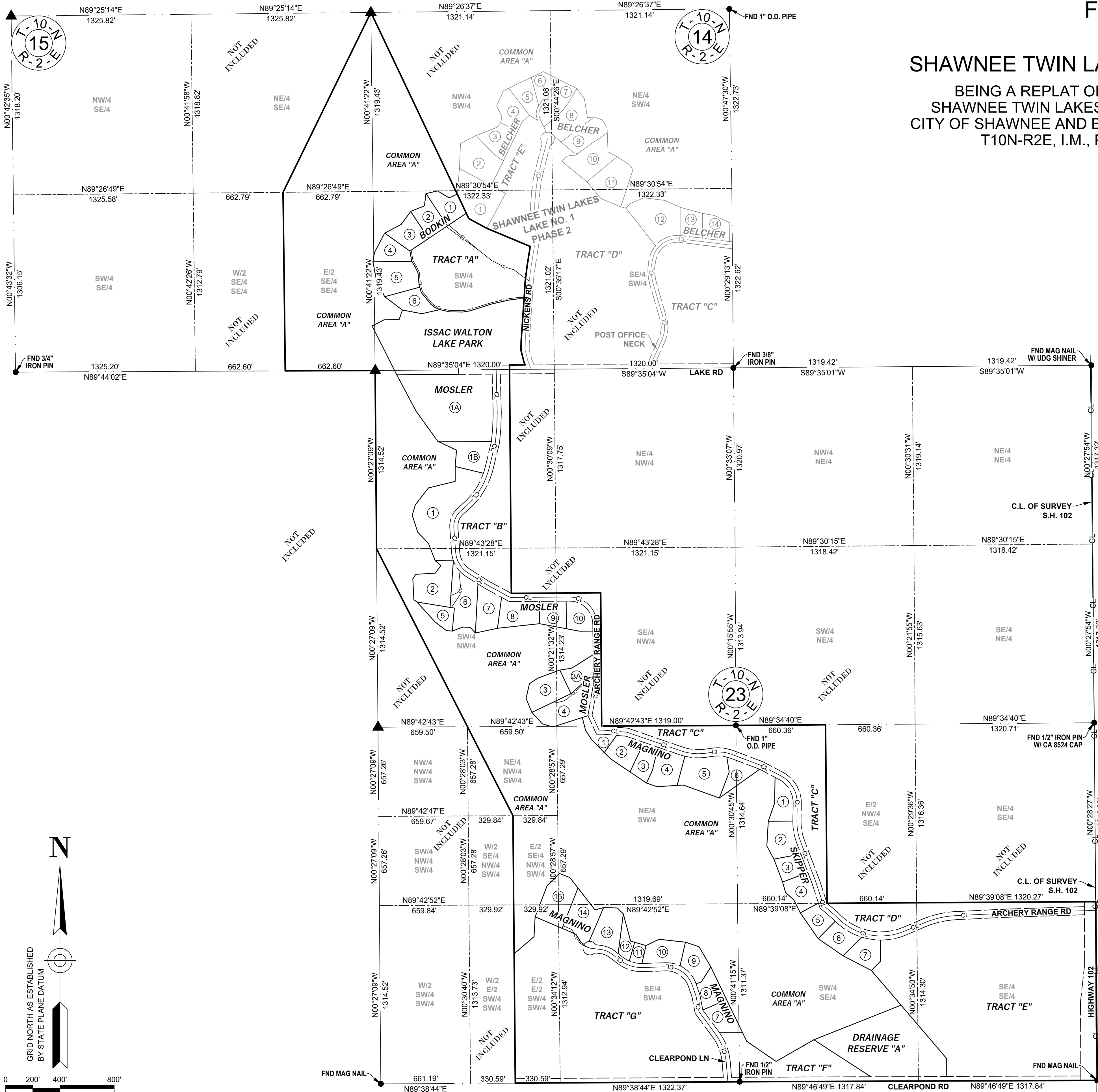
- Recommending Approval of Case No. FPL03-25, Final Plat for Shawnee Twin Lakes - No. 1, Phase 3 as presented.
- Recommending Denial of Case No. FPL03-25, Final Plat for Shawnee Twin Lakes - No. 1, Phase 3.
- Recommending Deferral of Case No. FPL03-25 with a request for additional and specific information to a certain date.

This application will be heard at the City Commission meeting on Monday, September 15, at 6:00 pm.

Financial Impact: None

Attachments: 26169742-Shawnee Twin Lakes - Lake No. 1, Phase 3 - FINAL PLAT

Staff Recommendation: Staff recommends APPROVAL of Case No. FPL03-25, Final Plat for Shawnee Twin Lakes - No. 1, Phase 3.



FINAL PLAT
OF
SHAWNEE TWIN LAKES - LAKE NO. 1, PHASE 3

BEING A REPLAT OF A PART OF THE FINAL PLAT OF
SHAWNEE TWIN LAKES - LAKE NO. 1, AN ADDITION TO THE
CITY OF SHAWNEE AND BEING A PART OF SECTIONS 14, 15 & 23
T10N-R2E, I.M., POTTAWATOMIE COUNTY, OK

NOTES

1. THIS PLAT OF SURVEY MEETS OR EXCEEDS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, AND THAT THIS FINAL PLAT COMPLIES WITH THE REQUIREMENTS OF TITLE 11 SECTION 41-108 OF THE OKLAHOMA STATE STATUTES.
2. EXTERIOR SUBDIVISION CORNERS, LOT CORNERS, R/W CORNERS, AND CENTERLINE MONUMENTS SHALL BE EITHER A 1/2" IRON PIN W/ PLASTIC CAP STAMPED "ELEVATION CA 8524" OR A MAG NAIL WITH SHINER STAMPED "ELEVATION CA 8524", UNLESS OTHERWISE NOTED.
3. MAINTENANCE OF ALL COMMON AREAS AND RIGHT-OF-WAYS ARE THE RESPONSIBILITY OF THE CITY OF SHAWNEE.
4. MAINTENANCE OF ALL ACCESS EASEMENTS ARE THE RESPONSIBILITY OF THE LESSEE(S) OF THE LOT(S) THE ACCESS EASEMENT IS SERVING.
5. EXCEPT WHERE SPECIFIED IN THE LEASE AGREEMENTS, NO STRUCTURES, STORAGE OF MATERIAL, GRADING, FILL OR OTHER OBSTRUCTIONS INCLUDING FENCES, EITHER TEMPORARY OR PERMANENT, SHALL BE PLACED WITHIN THE COMMON AREAS OR RIGHT-OF-WAYS.
6. EXCEPT WHERE SPECIFIED IN THE LEASE AGREEMENT, NO STRUCTURES SHALL BE PLACED WITHIN THE BUFFER AREA.
7. THE EDGES OF THE EASEMENTS AND RIGHT-OF-WAY LINES SHALL EXTEND TO AND/OR TERMINATE AT THE APPLICABLE LOT, PROPERTY, AND/OR RIGHT-OF-WAY LINES.
8. ALL EASEMENT DIMENSIONS ARE TO THE CENTERLINE OF THE EASEMENT.

LEGEND

SECTION LINE	_____	R/W = PUBLIC RIGHT-OF-WAY
QUARTER SECTION LINE	_____	A/E = PRIVATE ACCESS EASEMENT
ALLOTMENT SECTION LINE	_____	U/E = PUBLIC UTILITY EASEMENT
EXISTING SUBDIVISION LOT LINE	_____	O/U/E = PRIVATE OVERHEAD UTILITY EASEMENT
CENTERLINE OF ROADWAY/DRIVE	CL	U/U/E = PRIVATE UNDERGROUND UTILITY EASEMENT
SUBJECT PROPERTY LINE	_____	P/E = PRIVATE PIPELINE EASEMENT
LOT LINE	_____	C/L = CENTERLINE
BUFFER AREA LINE	_____	C = CURVE
EASEMENT LINE	_____	L/L = LOT LINE
RIGHT-OF-WAY LINE	_____	BOUNDARY CORNER (AS NOTED)
		CALCULATED CORNER (FALLS IN LAKE)

The following items refer to documents, affecting the subject property, found by the surveyor during the survey. The survey was prepared without the benefit of a title commitment and the surveyor makes no guarantee that all easements or encumbrances affecting the subject property are shown herein.

Reference #	Recording Information	Document Description	Blanket	Plotted	Note
1	Book 72 Page 140-141	Right-of-Way in favor of McMann Oil Company	Yes	No	
2	Book 72 Page 141	Right-of-Way in favor of McMann Oil Company	Yes	No	
3	Book 159 Page 340	Right-of-Way in favor of Independent Pipe Line Company	Yes	No	
4	Book 66 Page 7	Right-of-Way in favor of Transok Pipe Line Company	Yes	No	
5	199600008326	20' Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc.	No	Yes	A
6	199800010565	Easement for Private Streets in favor of Udell McSpadden	No	Yes	
7	200000016250	20' Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc.	No	Yes	A
8	200300007331	10' Easement in favor of Oklahoma Gas and Electric Company	No	Yes	
9	200600003106	30' Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc.	No	Yes	A
10	201200012284	Highway Easement in favor of the State of Oklahoma	No	Yes	
11	201200012285	Utility Easement in favor of the State of Oklahoma	No	Yes	
12	201400007140	Access and Roadway Easement in favor of Gary & Barbara Chatham and ISAOA	No	Yes	

Note	Surveyor's Comments
A	Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc. is to be on each side of the proposed pole line and/or underground line center. The surveyor made every effort to plot said right-of-way easement in the correct location but in some cases the centerline description is ambiguous making it very difficult to positively identify on the ground.

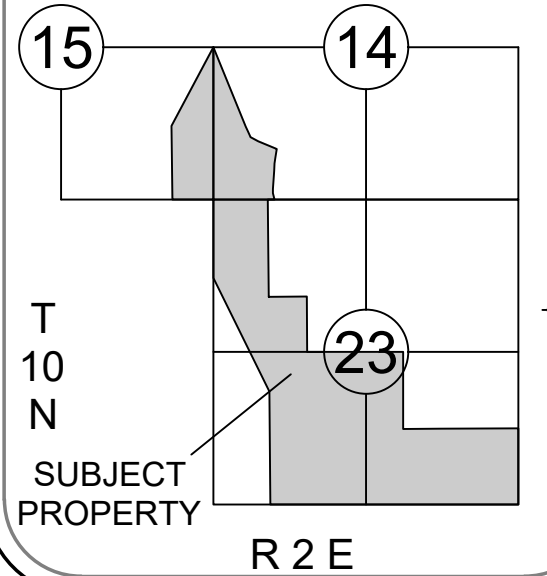
ELEVATION
LAND SURVEYING

8501 SW 15TH ST
OKLAHOMA CITY, OK 73128
405-493-9393

TANNER J. WENTWORTH
PROFESSIONAL LAND SURVEYOR #1871
C.A. #8524 EXPIRES 06-30-2026

LOCATION MAP

POTTAWATOMIE COUNTY, OK



FINAL PLAT
SHAWNEE TWIN LAKES - LAKE NO. 1
PHASE 3
BEING A REPLAT OF A PART OF THE FINAL PLAT OF
SHAWNEE TWIN LAKES - LAKE NO. 1, AN ADDITION TO THE
CITY OF SHAWNEE & BEING A PART OF SECTION 14, 15 & 23
T10N-R2E, I.M., POTTAWATOMIE COUNTY, OK

REVISION	BY	DATE	SURVEY BY:	TJW	FINAL DATE:	05/27/25	TJW	SCALE:	1"=400'	REVIEWED BY:	SDC	ELS JOB NUMBER:	2024.119

SHEET
1 OF 16

W/2
E/2
SW/4
SW/4

E/2
E/2
SW/4
SW/4

TRACT "G"

TRACT "G"

**COMMON
AREA "A"**

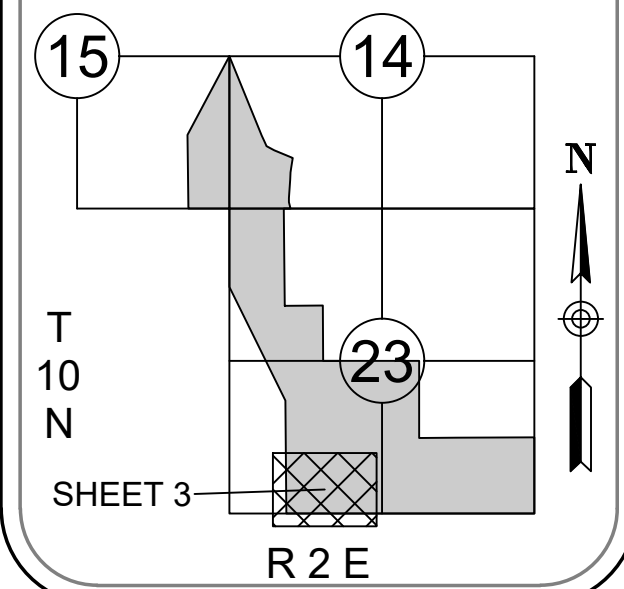
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LOCATION MAP

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FINAL PLAT

SHAWNEE TWIN LAKES - LAKE NO. 1

PHASE 3

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REVISION	BY	DATE

FIELD DATE: 06/20/25	SURVEY BY: T.J.W
FINAL DATE: 05/27/25	DRAWN BY: T.J.W
SCALE: 1"=60'	REVIEWED BY: SDC
ELS JOB NUMBER: 2024.119	

SHEET
3 OF 16

W/2
SE/4
NW/4
SW/4

W/2
E/2
SW/4
SW/4

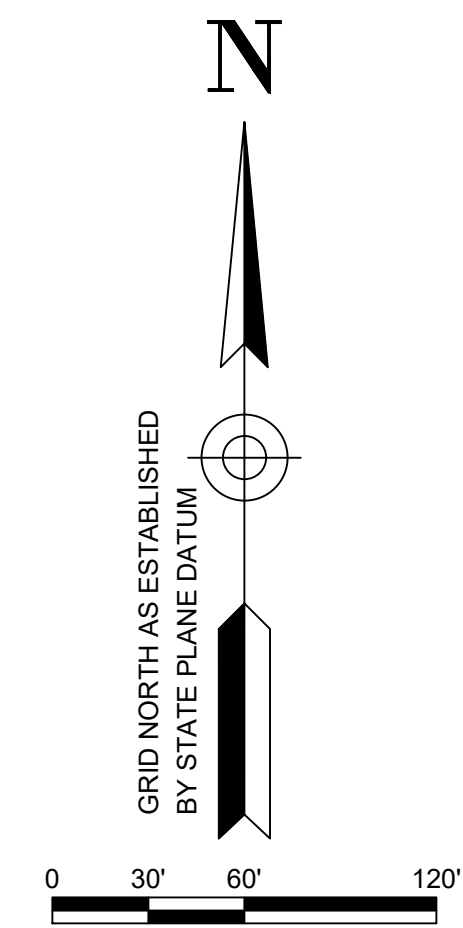
NE/4
SW/4

COMMON AREA "A"

SEE SHEET 11

SEE SHEET 3

SE/4
SW/4

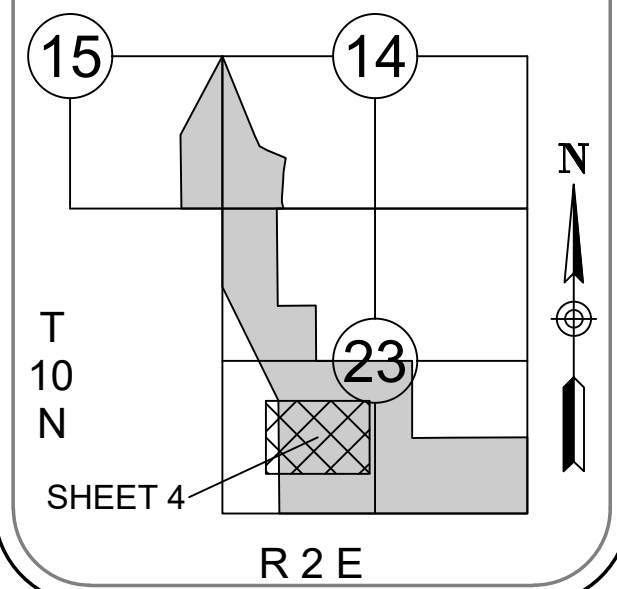


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LOCATION MAP

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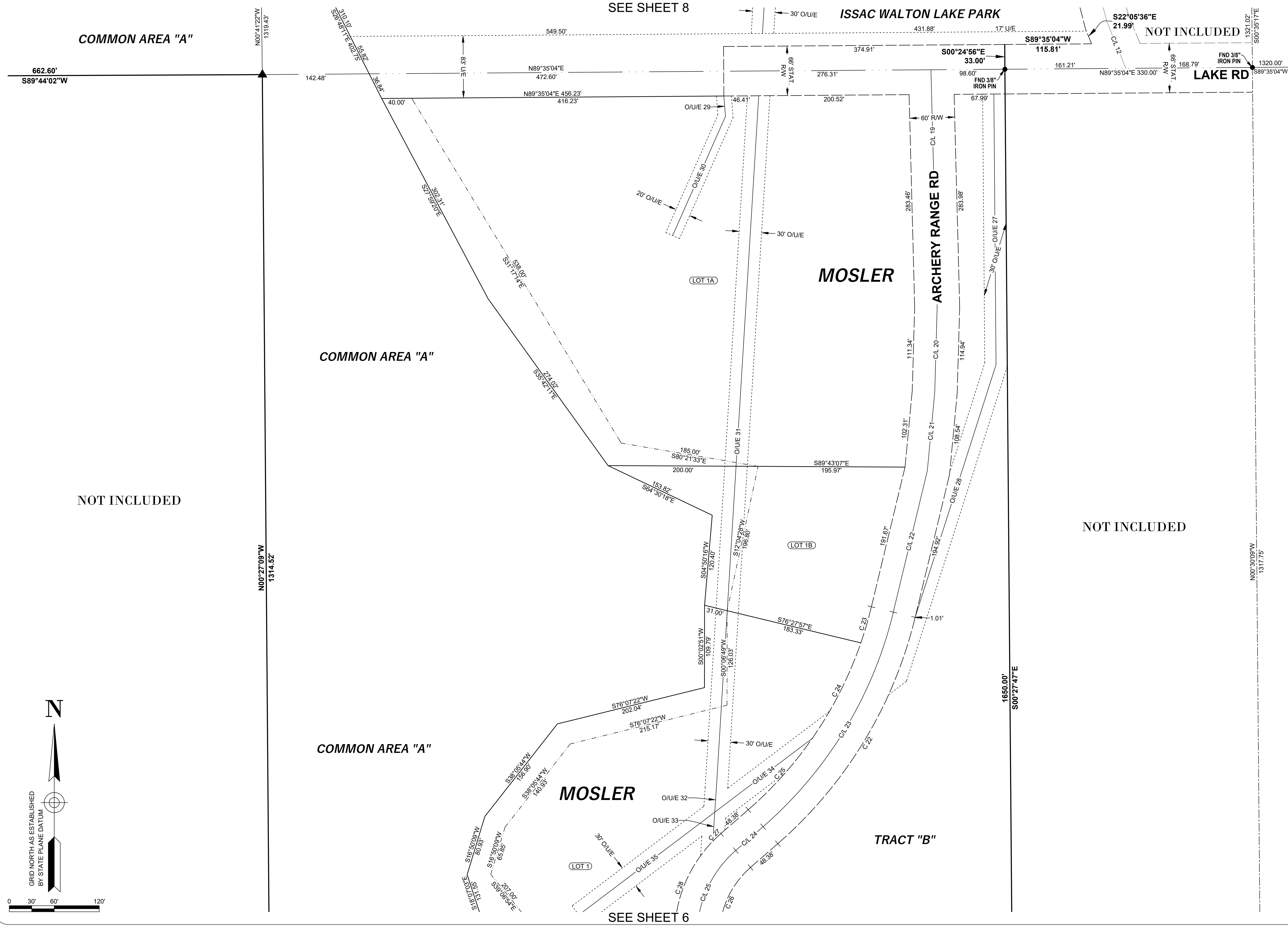
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SHEET
4 OF 16



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LOCATION MAP
POTTAWATOMIE COUNTY, OK

15 14

T 10 N

SHEET 7

23

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FINAL PLAT

SHAWNEE TWIN LAKES - LAKE NO. 1

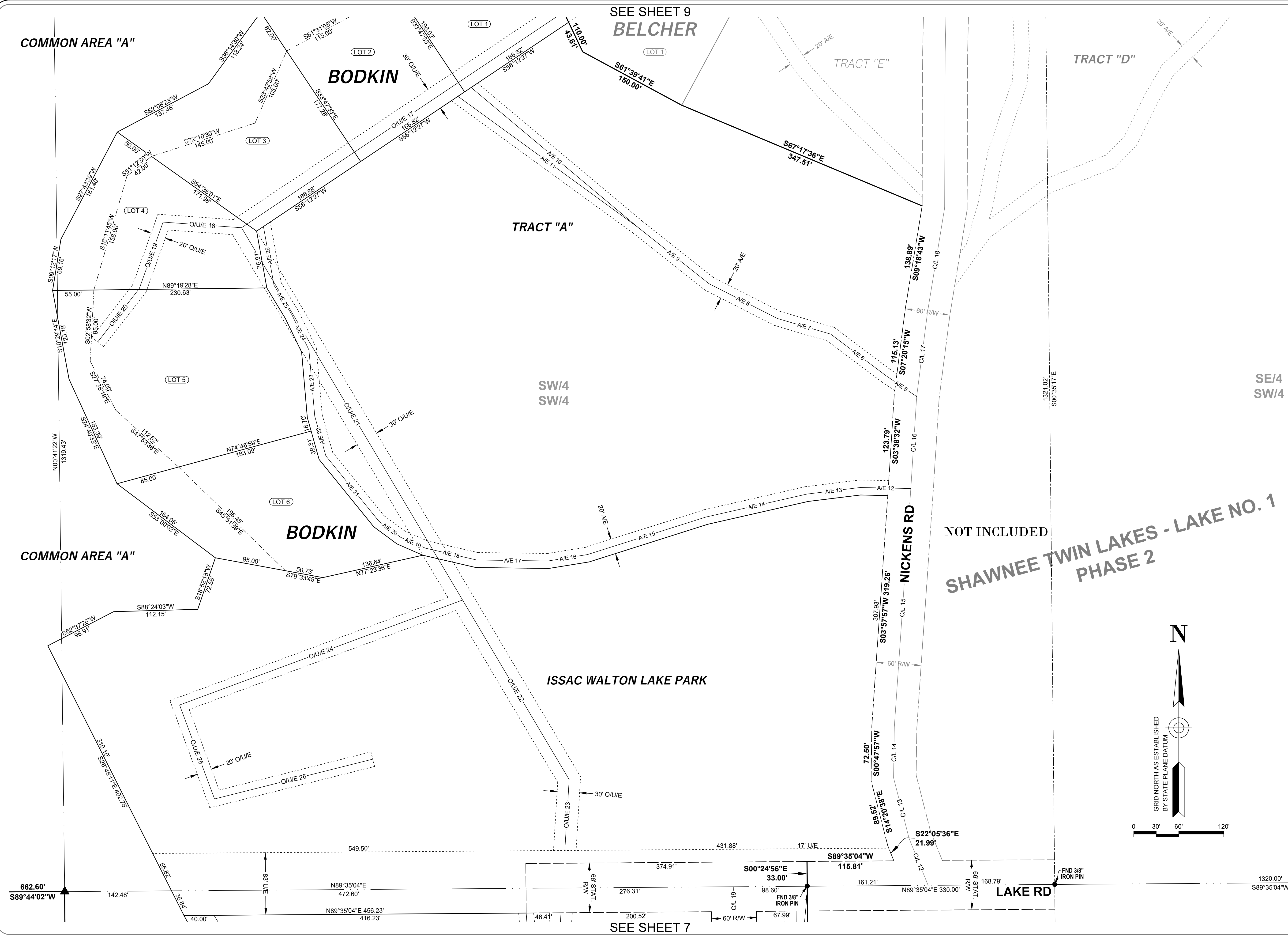
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SHEET
7 OF 16



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LOCATION MAP

POTTAWATOMIE COUNTY, OK

15 14

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SHEET 8

R 2 E

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FINAL PLAT

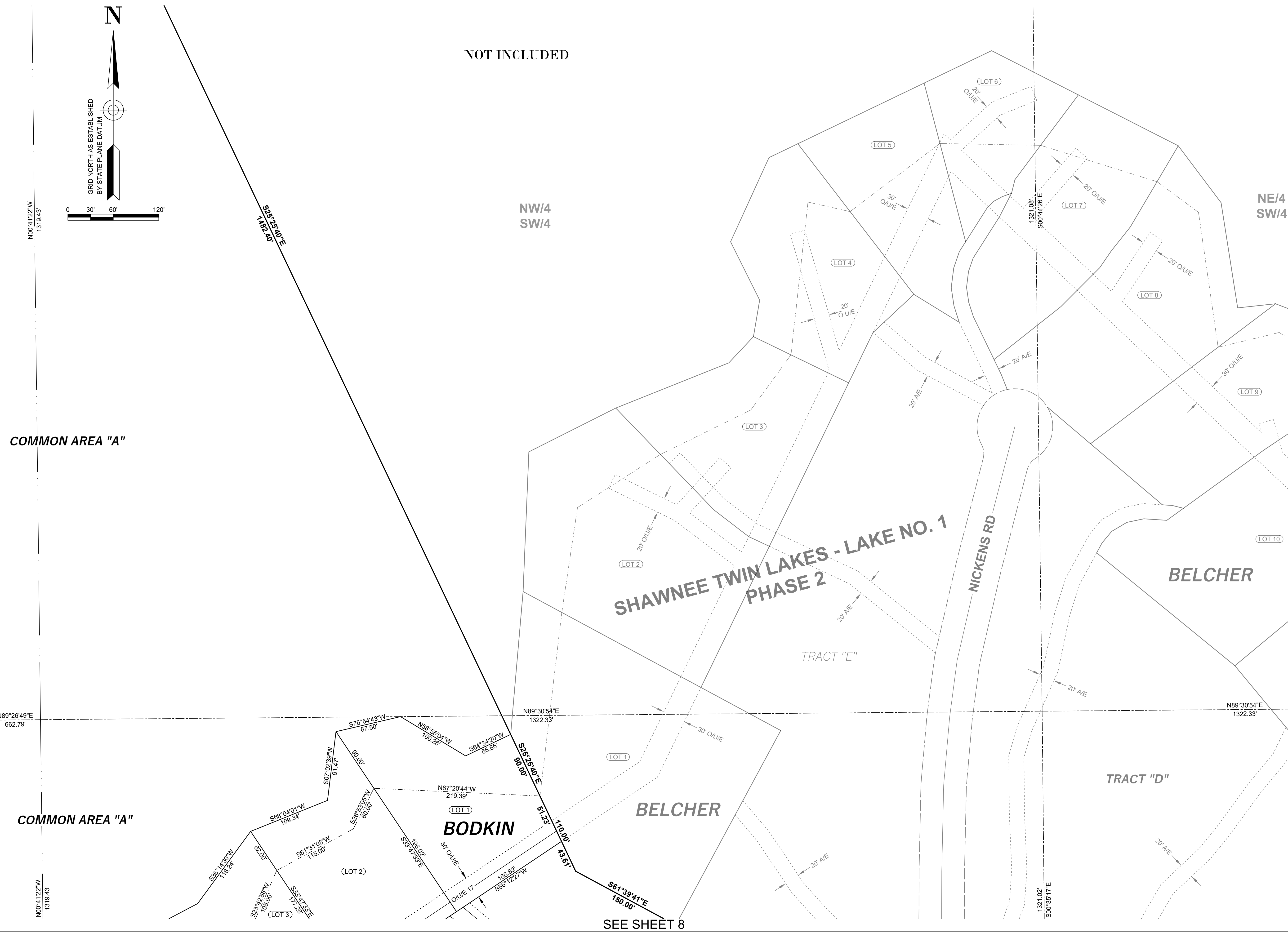
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SHEET
8 OF 16



ELEVATION
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LOCATION MAP

POTTAWATOMIE COUNTY, OK

15 14

T 10 N

SHEET 9

23

R 2 E

N

FINAL PLAT

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SHEET
9 OF 16



LOCATION MAP

POTTAWATOMIE COUNTY, OK

15 14

T
10
N

SHEET 10

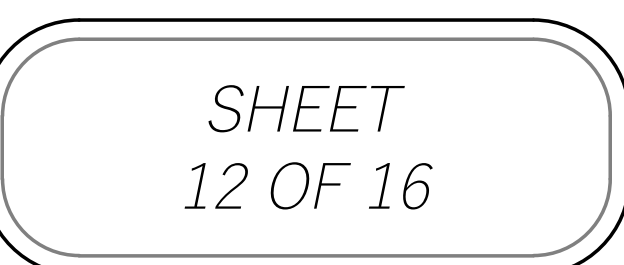
R 2 E

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SHEET
10 OF 16



SE/4
SE/4

NOT INCLUDED

NOT INCLUDED

SEE SHEET 2

***DRAINAGE
RESERVE "A"***

CLEARPOND RD

TRACT "E"

SEE SHEET 12

SEE SHEET 2

**DRAINAGE
RESERVE "A"**

CLEARPOND RD

TRACT "E"

SE/4
SE/4

NOT INCLUDED

NOT INCLUDED

SHEET
13 OF 16

REVISION	BY	DATE

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SHEET
13 OF 16

FINAL PLAT

SHAWNEE TWIN LAKES - LAKE NO. 1

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ELEVATION

8501 SW 15TH ST
OKLAHOMA CITY, OK 73128
405-493-9393

TANNER J. WENTWORTH
PROFESSIONAL LAND SURVEYOR #1871
C.A. #8524 EXPIRES 06-30-2026

LOCATION MAP

POTTAWATOMIE COUNTY, OK

Index map showing the location of Sheet 13 within a grid of sheets. The grid is labeled with sheet numbers 15, 14, 23, and 13. A north arrow is present.

FINAL PLAT
SHAWNEE TWIN LAKES - LAKE NO. 1
PHASE 3
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SHEET
13 OF 16

Centerline Curve Table						
Curve #	Length	Radius	Tangent	Delta	Chord Length	Chord Direction
C/L 2	220.47'	400.00'	113.11	31°34'48"	217.69'	N20°31'08"W
C/L 6	253.62'	200.00'	147.07	72°39'24"	236.96'	N55°19'37"W
C/L 8	169.89'	250.00'	88.37	38°56'05"	166.64'	N72°11'16"W
C/L 10	93.09'	175.00'	47.68	30°28'43"	92.00'	N67°57'35"W
C/L 23	340.01'	550.00'	175.63	35°25'12"	334.62'	S31°14'38"W
C/L 25	139.12'	150.00'	75.01	53°08'19"	134.18'	S22°23'05"W
C/L 27	187.59'	200.00'	101.34	53°44'31"	180.79'	S31°03'20"E
C/L 31	314.12'	200.00'	199.96	89°59'20"	282.82'	S45°25'16"E
C/L 38	193.26'	400.00'	98.55	27°40'56"	191.38'	S84°50'23"E
C/L 40	153.45'	300.00'	78.44	29°18'22"	151.78'	S84°01'40"E
C/L 43	247.41'	225.00'	137.89	63°00'11"	235.13'	S30°32'48"E
C/L 45	151.49'	400.00'	76.66	21°41'58"	150.59'	S09°53'41"E
C/L 51	530.47'	450.00'	300.91	67°32'29"	500.28'	S79°15'13"E
C/L 53	247.70'	700.00'	125.16	20°16'27"	246.41'	N77°06'46"E

Centerline Line Table		
Line #	Length	Direction
C/L 1	144.66'	N04°43'44"W
C/L 3	209.56'	N36°18'32"W
C/L 4	117.81'	N10°57'02"W
C/L 5	84.59'	N18°59'55"W
C/L 7	174.90'	S88°20'41"W
C/L 9	79.03'	N52°43'13"W
C/L 11	78.96'	N83°11'57"W
C/L 12	67.40'	N22°05'36"W
C/L 13	83.50'	N14°20'38"W
C/L 14	67.68'	N00°47'57"E
C/L 15	318.56'	N03°57'57"E
C/L 16	122.86'	N03°38'31"E
C/L 17	113.65'	N07°20'15"E
C/L 18	140.76'	N09°18'43"E
C/L 19	316.73'	S01°30'05"E
C/L 20	113.14'	S01°39'18"W
C/L 21	105.42'	S05°23'21"W
C/L 22	193.80'	S13°32'03"W
C/L 24	48.38'	S48°57'14"W
C/L 26	180.10'	S04°11'05"E
C/L 28	169.43'	S57°55'36"E
C/L 29	188.58'	S61°33'41"E
C/L 30	436.66'	N89°35'04"E
C/L 32	452.96'	S00°25'36"E
C/L 33	223.01'	S09°49'40"W
C/L 34	121.26'	S24°59'13"E
C/L 35	32.64'	N89°42'43"E
C/L 36	173.02'	S84°57'47"E
C/L 37	420.24'	S70°59'55"E
C/L 39	37.03'	N81°19'09"E
C/L 41	230.33'	S69°22'29"E
C/L 42	163.75'	S62°02'53"E
C/L 44	130.56'	S00°57'18"W
C/L 46	135.77'	S20°44'40"E
C/L 47	183.82'	S20°43'24"E
C/L 48	184.56'	S18°04'22"E
C/L 49	107.14'	S49°40'27"E
C/L 50	35.76'	S45°28'59"E
C/L 52	151.11'	N66°58'32"E
C/L 54	394.39'	N87°15'00"E
C/L 55	635.20'	N88°13'19"E

Lot Curve Table						
Curve #	Length	Radius	Tangent	Delta	Chord Length	Chord Direction
C 1	178.52'	370.00'	91.03	27°38'38"	176.79'	N18°33'03"W
C 2	25.42'	370.00'	12.71	3°56'10"	25.41'	N34°20'27"W
C 3	237.01'	430.00'	121.60	31°34'48"	234.02'	N20°31'08"W
C 4	92.27'	170.00'	47.30	31°05'52"	91.14'	N34°32'51"W
C 5	115.67'	170.00'	60.17	38°59'03"	113.45'	N69°35'18"W
C 6	7.64'	170.00'	3.82	2°34'29"	7.64'	S89°37'56"W
C 7	60.31'	230.00'	30.33	15°01'27"	60.14'	N26°30'38"W
C 8	121.91'	230.00'	62.43	30°22'12"	120.49'	N49°12'28"W
C 9	43.69'	230.00'	21.91	10°53'00"	43.62'	N69°50'04"W
C 10	65.75'	230.00'	33.10	16°22'44"	65.53'	N83°27'57"W
C 11	190.27'	280.00'	98.97	38°58'05"	186.63'	N72°11'16"W
C 12	95.89'	220.00'	48.72	24°58'24"	95.13'	N79°10'07"W
C 13	53.61'	220.00'	26.94	13°57'41"	53.48'	N59°42'04"W
C 14	77.13'	145.00'	39.50	30°28'43"	76.23'	N67°57'35"W
C 15	109.05'	205.00'	55.85	30°28'43"	107.77'	N67°57'35"W
C 16	18.69'	25.00'	9.81	42°50'00"	18.26'	S75°23'03"W
C 17	129.05'	50.00'	173.68	147°52'48"	96.10'	N52°05'33"W
C 18	10.05'	50.00'	5.04	11°31'03"	10.03'	N27°36'23"E
C 19	44.18'	50.00'	23.65	50°37'31"	42.76'	N58°40'40"E
C 20	48.56'	50.00'	26.39	55°38'38"	46.67'	S68°11'16"E
C 21	18.69'	25.00'	9.81	42°50'00"	18.26'	S61°46'57"E
C 22	358.55'	580.00'	185.21	35°25'12"	352.87'	S31°14'38"W
C 23	50.08'	520.00'	25.06	5°31'04"	50.06'	S16°17'34"W
C 24	143.27'	520.00'	72.09	15°47'09"	142.82'	S26°56'41"W
C 25	128.11'	520.00'	64.38	14°06'58"	127.79'	S41°53'45"W
C 26	111.29'	120.00'	60.01	53°08'19"	107.35'	S22°23'05"W
C 27	14.93'	180.00'	7.47	4°45'08"	14.93'	S46°34'40"W
C 28	152.01'	180.00'	80.87	48°23'11"	147.53'	S20°00'30"W
C 29	159.46'	170.00'	86.14	53°44'31"	153.67'	S31°03'20"E
C 30	64.05'	230.00'	32.24	15°57'23"	63.85'	S12°09'46"E
C 31	80.46'	230.00'	40.64	20°02'36"	80.05'	S30°09'46"E
C 32	71.22'	230.00'	35.90	17°44'32"	70.94'	S49°03'20"E
C 33	267.00'	170.00'	169.97	89°59'20"	240.39'	S45°25'16"E
C 34	178.76'	370.00'	91.16	27°40'56"	177.03'	S84°50'23"E
C 35	41.46'	430.00'	20.75	5°31'28"	41.44'	S73°45'39"E
C 36	37.16'	430.00'	18.59	4°57'07"	37.15'	S78°59'57"E
C 37	129.13'	430.00'	65.05	17°12'20"	128.64'	N89°55'19"E
C 38	168.79'	330.00'	86.29	29°18'22"	166.96'	S84°01'40"E
C 39	108.75'	270.00'	55.12	23°04'40"	108.02'	S87°08'31"E
C 40	29.35'	270.00'	14.69	6°13'43"	29.34'	S72°29'20"E
C 41	23.75'	255.00'	11.88	5°20'09"	23.74'	S59°22'48"E
C 42	256.65'	255.00'	140.38	57°40'01"	245.96'	S27°52'43"E
C 43	214.42'	195.00'	119.50	63°00'11"	203.78'	S30°32'48"E
C 44	46.99'	370.00'	23.52	7°16'34"	46.95'	S02°40'59"E
C 45	93.14'	370.00'	46.82	14°25'24"	92.90'	S13°31'58"E
C 46	58.05'	430.00'	29.07	7°44'08"	58.01'	S02°54'46"E
C 47	104.80'	430.00'	52.66	13°57'50"	104.54'	S13°45'45"E
C 48	77.97'	420.00'	39.09	10°38'09"	77.85'	S50°48'04"E
C 49	417.14'	420.00'	227.59	56°54'19"	400.20'	S84°34'18"E
C 50	156.50'	480.00'	78.95	18°40'53"	155.81'	S54°49'25"E
C 51	72.03'	480.00'	36.08	8°35'54"	71.96'	S68°27'49"E
C 52	142.04'	480.00'	71.54	16°57'16"	141.52'	S81°14'24"E
C 53	195.26'	480.00'	99.00	23°18'26"	193.91'	N78°37'45"E
C 54	258.31'	730.00'	130.52	20°16'27"	256.97'	N77°06'46"E
C 55	237.08'	670.00'	119.79	20°16'27"	235.85'	N77°06'46"E

Lot Area Table		
Lot #	Block	Area
LOT 1	BODKIN	0.91 Acres
LOT 2	BODKIN	0.91 Acres
LOT 3	BODKIN	1.01 Acres
LOT 4	BODKIN	0.87 Acres
LOT 5	BODKIN	1.56 Acres
LOT 6	BODKIN	0.94 Acres

Lot Area Table		
Lot #	Block	Area
LOT 1	MOSLER	3.80 Acres
LOT 1A	MOSLER	6.42 Acres
LOT 1B	MOSLER	1.24 Acres
LOT 2	MOSLER	1.69 Acres
LOT 3	MOSLER	1.39 Acres
LOT 3A	MOSLER	0.80 Acres
LOT 4	MOSLER	1.79 Acres
LOT 5	MOSLER	0.68 Acres
LOT 6	MOSLER	1.67 Acres
LOT 7	MOSLER	1.15 Acres
LOT 8	MOSLER	1.25 Acres
LOT 9	MOSLER	0.83 Acres
LOT 10	MOSLER	0.83 Acres

Lot Area Table		
Lot #	Block	Area
LOT 1	MAGNINO	0.51 Acres
LOT 2	MAGNINO	1.04 Acres
LOT 3	MAGNINO	0.79 Acres
LOT 4	MAGNINO	1.24 Acres
LOT 5	MAGNINO	1.96 Acres
LOT 6	MAGNINO	0.77 Acres
LOT 7	MAGNINO	0.91 Acres
LOT 8	MAGNINO	0.84 Acres
LOT 9	MAGNINO	0.92 Acres
LOT 10	MAGNINO	1.07 Acres
LOT 11	MAGNINO	0.30 Acres
LOT 12	MAGNINO	0.47 Acres
LOT 13	MAGNINO	1.24 Acres
LOT 14	MAGNINO	1.42 Acres
LOT 15	MAGNINO	1.71 Acres

Lot Area Table		
Lot #	Block	Area
LOT 1	SKIPPER	0.91 Acres
LOT 2	SKIPPER	1.23 Acres
LOT 3	SKIPPER	0.74 Acres
LOT 4	SKIPPER	1.03 Acres
LOT 5	SKIPPER	0.75 Acres
LOT 6	SKIPPER	0.90 Acres
LOT 7	SKIPPER	0.98 Acres

Access Easement Line Table		
Line #	Length	Direction
A/E 1	50.00'	N68°09'09"W
A/E 2	32.09'	N57°40'23"W
A/E 3	117.07'	N30°09'10"W
A/E 4	69.83'	N66°53'07"W
A/E 5	50.00'	N55°43'47"W
A/E 6	91.72'	N53°04'58"W
A/E 7	73.92'	N73°39'34"W
A/E 8	102.55'	N63°02'25"W
A/E 9	120.85'	N51°35'00"W
A/E 10	290.03'	N50°02'58"W
A/E 11	296.61'	N53°57'35"W
A/E 12	67.42'	N88°47'28"W
A/E 13	71.77'	S82°59'31"W
A/E 14	138.01'	S77°10'56"W
A/E 15	165.66'	S72°25'13"W
A/E 16	52.86'	S80°44'58"W
A/E 17	95.24'	N89°15'43"W
A/E 18	70.69'	N76°57'56"W
A/E 19	35.60'	N66°22'46"W
A/E 20	36.19'	N53°32'54"W
A/E 21	112.17'	N39°05'23"W
A/E 22	55.00'	N15°37'49"W
A/E 23	88.49'	N05°00'02"W
A/E 24	52.11'	N25°53'08"W
A/E 25	46.13'	N31°12'33"W
A/E 26	79.45'	N10°09'29"W
A/E 27	120.30'	S05°54'41"E
A/E 28	25.76'	N14°45'46"E
A/E 29	30.23'	N40°19'05"E
A/E 30	48.36'	N67°57'52"E
A/E 31	61.37'	S02°40'39"W
A/E 32	114.79'	S34°47'37"W
A/E 33	76.31'	S58°51'59"W
A/E 34	166.47'	S47°46'34"W
A/E 35	33.46'	S60°43'45"W
A/E 36	42.55'	S74°44'47"W
A/E 37	34.25'	N86°03'18"W
A/E 38	90.00'	N00°30'10"W
A/E 39	62.87'	N05°31'49"E

Tract Area Table	
Lot #	Area
COMMON AREA "A"	146.71 Acres
DRAINAGE RESERVE "A"	7.13 Acres
ISSAC WALTON LAKE PARK	10.50 Acres
TRACT "A"	10.20 Acres
TRACT "B"	6.96 Acres
TRACT "C"	10.16 Acres
TRACT "D"	4.11 Acres
TRACT "E"	34.30 Acres
TRACT "F"	4.55 Acres
TRACT "G"	29.27 Acres

Overhead Utility Easement Line Table		
Line #	Length	Direction
O/U/E 1	201.62'	N16°49'14"W
O/U/E 2	98.44'	N16°49'14"W
O/U/E 3	61.79'	N24°02'53"W
O/U/E 4	74.70'	N31°02'02"E
O/U/E 5	45.78'	N21°34'21"W
O/U/E 6	43.74'	N19°45'26"W
O/U/E 7	18.35'	S83°50'00"E
O/U/E 8	95.77'	S66°53'07"E
O/U/E 9	14.32'	N09°15'07"E
O/U/E 10	777.29'	N09°15'07"E
O/U/E 11	33.55'	S66°53'07"E
O/U/E 12	545.79'	S66°53'07"E
O/U/E 13	136.76'	S66°53'07"E
O/U/E 14	121.69'	N01°52'11"W
O/U/E 15	187.61'	N26°56'17"E
O/U/E 16	43.24'	N29°46'07"W
O/U/E 17	516.93'	S56°12'27"W
O/U/E 18	104.84'	N85°54'32"W
O/U/E 19	94.12'	S19°40'56"W
O/U/E 20	90.21'	S37°56'47"W
O/U/E 21	577.12'	S30°42'16"E
O/U/E 22	278.28'	S30°42'16"E
O/U/E 23	94.66'	S03°29'45"W
O/U/E 24	402.38'	S69°39'07"W
O/U/E 25	133.56'	S20°25'26"E
O/U/E 26	217.50'	N75°54'17"E
O/U/E 27	360.75'	S00°27'47"E
O/U/E 28	352.80'	S17°45'26"W
O/U/E 29	27.22'	S04°32'26"E
O/U/E 30	173.83'	S23°54'33"W
O/U/E 31	924.24'	S03°29'45"W
O/U/E 32	32.69'	S03°50'43"W
O/U/E 33	38.86'	S03°50'43"W
O/U/E 34	163.07'	S52°53'47"W

A TRACT OF LAND LYING IN A PART OF THE FINAL PLAT OF SHAWNEE TWIN LAKES - LAKE NO. 1, AN ADDITION TO THE CITY OF SHAWNEE AND BEING A PART OF SECTIONS FOURTEEN (14), FIFTEEN (15), AND TWENTY-THREE (23), TOWNSHIP TEN (10) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

SUBJECT PROPERTY CONTAINS A TOTAL OF **335.89 ACRES** AS DESCRIBED.

1. THIS PLAT OF SURVEY MEETS OR EXCEEDS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, AND THAT THIS FINAL PLAT COMPLIES WITH THE REQUIREMENTS OF TITLE 11 SECTION 41-108 OF THE OKLAHOMA STATE STATUTES.

3. MAINTENANCE OF ALL COMMON AREAS AND RIGHT-OF-WAYS ARE THE RESPONSIBILITY OF THE CITY OF SHAWNEE.

4. MAINTENANCE OF ALL ACCESS EASEMENTS ARE THE RESPONSIBILITY OF THE LESSEE(S) OF THE LOT(S) THE ACCESS EASEMENT IS SERVING.

5. EXCEPT WHERE SPECIFIED IN THE LEASE AGREEMENTS, NO STRUCTURES, STORAGE OF MATERIAL, GRADING, FILL OR OTHER OBSTRUCTIONS INCLUDING FENCES, EITHER TEMPORARY OR PERMANENT, SHALL BE PLACED WITHIN THE COMMON AREAS OR RIGHT-OF-WAYS.

6. EXCEPT WHERE SPECIFIED IN THE LEASE AGREEMENT, NO STRUCTURES SHALL BE PLACED WITHIN THE BUFFER AREA.

7. THE EDGES OF THE EASEMENTS AND RIGHT-OF-WAY LINES SHALL EXTEND TO AND/OR TERMINATE AT THE APPLICABLE LOT, PROPERTY, AND/OR RIGHT-OF-WAY LINES.

8. ALL EASEMENT DIMENSIONS ARE TO THE CENTERLINE OF THE EASEMENT.

SECTION LINE	R/W = PUBLIC RIGHT-OF-WAY
QUARTER SECTION LINE	A/E = PRIVATE ACCESS EASEMENT
ALQUOT SECTION LINE	U/E = PUBLIC UTILITY EASEMENT
EXISTING SUBDIVISION LOT LINE	O/U/E = PRIVATE OVERHEAD UTILITY EASEMENT
CENTERLINE OF ROADWAY/DRIVE CL	U/U/E = PRIVATE UNDERGROUND UTILITY EASEMENT
SUBJECT PROPERTY LINE	P/E = PRIVATE PIPELINE EASEMENT
LOT LINE	CL = CENTERLINE
BUFFER AREA LINE	C = CURVE
EASEMENT LINE	L/L = LOT LINE
RIGHT-OF-WAY LINE	BOUNDARY CORNER (AS NOTED)
	CALCULATED CORNER (FALLS IN LAKE)

Reference #	Recording Information	Document Description	Blanket	Plotted	Note
1	Book 72 Page 140-141	Right-of-Way in favor of McMann Oil Company	Yes	No	
2	Book 72 Page 141	Right-of-Way in favor of McMann Oil Company	Yes	No	
3	Book 159 Page 340	Right-of-Way in favor of Independent Pipe Line Company	Yes	No	
4	Book 66 Page 7	Right-of-Way in favor of Transok Pipe Line Company	Yes	No	
5	199600008326	20' Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc.	No	Yes	A
6	199800010565	Easement for Private Streets in favor of Udelл McSpadden	No	Yes	
7	200000016250	20' Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc.	No	Yes	A
8	200300007331	10' Easement in favor of Oklahoma Gas and Electric Company	No	Yes	
9	200600003106	30' Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc.	No	Yes	A
10	201200012284	Highway Easement in favor of the State of Oklahoma	No	Yes	
11	201200012285	Utility Easement in favor of the State of Oklahoma	No	Yes	
12	201400007140	Access and Roadway Easement in favor of Gary & Barbara Chatham and ISA0A	No	Yes	

Note	Surveyor's Comments
A	Right-of-Way Easement in favor of Canadian Valley Electric Cooperative, Inc. is to be on each side of the proposed pole line and/or underground line center. The surveyor made every effort to plot said right-of-way easement in the correct location but in some cases the centerline description is ambiguous making it very difficult to positively identify on the ground.

LOCATION MAP
POTTAWATOMIE COUNTY, OK

The map shows a grid of townships and ranges. Township 10 North (T 10 N) and Range 2 East (R 2 E) are labeled. The subject property is located in the southwest corner of the intersection of T10N and R2E. A north arrow is located in the upper right corner of the map.

FINAL PLAT

SHAWNEE TWIN LAKES - LAKE NO. 1

PHASE 3

BEING A REPLAT OF A PART OF THE FINAL PLAT OF
SHAWNEE TWIN LAKES - LAKE NO. 1, AN ADDITION TO THE
CITY OF SHAWNEE & BEING A PART OF SECTION 14, 15 & 23
T10N-R2E, I.M., POTTAWATOMIE COUNTY, OK

[illegible]

KNOW ALL MEN BY THESE PRESENTS:

They further certify that they are the owners of and the only persons, firms or companies who has any right, title or interest to the land included in the above mentioned Final Plat, and they do hereby dedicate all street rights-of-way and general utility easements as shown on said Final Plat to the use of the public, for public streets, public drainage and public utilities for their heirs, executors, administrators, successors and assigns forever and have caused the same to be released from all encumbrances so that title is clear.

Access easements as shown on said Final Plat are private easements, only to be used by the lessee(s) of the lot(s) the access easement is serving.

CITY OF SHAWNEE

Name: _____

Title: _____

Before me, the undersigned, a notary public in and for said County and State on this _____ day of _____, 2025, personally appeared _____, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument and duly acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed for the uses and purposes therein set forth. He covenanted my hand and seal the day and year last above written.

My Commission Expires: _____

Notary Public _____

Community Development Director

I, _____, City Clerk of the City of Shawnee, Pottawatomie County, Oklahoma, hereby certify that I have examined the records of said City and find that all deferred payments on unmaturred installments upon special assessment have been paid in full and that there are no special assessment procedures now pending against the land shown on the Final Plat of SHAWNEE TWIN LAKES - LAKE NO. 1, PHASE 3, an addition to the City of Shawnee, Pottawatomie County, Oklahoma.

City Clerk

Adopted by the Commission of the City of Shawnee this _____ day of _____, 2025.

City Clerk

Mayor

City Clerk

Mayor

I, _____, do hereby certify that I am the duly qualified and acting County Treasurer of Pottawatomie County and that the tax records of said county show that all taxes for the year 2024 and prior years are paid on the Final Plat of SHAWNEE TWIN LAKES - LAKE NO. 1, PHASE 3, an addition to the City of Shawnee, Pottawatomie County, Oklahoma, and that the required statutory security has been deposited in the offices of the County Treasurer guaranteeing the current year's taxes.

County Treasurer

The undersigned, a duly qualified and lawfully bonded abstractor of titles in and for Pottawatomie County and the State of Oklahoma, hereby certify that the records of said county show that the Title to the land shown on the Final Plat for SHAWNEE TWIN LAKES - LAKE NO. 1, PHASE 3, an addition to the City of Shawnee, Pottawatomie County, Oklahoma is vested in the City of Shawnee, on the _____ day of _____, 2025, that there are no actions pending or judgements of any nature in any court or on file with the clerk thereof, that the taxes are paid for the year 2024 and prior years, that there are no outstanding tax sales certificates against said land and no tax deeds are issued to any person, that there are no liens, or other encumbrances of any kind against the land included in the Final Plat, except mortgages, rights-of-way, easements, and mineral conveyances of record.

Title Company Name

Signature _____

Before me, the undersigned, a notary public in and for said County and State on this _____ day of _____, 2025, personally appeared _____, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument and duly acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed for the uses and purposes therein set forth. Given under my hand and seal the day and year last above written.

My Commission Expires: _____

Notary Public

I, Tanner J. Wentworth, a Professional Land Surveyor in the State of Oklahoma, do hereby certify that the Final Plat of SHAWNEE TWIN LAKES - LAKE NO. 1, PHASE 3, an addition to the City of Shawnee, Pottawatomie County, Oklahoma, represents a careful survey made under my supervision on the _____ day of _____, 2025, and that the plat of survey is an accurate representation of said survey and that all monuments shown hereon actually exist.

Tanner J. Wentworth
Professional Land Surveyor #1871

Before me, the undersigned, a notary public in and for said County and State on this _____ day of _____, 2025, personally appeared Tanner J. Wentworth, to me known to be the identical person who executed the above instrument and acknowledged to me that he executed that same as his free and voluntary act and deed. Given under my hand and seal the day and year last above written.

My Commission Expires: _____
Notary Public _____

My Commission Expires: _____

Notary Public _____

OWNER'S NOTARY

CITY CLERK

COUNTY TREASURER

ABSTRACTOR

ABSTRACTOR'S NOTARY

SURVEYOR

SURVEYOR'S NOTARY

SHEET
16 OF 16

Date: September 3, 2025
To: Planning Commission
From: Diana Hood
Subject: Public Hearing and Consideration of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 15105 Eckel Road, Shawnee, OK, 74801
Case No. CUP01-25 | Applicant: Jeff and Katie Cannon; CC Cannon, LLC



Background:

The subject area, addressed as 15105 Eckel Road, is a Lake Lease with the City and located south of the intersection of Eckel Road and Homer Lane Road. The area is zoned TL (Twin Lakes), and Lake No. 1 lies to the southeast. There are approximately 8 other residences on Eckel Road.

The applicant is requesting a Conditional Use Permit for their Short-Term Rental, as required by Section 22-199.I of the Unified Development Code. Short-Term Rentals are allowed with a CUP in all zoning districts EXCEPT for the two Commercial zoning districts (C-1 & C-2), and the two Industrial zoning districts (I-1 & I-2).

Discussion

A Conditional Use Permit authorizes the owner to use a piece of property in such a way that is not normally allowed by default in the subject zoning district. It is an avenue by which certain land uses are allowed in a given zoning district, provided the owner meets certain criteria.

Referencing the City of Shawnee Unified Development Code DIVISION 6. – Procedures. Section 22-227. – Conditional Use Permit. *"The planning commission shall review the conditional use permit and*

submit its report and recommendation to the effect of the proposed building or use upon the character of the neighborhood, traffic congestion, public utilities, and other matters pertaining to the general health, safety, and welfare of the public and to the city commission."

In Section 22-197 of the Unified Development Code is Table 3.2 - Use Table. This table indicates that in the TL zoning district, a Short-Term Rental is permitted subject to acquiring a Conditional Use Permit (CUP).

The Comprehensive Plan Future Land Use Map indicates an Agriculture/Open Space land use, and the current zoning of TL (Twin Lakes) was specifically designed to enhance the experience of residents, tourists, and visitors while protecting the character and environment of the area. A Short-Term Rental use is allowed in this zoning district WITH a CUP.

Staff completed the required public notices for this request. As this parcel and everything in the surrounding 300 foot buffer radius is owned by the City, Staff instead sent mail notices to all other addresses located along Eckel Road in an effort to comply with the intent of the public notice requirements. Additionally, a notice of public hearing was published in The County Democrat weekly newspaper.

Findings and Facts:

- Proper notification for a public hearing was served
- Staff has no concerns regarding the location and use
- Short-Term Rental is an allowed use in TL with a CUP
- Owner/Applicant must also obtain a License to operate, and must comply with Sec. 22-199.I - Short-Term Rental to keep said license. (See Attachments)

Financial Impact: None

Attachments: Sec 22-199 - Short Term Rental, 7.28.2025 CUP application - without payment info for security

Staff Recommendation: Staff recommends APPROVAL of Case No. CUP01-25: Conditional Use Permit for Short-Term Rental.

Sec. 22-199. Commercial use-specific regulations.

I. *Short-term rental.*

1. A short-term rental is defined as the rental of an existing or otherwise permitted dwelling unit, or any portion thereof, for not more than 30 days, where the owner is engaged in a contract for the rental of that specific dwelling unit or any portion thereof.
 - a. Application and approval of a conditional use permit is required before application of the license is approved.
 - b. An annual short-term rental license may be issued to eligible applicants by the city. A short-term rental license is a privilege that may be denied, suspended, revoked, or not renewed.
 - c. Short-term rental units shall only be utilized by those individuals who are renting said units, and then only for the purposes of overnight accommodation.
 - d. Short-term rentals shall not adversely affect the residential character of the neighborhood, nor shall the use generate noise beyond what is allowed under city code, vibration, glare, odors, or other effects that unreasonably interfere with any person's enjoyment of their residence.
 - e. A licensee or guest of a short-term rental shall not use or allow the use of sound equipment, amplified music, and musical instruments.
 - f. A licensee or guest of a short-term rental shall not violate any parking ordinances of this Code. Suitable parking based on proposed occupancy must be available on-site, and the use of street parking as the primary guest parking is not allowed.
 - g. Guest occupancy limits are established for each short-term rental.
 - h. Anyone under the age of 18 is prohibited from renting a short-term rental.
 - i. All short-term rental properties shall pay a license application fee and a license renewal fee, as noted in the city fee schedule.
 - j. All short-term rental properties shall be inspected by the city annually.
 - k. Short-term rental licenses shall not be transferrable.
 - l. No person shall offer or engage in a short-term rental in or on any part of the property not approved for residential occupancy. Examples include, but are not limited to, a vehicle or RV parked on the property, storage shed, trailer, garage, or any temporary structure such as a tent.
2. *Short-term rental, residential; license required; compliance with applicable codes.* Any fraud, material misrepresentation, or false statements contained in the attestations, required documentation, or correlating application material shall be grounds for immediate revocation of a short-term rental license. Furthermore, all requirements shall be continuously maintained throughout the duration of the permit. These requirements shall be verified as having been met through an annual inspection.
 - a. No person shall manage or operate a short-term rental without an annual license, as provided herein, issued by the community development department.
 - b. Licenses for short-term rental shall expire annually on the date the license was originally granted or immediately upon change of ownership. Licenses may be renewed annually upon filing a renewal application with the community development department.
 - c. No license shall be issued or renewed until the applicant verifies that tax permits have been issued by the State of Oklahoma and provides evidence that all applicable collection of taxes will take place or is taking place.

-
- d. No license shall be issued or renewed where taxes are delinquent and are owed by the owner or operator of the property or if the property violates any section of this Code. No renewal shall be issued for a property deemed to breach this Code until such violation is resolved through final disposition of a prosecution filed in the municipal or district court or upon certification by the building code official that the property is in compliance with applicable codes.
 - e. No short-term rental license shall be issued until a conditional use permit (CUP) has been approved by the city.
 - f. No person shall offer or engage in a short-term rental without complying with applicable building and fire codes.
 - g. Use of a short-term rental for any commercial events is prohibited. Each short-term rental shall comply with all applicable noise ordinances.
 - h. The number of occupants at any given time in a short-term rental unit shall not exceed the number of beds.
3. *Suspension, revocation; notice and appeal; complaint process.*
- a. A license issued may be suspended or revoked by the city for failure to pay applicable sales and/or occupancy taxes due or for violation of any section of this Code or state law.
 - b. Failure to renew the short-term rental license annually will require a new license application to be submitted and charged the initial fee as described in the city fee schedule.
 - c. A resident within 300 feet of the short-term rental may file a complaint with the city if they feel the short-term rental unit is noncompliant with the provisions of this division.
 - d. No license shall be suspended or revoked until the owner has been accorded written notice of the violation(s) and administrative hearing with the city.
 - e. The decision to suspend or revoke the license may be appealed to the city commission by filing notice thereof with the city clerk within ten days of said action.
4. *Covenants, deed restrictions; overlay requirements.* This division or any section therein is not intended to be construed in derogation of, or in conflict with, any restrictive covenant, deed restriction, or lease agreement that may be applicable. This division or section therein shall be subject to any applicable overlay district or provision thereof or any zoning restriction unique to a particular area or parcel.
5. *Penalty.* Violation of division 3, section 22-199.I. shall be deemed a class C offense. Each day a short-term rental is operated in violation of said section shall constitute a separate offense.

PLANNING COMMISSION APPLICATION



City of Shawnee Community Development Department

16 West 9th Street
Shawnee, OK 74801
(405) 878-1672

Fax (405) 878-1587 www.ShawneeOK.org

For Office Use Only

Case Number: _____

Project Number: _____

Date Filed: _____

Planning Commission Secretary

REQUEST:

☐ Rezoning

☒ Conditional Use Permit

☐ Rezoning w/Conditional Use Permit

☐ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from _____ District to _____ District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 15105 Eckel Rd. Shawnee, OK 74801

LEGAL DESCRIPTION: Eckel Tract Lot 12

PROPERTY OWNER (S): CC Cannon, LLC.

PROPERTY AGENT (APPLICANT): Jeff and Katie Cannon

APPLICANT'S ADDRESS: 22 W. Main St. Ste A

CITY: Shawnee **STATE:** OK **ZIP:** 74801

EMAIL ADDRESS: jeffcannon@att.net

TELEPHONE NUMBER: (405) 760-9972 **CONTACT NUMBER:** ()

DIMENSIONS OF PROPERTY: **AREA:** 1238 sf. **WIDTH:** 39

LENGTH: 31 **FRONTAGE:** 180

CURRENT ZONING: residential

CURRENT USE: _____

PROPOSED ZONING: residential

PROPOSED USE: short-term rental

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature

COMPLETED APPLICATION AND ALL CORRESPONDING DOCUMENTS MUST

BE RECEIVED 30 DAYS PRIOR TO MEETING TO MAKE THE AGENDA.

[Signature]
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 350.00

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

RECEIPT NO. _____

PLANNING COMMISSION ACTION: _____ **DATE:** _____

CITY COMMISSION ACTION: _____ **DATE:** _____

PLACE ON ZONING MAP: _____ **ORDINANCE NO.:** _____

Planning Department Application Submittal Guidelines - City of Shawnee, OK

Community Development Department – 16 West 9th Street – 405-878-1672

Rezoning (RZ) – Conditional Use Permits (CUP) – Planned Unit Developments (PUD)

Applicants are strongly encouraged to speak with a member of the Planning Department staff **prior** to submitting an application. Please contact the Planning Department to schedule a time to discuss your application with a staff member. Initial meetings can be over the phone, virtual, or in-person. Follow-up phone calls and emails are welcomed.

Application packages shall be submitted to the Community Development Department **at least 30 days** prior to the Planning Commission meeting. Attached to these guidelines are a current Planning Commission meetings calendar and the corresponding due dates for application submittal.

The submittal package shall include **Application – Deed or Affidavit – Mailing List – Fees**

Application

The completed and signed application. Include the full legal description of the subject property as an electronic document typed in Microsoft Word. Incomplete or unsigned applications will not be accepted or will be returned.

Deed or Affidavit

A copy of the deed of ownership and a signed affidavit from the property owner explicitly giving permission for the public hearing for a rezoning is allowed on the subject property.

Mailing List

A mailing address list of all property owners located within a 300 foot radius of the perimeter of the subject property lines. Multi-family uses or treatment facilities rezoning requests require a radius of 1,320 feet and increased notice time. (*see next page*)

The certified list **must be obtained** from a registered, bonded abstract company or a licensed title insurance company. The cost of obtaining the list is the applicant's responsibility.

Fees

The fees due with submittal are application and sign fees. Calls or emails to confirm are welcomed.

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Upon receipt, staff will review the submittal and contact the applicant with any questions.

In compliance with Oklahoma State Statute the notifications of a public hearing must be mailed, published, and posted not less than 20 days prior to the public hearing meeting date

- A notification of a public hearing shall be mailed to all property owners located within a 300 foot radius of the perimeter of the subject property lines. City staff will generate and mail the notification letters.
- A legal notice of a public hearing shall be published in a newspaper of general circulation in Shawnee. City staff will arrange for the publication.
- A sign announcing a public hearing shall be posted on the subject property by the City.

- The Planning Commission will hold a public hearing to review the rezoning/CUP/PUD request. The Planning Commission is a recommending body, so a recommendation of approval, approval with conditions, or denial will be forwarded with the application to the City Commission for review.
 - While not required, the applicant or a knowledgeable representative should plan to attend and speak at the public hearing. Legal representation is not needed.
- The City Commission will hold a public hearing and review the rezoning/CUP/PUD request along with the Planning Commission's recommendation. If you do not attend the meeting, you may contact the Planning Department after the City Commission meeting for the final decision. The City Commission typically meets the third Mondays of each month at 6:00 p.m.

=====

- When a rezoning request is for multi-family or treatment facilities, and similar facilities
 - 11 O.S. 43-106 – “ In addition to the notice required in this subsection, if the zoning change requested permits the use of treatment facilities, multiple family facilities, transitional living facilities, halfway houses and any housing or facility that may be used for medical or nonmedical detoxification as these terms are defined pursuant to Section 3-403 of Title 43A of the Oklahoma Statutes, the entity proposing the zoning change shall mail a written notice within thirty (30) days of the hearing to all real property owners within one-quarter (1/4) of a mile where the area to be affected is located...”
 - ❖ This additional notification time will affect the due date for application submittal. The typical due date is 30-days prior to the scheduled Planning Commission meeting you wish to attend. For the uses listed pursuant to 11 O.S. 43-106, the submittal due date may be 60-days prior to the public hearing meeting. Community Development staff will confirm an application due date on a case-by-case basis.

Planning Applications Submittal Checklist

- ☒ Meeting with Community Development Department staff member
- ☒ Application – completed and signed
- ☒ Electronic Copy of Legal Description
- ☐ Certified list of property owners' addresses obtained from a licensed abstract or title company
- ☒ Deed or Affidavit – proof of ownership or signed permission for land use change application
- ☒ Fees – The cost of the application and applicable fees are due at the time of submittal.

Parcel:
As of: 7/23/2025

Pottawatomie County Report

ID: 630056207

Property Owner

Name: CC CANNON, LLC

Property Information

Physical Address: 15105 ECKEL RD

Mailing Address: 22 W MAIN
SUITE A
SHAWNEE, OK 74801-

Type: (RI) Res. Improv.

Tax Dist: (204) I2 Shawnee

Size (Acres): 0.000

Extended Legal: ECKEL TRACT LOT 12

Subdivision:

Block / Lot: N/A / N/A

S-T-R: 0-0N-0E

Market and Assessed Values:

	Fair Cash	Taxable Fair Cash	Full Assessed (12.00% Market Value)
Land:	\$0	\$0	\$0
Building:	60,607	57,456	6,895
Total:	\$60,607	\$57,456	\$6,895
Land:			

Taxes:

Estimated Taxes:	\$753
Homestead Credit:	\$0

Note: Tax amounts are estimates only. Contact the county tax collector for exact amounts.

Land Use	Size	Units
LOT AREA		

ID: 630056207

Parcel:

As of: 7/23/2025

Pottawatomie County Report

ID: 630056207

Photos

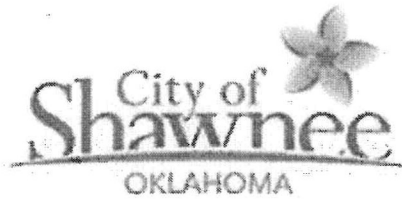


Map:



Map unavailable
for this parcel.

Community
Development
Department



222 N Broadway
Shawnee, OK
74801
405-878-1666

**SHAWNEE TWIN LAKES CABIN SITE LEASES
SUMMARY / INSPECTION REPORT – FOR RENEWLS / TRANSFERS**

Date: 9/13/2021	License No. 5184
Type	☐ Renewal ☒ Transfer
Commission Meeting Date	09/20/2021
Property Address	15105 Eckel Rd
Lake Site Location	Eckel Tract Lot 12
Lease Dates	09/20/2021 - 09/20/2051
Lease Fee (changes annually)	\$746.00
Inspection Fee	\$75.00 Applicable: ☒ Yes ☐ No
Lessee (Transfer To)	
Name(s)	CC Cannon, LLC
Address	22 W Main, Suite A, Shawnee, OK 74801
Phone	405.760.9972
Current Lessee (Transfer From)	
Name(s)	Cannon Revocable Living Trust
Address	15105 Eckel Rd, Shawnee, OK 74801
Phone	
Inspection Information	
Inspection Required	☒ Yes ☐ No
DEQ Report on File	☒ Yes ☐ No
Type of Septic	☒ Conventional ☐ Aerobic
Last Inspected/Pumped	05/18/2018
Miscellaneous Comments:	Transfer Fee \$1000.00 Inspection Fee \$75.00 Lease \$746.00
Fees Collected	Check 2194, \$1821.00, R#619



Cabin Site Lease

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

LEASE # 5184 TRACT NAME Eckel LOT # 12

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease was made and entered into in duplicate this date of 09/20/2022 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

CC CANNON, LLC,
22 W MAIN, SUITE A
SHAWNEE, OK 74801

PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$746.00 dollars for 2021, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

15105 ECKEL RD

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply.

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed

an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rules or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house, or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance with City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject to the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by the lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division of other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation,

BY: _____

MAYOR
PARTY OF THE FIRST PART

K Cannon
PARTY OF THE SECOND PART

PARTY OF THE SECOND PART

ATTEST:

CITY CLERK

Firestorm, LLC
6114 US Hwy 177
Shawnee, OK 74804
+1 4052271381
Firestormseptics@gmail.com



INVOICE

BILL TO

Jeff Cannon
15109 Eckel Rd
Shawnee, OK 74801

INVOICE # 7087**DATE** 07/28/2025**DUE DATE** 07/28/2025**TERMS** Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Pump Traditional Septic 15105 Eckel Rd pump out	1	300.00	300.00
pump out address is 15105 Eckel Rd. Shawnee, Ok 74801			
PAYMENT			300.00
BALANCE DUE			\$0.00

PAID