

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:
<u>11-5-2025</u>	<u>1:30 P.M.</u>	<u>Commission Chambers</u> <u>City Hall, 16 W. 9th Street</u> <u>Shawnee, OK 74801</u>

To be completed by person filing notice:

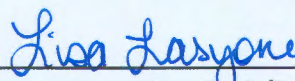
NAME: Diana Hood

TITLE: City Planner

ADDRESS: 16 W. 9th Street
Shawnee, OK 74801

PHONE: (405) 878-1672

Filed in the office of the municipal clerk at 4:30 ^{pm} ~~a.m.~~ on 10-29-2025.

SIGNED: 
City Clerk/Deputy Clerk

=====

FOR CITY CLERK'S OFFICE USE ONLY

DATE NOTICE RELEASED TO NEWS MEDIA: 10-29-2025

PERSON FILING NOTICE: Diana Hood

NOTICE VERIFIED BY: 

AGENDA
PLANNING COMMISSION
NOVEMBER 5, 2025 AT 1:30 PM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

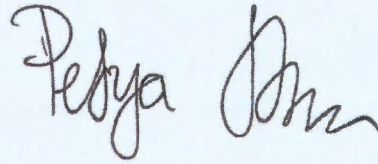
Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee 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 October 1, 2025, regular meeting.
2. Consideration of the 2026 Planning Commission Regular Meeting schedule for approval or possible action.
3. Public Hearing and Consideration of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 3520 N Market Ave. Case No. CUP03-25 | Applicant: Mary Wisdom
4. Public Hearing and Consideration of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 17308 Magnino Rd. Case No. CUP04-25 | Applicant: Will Jones
5. Public Hearing and Consideration of a request to Rezone the property addressed as 306 E 45th Street from C-2 (Regional Commercial) to R-3 High Density Residential. Case No. RZ04-25 | Applicant: Dean Koleada
6. Community Development Department Updates
7. Commissioners Comments
8. Adjournment

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Petya Stefanoff". The signature is written in a cursive style with a large initial "P" and a stylized "S".

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: October 1, 2025

MINUTES

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

Vice-Chair Johnson called the meeting to order at **1:33 p.m.** City Planner Diana Hood called Roll and stated a quorum was present.

The following Commissioners were present:

Present: Hayes, Reese, Porter, Alexander, Johnson, Hembree

Absent: Barrett

Item 1. Consideration of approval of the minutes from the regular meeting on August 6, 2025.

City Planner Diana Hood noted that after the last meeting where these minutes were approved, she noticed an error and has brought the corrected minutes back for the Planning Commission's approval. Vice-Chair Johnson asked for questions or corrections to the minutes. Commissioner Porter made a motion to **Approve** the minutes, which Commissioner Reese seconded.

Motion **passed 6-0-0.**

Aye: Hayes, Reese, Porter, Alexander, Johnson, Hembree

Nay: None

Abstain: None

Item 2. Consideration of approval of the minutes from the regular meeting on September 3, 2025.

Vice-Chair Johnson asked for questions or corrections to the minutes. Commissioner Alexander made a motion to **Approve** the minutes, which Commissioner Hayes seconded.

Motion passed **6-0-0**

Aye: Hayes, Reese, Porter, Alexander, Hembree, Johnson

Nay: None

Abstain: None

Item 3. Public Hearing and Consideration of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 730 N Pennsylvania Ave.

Case No. CUP02-25 | Applicant: Penny Schultz

Background:

The property addressed as 730 N Pennsylvania Ave is located just south of the intersection of East Dewey Street and North Pennsylvania Avenue, and is zoned R-1 (Low Density Residential) with similar zoning surrounding it on all sides. The owner, Blue Peaches LLC, has designated the applicant, Penny Schultz, to make an application on their behalf for a Conditional Use Permit to operate a Short-Term Rental.

The applicant is requesting a Conditional Use Permit and License to begin operation as a new Short-Term Rental, as required by Sec. 22-199.I of the Unified Development Code. Short-Term Rentals are allowed in all Residential zoning districts with a CUP.

Discussion

A Conditional Use Permit authorizes the owner or agent to use a piece of property in such a way that is not normally allowed by right in a zoning district. It is an avenue by which certain land uses are allowed in a given zoning district, provided the owner meets the 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 R-1 zoning district, a Short-Term Rental is permitted subject to acquiring a Conditional Use Permit (CUP).

The Comprehensive Plan Future Land Use Map indicates a residential land use, and the current zoning of R-1 (Low Density Residential) is meant to accommodate single-family homes and other supporting facilities. A Short-Term Rental use is allowed in this zoning district WITH a CUP.

Staff completed the required public notices for this request via a mailed notice to the property owners within 300 feet of the subject property as well as a publication in the County Democrat weekly newspaper.

Findings and Facts:

- The subject property has a zoning of R-1, which allows for a Short-Term Rental with a Conditional Use Permit.
- The request conforms to the Comprehensive Plan Future Land Use Map.
- The Property Manager is Penny Schultz, the Applicant

Options:

- Recommend Approval of Case No. CUP02-25 for a Conditional Use Permit (CUP) to operate a Short-Term Rental.
- Recommend Denial of the request for the CUP.
- Recommend Deferral of Case No CUP02-25 with a request for additional and specific information to a certain date.

This request will be heard at the City Commission meeting on Monday, October 20, 2025, at 6pm in the Council chambers.

Financial Impact: None

Attachments: Application packet

Staff Recommendation: Staff recommends approval of Case No. CUP02-25 to allow a Short-Term Rental.

Commissioner Reese made a motion to recommend **APPROVAL** of **Case No. CUP02-25** which Commissioner Porter seconded.

Motion **passed 6-0-0**.

Aye: Hayes, Reese, Porter, Alexander, Johnson, Hembree

Nay: None

Abstain: None

Item 4. Community Development Update

Interim Community Development Director Petya Stefanoff remarked that the City of Shawnee is hosting an Empty Building Tour in the Downtown area, showcasing currently unused buildings that might interest businesses or developers.

Item 5. Planning Commissioners' Comments

Commissioner Hayes remarked that National Walk to School day is on October 8th, and Commissioner Alexander noted that the Empty Buildings Tour looks interesting. Vice-Chair Johnson noted that the Pedal Palooza event was the week prior and had a large attendance, and expressed excitement about the Safe Roads and Streets for All project.

Item 6. Adjournment

The meeting adjourned at **1:48 p.m.**

Chair/Vice-Chair

Date

Interim Community Development Director

Date

2026 CALENDAR YEAR

Schedule of Regular Meetings

PLANNING COMMISSION. SHAWNEE, OK

DATE	TIME	PLACE OF MEETING
January 7, 2026	1:30 PM	Commission Chambers City Hall, 16 W 9 th St.
February 4, 2026	1:30 PM	Commission Chambers City Hall, 16 W 9 th St.
March 4, 2026	1:30 PM	Commission Chambers City Hall, 16 W 9 th St.
April 1, 2026	1:30 PM	Commission Chambers City Hall, 16 W 9 th St.
May 6, 2026	1:30 PM	Commission Chambers City Hall, 16 W 9 th St.
June 3, 2026	1:30 PM	Commission Chambers City Hall, 16 W 9 th St.
July 1, 2026	1:30 PM	Commission Chambers City Hall, 16 W 9 th St.
August 5, 2026	1:30 PM	Commission Chambers City Hall, 16 W 9 th St.
September 2, 2026	1:30 PM	Commission Chambers City Hall, 16 W 9 th St.
October 7, 2026	1:30 PM	Commission Chambers City Hall, 16 W 9 th St.
November 4, 2026	1:30 PM	Commission Chambers City Hall, 16 W 9 th St.
December 2, 2026	1:30 PM	Commission Chambers City Hall, 16 W 9 th St.

Diana Hood, City Planner
16 W. 9th St, Shawnee, OK 74801
405-878-1672

Filed in the office of the municipal clerk at _____ on _____, 2025.

Clerk/Deputy Clerk

Date: November 5, 2025
To: Planning Commission
From: Diana Hood, City Planner
Subject: Public Hearing and Consideration of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 3520 N Market Ave.
 Case No. CUP03-25 | Applicant: Mary Wisdom



Background:

The property addressed as 3520 N Market Ave is located at the southwest corner of the intersection of North Beard Avenue and West 36th Street, and is zoned R-1 (Low Density Residential) with R-1 zoning to the north, south, east, and west. The owner, Mary Wisdom, is requesting a Conditional Use Permit to operate a Short-Term Rental out of the existing home.

Discussion

A Conditional Use Permit authorizes the owner or agent to use a piece of property in such a way that is not normally allowed by right in a zoning district. It is an avenue by which certain land uses are allowed in a given zoning district, provided the owner meets the 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 R-1 zoning district, a Short-Term Rental is permitted subject to acquiring a Conditional Use Permit (CUP).

The Comprehensive Plan Future Land Use Map indicates a Low Density Residential land use, and the current zoning district is meant to accommodate low-density single-family residential development supported by parks, open space, cultural, and educational amenities. A Short-Term Rental use is allowed in this zoning district with a CUP.

Staff completed the required public notices for this request via a mailed notice to the property owners within 300 feet of the subject property as well as a publication in the County Democrat weekly newspaper.

Findings and Facts:

- The subject property has a zoning of R-1, which allows for a Short-Term Rental with a Conditional Use Permit.
- The request is in accordance with the Comprehensive Plan Future Land Use Map
- The owner has a property manager, Kristina Maltos, who lives in Shawnee and will be available to respond to any concerns or emergencies.

Options:

- Recommend Approval of Case No. CUP03-25 for a Conditional Use Permit (CUP) to operate a Short-Term Rental.
- Recommend Denial of the request for a CUP.
- Recommend Approval of the request With Conditions, noting what conditions must be met for approval.
- Defer to a certain date with a request for additional and specific information.

This request is scheduled to be heard at the City Commission meeting on Monday, November 17th, 2025 at 6pm in the City Commission chambers.

Financial Impact: None

Attachments: CUP03-25 - STR

Staff Recommendation: Staff recommends approval of the request for a CUP to operate a Short-Term Rental.

Property manager

Keistina Maltes

405.965.1407

4303 N Potenger Ave

Shawnee, OK 74804

CUP - STR

COMMISSION APPLICATION

Shawnee

Development

Permit

9th Street

OK 74801

773-1672

pskawneok.org

www.ShawneeOK.org

For Office Use Only

Case Number: _____

Project Number: _____

Date Filed: _____

Planning Commission Secretary

Rezonning 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): 3520 N. Markle Ave. Shawnee, OK

LEGAL DESCRIPTION: The North 65 feet of lots 29, 30, 31, 32, Block Four, Armarunde Addition City of Shawnee, Oklahoma

PROPERTY OWNER (S): Mary E Wisdom

PROPERTY AGENT (APPLICANT): Mary E. Wisdom

APPLICANT'S ADDRESS: 1115 S. Ocean Blvd. #403

CITY: WMB STATE: SC ZIP: 29583

EMAIL ADDRESS: wisdom_mary@hotmail.com

TELEPHONE NUMBER: (843) 465-7677 CONTACT NUMBER: (843) 465-7077

DIMENSIONS OF PROPERTY: AREA: _____ WIDTH: 65'

LENGTH: 100' FRONTAGE: _____

CURRENT ZONING: _____ CURRENT USE: Residential

PROPOSED ZONING: _____ 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. Mary E. Wisdom 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.: _____

Documentary Stamps: \$195.00
Property Address: 3520 N Market Ave, Shawnee, OK 74804-2003
Mail Deed and Tax Statements To:
Mary E Wisdom
3520 N Market Ave
Shawnee, OK 74804-2003

**WARRANTY DEED
(Oklahoma Statutory Form)**

KNOW ALL MEN BY THESE PRESENTS:

THAT Terry Miller, a single person party of the first part, in consideration of the sum of Ten And No/100 Dollars (\$10.00) and other valuable considerations to it in hand paid, the receipt of which is hereby acknowledged does hereby grant, bargain, sell and convey unto Mary E Wisdom, a single person party of the second part, the following described real property and premises situate in Pottawatomie County, State of Oklahoma, to-wit:

The North 65 feet of Lots Twenty-Nine (29), Thirty (30), Thirty-One (31), and Thirty-Two (32), Block Four (4), ARMOURDALE ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

Subject to easements, rights of way and restrictive covenants of record. Less and except all oil, gas and other minerals previously reserved or conveyed of record.

Together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said parties of the second part, its successors, heirs and assigns, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature.



Deed (Statutory Warranty), Letter
OKD1306.doc / Updated: 05.17.24

Page 1

Printed: 08.18.24 @ 08:33 AM by
OK-FALK-09206.461210-0002404847

First Title and Abstract Services
418 N. Broadway
Shawnee, OK 74801

STATE OF OKLAHOMA
Pottawatomie County
Documentary Stamp: \$195.00

4847

22

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

Signed and delivered August 19, 2024.

Terry Miller
Terry Miller

STATE OF OKLAHOMA
COUNTY OF POTTAWATOMIE

Before me, the undersigned, a Notary Public, in and for said County and State on this 19th day of August, 2024, personally appeared Terry Miller, a single person to me known to be the identical person(s) who executed the within and foregoing Instrument, and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal of office the day and year above written.

Felicia Baca
Notary Public

My Commission Expires: August 20, 2025

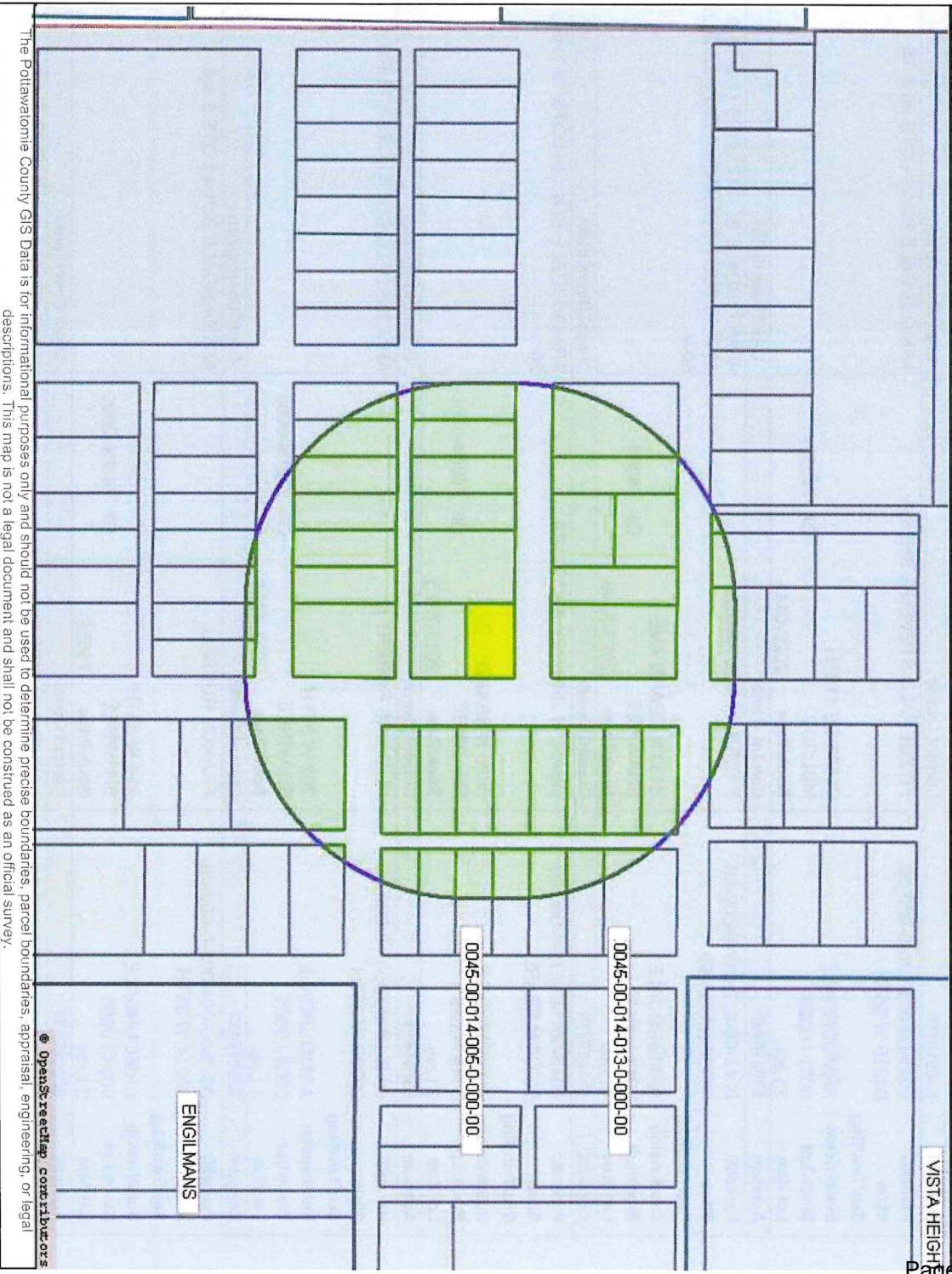
(SEAL)



Presented for filing by and return to:
First Title & Abstract Services, LLC
118 N Broadway Ave
Shawnee, OK 74801
File No.: 3062404847
Title Insurance Commitment, if any, issued by:
Fidelity National Title Insurance Company



Map Image



The Pottawatomie County GIS Data is for informational purposes only and should not be used to determine precise boundaries, parcel boundaries, appraisal, engineering, or legal descriptions. This map is not a legal document and shall not be construed as an official survey.

Account List

Account	630016113	Current Owner	Legal Description
ParcelID	0045-00-001-031-0-000-00	GOODE BRENDA J	ARMOURDALE BLK 1 LOTS 31 & 32 TOD
Situs	03420 N MARKET		LAUREN MICHELLE BINGHAM 2012-5855
Sec/Twn/Rng			
Subdivision	ARMOURDALE	11537 NS 3620	
Block/Lot	0001 / 0031	SEMINOLE	
Lot Size	2 Lots	Book/Page 2012-0702	Legal Description
Account	630016112	Current Owner	ARMOURDALE BLK 1 LOTS 29 & 30
ParcelID	0045-00-001-029-0-000-00	SHAWNEE PROPERTIES LLC	
Situs	00207 W 35TH		
Sec/Twn/Rng			
Subdivision	ARMOURDALE	1530 N HARRISON #225	
Block/Lot	0001 / 0029	SHAWNEE	
Lot Size	2 Lots	Book/Page 2020-2530	Legal Description
Account	630016111	Current Owner	ARMOURDALE BLK 1 LOTS 27 & 28 TOD
ParcelID	0045-00-001-027-0-000-00	MURPHY CARL J JR & BARBARA A	CHRISTOPHER J MURPHY & TERRI
Situs	00211 W 35TH		JEAN CURTIS 2019-10855
Sec/Twn/Rng			
Subdivision	ARMOURDALE	14 SPRINGBROOK	
Block/Lot	0001 / 0027	SHAWNEE	
Lot Size	2 Lots	Book/Page	Legal Description
Account	630016113	Current Owner	ARMOURDALE BLK 1 LOTS 27 & 28 TOD
ParcelID	0045-00-001-027-0-000-00	MURPHY CARL J JR & BARBARA A	CHRISTOPHER J MURPHY & TERRI
Situs	00211 W 35TH		JEAN CURTIS 2019-10855
Sec/Twn/Rng			
Subdivision	ARMOURDALE	14 SPRINGBROOK	
Block/Lot	0001 / 0027	SHAWNEE	
Lot Size	2 Lots	Book/Page	Legal Description



Pottawatomie

Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 08/20/2025
Time 12:12:39

Page : 2

Account List

Account		Current Owner	Legal Description
Account 630016110		FITZGERALD STEVEN & SHEILA	ARMOURDALE BLK 1 LOTS 25 & 26
ParcelID 0045-00-001-025-0-000-00			
Situs 00215 W 35TH			
Sec/Twn/Rng			
Subdivision ARMOURDALE		21500 SE 119TH	
Block/Lot 0001 / 0025		MCLOUD	OK 74851-
Lot Size 2 Lots		Book/Page 2022-0115	
Account 630016200			
ParcelID 0045-00-012-017-0-000-00		KADER KAMEL ABDUL	ARMOURDALE BLK 12 LOTS 17 & 18 & 19 & 20 TOD DINA HADYA FREEZE 2023 6044
Situs 03130 N BEARD			
Sec/Twn/Rng			
Subdivision ARMOURDALE		3130 N BEARD AVE	
Block/Lot 0012 / 0017		SHAWNEE	OK 74804-
Lot Size 4 Lots		Book/Page 2023-3546	
Account 630016278			
ParcelID 0045-00-149-018-0-000-00		DEARTH JEFFREY & KYNDRA	ARMOURDALE BLK 149 LOTS 18 THRU 20
Situs 03030 N BEARD			
Sec/Twn/Rng			
Subdivision ARMOURDALE		3030 N BEARD	
Block/Lot 0149 / 0018		SHAWNEE	OK 74804-000C
Lot Size 3 Lots		Book/Page 2011-7575	
Account 630016131			
ParcelID 0045-00-004-001-0-000-00		SLAVENS ROBERT D	ARMOURDALE BLK 4 LOTS 1 THRU 4
Situs 00202 W 35TH			
Sec/Twn/Rng			
Subdivision ARMOURDALE		202 W 35TH	
Block/Lot 0004 / 0001		SHAWNEE	OK 74804-000C
Lot Size 4 Lots		Book/Page 2001-4794	
Account 630016132			
ParcelID 0045-00-004-005-0-000-00		FRANCE RUSSELL	ARMOURDALE BLK 4 LOTS 5 & 6
Situs 00214 W 35TH			
Sec/Twn/Rng			
Subdivision ARMOURDALE		214 W 35TH	
Block/Lot 0004 / 0005		SHAWNEE	OK 74804-000C
Lot Size 2 Lots		Book/Page 75652	
Account 630016133			
ParcelID 0045-00-004-007-0-000-00		LASLEY VALERIE G	ARMOURDALE BLK 4 LOTS 7 & 8
Situs 00216 W 35TH			
Sec/Twn/Rng			
Subdivision ARMOURDALE		216 W 35TH	
Block/Lot 0004 / 0007		SHAWNEE	OK 74801-000C
Lot Size 2 Lots		Book/Page 2015-4256	
Account 630016134			
ParcelID 0045-00-004-009-0-000-00		NASH FOREST RAY EUGENE	ARMOURDALE BLK 4 LOTS 9 & 10
Situs 00218 W 35TH			
Sec/Twn/Rng			
Subdivision ARMOURDALE		310 SWEET GRASS CT	
Block/Lot 0004 / 0009		SHAWNEE	OK 74804-
Lot Size 2 Lots		Book/Page 2015-5355	
Account 630016135			
ParcelID 0045-00-004-011-0-000-00		BRADFORD BOBBY D	ARMOURDALE BLK 4 LOTS 11 & 12
Situs 00220 W 35TH			
Sec/Twn/Rng			
Subdivision ARMOURDALE		224 W 35TH	
Block/Lot 0004 / 0011		SHAWNEE	OK 74804-000C
Lot Size 2 Lots		Book/Page 2019-2305	
Account 630016136			
ParcelID 0045-00-004-013-0-000-00		BRADFORD BOBBY D	ARMOURDALE BLK 4 LOTS 13 & 14
Situs 00224 W 35TH			
Sec/Twn/Rng			
Subdivision ARMOURDALE		224 W 35TH	
Block/Lot 0004 / 0013		SHAWNEE	OK 74804-000C
Lot Size 2 Lots		Book/Page	



Pottawatomie

Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 08/20/2025
Time 12:12:40

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Account List		Current Owner	Legal Description
Account	630016137	Current Owner	Legal Description
ParcelID	0045-00-004-015-0-000-00	BRADFORD BOBBY D	ARMOURDALE BLK 4 LOTS 15 & 16
Situs			
Sec/Twn/Rng			
Subdivision	ARMOURDALE	224 W 35TH	
Block/Lot	0004 / 0015	SHAWNEE	
Lot Size	2 Lots	Book/Page	
Account	630016138	Current Owner	Legal Description
ParcelID	0045-00-004-017-0-000-00	SPENCER RICHARD L & HAZEL R	ARMOURDALE BLK 4 LOTS 17 & 18
Situs			
Sec/Twn/Rng	03105 N PARK		
Subdivision	ARMOURDALE	3105 N PARK	
Block/Lot	0004 / 0017	SHAWNEE	
Lot Size	2 Lots	Book/Page 2007-2390	
Account	630016139	Current Owner	Legal Description
ParcelID	0045-00-004-019-0-000-00	WATSON CLAYTON JR & MARY C	ARMOURDALE BLK 4 LOTS 19 & 20
Situs		TRUSTEES 1995 REV TRUST	
Sec/Twn/Rng	00221 W 36TH		
Subdivision	ARMOURDALE	16902 GADDY RD	
Block/Lot	0004 / 0019	SHAWNEE	
Lot Size	2 Lots	Book/Page	
Account	630016140	Current Owner	Legal Description
ParcelID	0045-00-004-021-0-000-00	MEADOWS MIRANDA	ARMOURDALE BLK 4 LOTS 21 & 22
Situs			
Sec/Twn/Rng	00217 W 36TH		
Subdivision	ARMOURDALE	217 W 36TH ST	
Block/Lot	0004 / 0021	SHAWNEE	
Lot Size	2 Lots	Book/Page 2023-1853	
Account	630016141	Current Owner	Legal Description
ParcelID	0045-00-004-023-0-000-00	DOAK JOHN D & TERESA A	ARMOURDALE BLK 4 LOTS 23 & 24
Situs			
Sec/Twn/Rng	00213 W 36TH		
Subdivision	ARMOURDALE	213 W 36TH	
Block/Lot	0004 / 0023	SHAWNEE	
Lot Size	2 Lots	Book/Page 2094-0061	
Account	630016142	Current Owner	Legal Description
ParcelID	0045-00-004-025-0-000-00	LANE BOYD W & SELMA	ARMOURDALE BLK 4 LOTS 25 THRU 28
Situs			
Sec/Twn/Rng	00209 W 36TH		
Subdivision	ARMOURDALE	209 W 36TH	
Block/Lot	0004 / 0025	SHAWNEE	
Lot Size	4 Lots	Book/Page	
Account	630016143	Current Owner	Legal Description
ParcelID	0045-00-004-029-0-000-00	WISDOM MARY E	ARMOURDALE BLK 4 N65' LOTS 29 THRU 32
Situs			
Sec/Twn/Rng	03520 N MARKET		
Subdivision	ARMOURDALE	3520 N MARKET AVE	
Block/Lot	0004 / 0029	SHAWNEE	
Lot Size	2 Lots	Book/Page 0188-6149	
Account	630016144	Current Owner	Legal Description
ParcelID	0045-00-004-030-0-000-00	DAHLEM MADELINE	ARMOURDALE BLK 4 S75' LOTS 29 THRU 32 TOD MICHELLE DEPPE & GINGER DAHELM 2012-18131
Situs			
Sec/Twn/Rng	03516 N MARKET		
Subdivision	ARMOURDALE	3516 N MARKET	
Block/Lot	0004 / 0030	SHAWNEE	
Lot Size	2 Lots	Book/Page 0188-3695	
Account	630016145	Current Owner	Legal Description
ParcelID	0045-00-005-001-0-000-00	GOODE BRENDA J	ARMOURDALE BLK 5 LOTS 1 THRU 4 TRANSFER ON DEATH DEED TO MELANI K CLIFTON 2009-2918
Situs			
Sec/Twn/Rng	03610 N MARKET		
Subdivision	ARMOURDALE	11537 NS 3620	
Block/Lot	0005 / 0001	SEMINOLE	
Lot Size	4 Lots	Book/Page 2012-0702	



Pottawatomie

Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 08/20/2025
Time 12:12:40

Page : 4

Account List

Account		Current Owner	Legal Description
Account	630016147	GIBSON LESLIE & CINDY	ARMOURDALE BLK 5 N1/2 LOTS 7 THRU 10
ParcelID	0045-00-005-007-0-000-00		
Situs	00213 W 37TH		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0005 / 0007	213 W 37TH SHAWNEE OK 74804-000C	
Block/Lot		Book/Page 2133-0194	
Lot Size	2 Lots		
Account	630016148	BIBBS TERRENCE & MYA	ARMOURDALE BLK 5 S1/2 LOTS 7 THRU 10
ParcelID	0045-00-005-009-0-000-00		
Situs	00214 W 36TH		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0005 / 0009	214 W 36TH ST SHAWNEE OK 74804-	
Block/Lot		Book/Page 0186-0877	
Lot Size	2 Lots		
Account	630016150	DUTCHER TRACY	ARMOURDALE BLK 5 LOTS 13 THRU 16
ParcelID	0045-00-005-013-0-000-00		
Situs	03203 N PARK		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0005 / 0013	P O BOX 3072 SHAWNEE OK 74802-000C	
Block/Lot		Book/Page 2011-7360	
Lot Size	4 Lots		
Account	630016158	KNOWLTON CORINE	ARMOURDALE BLK 7 LOTS 1 THRU 3
ParcelID	0045-00-007-001-0-000-00		
Situs	00220 W 37TH		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0007 / 0001	220 W 37TH STREET SHAWNEE OK 74804-	
Block/Lot		Book/Page 2011-4216	
Lot Size	3 Lots		
Account	630016168	MARTIN ROBERTA F	ARMOURDALE BLK 8 S75' LOT 1 THRU 5
ParcelID	0045-00-008-002-0-000-00		
Situs	03702 N MARKET		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0008 / 0002	3702 N MARKET SHAWNEE OK 74804-963E	
Block/Lot		Book/Page 2007-0536	
Lot Size	5 Lots		
Account	630016169	GOODE BRENDA J	ARMOURDALE BLK 8 LOTS 6 THRU 8 & S1/2 VAC ALLEY ON NORTH TRANSFER ON DEATH DEED TO ANDREA J SHEPARD 2009-2916
ParcelID	0045-00-008-006-0-000-00		
Situs	00212 W 37TH		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0008 / 0006	11537 NS 3620 SEMINOLE OK 74868-000C	
Block/Lot		Book/Page 2012-0702	
Lot Size	3 Lots		
Account	630016170	CITY OF SHAWNEE	ARMOURDALE BLK 8 LOTS 9 & 10
ParcelID	0045-00-008-009-0-000-00		
Situs			
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0008 / 0009	P O BOX 1448 SHAWNEE OK 74802-144E	
Block/Lot		Book/Page 2008-7327	
Lot Size	2 Lots		
Account	630016183	DOAK JOHN DAVID & TERESA ANN	ARMOURDALE BLK 11 LOTS 1 & 2
ParcelID	0045-00-011-001-0-000-00		
Situs	03703 N MARKET		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0011 / 0001	213 W 36TH SHAWNEE OK 74804-000C	
Block/Lot		Book/Page 2008-7327	
Lot Size	2 Lots		
Account	630016192	GUNTER JAMES & RUBY	ARMOURDALE BLK 12 LOTS 1 & 2
ParcelID	0045-00-012-001-0-000-00		
Situs	03511 N MARKET		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0012 / 0001	3511 N MARKET SHAWNEE OK 74804-000C	
Block/Lot		Book/Page 2013-8147	
Lot Size	2 Lots		



Pottawatomie

Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

Date 08/20/2025
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Account List				
Account	630016193	Current Owner		Legal Description
ParcelID	0045-00-012-003-0-000-00	KRISTI GIBSON RENTAL PROPERTY LLC		ARMOURDALE BLK 12 LOTS 3 & 4
Situs	03515 N MARKET			
Sec/Twn/Rng				
Subdivision	ARMOURDALE	4700 CHURCHILL	OK 74804-	
Block/Lot	0012 / 0003	SHAWNEE		
Lot Size	2 Lots	Book/Page 0184-7337		
Account	630016194	Current Owner		Legal Description
ParcelID	0045-00-012-005-0-000-00	JERRY MATTHEWS RENTAL		ARMOURDALE BLK 12 LOTS 5 & 6
Situs	03519 N MARKET			
Sec/Twn/Rng		PROPERTIES LLC		
Subdivision	ARMOURDALE	617 E MAIN	OK 74801-000C	
Block/Lot	0012 / 0005	SHAWNEE		
Lot Size	2 Lots	Book/Page 2017-1760		
Account	630016195	Current Owner		Legal Description
ParcelID	0045-00-012-007-0-000-00	MATTHEWS DANIEL J & YASHA		ARMOURDALE BLK 12 LOTS 7 & 8
Situs	03523 N MARKET			
Sec/Twn/Rng				
Subdivision	ARMOURDALE	4704 KELLYE GREEN ST	OK 74804-1473	
Block/Lot	0012 / 0007	SHAWNEE		
Lot Size	2 Lots	Book/Page 2000-9349		
Account	630016196	Current Owner		Legal Description
ParcelID	0045-00-012-009-0-000-00	FRY JEFFERY ALLEN & MARY		ARMOURDALE BLK 12 LOTS 9 & 10
Situs	03601 N MARKET			
Sec/Twn/Rng				
Subdivision	ARMOURDALE	3601 N MARKET	OK 74804-000C	
Block/Lot	0012 / 0009	SHAWNEE		
Lot Size	2 Lots	Book/Page 2477-0012		
Account	630016197	Current Owner		Legal Description
ParcelID	0045-00-012-011-0-000-00	LS5 RESIDENTIAL LLC		ARMOURDALE BLK 12 LOTS 11 & 12
Situs	03603 N MARKET			
Sec/Twn/Rng				
Subdivision	ARMOURDALE	1010 E MACARTHUR	OK 74804-000C	
Block/Lot	0012 / 0011	SHAWNEE		
Lot Size	2 Lots	Book/Page 2020-8190		
Account	630016198	Current Owner		Legal Description
ParcelID	0045-00-012-013-0-000-00	LADD E DENNIS		ARMOURDALE BLK 12 LOTS 13 & 14
Situs	03607 N MARKET			
Sec/Twn/Rng				
Subdivision	ARMOURDALE	3607 N MARKET	OK 74804-000C	
Block/Lot	0012 / 0013	SHAWNEE		
Lot Size	2 Lots	Book/Page		
Account	630016199	Current Owner		Legal Description
ParcelID	0045-00-012-015-0-000-00	MULLENS PATRICIA & KRISTIN GREEN		ARMOURDALE BLK 12 LOTS 15 & 16
Situs	03611 N MARKET			
Sec/Twn/Rng				
Subdivision	ARMOURDALE	3611 N MARKET	OK 74804-	
Block/Lot	0012 / 0015	SHAWNEE		
Lot Size	2 Lots	Book/Page 0196-0842		
Account	630016277	Current Owner		Legal Description
ParcelID	0045-00-149-011-0-000-00	COLLINS MICHAEL E		ARMOURDALE BLK 149 N5' LOT 11 & ALL LOTS 12 THRU 17
Situs	03431 N MARKET			
Sec/Twn/Rng				
Subdivision	ARMOURDALE	3431 N MARKET	OK 74804-000C	
Block/Lot	0149 / 0011	SHAWNEE		
Lot Size	6 Lots	Book/Page 2245-0225		
Account	630016146	Current Owner		Legal Description
ParcelID	0045-00-005-005-0-000-00	JACKSON JUDITH J & MARK A		ARMOURDALE BLK 5 LOTS 5 & 6
Situs	00210 W 36TH			
Sec/Twn/Rng				
Subdivision	ARMOURDALE	RAGSDALE & TERRI J MASTIN	OK 74804-000C	
Block/Lot	0005 / 0005	210 W 36TH		
Lot Size	2 Lots	SHAWNEE		
		Book/Page 2020-8039		



Pottawatomie

Parcel Map and Account Listing

Data provided by Leona Satterfield County Assessor

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Account List

Account		Current Owner	Legal Description
Account	630016149	LS5 RESIDENTIAL LLC	ARMOURDALE BLK 5 LOTS 11 & 12
ParcelID	0045-00-005-011-0-000-00		
Situs	00222 W 36TH		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0005 / 0011	1010 E MACARTHUR ST	
Block/Lot	2 Lots	SHAWNEE	OK 74804-000C
Lot Size	630016202	Book/Page 2020-8194	
Account	630016202	CAMBIUM PROPERTIES LLC	ARMOURDALE BLK 12 LOTS 21 & 22
ParcelID	0045-00-012-021-0-000-00		
Situs	03122 N BEARD		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0012 / 0021	1936 N BDWY	
Block/Lot	2 Lots	SHAWNEE	OK 74804-000C
Lot Size	630016203	Book/Page 2020-0258	
Account	630016203	DANNER BOBBY E & CAROL J	ARMOURDALE BLK 12 LOTS 23 & 24 TOD TO CINDY PACKWOOD (2/3 INT) & AMY COLLEY (1/3 INT) 2023-3367
ParcelID	0045-00-012-023-0-000-00		
Situs	03118 N BEARD		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0012 / 0023	3118 N BEARD	
Block/Lot	2 Lots	SHAWNEE	OK 74804-000C
Lot Size	630016204	Book/Page 2012-4972	
Account	630016204	XAVIER ALEXANDRA	ARMOURDALE BLK 12 LOTS 25 & 26
ParcelID	0045-00-012-025-0-000-00		
Situs	03110 N BEARD		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0012 / 0025	3110 N BEARD	
Block/Lot	2 Lots	SHAWNEE	OK 74804-
Lot Size	630016205	Book/Page 0192-5824	
Account	630016205	MARTIN PHILIP H II & VICTORIA L	ARMOURDALE BLK 12 LOTS 27 & 28
ParcelID	0045-00-012-027-0-000-00		
Situs	03108 N BEARD		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0012 / 0027	3108 N BEARD AVE	
Block/Lot	2 Lots	SHAWNEE	OK 74804-2012
Lot Size	630016206	Book/Page 2023-7837	
Account	630016206	MARTIN PHILIP H II & VICTORIA L	ARMOURDALE BLK 12 LOTS 29 & 30
ParcelID	0045-00-012-029-0-000-00		
Situs	N BEARD		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0012 / 0029	3108 N BEARD AVE	
Block/Lot	2 Lots	SHAWNEE	OK 74804-2012
Lot Size	630016207	Book/Page 2023-7837	
Account	630016207	AINSWORTH GREYSON L	ARMOURDALE BLK 12 LOTS 31 & 32
ParcelID	0045-00-012-031-0-000-00		
Situs	03102 N BEARD		
Sec/Twn/Rng	ARMOURDALE		
Subdivision	0012 / 0031	3102 N BEARD AVE	
Block/Lot	2 Lots	SHAWNEE	OK 74804-
Lot Size		Book/Page 2023-1055	

Date: November 5, 2025
To: Planning Commission
From: Diana Hood, City Planner
Subject: Public Hearing and Consideration of a request for a Conditional USE Permit to operate a Short-Term Rental at the property addressed as 17308 Magnino Rd.
Case No. CUP04-25 | Applicant: Will Jones



Background:

The property addressed as 17308 Magnino Road is located in the Twin Lakes area, on the south side of Lake No. 2, and is zoned TL (Twin Lakes) with similar zoning surrounding it on all sides. This property is a Lake Lease, meaning it is owned by the City and the applicant, Will Jones, currently leases it from the City. The applicant is requesting a Conditional Use Permit to operate a Short-Term Rental.

The applicant is requesting a Conditional Use Permit and License to operate Short-Term Rental, as required by Sec. 22-199.I of the Unified Development Code. This applicant currently operates as a Short-Term Rental and is requesting a Conditional Use Permit to come back into compliance with City Ordinance.

Discussion

A Conditional Use Permit authorizes the owner or agent to use a piece of property in such a way that is not normally allowed by right in a zoning district. It is an avenue by which certain land uses are allowed in a given zoning district, provided the owner meets the 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 Agricultural / Open Space land use, and the current zoning district is meant to keep disruption of the natural landscape minimal, encourage and enhance the Lakes as a place for recreation and low density residences. A Short-Term Rental use is allowed in this zoning district with a CUP.

Staff completed the required public notices for this request via a mailed notice to the property owners within 300 feet of the subject property as well as a publication in the County Democrat weekly newspaper.

Findings and Facts:

- The subject property has a zoning of TL, which allows for a Short-Term Rental with a Conditional Use Permit.
- The request is compliant with the Comprehensive Plan Future Land Use Map.
- The Applicant has provided a copy of the house rules.

Options:

- Recommend Approval of Case No. CUP03-25 for a Conditional Use Permit (CUP) to operate a Short-Term Rental.
- Recommend Denial of the request for a CUP.
- Recommend Approval of the request With Conditions, noting what conditions must be met for approval.
- Defer to a certain date with a request for additional and specific information.

This item is scheduled to be heard at the November 17, 2025 City Commission meeting at 6pm in the Commission Chambers.

Financial Impact: None

Attachments: Jones CUP, Twin Lakes Short-Term Rental Application Letter, Twin Lakes Airbnb – House Rules

Staff Recommendation: Staff recommends approval of the request for a Conditional Use Permit to operate a Short-Term Rental.

Twin Lakes Short-Term Rental Application

Supporting Statement

Submitted by: Will and Kristin Jones

Property: Shawnee Twin Lakes, Shawnee, Oklahoma

Planning Commission Hearing Date: November 5, 2025

Letter to the Shawnee Planning Commission

To the Shawnee Planning Commission,

Good afternoon. This letter is on behalf of Will and Kristin Jones, who unfortunately could not be here today.

Will serves as the Superintendent at Dale Public Schools, and Kristin is the Lower Elementary Principal at Bethel Public Schools. Both have dedicated their careers to serving Oklahoma students, families, and communities.

They recently purchased a small lake house at Shawnee Twin Lakes, a place they've fallen in love with and hope to one day call their permanent home when they retire. In the meantime, their goal is to use the property as a short-term rental through Airbnb, not as a business venture to disrupt the neighborhood, but as a way to share the beauty and peace of Twin Lakes with other families in a responsible, well-managed way.

The Jones family believes in being good neighbors and good stewards. They've created a clear set of house rules for guests to ensure that the property is used respectfully including strict limits on noise, parking, occupancy, and outdoor activity. They also plan to personally manage and monitor all bookings, maintaining close oversight and ensuring that every guest understands and follows community expectations.

Will and Kristin are deeply invested in this area. They love the community, value the quiet and beauty of Twin Lakes, and are committed to protecting it. This home isn't a short-term investment for them, it's their future home, where they hope to retire and continue contributing to the Shawnee area.

Beyond being responsible homeowners, Will and Kristin recognize the positive economic benefits that responsible short-term rentals can bring. Guests who stay at their property will

support local restaurants, shops, and services in Shawnee, helping to bring new visitors and vitality to the area without adding any burden to the community.

Approving this short-term rental will allow them to responsibly share their home while remaining thoughtful, long-term members of the community.

On their behalf, I respectfully ask the Planning Commission to recommend approval of their request.

Thank you for your time and for your continued work in supporting both growth and community integrity at Twin Lakes.

Sincerely,

Will and Kristin Jones

Twin Lakes Airbnb – House Rules

(For inclusion with the Planning Commission materials and Airbnb listing)

Respect for Neighbors

- Quiet hours are from **10:00 p.m. to 7:00 a.m.** No loud music, parties, or outdoor gatherings during this time.
- Guests must respect neighboring homes, property lines, and the natural beauty of the area.

Guest and Visitor Policy

- Maximum of **8 overnight guests**.
- No unauthorized visitors or events.
- Primary guest must be **25 years or older** and present throughout the stay.

Parking and Property

- Parking is limited to **designated spaces on the property**. No street or yard parking.
- Please drive slowly and cautiously to and from the property.

Outdoor Areas

- Fires are allowed **only in designated fire pits** and must be completely extinguished when not in use.
- Trash must be secured and disposed of properly to protect wildlife and the environment.

General Conduct

- Absolutely **no smoking or vaping** inside the home.

- **No pets** unless pre-approved by the owners.
- Guests are responsible for any damage or violation of community rules.

Community Commitment

- We love Twin Lakes and want to keep it beautiful, safe, and welcoming.
- Guests who cannot follow these rules will be asked to leave immediately.
- We believe in being **good neighbors** and appreciate everyone's help in maintaining a peaceful lakeside community.

Date: November 5, 2025
To: Planning Commission
From: Diana Hood, City Planner
Subject: Public Hearing and Consideration of a request to Rezone the property addressed as 306 E 45th Street from C-2 (Regional Commercial) to R-3 High Density Residential.
Case No. RZ04-25 | Applicant: Dean Koleada



Background:

The property addressed as 306 E 45th Street is located along East 45th Street, between North Union Avenue and North Harrison Street. The property is currently zoned C-2 (Regional Commercial) with similar zoning to the west and southwest, with R-1 (Low Density Residential) located to the North, TA (Transitional Agriculture) to the south, and R-3 (High Density Residential) to the northwest. This area was presented as a plat at the October 2, 2024 Planning Commission meeting. The Final Plat was approved by City Commission on October 21st, 2024. The plat has not yet been filed.

Royal Land Properties, LLC. has authorized the applicant, Dean Koleada, to make an application on their behalf to rezone a section of the area platted last year. The request is to rezone the subject area from C-2 (Regional Commercial) to R-3 (High Density Residential).

Discussion

The plat has eight lots and one common area, and the applicant intends to rezone only lot eight to allow Duplexes and other multifamily residential uses. Lots one through seven will remain commercial.

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a High Density Residential land use designation. This land use designation is meant to hold a diversity of housing types and potentially even small scale, low intensity commercial or civic uses. The Comprehensive Plan also notes that this land use designation should serve as a buffer area between

commercial corridors or major thoroughfares and smaller scale residential areas.

Traditionally, zoning from a higher intensity district (C-2) to a lower intensity district (R-3) would not be advised. However, considering the surrounding area, the current scarcity of multifamily housing options within the City, and the Future Land Use Map, Staff feels that this rezoning would be appropriate for the subject property.

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 requested zoning district is adjacent to the property to the northwest, with C-2 zoning to the west and southwest, TA zoning to the south, and R-1 to the north.
- The request conforms to the projected desired use indicated on the Future Land Use Map.
- Access to water, sewer, and electric utility lines is in the area.
- Notification of Public Hearing was served

Options:

- Recommend Approval of Case No. RZ04-25 to rezone from C-2 (Regional Commercial) to R-3 (High Density Residential) as requested by the applicant.
- Recommend Denial of the application for RZ04-25 to rezone the subject property.
- Recommend Approval With Conditions, noting what specific conditions must be met by the applicant.
- Deferring the request to a certain date for additional and specific information.

This item is scheduled to be heard at the City Commission meeting on November 17, 2025 at 6pm in the Commission Chambers.

Financial Impact: None

Attachments: Shawnee - Union Square Housing - Rezone App and Authorization - 090625, 45th and Union Deed W-2, 22411283-Union Square Addition Final Plat_9.16.2024 - Staff Review Notes

Staff Recommendation: Staff recommends approval of the request to rezone the subject property from C-2 (Regional Commercial) to R-3 (High Density Residential).

AGENT AUTHORIZATION

To whom it may concern:

I, Kate Landes, Owner of Royal Land Properties located at _____, have authorized Dean Koleada, P.E. of Definitive Engineering, PLLC, to represent and act on the behalf of the above named Entity/Owner for the purpose of preparing and submitting applications, documents and miscellaneous submittals required for the wholly owned property located at 306 E 45th Street, Shawnee, Pottawatomie County, Oklahoma.

Thank you,

Kate Landes

9/14/25
Date

THE STATE OF OKLAHOMA _____
County of Pottawatomie

BEFORE ME, the undersigned authority, on this day personally appeared Kate Landes known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed same for the purpose and consideration therein expressed.

GIVEN under my hand and seal of office on this 16th day of September, 2025.

Pam O'Rourke
NOTARY PUBLIC
Pam O'Rourke



Typed or Printed Name of Notary
Commission # 17002412

MY COMMISSION EXPIRES: 3-10-2029

①

STATE OF OKLAHOMA

Pottawatomie County

Documentary Stamps: \$ 937.50

Return To:
Royal Land Properties, LLC
1805 Pecan Crossing Dr.
Shawnee, OK 74804



WARRANTY DEED
(OKLAHOMA STATUTORY FORM)

Tax ID#: TDB

Doc Stamps: 937.50
Filed/insured by: First American Title Insurance Company
File No.: 2406180-SH01 (DKB)

That **Kalies Properties LLC**, (the "Grantor"), in consideration of the sum of TEN & NO/100-----Dollars and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, do(es) hereby, grant, bargain, sell and convey unto **Royal Land Properties, LLC, an Oklahoma limited liability company**, (the "Grantee"), the following described real property and premises situated in **Pottawatomie** County, State of **Oklahoma**, to wit:

SURFACE ONLY:

A tract of land described as beginning at the Southwest Corner of the West Half of the Southwest Quarter of the Southeast Quarter (SW/c W/2 SW/4 SE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence East 412.5 feet; thence North 526.80 feet; thence West 412.5 feet; thence South 526.80 feet to the point of beginning.

and

A tract of land in the West Half of the Southwest Quarter of the Southeast Quarter (W/2 SW/4 SE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma, described as beginning 412.5 feet East of the Southwest corner of said W/2 SW/4 SE/4; thence East 247.5 feet; thence North 526.80 feet; thence West 247.5 feet; thence South 526.80 feet to the point of beginning.

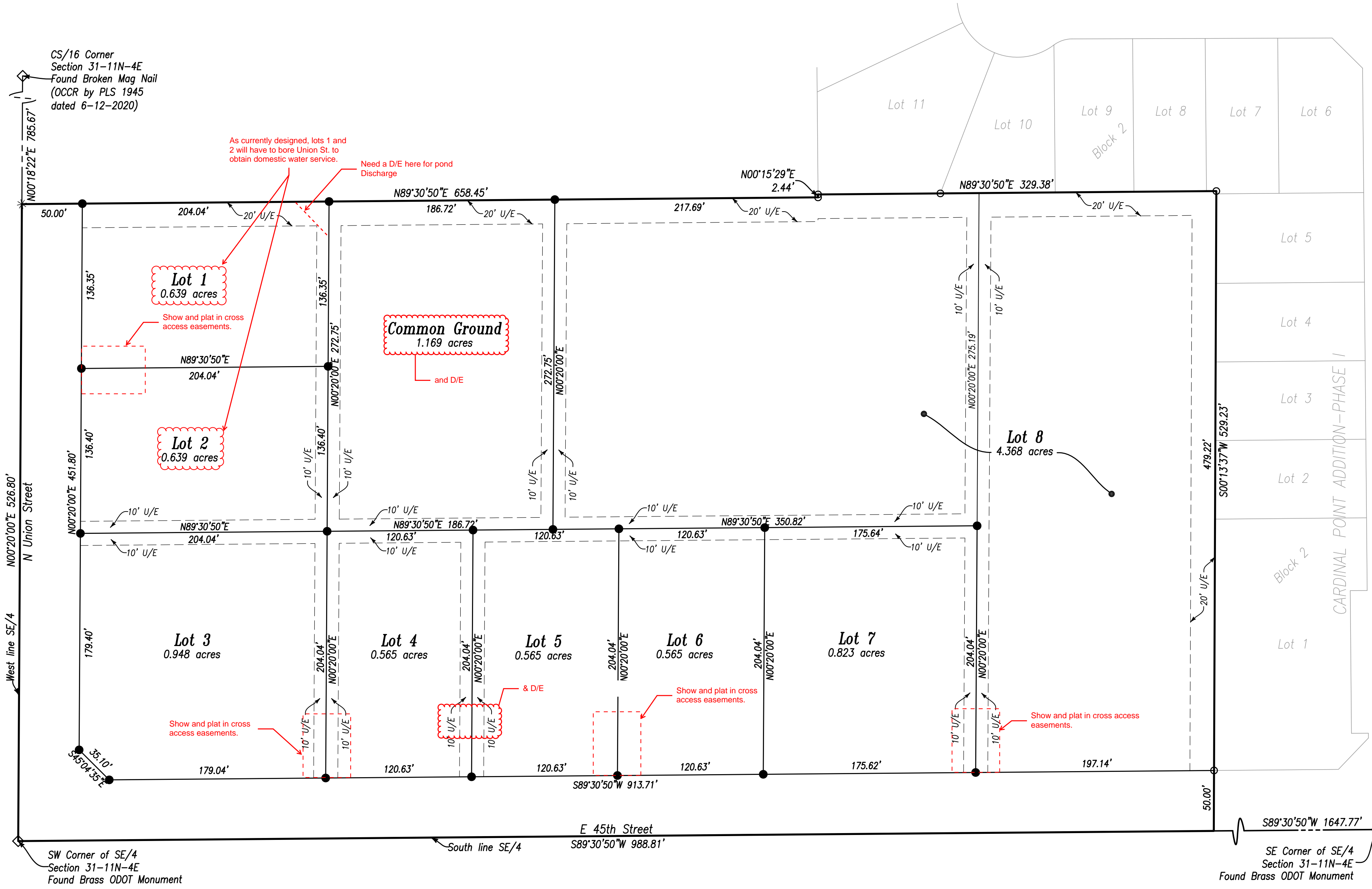
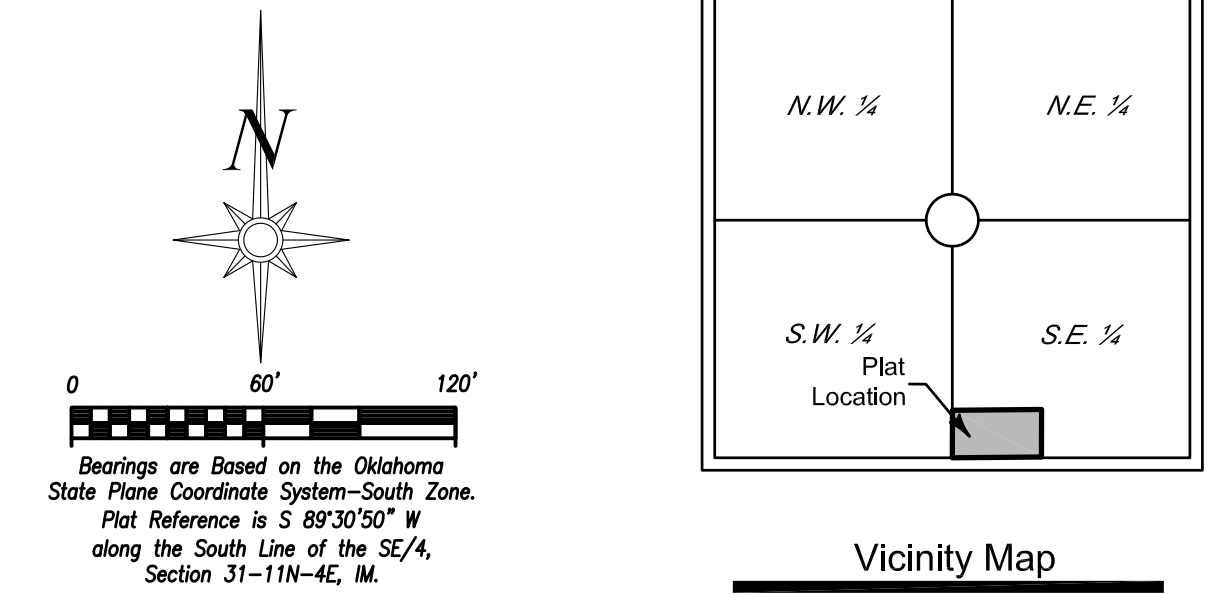
AND

A tract of land located in the Southeast Quarter (SE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma, more particularly described as Commencing at the Northwest Corner of said SE/4; thence S00°54'43"W along the West line of said NW/4 SE/4 a distance of 943.22 feet to the point of beginning; thence S89°05'17"E a distance of 315.00 feet; thence N89°41'33"E a distance of 1131.44 feet to a point on the West property line of the A.T.&S.F. Railway Company right-of-way; thence S02°44'42"E along said right-of-way line a distance of 774.83 feet; thence S89°44'50"W a distance of 166.70 feet to a point on the East line of the Southwest Quarter of said SE/4; thence S00°06'05"E along said East line a distance of 896.60 feet to a point on the South line of said SW/4 SE/4; thence S89°30'53"W along said South line a distance of 329.58 feet; thence N00°08'29"W a distance of 528.68 feet; thence S89°30'54"W a distance of 329.95 feet; thence N00°10'54"W a distance of 781.72 feet to a point on the North line of said SW/4 SE/4; thence S89°41'33"W along said North line a distance of 0.98 feet; thence N00°54'43"E a distance of 285.00 feet; thence S89°41'33"W a distance of 660.00 feet to a point on the West line of the Northwest Quarter of said SE/4; thence N00°54'43"E along said West line a distance of 84.00 feet to the point of beginning.

LESS AND EXCEPT ANY AND ALL INTEREST IN AND TO ALL OF THE OIL, GAS, COAL AND OTHER MINERALS AND ALL RIGHTS PERTAINING THERETO.

Property Address: 33 +/- Acres On 45th Street, Shawnee, OK 74804

FINAL PLAT OF:
UNION SQUARE ADDITION
 PART OF THE SOUTHEAST QUARTER,
 SECTION 31, TOWNSHIP 11 NORTH, RANGE 4 EAST, I.M.,
 CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA



OWNER'S CERTIFICATE AND DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That ROYAL LAND PROPERTIES L.L.C., an Oklahoma Limited Liability Company does hereby certify that it is the owner of and the only person, firm, or corporation having any right, title or interest in and to the land shown on the annexed plat, and that it has caused the same to be surveyed and platted, and that it hereby dedicates all the streets and utility easements shown hereon to the public for the purposes of streets, utilities and drainage, for their heirs, executors, administrators, successors and assign forever, and have caused the same to be released from all encumbrances except as shown on the bonded abstractor's certificate.

In witness whereof, the undersigned have caused this instrument to be executed this ____ day of _____, 2024. Covenants, reservations and restrictions for this addition are contained in a separate instrument.

STATE OF OKLAHOMA, COUNTY OF POTTAWATOMIE §

Before me, the undersigned a notary public, in and for said County and State, on this ____ day of _____, 2024, personally appeared _____, to me known to be the identical person who executed the within and foregoing instrument on behalf of said company, and 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 of said company, for the purposes herein set forth.

My Commission Expires _____ Notary Public

CITY PLANNING COMMISSION APPROVAL

I, _____, Chairman of the City Planning Commission for the City of Shawnee, State of Oklahoma, hereby certify that the said commission duly approved the annexed plat on this ____ day of _____, 2024.

Chairman

CERTIFICATE OF CITY CLERK

I, _____, City Clerk of the City of Shawnee, State of Oklahoma, hereby certify that I have examined the records of said City and find that all deferred payments on unmaturred installments upon special assessments have been paid in full and that there is no special assessment procedure now pending against the land on the final plat of UNION SQUARE ADDITION on this ____ day of _____, 2024.

City Clerk

ACCEPTANCE OF DEDICATION OF CITY COMMISSION

Be it resolved by the Council of the City of Shawnee, Oklahoma that the dedications of streets and utility easements shown on the final plat of UNION SQUARE ADDITION are hereby accepted. Adopted by the Council of the City of Shawnee, Oklahoma on this ____ day of _____, 2024.

City Clerk Mayor

LEGAL DESCRIPTION

A part of the Southeast Quarter of Section 31, Township 11 North, Range 4 East, I.M., in Shawnee, Pottawatomie County, Oklahoma, more particularly described as follows: BEGINNING at the Southwest Corner of said Southeast Quarter; THENCE N 00°20'00" E, along the west line of said Southeast Quarter, a distance of 526.80 feet; THENCE N 89°30'50" E a distance of 658.45 feet; THENCE N 00°15'29" E a distance of 2.44 feet to the southwest corner of CARDINAL POINT ADDITION, a subdivision of record in Pottawatomie County, Oklahoma; THENCE N 89°30'50" E, along the south line of said CARDINAL POINT ADDITION, a distance of 329.38 feet; THENCE S 00°13'37" W, along the west line of said CARDINAL POINT ADDITION, a distance of 529.23 feet to the south line of said Southeast Quarter; THENCE S 89°30'50" W, along the south line of said Southeast Quarter, a distance of 988.81 feet to the POINT OF BEGINNING, containing 11.970 acres more or less.

COUNTY TREASURER'S CERTIFICATE

I, _____, do hereby certify that I am the duly elected, qualified and acting County Treasurer of Pottawatomie County, State of Oklahoma, that the tax records of said County show all taxes are paid for the year _____ and prior years on the land shown on the final plat of UNION SQUARE ADDITION that the required statutory security has been deposited in the office of County Treasurer guaranteeing payment of the current years taxes. In witness whereof, said County Treasurer has caused this instrument to be executed at the City of Shawnee, Oklahoma on this ____ day of _____, 2024.

County Treasurer

BONDED ABSTRACTOR'S CERTIFICATE

The undersigned, a duly qualified and lawfully Bonded Abstractor of titles in and for the County of Pottawatomie, State of Oklahoma, hereby certifies that the records for said County show that the land shown on the final plat of UNION SQUARE ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma is vested in ROYAL LAND PROPERTIES L.L.C., an Oklahoma Limited Liability Company. All lands described and referred to are unencumbered by pending actions, judgments, liens, mortgages, taxes and other encumbrances, EXCEPT oil, gas and other mineral leases and interests which have been previously conveyed and easements and general mortgages of record.

Executed this ____ day of _____, 2024

 Vice President Old Republic Title Company of Oklahoma

LAND SURVEYOR'S CERTIFICATE

I, Kent Mace, do hereby certify that I am a Professional Land Surveyor in the State of Oklahoma, and the final plat of UNION SQUARE ADDITION, to the City of Shawnee, Pottawatomie County, Oklahoma, represents a survey made under my supervision on the ____ day of _____, 2024, and the monuments shown thereon exist and their positions are correctly shown, and this Survey meets the Oklahoma Minimum Standards for the Practice of Land Surveying as adopted by the Oklahoma State Board of licensure for Professional Engineers and Land Surveyors, and that said Final Plat complies with the requirements of Title 11 Section 41-108 of the Oklahoma State Statute.

Kent Mace, PE, LS - LS #1873

STATE OF OKLAHOMA, COUNTY OF CLEVELAND §

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared Kent Mace, to me known to be the identical person who executed the above instrument and acknowledged to me that he executed the same as his free and voluntary act and deed. Given under my hand and seal the ____ day of _____, 2024.

My Commission Expires _____ Notary Public



DATE PREPARED:

8/12/2024

OWNERS:

Royal Land Properties L.L.C.,
 1805 Pecan Crossing Drive
 Shawnee, OK 74804

LAND SURVEYORS:

MBLS
 MacBax Land Surveying, PLLC
 civil engineering & land surveying
 5744 Huettner Court, Ste. 100
 Norman, OK 73069
 Telephone: (405) 872-7594
 Email: kent@mbls.us

Certificate of
 Authorization
 No. 8137

LEGEND

- PERMANENT MONUMENT-SET 5/8" IRON PIN WITH ALUMINUM CAP
- SET 1/2" IRON PIN WITH CAP "MACBAX CA 8137"
- SET MAG NAIL WITH SHINER "MACBAX CA 8137"
- ▲ SET COTTON SPINDLE WITH SHINER "MACBAX CA 8137"
- * FOUND MAG NAIL WITH FOUND IRON PIN
- ◇ FOUND PLSS MONUMENT ADDRESS
- 1000-
- FENCE
- SECTION LINE
- - - QUARTER SECTION LINE
- BOUNDARY LINE
- LOT LINES
- - - EASEMENT LINES
- U/E = UTILITY EASEMENT
- D/E = DRAINAGE EASEMENT
- L/E = LANDSCAPE EASEMENT
- PEDE/E = PEDESTRIAN EASEMENT
- B/L = BUILDING LINE
- ROW = RIGHT OF WAY