

AGENDA  
PLANNING COMMISSION  
JUNE 3, 2026 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 March 4, 2026 regular meeting.
2. Public Hearing and Consideration of a request for a Conditional Use Permit to operate a Short Term Rental at the property addressed as 1309 N Broadway Street.  
Case No. CUP01-26 | Applicant: Mark & Christina Hanson
3. Community Development Department Updates
4. Commissioners Comments
5. 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: March 4, 2026

## MINUTES

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on March 4, at 1:30 p.m., according to notice duly posted as prescribed by law.

Commissioner Porter, due to lack of Chair and Vice-Chair, called the meeting to order at **1:31 p.m.** City Planner Diana Hood called Roll and stated a quorum was present.

The following Commissioners were present:

Present: Alexander, Porter, Reese, Hayes, Burrell

Absent: Barrett, Johnson

Vacant:

### **Item 1. Consideration of approval of the minutes from the regular meeting on February 4, 2026.**

Commissioner Porter asked for questions or corrections to the minutes. Commissioner Alexander motions to approve the minutes as presented, which Commissioner Reese seconds.

Motion **passed 5-0-0.**

Aye: Alexander, Porter, Reese, Hayes, Burrell

Nay: None

Abstain: None

### **Item 2. Public Hearing and Consideration of a request to rezone the property addressed as 4411 N Aydelotte Street from R-1 (Low Density Residential) to C-1 (Local Commercial).**

**Case No. RZ01-26 | Applicant: Dao and Cynthia Nguyen c/o Landes Engineering**

City Planner Diana Hood presents the staff report and asks if there are any questions for staff. Commissioner Alexander asks where the process is regarding the City purchasing the subject property. Ms. Hood clarifies that the City has purchased the property, but some aspects of paperwork are still pending or have not been updated in the computer systems yet.

Commissioner Reese asks what the net change in parking spaces will be, and Ms. Hood responds that she was not provided those calculations. Commissioner Reese asks if there has been any effort to collaborate with the other nearby shopping centers as an alternative to this proposed plan of action. Ms. Hood says that she has no knowledge of any such attempted negotiations, and that the businesses in Lifestyle Plaza were already sharing parking, and this was the alternative that Staff negotiated with the owners of Lifestyle Plaza to compensate for the loss of parking spaces when the City will widen 45<sup>th</sup> Street.

Commissioner Reese asks why such an agreement was already made and committed to before the rezoning has been approved. Community Development Director Mrs. Petya Stefanoff interjects that the City still needs to follow the proper rezoning process. Commissioner Reese clarifies that he was asking why other alternatives were not pursued before coming to the solution of encroaching into the adjacent neighborhood for parking space, instead of integrating it into other nearby commercial spaces.

Seeing no more questions for staff, Commissioner Porter opens the public hearing and asks if there is anyone in attendance that wishes to speak on the item.

Mrs. Sharon Floyd approaches the podium and voices her concern regarding the covenants of the subdivision that the subject property is located in, which prohibits any construction that is not a residential structure. She states that Covenants run with the land parcel, and she doesn't understand why the property is not going to be held to these covenants. She worries over this encroachment setting a precedent for future encroachment into the residential subdivision, which would threaten the integrity of the residential neighborhood.

Ms. Hood notes that the way it was explained to staff by the City Attorney's Office was that the property will be merged with Lifestyle Plaza after the rezoning, which will by nature make it no longer a part of the recorded area of the residential subdivision. Because the property will no longer be part of that recorded subdivision, the related covenants will no longer apply.

Next, Steve Landes approaches on behalf of Landes Engineering, who clarifies that the City will take the majority of the subject property as Public Right-of-Way when the widening of 45<sup>th</sup> Street happens, so a home would not be able to fit on that property due to the setbacks required. Furthermore, the additional parking would be screened by a privacy fence to mitigate impact on the neighborhood.

Commissioner Reese asks Mr. Landes what the net increase of parking spaces will be, to which he responds it will be a net increase of zero. The plan is to install exactly as many parking spaces as are being removed, and no more.

After, Mrs. Cindy Karlovich approaches and voices concern over the proposed fence, and its ability to withstand any traffic accidents that may occur.

Following, Mrs. Karen Heflin approaches and asks if there would be anything preventing a similar situation in the future, where a lot in the subdivision is merged with an adjacent commercial lot and therefore exempted from the neighborhood covenants. Ms. Hood responds if the business owned both lots it is their right to combine the lots if they wish, but a non-residential use would still require a rezoning. Mrs. Heflin notes that she has concerns regarding the encroachment into the neighborhood and how it will change the character of the neighborhood.

Commissioner Porter notes for the public that the Planning Commission is a recommending body, and that the item will be heard by the City Commission on March 16<sup>th</sup>. Community Development Director Petya Stefanoff notes that such information is also noted in the agenda packet that the Planning Commission is a recommending body.

Commissioner Porter asks if there are any others in attendance who wish to speak on the item. Seeing none, Commissioner Porter closes the public hearing and calls for the Commission to discuss.

Commissioner Reese notes that the request to rezone has been filed after an agreement has been made between the City and the Private Ownership of Lifestyle Plaza to supplement parking spaces while the cost is being most acutely felt by the nearby residential neighborhood.

Commissioner Burrell notes that even if the parking lot here is not allowed or not constructed, that 45<sup>th</sup> Street will be widened regardless.

Commissioner Reese moves to **DEFER Case No. RZ01-26** for additional discussion and information, which Commissioner Alexander seconds.

Motion **passes 5-0-0**

Aye: Alexander, Porter, Reese, Hayes, Burrell

Nay: None

Abstain: None

After the motion, Commissioner Porter asks the Commission what sort of information they would like to request. Commissioner Reese notes that it would be helpful to hear from the City Engineer to explain the reasoning behind the placement of the parking lot and the driveway entrance, and what other factors and alternatives were considered.

**Item 3. Public Hearing and Consideration of a request to rezone the property addressed as 541 W Poplar Street from R-1 (Low Density Residential) to MU (Mixed Use).**

**Case No: RZ02-26 | Applicant: Joseph Marshall**

City Planner Diana Hood presents the staff report and asks if there are any questions for staff. Commissioner Reese asks if the requested zoning would allow the accessory building currently located on the lot to be converted into a

commercial use in the future. Ms. Hood responds that the allowed uses in the Mixed Use zoning district would not outright prohibit any kind of commercial use in the structure, but it would still be expected to comply with the zoning code's regulations.

Commissioner Alexander notes that the main building currently has two floors, with the bottom floor being a commercial space and the top floor being a residence, so the rezoning is bringing the property into compliance with current zoning regulations.

Commissioner Reese asks about the background of the property, and Ms. Hood explains that the property has two different addresses because it used to be two separate lots, however they were combined into a singular lot in 2022 and the extra address was not removed.

Commissioner Porter, seeing that there are no more questions for staff, opens the public hearing and asks if there is anyone in attendance that would like to speak on the item.

Joseph Marshall, the applicant, approaches and clarifies that both structures on the lot have two floors that are both being used as mixed use buildings. He explains that he wants to renovate the buildings, however he is restricted in what he can do because of the legally nonconforming use. By bringing the zoning into compliance with the use, he hopes to be able to proceed with renovations.

Commissioner Porter, seeing no more wishing to speak on the item, closes the public hearing and calls for discussion and/or a motion.

Commissioner Reese moves to recommend **APPROVAL** of **Case No. RZ02-26**, which Commissioner Burrell seconds.

Motion **passes 5-0-0**

Aye: Alexander, Porter, Reese, Hayes, Burrell

Nay: None

Abstain: None

#### **Item 4. Community Development Department Update**

Community Development Director Petya Stefanoff reports that the walk audit schedule has been included in their agenda packets, and that the data gathered will be used to improve the community, and encourages both the Commissioners and the public to attend them. She notes that the exact date of the walk audits are posted on the City's website approximately two months ahead.

Commissioner Porter asks if the route from the Sonic restaurant on 45<sup>th</sup> Street and Harrison Street north to the Homeland grocery store has been considered for a future walk audit location.

Mrs. Stefanoff clarifies that the main priority for now is routes around schools, after which the location will move on to parks due to both having high amounts of children pedestrians.

Commissioner Porter notes that a large portion of the shopping areas are located in the north part of town, which makes it more difficult for those without transportation to access those areas, most notably affecting the low income population. Mrs. Stefanoff replies that the routes for next year are still being drafted and that section of road could be put up for consideration.

Commissioner Reese asks how the audits are normally run, and Mrs. Stefanoff details how the walk audits start with a small survey, and has frequent stops to collect more observations and data from everyone participating.

#### **Item 5. Planning Commissioners' Comments**

Commissioner Reese notes that he has been moved by the passing of noted community member Carl Packwood, and

that he will be missed.

Commissioner Alexander notes that he recently participated in a walk audit, and he found it enlightening and worthwhile, and encourages those who are able to participate to do so.

Commissioner Porter notes that the High School has made a lot of improvements recently, and that it has been a worthwhile and good use of the insurance money from the tornado in 2023.

**Item 6. Adjournment**

The meeting adjourned at **2:26 p.m.**

\_\_\_\_\_  
Chair/Vice-Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Development Director

\_\_\_\_\_  
Date



**Date:** June 3, 2026

**To:** Shawnee Planning Commission

**From:** Diana Hood, City Planner

**Subject:** Public Hearing and Consideration of a request for a Conditional Use Permit (CUP) to operate a Short Term Rental at the property addressed as 1309 N Broadway Street.

Case No. CUP01-26

**Agenda Item:** No. 2

**Applicant:** Mark and Cynthia Hanson

**Request:** The applicant is requesting a Conditional Use Permit (CUP) to operate a Short Term Rental (STR) at the property addressed as 1302 N Broadway Street, more particularly described as:

*NORTH PARK BLK 4 S60' OF N180' LOT 5*

**Analysis:** The property is currently zoned R-1 (Low Density Residential), with similar zoning surrounding it on all sides. Section 22-197 of the Unified Development Code states that a Short Term Rental is only an allowed use with a CUP. Section 22-199.I outlines the process for obtaining and renewing a Short Term Rental license, and provides guidelines for the owner to follow.

The current zoning of the land is **Low Density Residential (R-1)**.

- Adjacent Land Uses

<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
Low Density Residential (R-1)	Low Density Residential (R-1)	Low Density Residential (R-1)	Low Density Residential (R-1)

- UDC Sec. 22-182 “*Purpose*. The **Low-Density Residential (R-1)** District is designed to primarily accommodate low-density single-family residential development supported by parks, open space, cultural, and educational amenities. This district represents the



character and intent of the large lot residential and low density residential future land use categories.

- Upon staff review of the application no discrepancies were found and no concerns are expressed.
- Public Comments: Staff has received no written objections to this request for a CUP.

**Recommendation:** Based on the above analysis, the staff recommends approval of the request.

**Options:**

- Approve the request as presented
- Deny the request
- Approve with certain modifications or conditions
- Defer the item to a certain date for additional discussion

**Financial Impact:** None

**Attachments:**

- Application packet
- Cover Letter
- Guest Information
- Rental Agreement
- Zoning Map
- Sec. 22-199.I of the Unified Development Code



# PLANNING COMMISSION APPLICATION

## Planning Department

222 N. Broadway  
Shawnee, OK 74801  
(405) 878-1616 Fax (405) 878-1587  
[www.ShawneeOK.org](http://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           R1           District to R1 (with Short Term Rental) District, as hereinafter requested, and in support of this application, the following facts are shown:

**PROPERTY LOCATION (STREET ADDRESS):** 1309 N BDWY

**LEGAL DESCRIPTION:** NORTH PARK BLK 4 S60' OF N180' LOT 5

**PROPERTY OWNER (S):** HANSON, MARK H & CHRISTINA B

**PROPERTY AGENT (APPLICANT):** MARK H HANSON & CHRISTINA B HANSON

**APPLICANT'S ADDRESS:** 6841 BEAVER POND WAY

**CITY:** CENTERVILLE **STATE:** MN **ZIP:** 55038

**EMAIL ADDRESS:** MARKHHANSON@GMAIL.COM

**TELEPHONE NUMBER:** ( 712 ) 360-5290 **CONTACT NUMBER:** ( 712 ) 360-5290

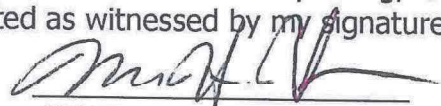
**DIMENSIONS OF PROPERTY:** AREA: 8398 sq ft WIDTH: 60 ft  
 LENGTH: 140 ft FRONTAGE: 60 ft

**CURRENT ZONING:** R1 **CURRENT USE:** SINGLE FAMILY

**PROPOSED ZONING:** NO CHANGE **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.

APPLICATION, OFFICIAL OWNERSHIP LIST AND PAYMENT  
 MUST BE RECEIVED 30 DAYS PRIOR TO MEETING

  
 SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

**REZONING &/OR C.U.P FEE \$ 280.00**

RECEIPT NO. \_\_\_\_\_

**PLANNED UNIT DEVELOPMENT FEE \$ 550.00**

**SIGN DEPOSIT \$ 50.00**

(Refundable if Applicant returns 48 hrs. after City Commission Meeting)

**PLANNING COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CITY COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLACE ON ZONING MAP:** \_\_\_\_\_ **ORDINANCE NO.:** \_\_\_\_\_

## Real Estate Parcels

### 1) 0675-00-001-013-0-000-00

Parcel ID:  
0675-00-001-013-0-000-00

RPID:  
630018133

Owner:  
SANTINO TAWANA L REVOC TRUST

Owner Address:  
1319 N BEARD SHAWNEE OK 74801-0000

CAMA Acreage:  
0

Type:  
RI

Partial Legal:  
CROSSAN'S BLK 1 LOTS 13 &; 14

Book:  
2209

Page:  
72

Instrument:  
2209-072

Parcel Address:  
1319 N BEARD

Total Value:  
68186

Tax District:  
93 Shawnee

Tax District Code:  
125218

Source:

GIS Only (No CAMA Match):

Comments:

Combines:

Original Digitizer:

Original Digitized Date:

Last Editor:  
Laura Hicks

Last Edit Date:  
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### 2) 0675-00-001-015-0-000-00

Parcel ID:  
0675-00-001-015-0-000-00

RPID:  
630018134

Owner:  
SANTINO TAWANA L REVOC TRUST

Owner Address:  
1319 N BEARD SHAWNEE OK 74801-0000

CAMA Acreage:  
0

Type:  
RI

Partial Legal:  
CROSSAN'S BLK 1 LOTS 15 &; 16

Book:  
2209

Page:  
72

Instrument:  
2209-072

Parcel Address:  
1317 N BEARD

Total Value:  
71092

Tax District:  
93 Shawnee

Tax District Code:  
125218

Source:

GIS Only (No CAMA Match):

Comments:

Combines:

Original Digitizer:

Original Digitized Date:

Last Editor:  
Laura Hicks

Last Edit Date:  
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5) 0675-00-001-021-0-000-00

Parcel ID:  
0675-00-001-021-0-000-00  
RPID:  
630018137  
Owner:  
SALAZAR CESAR  
Owner Address:  
PO BOX 850952 YUKON OK 73035-0000  
CAMA Acreage:  
0  
Type:  
RI  
Partial Legal:  
CROSSAN'S BLK 1 LOTS 21 &; 22  
Book:  
2021  
Page:  
4561  
Instrument:  
2021-4561  
Parcel Address:  
1309 N BEARD

Total Value:  
82097  
Tax District:  
93 Shawnee  
Tax District Code:  
125218  
Source:  
GIS Only (No CAMA Match):  
Comments:  
Combines:  
Original Digitizer:  
Original Digitized Date:  
Last Editor:  
Laura Hicks  
Last Edit Date:  
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6) 0675-00-001-023-0-000-00

Parcel ID:  
0675-00-001-023-0-000-00  
RPID:  
630018138  
Owner:  
AYERS JODI L & APRIL J BRISCOE &  
Owner Address:  
CLIFTON BRISCOE 1307 N BEARD SHAWNEE OK 74801-  
CAMA Acreage:  
0  
Type:  
RI  
Partial Legal:  
CROSSAN'S BLK 1 LOTS 23 &; 24  
Book:  
2022  
Page:  
456  
Instrument:  
2022-456  
Parcel Address:  
1307 N BEARD

Total Value:  
178369  
Tax District:  
93 Shawnee  
Tax District Code:  
125218  
Source:  
GIS Only (No CAMA Match):  
Comments:  
Combines:  
Original Digitizer:  
Original Digitized Date:  
Last Editor:  
Laura Hicks  
Last Edit Date:  
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**9) 0675-00-001-029-0-000-00**

Parcel ID:  
0675-00-001-029-0-000-00  
RPID:  
630018143  
Owner:  
PERCIVAL-PORTER ANGELA  
Owner Address:  
1302 N BDWY SHAWNEE OK 74801-0000  
CAMA Acreage:  
0  
Type:  
RV  
Partial Legal:  
CROSSAN'S BLK 1 S100' LOT 29  
Book:  
2011  
Page:  
6395  
Instrument:  
2011-6395  
Parcel Address:

Total Value:  
2250  
Tax District:  
93 Shawnee  
Tax District Code:  
125218  
Source:  
GIS Only (No CAMA Match):  
Comments:  
Combines:  
Original Digitizer:  
Original Digitized Date:  
Last Editor:  
Laura Hicks  
Last Edit Date:  
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**10) 0675-00-001-029-0-001-00**

Parcel ID:  
0675-00-001-029-0-001-00  
RPID:  
630018144  
Owner:  
FINCH KIMBERLYE E LIVING TRUST  
Owner Address:  
131 E MAIN ST STE 220 NORMAN OK 73069-  
CAMA Acreage:  
0  
Type:  
RV  
Partial Legal:  
CROSSAN'S BLK 1 BEG 175'N SE/C LOT 29 TH N 90' TH  
W23.50' S90' E APPROXIMATELY 24.10'POB  
Book:  
2017  
Page:  
5320  
Instrument:  
2017-5320  
Parcel Address:

Total Value:  
4500  
Tax District:  
93 Shawnee  
Tax District Code:  
125218  
Source:  
GIS Only (No CAMA Match):  
Comments:  
Combines:  
Original Digitizer:  
Original Digitized Date:  
Last Editor:  
Laura Hicks  
Last Edit Date:  
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13) 1905-00-001-003-0-001-00

Parcel ID:  
1905-00-001-003-0-001-00  
RPID:  
630021778  
Owner:  
DAUPHINE HOLDINGS LLC  
Owner Address:  
24 E AYRE SHAWNEE OK 74801-0000  
CAMA Acreage:  
0  
Type:  
RI  
Partial Legal:  
NORTH PARK BLK 1 E70' OF S1/2 LOT 3 & 10' VAC AYRES  
ST  
Book:  
10188  
Page:  
6146  
Instrument:  
2024-9490  
Parcel Address:  
22 E AYRE

Total Value:  
133063  
Tax District:  
93 Shawnee  
Tax District Code:  
125218  
Source:  
GIS Only (No CAMA Match):  
Comments:  
Combines:  
Original Digitizer:  
Original Digitized Date:  
Last Editor:  
Laura Hicks  
Last Edit Date:  
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14) 1905-00-001-004-0-001-00

Parcel ID:  
1905-00-001-004-0-001-00  
RPID:  
630021780  
Owner:  
LEWIS STEVEN W  
Owner Address:  
14 E AYRE SHAWNEE OK 74801-0000  
CAMA Acreage:  
0  
Type:  
RI  
Partial Legal:  
NORTH PARK BLK 1 W1/2 OF S1/2 LOT 4  
Book:  
2197  
Page:  
284  
Instrument:  
2197-284  
Parcel Address:  
14 E AYRE

Total Value:  
59835  
Tax District:  
93 Shawnee  
Tax District Code:  
125218  
Source:  
GIS Only (No CAMA Match):  
Comments:  
Combines:  
Original Digitizer:  
Original Digitized Date:  
Last Editor:  
Laura Hicks  
Last Edit Date:  
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**17) 1905-00-001-005-0-003-00**

Parcel ID:  
1905-00-001-005-0-003-00  
RPID:  
630021785  
Owner:  
ALEXANDER FLOY KAY  
Owner Address:  
1415 N BDWY AVE SHAWNEE OK 74801-0000  
CAMA Acreage:  
0  
Type:  
RI  
Partial Legal:  
NORTH PARK BLK 1 BEG 85'N SW/C LOT 5 E140' N75'  
W140' S75' POB  
Book:  
2012  
Page:  
5799  
Instrument:  
2012-5799  
Parcel Address:  
1415 N BDWY

Total Value:  
90861  
Tax District:  
93 Shawnee  
Tax District Code:  
125218  
Source:  
GIS Only (No CAMA Match):  
Comments:  
Combines:  
Original Digitizer:  
Original Digitized Date:  
Last Editor:  
Laura Hicks  
Last Edit Date:  
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**18) 1905-00-002-001-0-000-00**

Parcel ID:  
1905-00-002-001-0-000-00  
RPID:  
630021786  
Owner:  
VEELEY THOMAS G & KELLY ANNE  
Owner Address:  
1404 N BDWY SHAWNEE OK 74801-0000  
CAMA Acreage:  
0  
Type:  
RI  
Partial Legal:  
NORTH PARK BLK 2 BEG. 20'S SE/C LOT 1 N100' W140'  
S100' E140' POB.  
Book:  
2020  
Page:  
1953  
Instrument:  
2020-1953  
Parcel Address:  
1404 N BDWY

Total Value:  
442966  
Tax District:  
93 Shawnee  
Tax District Code:  
125218  
Source:  
GIS Only (No CAMA Match):  
Comments:  
Combines:  
Original Digitizer:  
Original Digitized Date:  
Last Editor:  
Laura Hicks  
Last Edit Date:  
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**21) 1905-00-003-001-0-001-00**

Parcel ID:  
1905-00-003-001-0-001-00

RPID:  
630021790

Owner:  
FINCH KIMBERLYE E LIVING TRUST

Owner Address:  
131 E MAIN ST STE 220 NORMAN OK 73069-

CAMA Acreage:  
0

Type:  
RI

Partial Legal:  
NORTH PARK BLK 3 BEG. 175'N SE/C LOT 1 W140' N90'  
E140' S90' POB.

Book:  
2017

Page:  
5320

Instrument:  
2017-5320

Parcel Address:  
1320 N BDWY

Total Value:  
241163

Tax District:  
93 Shawnee

Tax District Code:  
125218

Source:

GIS Only (No CAMA Match):

Comments:

Combines:

Original Digitizer:

Original Digitized Date:

Last Editor:  
Laura Hicks

Last Edit Date:  
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**22) 1905-00-003-001-0-002-00**

Parcel ID:  
1905-00-003-001-0-002-00

RPID:  
630021791

Owner:  
PERCIVAL-PORTER ANGELA

Owner Address:  
1302 N BDWY SHAWNEE OK 74801-0000

CAMA Acreage:  
0

Type:  
RI

Partial Legal:  
NORTH PARK BLK 3 S100' OF E140' LOT 1

Book:  
2011

Page:  
6395

Instrument:  
2011-6395

Parcel Address:  
1302 N BDWY

Total Value:  
137881

Tax District:  
93 Shawnee

Tax District Code:  
125218

Source:

GIS Only (No CAMA Match):

Comments:

Combines:

Original Digitizer:

Original Digitized Date:

Last Editor:  
Laura Hicks

Last Edit Date:  
10/19/2022 12:23:21 PM

25) 1905-00-004-002-0-004-00

Parcel ID:  
1905-00-004-002-0-004-00  
RPID:  
630021801  
Owner:  
LESSLEY REBECCA & CAROLYN  
Owner Address:  
26 E SEVERN SHAWNEE OK 74801-  
CAMA Acreage:  
0  
Type:  
RI  
Partial Legal:  
NORTH PARK BLK 4 W40' OF S1/2 LOT 2 &; E25' OF S1/2  
LOT 3 &; 10' VAC. SEVERN ST. LOTS 2 &; 3  
Book:  
10183  
Page:  
6333  
Instrument:  
2024-150  
Parcel Address:  
26 E SEVERN

Total Value:  
50392  
Tax District:  
93 Shawnee  
Tax District Code:  
125218  
Source:  
GIS Only (No CAMA Match):  
Comments:  
Combines:  
Original Digitizer:  
Original Digitized Date:  
Last Editor:  
Laura Hicks  
Last Edit Date:  
10/19/2022 1:03:34 PM

26) 1905-00-004-003-0-000-00

Parcel ID:  
1905-00-004-003-0-000-00  
RPID:  
630021802  
Owner:  
ALLEGRE JOSEPH  
Owner Address:  
21 E AYRE ST SHAWNEE OK 74801-  
CAMA Acreage:  
0  
Type:  
RI  
Partial Legal:  
NORTH PARK BLK 4 N1/2 LOT 3 &; 10' VAC. ALLEY  
Book:  
2022  
Page:  
12359  
Instrument:  
2022-12359  
Parcel Address:  
21 E AYRE

Total Value:  
250234  
Tax District:  
93 Shawnee  
Tax District Code:  
125218  
Source:  
GIS Only (No CAMA Match):  
Comments:  
Combines:  
Original Digitizer:  
Original Digitized Date:  
Last Editor:  
Laura Hicks  
Last Edit Date:  
10/19/2022 1:03:34 PM

29) 1905-00-004-004-0-001-00

<u>Parcel ID:</u> 1905-00-004-004-0-001-00	<u>Total Value:</u> 98612
<u>RPID:</u> 630021805	<u>Tax District:</u> 93 Shawnee
<u>Owner:</u> POTTS BILLY	<u>Tax District Code:</u> 125218
<u>Owner Address:</u> 10 E SEVERN ST SHAWNEE OK 74801-	<u>Source:</u>
<u>CAMA Acreage:</u> 0	<u>GIS Only (No CAMA Match):</u>
<u>Type:</u> RI	<u>Comments:</u>
<u>Partial Legal:</u> NORTH PARK BLK 4 W3/4TH OF S1/2 LOT 4	<u>Combines:</u>
<u>Book:</u> 2018	<u>Original Digitizer:</u>
<u>Page:</u> 6233	<u>Original Digitized Date:</u>
<u>Instrument:</u> 2018-6233	<u>Last Editor:</u> Laura Hicks
<u>Parcel Address:</u> 10 E SEVERN	<u>Last Edit Date:</u> 10/19/2022 1:03:34 PM

30) 1905-00-004-004-0-002-00

<u>Parcel ID:</u> 1905-00-004-004-0-002-00	<u>Total Value:</u> 140451
<u>RPID:</u> 630021806	<u>Tax District:</u> 93 Shawnee
<u>Owner:</u> HILL BENJAMIN WESLEY	<u>Tax District Code:</u> 125218
<u>Owner Address:</u> 17 EAST AYRE SHAWNEE OK 74801-0000	<u>Source:</u>
<u>CAMA Acreage:</u> 0	<u>GIS Only (No CAMA Match):</u>
<u>Type:</u> RI	<u>Comments:</u>
<u>Partial Legal:</u> NORTH PARK BLK 4 N1/2 LOT 4	<u>Combines:</u>
<u>Book:</u> 2019	<u>Original Digitizer:</u>
<u>Page:</u> 4975	<u>Original Digitized Date:</u>
<u>Instrument:</u> 2019-4975	<u>Last Editor:</u> Laura Hicks
<u>Parcel Address:</u> 17 E AYRE	<u>Last Edit Date:</u> 10/19/2022 1:03:34 PM

**33) 1905-00-005-003-0-001-00**

Parcel ID:  
1905-00-005-003-0-001-00  
RPID:  
630021816  
Owner:  
BRYCE ALFRED H & ADRIANE C  
Owner Address:  
21 E SEVERN SHAWNEE OK 74801-0000  
CAMA Acreage:  
0  
Type:  
RI  
Partial Legal:  
NORTH PARK BLK 5 E50' OF W74' LOT 3  
Book:  
  
Page:  
  
Instrument:  
  
Parcel Address:  
21 E SEVERN

Total Value:  
63420  
Tax District:  
93 Shawnee  
Tax District Code:  
125218  
Source:  
  
GIS Only (No CAMA Match):  
  
Comments:  
  
Combines:  
  
Original Digitizer:  
  
Original Digitized Date:  
  
Last Editor:  
Laura Hicks  
Last Edit Date:  
10/19/2022 12:23:21 PM

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**34) 1905-00-005-003-0-002-00**

Parcel ID:  
1905-00-005-003-0-002-00  
RPID:  
630021817  
Owner:  
HARGUS CURTIS D  
Owner Address:  
31063 SKAGG CITY RD MACOMB OK 74852-0000  
CAMA Acreage:  
0  
Type:  
RI  
Partial Legal:  
NORTH PARK BLK 5 W24' LOT 3 & E26' LOT 4  
Book:  
2012  
Page:  
18879  
Instrument:  
2012-18879  
Parcel Address:  
19 E SEVERN

Total Value:  
63542  
Tax District:  
93 Shawnee  
Tax District Code:  
125218  
Source:  
  
GIS Only (No CAMA Match):  
  
Comments:  
  
Combines:  
  
Original Digitizer:  
  
Original Digitized Date:  
  
Last Editor:  
Laura Hicks  
Last Edit Date:  
10/19/2022 12:23:21 PM

**37) 1905-00-005-005-0-000-00**

<u>Parcel ID:</u> 1905-00-005-005-0-000-00	<u>Total Value:</u> 81998
<u>RPID:</u> 630021820	<u>Tax District:</u> 93 Shawnee
<u>Owner:</u> GILBERT BETTY RAY	<u>Tax District Code:</u> 125218
<u>Owner Address:</u> 1221 N BDWY SHAWNEE OK 74801-0000	<u>Source:</u>
<u>CAMA Acreage:</u> 0	<u>GIS Only (No CAMA Match):</u>
<u>Type:</u> RI	<u>Comments:</u>
<u>Partial Legal:</u> NORTH PARK BLK 5 BEG. 8'N SW/C OF INTER. LOTS 5 &; 6 E150' N75' W150' S75' POB. PT. LOTS 4 &; 5 TOD TO CHRISTINE CARTWRIGHT &; JULIE ANNET KINSLOW &; DAVY JOE HEFFLEY 2012-14957	<u>Combines:</u>
<u>Book:</u>	<u>Original Digitizer:</u>
<u>Page:</u>	<u>Original Digitized Date:</u>
<u>Instrument:</u>	<u>Last Editor:</u> Laura Hicks
<u>Parcel Address:</u> 1221 N BDWY	<u>Last Edit Date:</u> 10/19/2022 12:23:21 PM

**38) 1905-00-005-005-0-001-00**

<u>Parcel ID:</u> 1905-00-005-005-0-001-00	<u>Total Value:</u> 150150
<u>RPID:</u> 630021821	<u>Tax District:</u> 93 Shawnee
<u>Owner:</u> LAWSON DAVID	<u>Tax District Code:</u> 125218
<u>Owner Address:</u> 15 E SEVERN ST SHAWNEE OK 74801-	<u>Source:</u>
<u>CAMA Acreage:</u> 0	<u>GIS Only (No CAMA Match):</u>
<u>Type:</u> RI	<u>Comments:</u>
<u>Partial Legal:</u> NORTH PARK BLK 5 BEG. 10'E NE/C LOT 5 S192' E10' S8' E44' N200' W54' POB. &; VAC. ST. ADJ.	<u>Combines:</u>
<u>Book:</u> 2023	<u>Original Digitizer:</u>
<u>Page:</u> 7489	<u>Original Digitized Date:</u>
<u>Instrument:</u> 2023-7489	<u>Last Editor:</u> Laura Hicks
<u>Parcel Address:</u> 15 E SEVERN	<u>Last Edit Date:</u> 10/19/2022 12:23:21 PM



# Pottawatomie

## Assessment Property Record Card for Tax Year 2026

Data provided by Leona Satterfield County Assessor

Date 04/07/2026

Time 15:49:42

Page 1

Assessment Data					Primary Image									
Account	630021810													
Parcel ID	1905-00-004-005-0-003-00													
Cadastral ID	1905-004-005-00-0-003-00													
Property Type	REAL - Real Property													
Property Class	UR	VI Area 3												
Tax Area	218 - 93 Shawnee													
Name ID	28565													
BROCK JEFFREY D & AMANDA L														
1303 N BDWY SHAWNEE OK 74801-0000														
Parcel Location														
Situs	01303 N BDWY													
Subdivision	NORTH PARK													
Lot/Block	0005 / 0004	Parcel Size .75 - Lots												
Sec/Twn/Rng	/ / /													
Neighborhood	820000 - SHAWNEE AREA 2													
School District	93 - 93-R Shawnee													
Legal Description Lat/Long:														
NORTH PARK BLK 4 BEG SW/C LOT 5 E140' N100' W140' S100' POB & 10' VAC ST														
Building Permits														
<table border="1"> <thead> <tr> <th>Number</th> <th>Description</th> <th>Opened</th> <th>Closed</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Number	Description	Opened	Closed	Amount					
Number	Description	Opened	Closed	Amount										
Exemptions														
Sale History														
Code	Type	Active	Maximum	Exemption	Bk/Pg	Grantor	Date	Price	Code					
					2013/3024	FEDERAL HOME LOAN MORTGAG	02/14/2013	90,000	03					
					2012/20252	COMBS PAMELA C	11/20/2012	0	10					
					2002/11696	JONES FRANK C	04/04/2002	89,000	PQ					
					2743/315	LOWERY DUANE	12/31/1997	60,000	PQ					
					2352/35	DAVIS BEVERLY	09/14/1994	57,000	PQ					
Parcel Valuation														
Source	REAL	Fair Cash	Capped	Asmnt Level	Assessed	Levy Rate	102.240	Current Tax						
Remove Cap		Land Value	9,800	9,800	12%	1,176	Assessed	13,573	1,387.70					
Year Frozen		Improvements	112,432	103,313		12,397	Penalty	0						
Uncapped Value	0	Mobile Home	0	0		0	Exemption	0	0.00					
TIF Project ID	0	Total Value	122,232	113,113		13,573	Total Taxable	13,573	1,388.00					
Assessment History														
Tax Year	Statement Number	Billed Owner			Tax Area	Total Value	Exemptions	Taxable Value	Billed Tax					
2025	2025-630021810	BROCK JEFFREY D & AMANDA L			218	107,727	0	12,927	1,322.00					
2024	2024-630021810	BROCK JEFFREY D & AMANDA L			218	111,563	0	12,704	1,309.00					
2023	2023-630021810	BROCK JEFFREY D & AMANDA L			218	100,827	0	12,099	1,264.00					
2022	2022-630021810	BROCK JEFFREY D & AMANDA L			218	100,827	0	12,099	1,241.00					
2021	2021-630021810	BROCK JEFFREY D & AMANDA L			218	100,771	0	12,093	1,218.00					
2020	2020-0021810	BROCK JEFFREY D & AMANDA L			218	103,045		12,365	1,249.00					
2019	2019-0021810	BROCK JEFFREY D & AMANDA L			218	105,320		12,638	1,320.00					
2018	2018-0021810	BROCK JEFFREY D & AMANDA L			218	102,870		12,344	1,263.00					
2017	2017-0021810	BROCK JEFFREY D & AMANDA L			218	106,046		12,266	1,238.00					
2016	2016-0021810	BROCK JEFFREY D & AMANDA L			218	106,980		11,682	1,192.00					
2015	2015-0021810	BROCK JEFFREY D & AMANDA L			218	111,304		11,126	1,111.00					
2014	2014-0021810	BROCK JEFFREY D & AMANDA L			218	115,676		10,596	1,060.00					
2013	2013-0021810	BROCK JEFFREY D & AMANDA L			218	84,093		10,091	1,013.00					



# Pottawatomie

## Assessment Property Record Card for Tax Year 2026

Data provided by Leona Satterfield County Assessor

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Time 15:50:00

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Assessment Data					Primary Image				
Account	630021808				<p>1905-00-004-005-0-002-00_001.JPG 12/10/2025</p>				
Parcel ID	1905-00-004-005-0-001-00								
Cadastral ID	1905-004-005-00-0-001-00								
Property Type	REAL - Real Property								
Property Class	UR	VI Area	3						
Tax Area	218 - 93 Shawnee								
Name ID	28563								
DENNIS BERNICE G									
1317 N BDWY SHAWNEE OK 74801-0000									
Parcel Location									
Situs	01317 N BDWY								
Subdivision	NORTH PARK								
Lot/Block	0005 / 0004	Parcel Size - Lots							
Sec/Twn/Rng	/ / /								
Neighborhood	820000 - SHAWNEE AREA 2								
School District	93 - 93-R Shawnee								
Legal Description Lat/Long:									
NORTH PARK BLK 4 S50' OF N120' LOT 5									
Building Permits									
Number		Description		Opened	Closed	Amount			
Exemptions									
Code	Type	Active	Maximum	Exemption	Sale History				
H	Homestead	Yes	1,000	1,000	Bk/Pg	Grantor	Date	Price	Code
					2020/7989	VANSCOYOC TONYA	07/17/2020	140,000	QV
					2009/8928	CHARMED	06/29/2009	65,000	PQ
					2005/18133	DANIELS, JERRY LEE & KRIS	12/16/2005	42,000	PQ
					2003/165	TALLEY HATTIE	06/12/1991	0	U
Parcel Valuation									
Source	REAL	Fair Cash		Capped	Asmnt Level	Assessed	Levy Rate	102.240	Current Tax
Remove Cap	2021	Land Value	9,800	9,800	12%	1,176	Assessed	18,254	1,866.29
Year Frozen		Improvements	142,330	142,320		17,078	Penalty	0	
Uncapped Value	0	Mobile Home	0	0		0	Exemption	1,000	-102.00
TIF Project ID	0	Total Value	152,130	152,120		18,254	Total Taxable	17,254	1,764.00
Assessment History									
Tax Year	Statement Number	Billed Owner			Tax Area	Total Value	Exemptions	Taxable Value	Billed Tax
2025	2025-630021808	DENNIS BERNICE G			218	147,790	1000	16,723	1,710.00
2024	2024-630021808	DENNIS BERNICE G			218	153,325	1000	16,207	1,670.00
2023	2023-630021808	DENNIS BERNICE G			218	139,213	1000	15,706	1,641.00
2022	2022-630021808	DENNIS BERNICE G			218	139,213	1000	15,706	1,611.00
2021	2021-630021808	DENNIS BERNICE G			218	138,309	1000	15,597	1,572.00
2020	2020-0021808	DENNIS BERNICE G			218	81,610		8,507	860.00
2019	2019-0021808	VANSCOYOC TONYA			218	83,008		8,102	846.00
2018	2018-0021808	VANSCOYOC TONYA			218	83,870		7,717	790.00
2017	2017-0021808	VANSCOYOC TONYA			218	61,244		7,350	742.00
2016	2016-0021808	VANSCOYOC TONYA			218	60,578		7,269	742.00
2015	2015-0021808	VANSCOYOC TONYA			218	61,870		7,424	741.00
2014	2014-0021808	VANSCOYOC TONYA			218	63,230		7,588	759.00
2013	2013-0021808	VANSCOYOC TONYA			218	65,000		7,800	783.00



# Pottawatomie

## Assessment Property Record Card for Tax Year 2026

Data provided by Leona Satterfield County Assessor

Date 04/07/2026  
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Assessment Data					Primary Image									
Account	630021807													
Parcel ID	1905-00-004-005-0-000-00													
Cadastral ID	1905-004-005-00-0-000-00													
Property Type	REAL - Real Property													
Property Class	UR	VI Area 3												
Tax Area	218 - 93 Shawnee													
Name ID	94059													
DAHLMAN TOM A & ALEXIS D														
1321 N BROADWAY AVE SHAWNEE OK 74801-														
Parcel Location														
Situs	01321 N BDWY													
Subdivision	NORTH PARK													
Lot/Block	0005 / 0004	Parcel Size 1 - Lots												
Sec/Twn/Rng	/ / /													
Neighborhood	820000 - SHAWNEE AREA 2													
School District	93 - 93-R Shawnee													
Legal Description Lat/Long:														
NORTH PARK BLK 4 N70' LOT 5 & S10' AYER ST. ADJ. TO PROP. ON N10' VAC.														
Building Permits														
<table border="1"> <thead> <tr> <th>Number</th> <th>Description</th> <th>Opened</th> <th>Closed</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Number	Description	Opened	Closed	Amount					
Number	Description	Opened	Closed	Amount										
Exemptions														
Sale History														
Code	Type	Active	Maximum	Exemption	Bk/Pg	Grantor	Date	Price	Code					
H	Homestead	Yes	1,000	1,000	2022/6706	EDWARDS GREGORY & LORI A	05/13/2022	225,000	QV					
H	Homestead	No	1,000		2021/5663	EDWARDS GREGORY & JUSTIN	03/15/2021		04					
					2018/14362	HOPE FINANCIAL SOLUTIONS	12/07/2018	160,000	PQ					
					2017/3760	HAYES CAROLYN M	04/04/2017	62,000	03					
Parcel Valuation														
Source	REAL	Fair Cash		Capped	Asmnt Level	Assessed	Levy Rate	102.240	Current Tax					
Remove Cap	2023	Land Value	9,800	9,800	12%	1,176	Assessed	29,130	2,978.25					
Year Frozen		Improvements	237,471	232,946		27,954	Penalty	0						
Uncapped Value	0	Mobile Home	0	0		0	Exemption	1,000	-102.00					
TIF Project ID	0	Total Value	247,271	242,746		29,130	Total Taxable	28,130	2,876.00					
Assessment History														
Tax Year	Statement Number	Billed Owner			Tax Area	Total Value	Exemptions	Taxable Value	Billed Tax					
2025	2025-630021807	DAHLMAN TOM A & ALEXIS D			218	247,759	1000	27,281	2,789.00					
2024	2024-630021807	DAHLMAN TOM A & ALEXIS D			218	258,063	1000	26,457	2,726.00					
2023	2023-630021807	DAHLMAN TOM A & ALEXIS D			218	222,148	1000	25,658	2,680.00					
2022	2022-630021807	DAHLMAN TOM A & ALEXIS D			218	158,091	1000	17,971	1,844.00					
2021	2021-630021807	EDWARDS GREGORY & LORI A			218	158,482	1000	18,018	1,815.00					
2020	2020-0021807	EDWARDS GREGORY & JUSTIN			218	163,005		18,561	1,875.00					
2019	2019-0021807	EDWARDS GREGORY & JUSTIN			218	172,558		19,142	1,999.00					
2018	2018-0021807	HOPE FINANCIAL SOLUTIONS LLC			218	85,344		10,241	1,048.00					
2017	2017-0021807	HOPE FINANCIAL SOLUTIONS LLC			218	114,669		9,379	946.00					
2016	2016-0021807	HAYES CAROLYN M			218	115,648		9,077	926.00					
2015	2015-0021807	HAYES CAROLYN M			218	117,946		8,784	877.00					
2014	2014-0021807	HAYES CAROLYN M			218	125,065		8,498	850.00					
2013	2013-0021807	HAYES CAROLYN M			218	76,850		8,222	825.00					

# Hus Rental - Quick Facts

Please review the full rental agreement for more details.

Christy Cell: 651-428-0107

Mark Cell: 712-360-5290

## 1. Arrival & Check-In

- Please let Christy or Mark know if you need to arrive before 4pm or leave after 11am so that cleaning can be coordinated
- Entry method: You will receive a code for the lockbox the day before check-in
  - Do not share this code with anyone outside of your reservation. Codes are changed following each visit.

## 2. House Rules

- Occupancy limit:
  - 4 people overnight
  - 10 people in the house - no loud parties or gatherings allowed
- Quiet hours: 10 pm-7 am daily
- Parking
  - You can park one car in the garage and up to two cars in the driveway
  - Please ensure that you are not blocking the neighbor's half of the driveway
- No smoking, vaping, or pets allowed in the house or on the property
- **If you are staying on a Friday, please take trash to the curb in the morning and pull can in at night**

## 3. Check-Out Instructions

Please let Christy know if you cannot check-out before 11am (especially if another team is coming in the same day - need to coordinate cleaning)

- Leave dirty towels and washcloths in your shower/tub so that we know what to wash
- Leave used beds unmade so that they can be reset
- Empty food from the refrigerator
  - You can check with the next team to see if they want anything that is left
  - Items that can be frozen and used later can be left in the freezer
- Take all trash out to the blue bin
- Rinse any dirty dishes and put in dishwasher - leave door slightly ajar so they don't mold
- Turn off all lights (except the living room lamp on a timer)
- Return all outdoor furniture and grill to the garage (along right side wall, away from doors)
- Ensure that doors are locked behind you

## 4. Wi-Fi & Essentials

- Wi-Fi
  - Network:
  - Password:
  - Router is in the front entryway (for troubleshooting)
- Thermostat: This is set remotely, please text Christy or Mark if it needs to be changed
- Appliances (washer/dryer, dishwasher, coffee maker) are available for use
- Please let Christy know if any supplies are getting low
  - Extra trash bags are under the kitchen sink
  - Paper towels and toilet paper are in the close of Bedroom #3
  - Extra cleaning supplies are in the laundry room
- Contact us if something breaks or isn't working correctly

## Short-Term Rental Agreement

Regarding the rental, the parties agree:

### Leased Property

1. The Lessor agrees to rent to the Guest the property, 1309 N Broadway Ave, Shawnee, OK 74801, for use as short-term, non-primary, residential premises only. The primary Guest must be at least 21 years of age and must be present during the entire Term of the Lease. The Guest represents and warrants that they meet this age requirement. The Lessor reserves the right to request valid government-issued photo identification at or prior to check-in to verify age. Failure to meet the minimum age requirement will result in immediate termination of this Lease without refund.
2. Neither the property nor any part of the property will be used at any time during the term of this lease by the Guest as permanent housing, or for the purpose of carrying on any business, profession, or trade of any kind.
3. The Guest will not sublet or grant any concession or license to use the Property without the prior written consent of the Lessor.

### Maximum Guests

4. The Guest agrees that no more than **4 people** are permitted to stay overnight in the Property without the prior written consent of the Lessor.
5. The maximum occupancy for the Property is **10 people** at any given time, including children.

### Term

6. The term of the Lease commences at **4:00pm** on the day of check-in and ends at **11:00am** on the day of check-out.
7. The Guest agrees to contact the Lessor for permission for any late check-out or additional nights.

### Property Rules and Amenities

8. No pets or animals are allowed to be kept in or about the Property, with the exception of service animals. If the Guest is found to have pets on the Property, the Lessor may immediately terminate the Lease, without reimbursement to the Guest.
9. Subject to the provisions of this Lease, the Guest is entitled to use parking for a maximum of 3 vehicles, with one parked in the garage. No more than 2 vehicles may be parked in the driveway at any time. The Guest agrees to park only on the Property's designated side of the shared driveway and must not block access to the adjoining property at any time. Vehicles found blocking the neighboring property's access may be towed at the Guest's expense without further notice.
10. Internet will be provided at the Property for the Guest during the Term of the Lease as a courtesy and is not guaranteed. No refund or discount will be given in case of the internet not functioning.
11. The Lessor agrees to supply and the Guest agrees to use and maintain in reasonable condition, normal wear and tear excepted, all furnishings and amenities in the Property.

12. The Guest acknowledges appropriate property condition upon check-in unless reported to the Lessor within 24 hours.
13. The Guest will not smoke or vape anywhere in the Property, nor permit any visitors to smoke or vape in the Property. Evidence of smoking will result in a minimum \$100 cleaning fee.
14. The Guest agrees to maintain Quiet Hours between 10pm and 7am daily.

#### Rent

15. The Guest will pay rent at the rate of **\$89.00 per person, per night**.. The total rent due is calculated by multiplying the nightly per-person rate by the number of guests by the number of nights stayed. All quoted rental rates are exclusive of applicable taxes. The Guest is responsible for the payment of all applicable taxes, including but not limited to Oklahoma state sales tax, Pottawatomie County lodging tax, and any City of Shawnee lodging or occupancy taxes, as required by law. Applicable taxes will be itemized separately on the Guest's invoice or booking confirmation. Guests claiming tax-exempt status must provide a valid, organization-issued tax exemption certificate and statement to the Lessor **prior to check-in**. Individual guests paying personally are not eligible for tax exemption regardless of their organizational affiliation.
16. The Lessor will not issue any refunds for minor inconveniences to the Guest.
17. The Guest will be responsible to pay for all reserved nights unless notice is provided according to the Early Termination clause.

#### Termination for Breach

18. The Lessor may terminate the Lease immediately and without notice if the Guest violates or breaches any term of this Lease.
19. The Guest will be required to vacate the property immediately following any finding indicating illegal activity.
20. Upon the Guest's breach, the Lessor may require the Guest to vacate the Property, which the Guest must do immediately upon request.
21. No rental costs will be reimbursed, and the Guest will be responsible for the payment of the entire Term of the Lease as stated in this Lease agreement.

#### Early Termination

22. The Lessor may terminate this Lease prior to check-in or during the Term only in the event of property damage, safety concerns, or circumstances beyond Lessor's control.
23. The Guest may terminate any portion of this lease with at least 2 days notice for 100% refund of the cancelled nights.

#### Lessor Access

24. The Lessor may enter the Property at any time in case of an emergency to protect the Property. In cases of non-emergency, the Lessor may enter the Property with a minimum of 12 hours notice to the Guest, at a reasonable time, to complete repairs, maintenance, or improvements, or to inspect the Property. The Guest shall not unreasonably withhold consent for the Lessor to enter the Property for the stated purposes. The Lessor shall not abuse the rights of access, harass the Guest, or otherwise infringe on the Guest's right to quiet enjoyment of the Property during the Term.

## Security Camera Disclosure

25. The Guest is hereby notified that the Property is equipped with exterior security cameras located at the front door entrance and driveway. **These devices monitor the exterior of the Property only.** There are no audio or video recording devices inside the Property.
26. The Guest agrees not to tamper with, obstruct, disable, or remove any exterior security devices. Violation of this provision will result in immediate termination of this Lease without refund, and the Guest will be liable for the cost of repair or replacement of any damaged devices.
27. The Guest is prohibited from installing any surveillance, recording, or monitoring devices anywhere on the Property during the Term.

## Utilities and Maintenance

28. All utilities and maintenance in relation to the Property are included in the Rent and will be paid by the Lessor, except as otherwise provided in this Lease.
29. The Lessor will provide and keep the Property in a habitable and safe condition during the Term of the Lease.
30. No refunds will be issued for utility outages beyond the Lessor's control. Temporary interruptions shall not constitute grounds for a refund.
31. The Guest will leave the Property at the end of the Term in the same condition it was found at the beginning of the Term. If the Guest leaves the Property in a state that requires additional maintenance, repair, or replacement, the Guest agrees to pay for the costs of returning the Property to the condition it was found prior to the Guest's stay.
32. The Guest will promptly notify the Lessor of any damage, or of any situation that may significantly interfere with the normal use of the Property or to any furnishings supplied by the Lessor.
33. The Guest will not be charged an additional fee for standard cleaning. Any reasonable costs related to the regular cleaning of the property will be included in the Rent.
34. If the Property requires excessive cleaning, above and beyond regular cleaning, due to any cause, the Guest shall be invoiced and charged for such excessive cleaning at a reasonable rate.

## Prohibited Activities and Materials

35. The Guest will not use the Property to host large gatherings exceeding 10 people or events that will disturb the neighbors of the Property.
36. The Guest will not keep or have on the Property any article or thing of a dangerous, flammable, or explosive character that might unreasonably increase the danger of fire on the Property or that might be considered hazardous by any responsible insurance company.
37. The Guest is prohibited from the storage of expensive articles on the Property if it creates an increased security risk.
38. The Guest will not perform any activity on the Property that results in utility usage materially exceeding normal residential use including electricity, heat, water, sewer, trash management, or other utilities on the Property.
39. The Guest will not tamper with locks, security systems, fire alarms, smoke detectors, carbon monoxide detectors, and the like.

## Insurance and Liability

40. The Guest is hereby advised and understands that the personal property of the Guest is not insured by the Lessor for either damage, theft, or loss, and the Lessor assumes no liability for any such loss.
41. The Guest agrees to indemnify and hold harmless the Lessor, and the owner of the Property, to the extent permitted by law, arising from the Guest's use, misuse, or negligence, for claims of property damage and personal injury to the Guest or their visitors from any cause arising from the use of the property.
42. The Guest is responsible for any person or persons who are upon the Property at the request of the Guest, either express or implied, including for purposes of visiting the Guest, making deliveries, or for any other reason.
43. Neither party shall be held liable for any failure or delay in performing their obligations under this Agreement if such failure or delay is caused by circumstances beyond their reasonable control, including but not limited to natural disasters, acts of God, government-mandated orders or restrictions, public health emergencies, fire, flooding, or utility failures affecting the broader community.
44. In the event of a force majeure circumstance that prevents occupancy of the Property, the Lessor will refund the Guest for all unused nights within 10 business days. Neither party shall be entitled to additional compensation beyond this remedy. The affected party shall notify the other party as soon as reasonably practicable upon the occurrence of a force majeure event.
45. To the fullest extent permitted by applicable law, Hus LLC's total liability to the Guest for any claim arising out of or related to this Agreement, whether in contract, tort, or otherwise, shall not exceed the total amount of rent paid by the Guest for the stay in question. Hus LLC shall not be liable for any indirect, incidental, consequential, or punitive damages of any kind.

## Dispute Resolution

46. In the event of a dispute arising out of or relating to this Agreement, the parties agree to first attempt resolution through good-faith negotiation for a period of no less than 14 days following written notice of the dispute by either party.
47. If the dispute is not resolved through negotiation, the parties agree to submit the matter to non-binding mediation in Pottawatomie County, Oklahoma, before initiating any legal proceedings. The cost of mediation shall be shared equally by the parties.
48. If mediation fails to resolve the dispute, either party may pursue their legal remedies in the appropriate courts of Pottawatomie County, State of Oklahoma. The prevailing party in any such legal action shall be entitled to recover reasonable attorney's fees and court costs from the non-prevailing party.

## Governing Law

49. This Lease will be construed in accordance with and exclusively governed by the laws of the State of Oklahoma. Any disputes arising under this Agreement shall be subject to the exclusive jurisdiction of the courts of **Pottawatomie County, State of Oklahoma**.
50. The Parties will comply with standards of health, sanitation, fire, housing, and safety as required by law.

Entire Agreement and Severability

51. This Agreement constitutes the entire agreement between the parties and supersedes all prior and contemporaneous agreements, negotiations, and understandings, whether oral or written, relating to the subject matter herein. No modification or amendment of this Agreement shall be binding unless in writing and signed by both parties. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver of such provision or of the right to enforce it thereafter.
52. If any provision of this Agreement is determined to be invalid, illegal, or unenforceable in any respect, such determination shall not affect the validity or enforceability of any other provision, and this Agreement shall be construed as if such invalid provision had never been included. To the extent permitted by law, any such invalid or unenforceable provision shall be modified and enforced to the minimum extent necessary to reflect the original intent of the parties.

Primary Guest Digital Review & Acknowledgement Date: \_\_\_\_\_

Primary Guest Name: \_\_\_\_\_

Mark and Christina Hanson  
1309 N Broadway Ave  
Shawnee, OK 74801  
(651) 428-0107

April 13, 2026

Shawnee Planning Commission  
City Hall Annex  
222 N Broadway Ave.  
Shawnee, OK 74801  
(405) 878-1616

Dear Members of the Shawnee Planning Commission,

We are writing to respectfully request approval of a conditional use permit for a short-term rental property located at 1309 N Broadway Ave, Shawnee, Oklahoma.

This property will serve a very specific and limited purpose: to provide consistent, quiet, and reliable housing for remote faculty affiliated with the graduate health programs at Oklahoma Baptist University. Faculty members travel to campus periodically, typically every few months, to teach required in-person laboratory sessions. The intent of this residence is to support their work by offering a stable and professional lodging environment during these short stays.

Importantly, this property will not operate as a traditional short-term rental. It will not be listed on public platforms such as Airbnb or other vacation rental websites. Instead, the property will be privately managed and reserved exclusively for vetted faculty affiliated with the university. This controlled use ensures a predictable occupancy pattern, minimizes turnover, and maintains the residential character of the neighborhood. We have taken several proactive steps to ensure that the property will be a respectful and low-impact addition to the community:

- **Limited and predictable occupancy:** Guests will be faculty members visiting for academic purposes, not tourists or large groups.
- **Quiet use:** The nature of faculty travel, primarily for teaching, results in low-noise, low-traffic occupancy.
- **Strict house rules:** We have established clear expectations regarding noise, parking, and property use, which all guests must agree to prior to their stay.
- **Private management:** The property will be directly overseen by the owners, ensuring accountability and responsiveness to any concerns.
- **Neighborhood compatibility:** No events, parties, or commercial activities will be permitted on the premises.
- **Parking management:** Adequate garage and driveway parking is available to prevent congestion or disruption in the street.

Our goal is to support OBU and the Shawnee community by providing essential housing for faculty who contribute to the training of future healthcare professionals. This use aligns with the broader community interest by strengthening academic programs and supporting the presence of qualified educators in Shawnee. We are committed to being responsible property owners and respectful neighbors. Should any concerns arise, we will address them promptly and thoroughly.

Thank you for your time and consideration of this request. For your review, we have attached the rental agreement and house rules, which further outline the structure and expectations associated with this property. We would be happy to provide any additional information or answer any questions the Commission may have.

Sincerely,

Mark and Christina Hanson  
651-428-0107  
[Christina.Hanson@okbu.edu](mailto:Christina.Hanson@okbu.edu)



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

### *Lodging 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.

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- 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.