



Together, Investing in Municipal Excellence

**STILLWATER (RE)INVESTMENT PLAN  
(A STILLWATER DOWNTOWN/CAMPUS LINK PROJECT PLAN) IMPLEMENTATION POLICY  
COMMITTEE  
MEETING AGENDA  
OCTOBER 6, 2025**

723 S. Lewis Street, Room 1122 B  
Stillwater, OK 74074  
12:00 PM

1. Call Meeting to Order

2. General Orders

The TIF District #3 Implementation Policy Committee will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the TIF District #3 Implementation Policy Committee unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the TIF District #3 Implementation Policy Committee.

a.	Approve June 9, 2025 meeting minutes.	Jeremy Bale
b.	Approve 2026 meeting schedule.	Brady Moore
c.	Consider application of Community Escrow and Title Co. for Small Business Enhancement assistance in the amount of \$15,000 for exterior improvements to include front porch roof renovations, front deck replacement and new lighting installed at 623 S. Lewis Street.	Brady Moore

3. Public Comment

Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Committee at a regularly scheduled meeting on any item of business listed on the meeting agenda, provided they have submitted a written request prior to the meeting either online, at the Request to Speak form, or via the form found in the lobby outside the Council chambers prior meetings.

4. Adjourn

On October 1, 2025 at 4:45 p.m., a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

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The City of Stillwater encourages participation from all citizens. If participation at any public meeting is not possible due to a disability, please notify the City Manager's office at least 48 hours prior to the meeting by calling 405.742.8243.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#).
- Official minutes are archived in the City Clerk's office.

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**STILLWATER (RE)INVESTMENT PLAN  
 (A STILLWATER DOWNTOWN/CAMPUS LINK PROJECT PLAN) IMPLEMENTATION POLICY  
 COMMITTEE  
 MEETING MINUTES  
 JUNE 9, 2025**

723 S. Lewis Street, Room 1122 B  
 Stillwater, OK 74074  
 12:00 PM

**Present: Jeremy Bale, John Killam, Doug Major, Devin Wanzor, Charles Johnson**  
**Absent: Seth Condley, Tyler Bridges**

**Staff Present: City Manager Brady Moore, Assistant City Attorney Ashlyn Garis and Clerk to Board Teresa Kadavy**

1. Call Meeting to Order

**Chair Bale called the meeting to order at 12:00 p.m.**

2. General Orders

The TIF District #3 Implementation Policy Committee will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the TIF District #3 Implementation Policy Committee unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the TIF District #3 Implementation Policy Committee.

a.	Approve May 12, 2025 meeting minutes  <b>MOTION BY MAJOR, SECOND BY WANZOR TO APPROVE THE MEETING MINUTES FROM MAY 12, 2025 AS PRESENTED.</b>  <b>ROLL CALL: BALE-YEA, KILLAM-YEA, MAJOR-YEA, WANZOR-YEA, JOHNSON-YEA.</b>  <b>MOTION CARRIED WITH FIVE YEA VOTES.</b>	Jeremy Bale
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<p>b.</p>	<p>General discussion of history and next steps for updating the TIF#3 Implementation Policy Guide (no action to be taken on this item)</p> <p><b>City Manager Brady Moore stated that this discussion is a follow-up from the last meeting on May 12 in regards to updating the Implementation Policy Guide (IPG). Staff realizes that the IPG needs some clean up to give the Committee more clarity as well as flexibility. Center for Economic Development Law (CEDL) has already made suggestions as to what revisions need to be made. City Manager Moore reported that the authority still sits with the SEDA Trustees but staff thought it was best to bring the revised IPG back to the Committee for approval. This would allow the Committee to review the revisions and to continue revising the IPG before presenting to SEDA for approval. CEDL told staff that the IPG is never nailed down the first time.</b></p>	<p>Brady Moore</p>
<p>c.</p>	<p>Consider recommendation to the SEDA Trustees to allocate an additional \$150,000 from the Project Plan's Assistance in Development Financing budget to the Small Business Enhancement category to allow additional funding for Small Business Enhancement projects.</p> <p><b>The Committee was given copies of the Downtown TIF#3 budget and told there has been no change since the last meeting. Discussion was held regarding the balance of finances in the Project Plan's Assistance in Development Financing category versus the Small Business Enhancement (SBE) category. City Manager Moore reported that the balance in the SBE category is around \$2,000 and staff would like to increase that balance by transferring \$150,000 from the Assistance in Development Financing budget. City Manager Moore answered their questions.</b></p> <p><b>MOTION BY MAJOR, SECOND BY KILLIAM TO APPROVE RECOMMENDING TO THE SEDA TRUSTEES TO ALLOCATE AN ADDITIONAL \$150,000 FROM THE PROJECT PLAN'S ASSISTANCE IN DEVELOPMENT FINANCING BUDGET TO THE SMALL BUSINESS ENHANCEMENT CATEGORY TO ALLOW ADDITIONAL FUNDING FOR SMALL BUSINESS ENHANCEMENT PROJECTS.</b></p>	<p>Brady Moore</p>

	<p><b>ROLL CALL: BALE-YEA, KILLAM-YEA, MAJOR-YEA, WANZOR-YEA, JOHNSON-YEA.</b></p> <p><b>MOTION CARRIED WITH FIVE YEA VOTES.</b></p>	
d.	<p>Consider application of Apex Title Remodel for Small Business Enhancement assistance in the amount of \$15,000 for exterior improvements to include glass storefront with awning and repair facade and paint at 114 W 8th Street.</p> <p><b>City Manager Moore gave an overview of the SBE application and improvement project submitted by Apex Title. He introduced Paul Cooper, Construction Contractor, for the project.</b></p> <p><b>Mr. Cooper stated that their goal is to help improve the beautification of Downtown Stillwater. He presented the planned improvements for 114 W. 8<sup>th</sup> Street and answered the Committee’s questions. Mr. Cooper stated that Apex Title could not do these renovations without the help of the TIF#3 funds.</b></p> <p><b>MOTION BY KILLAM, SECOND BY WANZOR TO APPROVE THE SMALL BUSINESS ENHANCEMENT APPLICATION AS PRESENTED.</b></p> <p><b>ROLL CALL: BALE-YEA, KILLAM-YEA, MAJOR-YEA, WANZOR- YEA, JOHNSON-YEA.</b></p> <p><b>MOTION CARRIED WITH FIVE YEA VOTES.</b></p>	Brady Moore

3. Public Comment  
None.

4. Adjourn

**MOTION BY MAJOR, SECOND BY KILLAM TO ADJOURN THE JUNE 9, 2025 REGULAR MEETING.**

**ROLL CALL: BALE-YEA, KILLIAM-YEA, MAJOR-YEA, WANZOR-YEA, JOHNSON-YEA.**  
**MOTION CARRIED WITH FIVE YEA VOTES.**

Meeting adjourned at 12:23 p.m.

\_\_\_\_\_  
Jeremy Bale, Chair

\_\_\_\_\_  
Teresa Kadavy, Clerk to Board



**DOWNTOWN (RE)INVESTMENT PLAN IMPLEMENTATION POLICY COMMITTEE**  
**2026 MEETING SCHEDULE**  
**\*\*Holiday Adjustment**

DATE	TIME	PLACE
January 12, 2026	12:00 p.m.	Municipal Building
February 9, 2026	12:00 p.m.	Municipal Building
March 9, 2026	12:00 p.m.	Municipal Building
April 13, 2026	12:00 p.m.	Municipal Building
May 11, 2026	12:00 p.m.	Municipal Building
June 8, 2026	12:00 p.m.	Municipal Building
July 13, 2026	12:00 p.m.	Municipal Building
August 10, 2026	12:00 p.m.	Municipal Building
September 14, 2026	12:00 p.m.	Municipal Building
October 5, 2026** 1 <sup>st</sup> Monday	12:00 p.m.	Municipal Building
November 9, 2026	12:00 p.m.	Municipal Building
December 14, 2026	12:00 p.m.	Municipal Building
2 <sup>nd</sup> Monday of the month Draft prepared by: Teresa Kadavy, city clerk		

**CITY OF STILLWATER  
TAX INCREMENT FINANCING DISTRICT #3  
APPLICATION FOR SMALL BUSINESS ENHANCEMENT ASSISTANCE**

'25SEP15AM11:10

CITY CLERKS OFFICE

Submit application to the City of Stillwater City Clerk at 723 S. Lewis Street, Stillwater, Oklahoma.

**Project Name** Abercrombie Front Porch Refresh

**Applicant** Community Escrow & Title Co.

**Project Address** 623 S. Lewis

**Telephone** 405-780-7196      **Email** kathleen@communityescrow.com

**Small Business Enhancement**

Exterior building improvements

Assistance not to exceed 50% of the actual expenditure, up to \$15,000

Assistance is on a reimbursement basis upon completion of the project

Work to begin after

**Total Project Cost** 60,500.00

**Total Amount of Assistance Requested** \$15,000.00

**Targeted start date** October 15, 2025      **Targeted completion date** November 15, 2025

**Current owner of subject property** CET Properties, LLC

**Planned Improvement Description** Front Porch structural improvements with roof to be fully covered where trees grew through the roof. Front deck to be replaced and new lighting installed.

**Will the project require permits from the City of Stillwater or any State Agency? Describe and attach permits.** Yes, from the City of Sillwater for Repair and Replacement of decking materials on front porch for and replace the railing for safety reasons and to update the Abercrombie House with fresh paint

**Are the proposed improvement visible to the general public from streets and sidewalks?**

Yes



**OPEN RECORDS ACT AND CONFIDENTIALITY REQUIREMENTS**

All information, documentation, data, and materials submitted to Stillwater Economic Development Authority (SEDA) pursuant to this Application for Assistance are potentially subject to the mandates of the Oklahoma Open Records Act (Act), 51 Okla. Stat. §§ 24A.1. *et seq.* to ensure and facilitate the public’s right of access to and review of government records. Except where specific state or federal statutes create an exception or confidential privilege, persons or entities who submit information to public bodies have no right to keep this information from public access, nor is there any reasonable expectation that this information will be kept from public access.

If you believe that any information you will or may submit to SEDA pursuant to this Application for Assistance is or should be kept confidential under a specific state or federal statute, and therefore, not subject to public disclosure, you must comply with the following:

- a. Place said documents/records in a separate envelope marked “Confidential”. DO NOT label your entire response to the Application for Assistance as “Confidential” – label only those portions of the response that you feel are made confidential by state or federal law. If only a portion of a document is confidential, please identify specifically the portions of the document you are claiming are confidential.
- b. For each document for which you are claiming a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. §§ 85, *et seq.*

Please note that SEDA acknowledges that “personal financial information, credit reports or other financial data obtained by a public body for the purpose of evaluating credit worthiness, obtaining a license, permit, or the purpose of becoming qualified to contract with a public body” is not subject to disclosure under the Act. Financial information requested by this Application for Assistance for evaluating the creditworthiness of the applicant or the purpose of allowing SEDA to determine if the applicant is qualified to contract with SEDA should be submitted in a separate envelope and marked as confidential financial information.

If the applicant fails to identify any records submitted as “Confidential” by placing them in the “Confidential” envelope AND if the Applicant fails to identify the specific state or federal law creating such privilege, SEDA will assume that said records are not confidential and are subject to public access.

Should an Open Records request be presented to SEDA requesting information identified as “Confidential”, the applicant will be informed and is responsible for defending its position in District Court if necessary.

**CERTIFICATION**

I, John Bartley, as the Applicant and or authorized representative (circle one) seeking TIF Assistance, certify that all statements, documentation, and information provided in and attached are true and correct to the best of my knowledge and that unless identified as “CONFIDENTIAL”, statements, documentation and information provided herein is subject to the Oklahoma Open Records Act. Dated this 12 day of September, 2025.

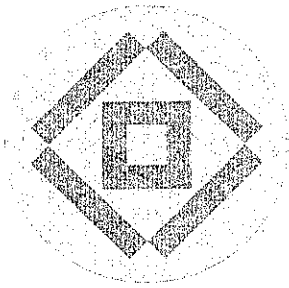
John Bartley  
Printed Name of Applicant and or Authorized Representative

[Signature]  
Signature

The foregoing instrument was acknowledged before me, a Notary Public in and for Payne County and Oklahoma, on this 12 day of September, 2025

Signature of notarial officer Kathleen M. Bay My commission expires: 07/13/26





Archetype Developments LLC  
 (405) 612-4965  
 1025 W Richmond Rd  
 Stillwater, OK 74075

# ARCHETYPE

Prepared For  
 Community Escrow & Title  
 623 S Lewis St  
 Stillwater 74074

Estimate Date  
 07/21/2025

Estimate Number  
 0000238

Reference  
 Front Porch Refresh

Description	Rate	Qty	Line Total
Framing Labor	\$17,000.00	1	\$17,000.00
Painting Labor and materials for new posts, railing, fascia, siding, and all white painted surfaces on entire house. Special paint and primer for plastic portions.	\$8,288.00	1	\$8,288.00
Roofing Deck and shingle hole in roof to tie into existing shingles.	\$1,792.00	1	\$1,792.00
Materials New Decking with treated wood for new 2x8 framing under existing porch with 16" on-center spacing (existing framing is at 20" on-center), 2x6 lumber to beef up headers because existing headers do not meet code. Minimum 8x8 posts For the porch posts with railing between. I tried to avoid making them too large to prevent the bases from hanging off the west side.	\$30,800.00	1	\$30,800.00
Electric + Light Fixture Budget Electric labor to swap out the light fixtures and budget to purchase new ones.	\$2,500.00	1	\$2,500.00
Subtotal			60,380.00
Tax			0.00
Estimate Total (USD)			\$60,380.00

· Terms

Archetype Developments LLC charges cost plus 10% on any change orders once estimate is signed. A signed estimate must be returned prior to scheduled start date and work commences.

FOR OFFICE USE ONLY FEMA Floodplain  Yes  No  
SPRINKLER SYSTEM REQUIRED:  Yes  No

723 S. Lewis, P.O. Box 1449 Stillwater Oklahoma 74076-1449 www.stillwater.org Fax # 405-742-8321

**IMPORTANT: Applicant to complete all items** BP#: \_\_\_\_\_

I. ADDRESS: (LOCATION) 623 S Lewis St.

SUBDIVISION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

**II. TYPE AND COST OF BUILDING**

<b>A. TYPE OF IMPROVEMENT</b>	<b>B. USE</b> (circle Proposed Occupancy)
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> ASSEMBLY A-1 A-2 A-3 A-4
<input type="checkbox"/> ADDITION	<input checked="" type="checkbox"/> BUSINESS
<input type="checkbox"/> ALTERATION (complete item K)	<input type="checkbox"/> EDUCATIONAL
<input checked="" type="checkbox"/> REPAIR, REPLACEMENT (complete item K)	<input type="checkbox"/> FACTORY OR INDUSTRY F-1 F-2 H-1 H-2 H-3 H-4 H-5
<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> INSTITUTIONAL I-1 I-2 I-3 I-4
<input type="checkbox"/> MOVING (RELOCATION)	<input type="checkbox"/> MERCANTILE
<b>C. VALUATION</b> Value of improvement \$ <u>60,000</u> (Valuation = TOTAL COST includes structural, electrical, plumbing, mechanical, permanent systems, interior finish, materials and labor excluding land value. IBC109.3.)	<input type="checkbox"/> RESIDENTIAL R-1 R-2 R-3 R-4 # of Buildings _____ # of Units _____
	<input type="checkbox"/> STORAGE S-1 S-2
	<input type="checkbox"/> UTILITY- specify _____

**III. SELECTED CHARACTERISTICS OF BUILDING**

<b>D. TYPE OF CONSTRUCTION</b>	<b>F. DIMENSIONS</b>	<b>Occupant Load</b>
<input type="checkbox"/> TYPE I - A or B (noncombustible)	Number of stories	
<input type="checkbox"/> TYPE II - A or B (noncombustible)	Total square feet of floor area, all floors	
<input type="checkbox"/> TYPE III - A or B (masonry bearing / combustible framing)	Total square feet based on exterior dimensions	
<input type="checkbox"/> TYPE IV - A or B (heavy timber)	Total Land Area (Trans fee=\$0.075/sq ft or \$750 minimum-04/15/08)	
<input type="checkbox"/> TYPE V - A or B (combustible)	<b>G. NUMBER OF OFF-STREET PARKING SPACES</b>	Enclosed _____ Outdoors _____
<b>E. COMMERCIAL BUILDINGS -</b> Number of Air Handler, Furnace or Roof Top Units	<b>H. RESIDENTIAL BUILDINGS</b>	Number of bedrooms _____ Number of bathrooms _____ Full _____ Partial _____
	<b>I. COMMERCIAL BUILDINGS -</b> Number of toilets / Urinals (Water Closet Fee=\$100 / toilet or urinal)	

Water Meter Size :  3/4"  1"  1-1/2"  2"  3"  4"  6" Effective February 9, 2009  
Water and/or Sewer Capacity fees are paid at time of permit issuance. NOTE: A separate commercial water meter request and applicable fees will be paid when a water meter order is requested.

**J. DESCRIPTION** (✓ all that apply)

EXTERIOR WALL FINISH - \_\_\_\_\_  ROOF COVERING - \_\_\_\_\_  
 BUILDING HEIGHT - \_\_\_\_\_  FIRE SUPPRESSION SYSTEM Yes  No   
 SOILS REPORT (contact Bldg Division for ADDITION requirements)  LOT COVERAGE \_\_\_\_\_

**K. EXPLANATION OF PROJECT:** Replacing decking materials on front porch + railing for safety reasons and to update the Abercrombie House (fresh paint).

**IV. IDENTIFICATION**

	NAME	MAILING ADDRESS - Number, Street, city, and State	PHONE / EMAIL
<input checked="" type="checkbox"/> Owner	<u>Community Title +</u>	<u>" "</u>	<u>(415) 750-7996</u>
<input checked="" type="checkbox"/> Contractor	<u>Archetype Developments</u>	<u>1025 W Richmond Rd, Stillwater, OK 74075</u>	<u>(405) 612-4965</u>
<input type="checkbox"/> Architect			
<input type="checkbox"/> Engineer			

**MUST** Designate who will be the primary "point of contact" for all review correspondence associated with this project.

I hereby certify that the statements in this application and the attachments hereto are accurate and that the property owner has given permission for this work to proceed. I further certify that all construction work under this permit will conform to all applicable ordinances, rules or regulations of the City of Stillwater and that all electrical, plumbing, mechanical, sign and driveway construction shall be performed by contractors licensed by the State of Oklahoma (if applicable) and registered and bonded with the City of Stillwater.  
Updated: 08.24.2010

(OWNER)(CONTRACTOR)(AGENT): SIGNED [Signature] Date: 9/10/25  
(OWNER)(CONTRACTOR) (AGENT): PRINT Jase Deppeschmidt Date: 9/10/25

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Community Escrow & Title Co - TIF #3 Small Business Enhancement Application

