

The City of Muskogee encourages participation from all its citizens in public meetings. If participation is not possible due to a disability, notify the Planning Department, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made (ADA 28 CFR/36).

**AGENDA**  
**CITY OF MUSKOGEE PLANNING AND ZONING COMMISSION**  
**January 16, 2018**

Members of the City of Muskogee Planning and Zoning Commission are hereby requested to attend a Regular Meeting to be held on January 16, 2018, at 9:00 a.m. in the Council Chambers, 3rd Floor of the Municipal Building, Muskogee, Oklahoma, for the purpose of discussing the following items:

1. Roll Call.
2. Approval of the Minutes of the December 4, 2017 and January 2, 2018 City of Muskogee Planning and Zoning Commission meetings.
3. Consider approval of the request from Kenneth and Leveta Goad to consolidate Lots 20 thru 26, Block 12 in Cream Ridge Addition, City of Muskogee, into two (2) tracts, or take other necessary action. (Gary D. Garvin)

TRACT 1

LOTS 20 THRU 22 AND THE WEST HALF OF LOT 23 IN BLOCK 12 IN CREAM RIDGE ADDITION TO THE CITY OF MUSKOGEE, MUSKOGEE COUNTY, OKLAHOMA

TRACT 2

LOTS 23 THRU 26 AND THE EAST HALF OF LOT 23 IN BLOCK 12 IN CREAM RIDGE ADDITION TO THE CITY OF MUSKOGEE, MUSKOGEE COUNTY, OKLAHOMA

4. Consider approval of a Preliminary and Final Plat of Sooner Addition, consisting of one (1) lot on 2.83 acres, located on the north side of Harris Road, east of Country Club Road, or take other necessary action. (Gary D. Garvin)

A tract of land in the SW/4 SE/4 SW/4 of Section 8, T15N, R19E of the I.B.&M., Muskogee County, State of Oklahoma, said tract of land being more particularly described by metes and bounds as follows: Commencing at the SW corner of Section 8, thence N88°48'09"E a distance of 1407.17 feet to the Point of Beginning; thence continuing N88°48'09"E a distance of 60.54 feet; thence N1°39'57"W a distance of 172.51 feet; thence N88°48'09"E a distance of 85.00 feet; thence N1°34'35"W a distance of 488.97 feet; thence S88°43'34"W a distance of 231.30 feet; thence S1°39'57"E a distance of 488.67 feet; thence N88°48'09"E a distance of 85.00 feet; thence S1°39'57"E a distance of 172.51 feet to the Point of Beginning. Containing 2.83 Acres, more or less.

Adjournment

**Planning Commission**

**2.**

**Meeting Date:** 01/16/2018

**Initiator:** Gary Garvin, Planning Director

---

**Information**

**AGENDA ITEM TITLE:**

Approval of the Minutes of the December 4, 2017 and January 2, 2018 City of Muskogee Planning and Zoning Commission meetings.

**LEGAL DESCRIPTION:**

**BACKGROUND:**

See Attached Minutes.

**RECOMMENDED STAFF ACTION:**

Approve Minutes.

---

**Fiscal Impact**

**Attachments**

COMP&ZC Minutes - 12/4/17

COMP&ZC Minutes - 1/2/18

---

**MINUTES**  
**City of Muskogee Planning and Zoning Commission**  
**December 4, 2017**

Members of the City of Muskogee Planning and Zoning Commission were called to order at a Regular Scheduled Meeting on Monday, December 4, 2017 at 9:00 a.m., in the Council Chambers, 3rd Floor of the Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

Present: Commissioner Jack Bethany; Commissioner Shirley Hilton-Flanary; Commissioner Patrick Cale; Commissioner Stella Derrick  
Absent: Commissioner Lathon Archie III; Chairman Mark Luttrull; Commissioner Justin Walker  
Staff Gary D. Garvin, Director of Planning and Economic Development; Tish Callahan, Assistant  
Present: City Planner; Mike Stewart, Assistant City Manager; Susan Ross, Office Administrator

1 Roll Call.

2 Co-Chairman Jack Bethany called for approval of the Minutes of the November 20, 2017 Planning and Zoning Commission meeting.

Motion was made by Commissioner Patrick Cale, seconded by Commissioner Shirley Hilton-Flanary

AYE: Commissioner Jack Bethany, Commissioner Patrick Cale, Commissioner Shirley Hilton-Flanary

Other: Commissioner Stella Derrick (ABSTAIN)

Carried

3 Gary D. Garvin, Director of Planning, presented the staff report on the request from the City of Muskogee to hold a Public Hearing and take action on the approval of an Ordinance to close the twenty (20) foot alley running North and South, located within Block 61, of the Muskogee Original Townsite (MOT), more particularly described in the Ordinance.

Mr. Garvin stated that the applicant, City of Muskogee, is requesting to close the alley located within Block 61 of the Muskogee Original Townsite (between South 2nd & 3rd Street and Fremont & Elgin Avenue). The City is requesting to close the alley to create a new public green space within the Depot District. The Subdivision Review Committee reviewed the request and recommends approval. Mr. Garvin presented a drawing of the proposed green space and the proposed development of the area.

Stella Derrick asked if any of the houses in the area would be affected. Mr. Garvin replied that the houses are to the South of the proposed green space area and no houses

would be affected.

Co-Chairman Jack Bethany opened the public hearing for the proposed alley closure. There were no statements or questions so the public hearing was closed.

Motion was made by Commissioner Patrick Cale, seconded by Commissioner Stella Derrick

AYE: Commissioner Jack Bethany, Commissioner Patrick Cale, Commissioner Shirley Hilton-Flanary, Commissioner Stella Derrick

Carried - Unanimously

There being no further business to come before the City of Muskogee Planning and Zoning Commission, Co-Chairman Jack Bethany adjourned the meeting at 9:11 a.m..

**MINUTES**  
**City of Muskogee Planning and Zoning Commission**  
**January 2, 2018**

Members of the City of Muskogee Planning and Zoning Commission were called to order at a Regular Scheduled Meeting on Tuesday, January 2, 2018 at 9:00 a.m., in the Council Chambers, 3rd Floor of the Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

- 1        Because there was no quorum present, the item for lot consolidation will be placed on the January 16, 2018 Planning and Zoning Commission Meeting. The item for Rezoning will have to be republished and new notices sent out to property owners within 300 feet of the property. The item for rezoning will be placed on the February 5, 2018 Planning and Zoning Commission Meeting.

**Planning Commission**

**3.**

**Meeting Date:** 01/16/2018

**Initiator:** Susan Ross, Office Adm 1

---

**Information**

**AGENDA ITEM TITLE:**

Consider approval of the request from Kenneth and Leveta Goad to consolidate Lots 20 thru 26, Block 12 in Cream Ridge Addition, City of Muskogee, into two (2) tracts, or take other necessary action. (Gary D. Garvin)

**LEGAL DESCRIPTION:**

TRACT 1

LOTS 20 THRU 22 AND THE WEST HALF OF LOT 23 IN BLOCK 12 IN CREAM RIDGE ADDITION TO THE CITY OF MUSKOGEE, MUSKOGEE COUNTY, OKLAHOMA

TRACT 2

LOTS 23 THRU 26 AND THE EAST HALF OF LOT 23 IN BLOCK 12 IN CREAM RIDGE ADDITION TO THE CITY OF MUSKOGEE, MUSKOGEE COUNTY, OKLAHOMA

**BACKGROUND:**

The applicants, Kenneth and Leveta Goad, are requesting approval to consolidate Lots 20 thru 26, Block 12 in Cream Ridge Addition, into two (2) tracts. The Lot Consolidation is being requested to allow the property to be developed residentially (single-family dwellings). Both Tracts 1 and 2 will consist of 11,375 square feet. The properties comply with all of the area regulations within the Zoning Ordinance.

**RECOMMENDED STAFF ACTION:**

Approve the Lot Consolidation.

---

**Fiscal Impact**

**Attachments**

Lot Consolidation

---

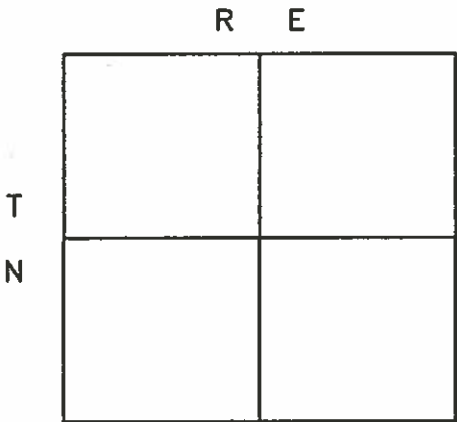
LOT SPLIT

LEGEND

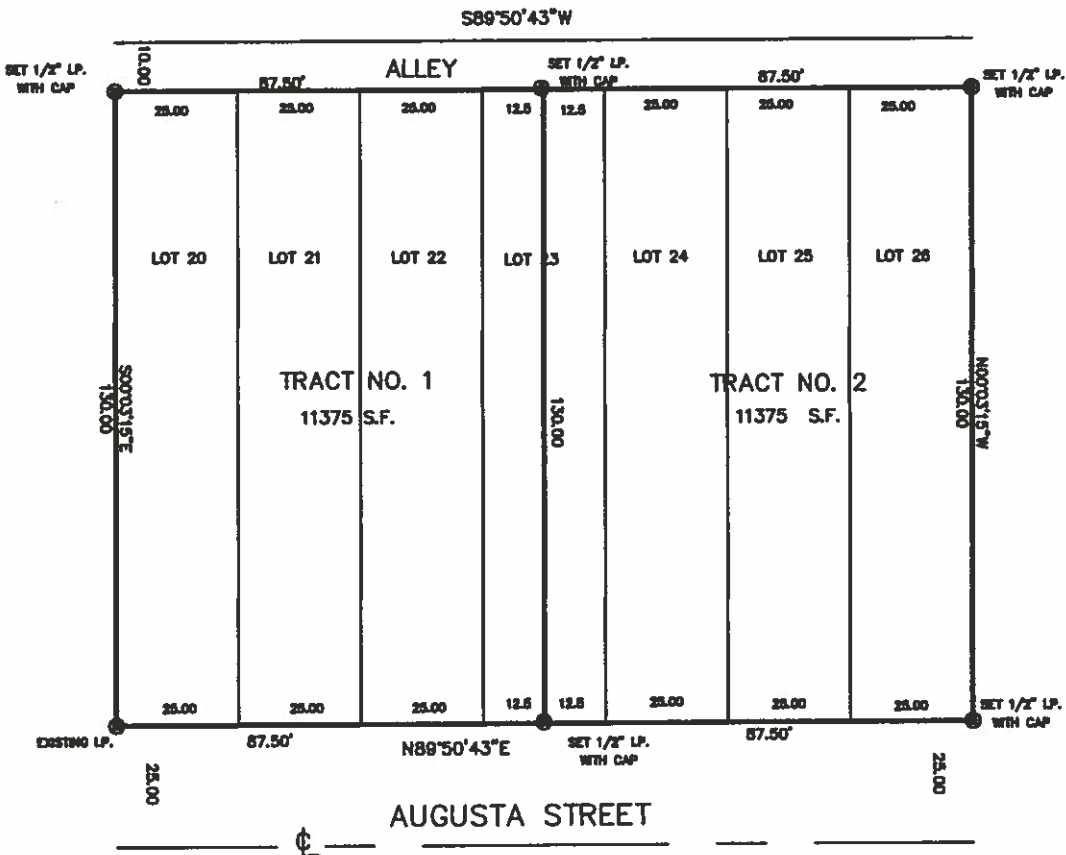
- IRON PIN
- FENCE
- ELEVATION
- SECTION LINE
- EASEMENT LINE
- ELECTRIC LINE
- WATER LINE
- TELEPHONE LINE
- GAS LINE
- SANITARY SEWER

SCALE 1"= 40'

BEARINGS ARE ASSUMED  
BASED ON THE SOUTH LINE  
OF BLOCK 12 BEING N89°50'43"E



SECTION \_\_\_\_\_  
COUNTY \_\_\_\_\_



TRACT NO. 1  
Lots 20 thru 22 and the west half of Lot 23 in Block  
12 in CREAM RIDGE ADDITION to the City of Muskogee,  
Muskogee County, Oklahoma.

TRACT NO. 2  
Lots 23 thru 26 and the east half of Lot 23 in Block  
12 in CREAM RIDGE ADDITION to the City of Muskogee,  
Muskogee County, Oklahoma.

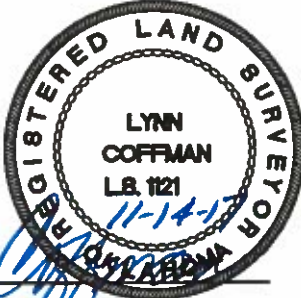
I certify that this survey accurately represents the action of the City of Muskogee  
Planning and Zoning Commission taken on \_\_\_\_\_  
Planning Commision Chairman \_\_\_\_\_ Date \_\_\_\_\_

THIS PLAT OF SURVEY MEETS THE  
OKLAHOMA MINIMUM STANDARDS FOR  
PRACTICE OF LAND SURVEYING  
AS ADOPTED BY THE OKLAHOMA  
STATE BOARD OF REGISTRATION FOR  
PROFESSIONAL ENGINEERS AND LAND  
SURVEYORS.

THE

*[Signature]*

REGISTERED PROFESSIONAL LAND SURVEYOR LS#1121  
DATE 11-14-17 W.O.# 15627



**COFFMAN SURVEYING**  
218 EASTSIDE BLVD.  
MUSKOGEE, OK 74403  
(918)-682-6144  
CA# 2100 (EXP. 6-30-2018)



**Planning Commission**

**4.**

**Meeting Date:** 01/16/2018

**Initiator:** Gary Garvin, Planning Director

---

**Information**

**AGENDA ITEM TITLE:**

Consider approval of a Preliminary and Final Plat of Sooner Addition, consisting of one (1) lot on 2.83 acres, located on the north side of Harris Road, east of Country Club Road, or take other necessary action. (Gary D. Garvin)

**LEGAL DESCRIPTION:**

A tract of land in the SW/4 SE/4 SW/4 of Section 8, T15N, R19E of the I.B.&M., Muskogee County, State of Oklahoma, said tract of land being more particularly described by metes and bounds as follows: Commencing at the SW corner of Section 8, thence N88°48'09"E a distance of 1407.17 feet to the Point of Beginning; thence continuing N88°48'09"E a distance of 60.54 feet; thence N1°39'57"W a distance of 172.51 feet; thence N88°48'09"E a distance of 85.00 feet; thence N1°34'35"W a distance of 488.97 feet; thence S88°43'34"W a distance of 231.30 feet; thence S1°39'57"E a distance of 488.67 feet; thence N88°48'09"E a distance of 85.00 feet; thence S1°39'57"E a distance of 172.51 feet to the Point of Beginning. Containing 2.83 Acres, more or less.

**BACKGROUND:**

The applicants, Randy and Cindy Garrouette, has indicated the property is being platted into one (1) lot on 2.83 acres to allow the property to be developed residentially. The applicant is proposing to build a new single-family dwelling on the property. Subdivision Review Committee reviewed the Preliminary and Final Plats, and recommended approval with conditions (all conditions have been complied with).

**RECOMMENDED STAFF ACTION:**

Approve the Preliminary and Final Plat of Sooner Addition.

---

**Fiscal Impact**

**Attachments**

Preliminary & Final Plat - Sooner Addition

---

COUNTY OF MUSKOGEE)

### LOCATION MAP

**NOT TO SCALE**

## LEGEND

## EASEMENT

U/E - UTILITY EASEMENT

**S/B - BUILDING SETBACK**

**R/W - RIGHT-OF-WAY**

PREPARED FOR: JOSHUA RANDALL CARBOUTTE  
AND  
RANDY & CINDY CARBOUTTE  
3709 COUNTRY CLUB CT.  
MUSKOGEE, OKLA. 74403

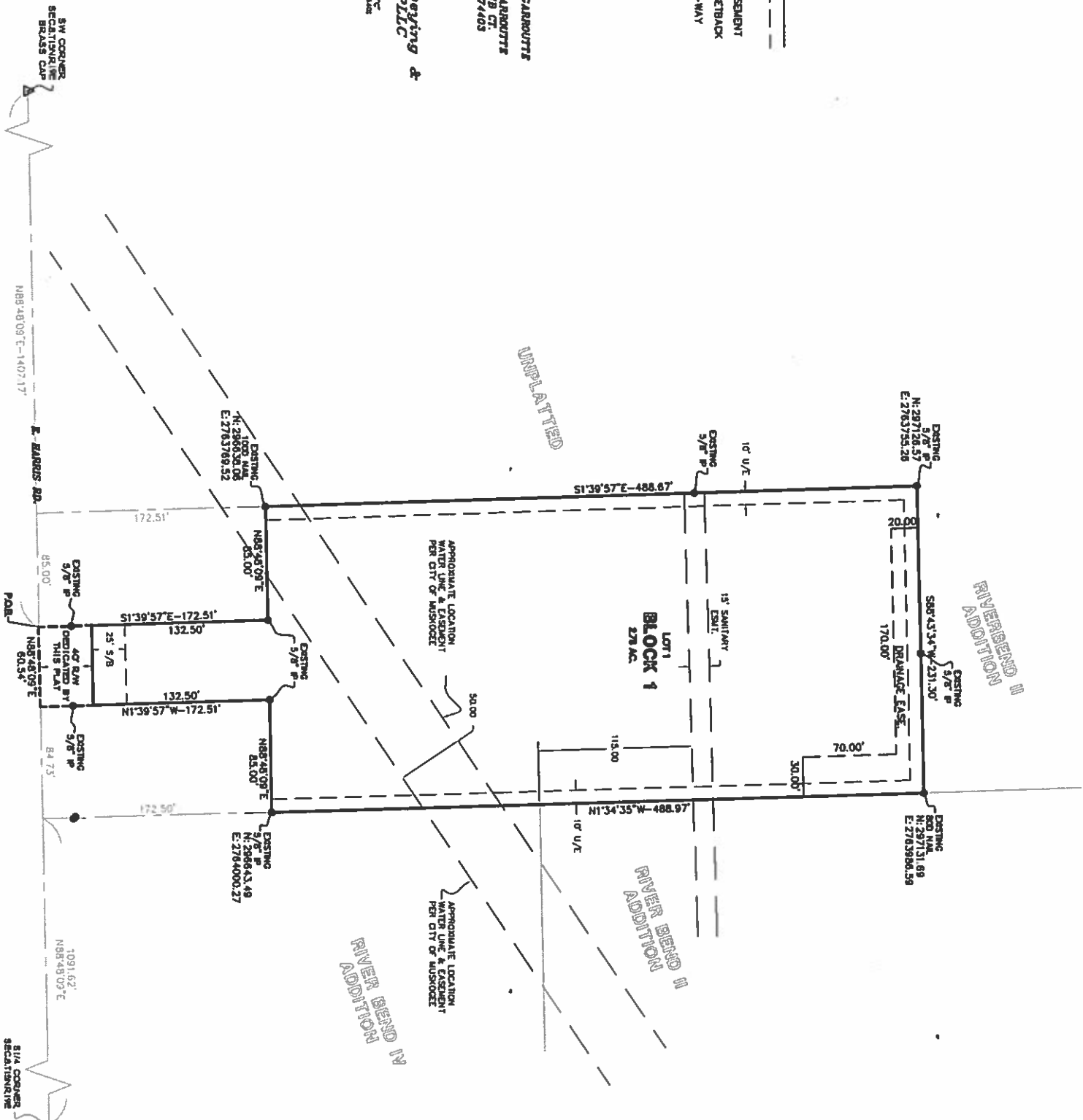
**PREPARED BY**

**Heartland Surveying &  
Mapping, PLLC**  
CA 94640  
600 Emeryville Bl., 9th Fl.  
Emeryville, California 94602  
(415) 666-7765

OFFSITE CONTROL  
H-60  
N264785.650  
E2766015.950

HORIZONTAL DATUM IS NAD 83(93)  
OKLAHOMA STATE PLANE COORDINATE  
SYSTEM, NORTH ZONE.  
VERTICAL DATUM IS NAVD 89.

**FINAL  
PLAT  
OF  
SOONER ADDITION  
IN THE SW/4 SECTION 8, T15N, R19E, I.B.&M., CITY OF MUSKOGEE,  
MUSKOGEE COUNTY, STATE OF OKLAHOMA**



50 0 50 100  
SCALE IN FEET

A tract of land in the SW  $\frac{1}{4}$  of Section 8, T15N, R12E of the LB. 344, Muskogee County, State of Oklahoma, containing 160 acres, more or less, being the same as described in the Commencing at the SW corner of Section 8, Township 15 North, Range 12 East, of the 34th Meridian, containing N88°42'09"E a distance of 1747.17 feet; thence N13°39'37"W a distance of 1725.51 feet; thence N88°42'09"E a distance of 85.00 feet; thence S15°39'37"E a distance of 488.97 feet; thence S65°45'45"E a distance of 221.30 feet; thence S15°39'37"E a distance of 488.67 feet; thence N88°42'09"E a distance of 85.00 feet; thence S15°39'37"E a distance of 1725.51 feet to the Point of Beginning; Containing 2.83 Acres, more or less.

**RANDY GARROUETTE** **CANDY GARROUETTE**

**JOSHUA RANDALL CARBOUTTE**  
**STATE OF OKLAHOMA**  
**COUNTY OF MUSKOGEE**

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared JOSHUA RANDALL CARROLL and RANDY & CHRY CARROLL, to me known to be the identical persons who executed the foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the purpose set forth.

WITNESS my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**Notary Public**

**My Commission expires:** \_\_\_\_\_

# CERTIFICATE OF SURVEY

KNOW ALL MEN BY THESE PRESENTS, that I, Tony Robison, a resident of the State of Oklahoma, do hereby certify that I have carefully and accurately surveyed and plotted into lots the above described property and that this plot is a true and correct representation thereof, I further certify that this plot meets the minimum standards for the practice of land surveying.

**WITNESS** my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**PRELIMINARY**

Tony Robison, Land Surveyor 1686



STATE OF OKLAHOMA  
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared Tony Robison who is known to me as his true and voluntary act and deed for the purpose herein set forth.

WITNESS my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2018.

**Notary Public**

**My Commission expires:** \_\_\_\_\_

## TREASURER'S CERTIFICATE

I herewith certify that as to all real estate involved in the plot, all taxes have been paid for 2017 as reflected by the current tax roll and that there are no taxes due for prior years, and security has been provided for 2018 taxes not yet certified to me.

County Treasurer

**CERTIFICATE OF COUNTY CLERK**

This plot has been filed in the office of the County Clerk, Muskogee County, Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_, 2018. Book \_\_\_\_\_ Page \_\_\_\_\_

County Clerk

**APPROVED: City of Mukwonago**

Date \_\_\_\_\_

**form**

City Clerk

1. RANDY CARROLL, hereby agree that no transfer of deed or building permits will be transacted until all street and utility improvements have been completed and accepted by the City of Mukogoo or appropriate financial guarantees as required by Section 19-14.3.d of the Subdivision regulations have been submitted and accepted.

**RANDY CARROUTE**

**ELIGIBILITY CERTIFICATION**  
According to the U.S. Department of Housing & Urban Development Insurance Rate Map, Parcel Number 40101011155, Effective Date February 4, 2011. The subject property is located in Zone "X", Areas determined to be outside the 0.25% annual chance floodplain.

If over an acre of land is disturbed on Oklahoma Department of Environmental Quality ODEQ10 permit will need to be obtained.

COUNTY OF MUSKOGEE

A 10x10 grid with a circle containing the number 8 in the center. The grid is labeled 'T 15 N' at the bottom.

**NOT TO BE**

EASEMENT

U/E = UTILITY EASEMENT  
S/B = BUILDING SETBACK  
R/W = RIGHT-OF-WAY

② SANITARY SEWER MAINHOLD

SANITARY SEWER LINE

WATER LINE

FENCE

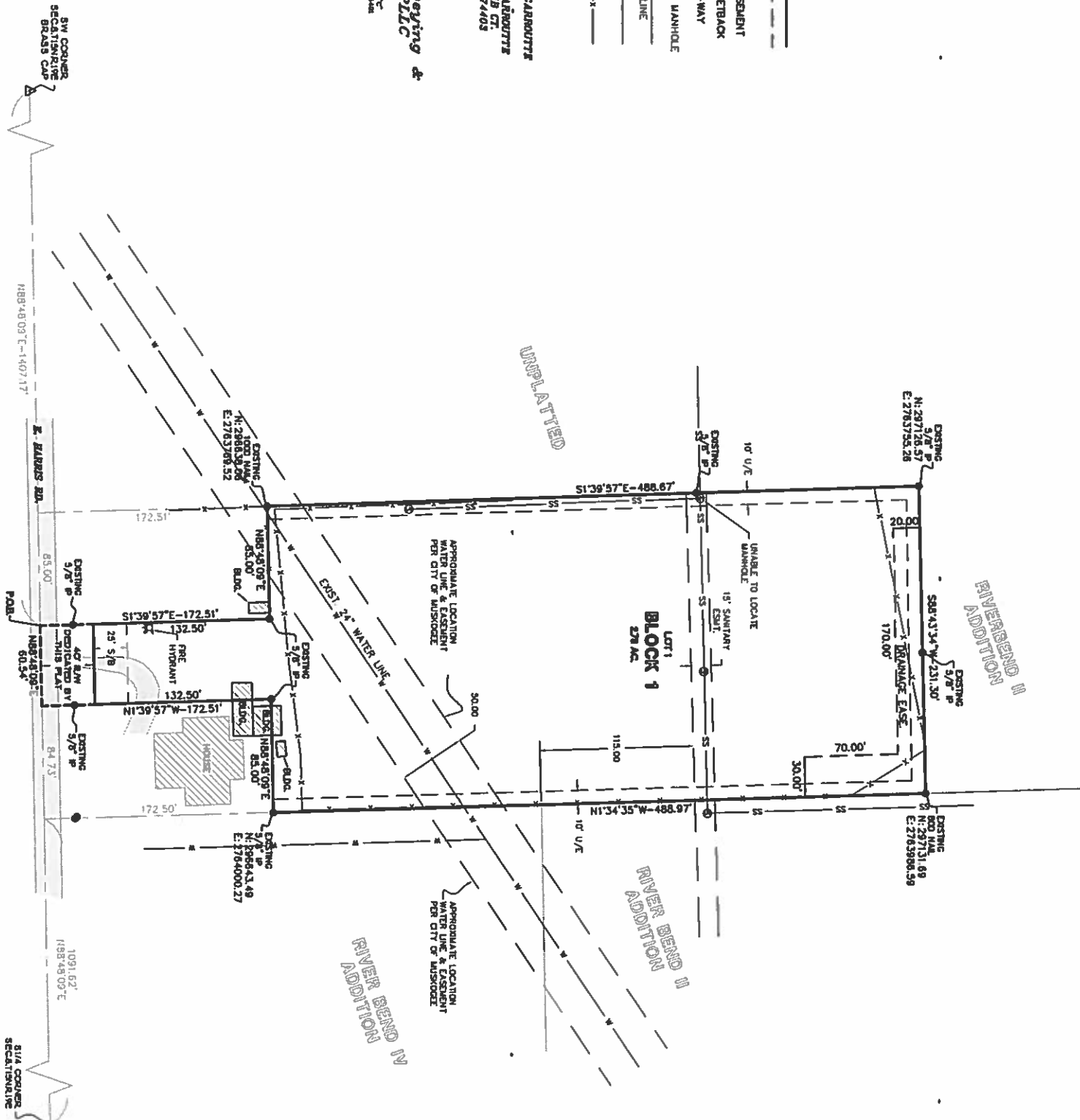
**NORTH**

**Heartland Surveying & Mapping, PLLC**

OFFSITE CONTROL  
H-60  
N264785.650  
E2766015.950

HORIZONTAL DATUM IS NAD 83(93)  
OKLAHOMA STATE PLANE COORDINATE  
SYSTEM, NORTH ZONE.  
VERTICAL DATUM IS NAVD 88.

**PRELIMINARY  
PLAT  
OF**



50 0 50 100  
SCALE IN FEET

A tract of land in the SW $\frac{1}{4}$  / SE $\frac{1}{4}$  SW $\frac{1}{4}$  of Section 8, T35N, R12E of the 1B344, Madison County, State of Oklahoma, said tract of land being more particularly described as follows: Beginning at the NW corner of Section 8, thence N88°40'09"E a distance of 1,402.17 feet to the Point of Beginning; thence continuing N88°40'09"E a distance of 80.54 feet; thence N17°34'37"W a distance of 172.51 feet; thence N88°40'09"E a distance of 85.00 feet; thence S17°39'57"E a distance of 488.67 feet; thence N88°40'09"E a distance of 85.00 feet; thence S17°39'57"E a distance of 172.51 feet to the Point of Beginning; Containing 2.83 Acres, more or less.

We further certify that we have caused said tract of land to be platted into lots and have caused this plat to be made of said tract showing accurate dimension of lots and streets. We hereby designate said tract of land as "SOUTHERN ADDITION" and dedicate to public use all utility easements and streets as shown hereon.

A tract of land in SW 1/4, SE 1/4, SW 1/4 of Section 4, T34N, R10E, of the 1B444, Maples County, State of Oklahoma, and tract of land having more particularly described by metes and bounds as follows: Commencing at the SW corner of Section 4, thence N88°48'09"E a distance of 1467.17 feet to the Point of Beginning; thence continuing N45°08'51"E a distance of 60.54 feet; thence N13°58'57"E a distance of 172.51 feet; thence N88°48'09"E a distance of 65.00 feet; thence N13°58'57"E a distance of 480.87 feet; thence S88°53'54"W a distance of 231.30 feet; thence S13°58'57"E a distance of 468.67 feet; thence N88°48'09"E a distance of 65.00 feet; thence S13°58'57"E a distance of 172.51 feet to the Point of Beginning. Containing 2.55 Acres, more or less.

We further certify that we have caused said tract of land to be platted into lots and have caused this plat to be made of said tract showing accurate dimension of lots and streets. We hereby designate said tract of land as SOONER ADDITION and dedicate to public use all utility easements and streets as shown hereon.

**RANDY CARROUITE**

DANDY CARROTTES

**JOSHUA RANDALL GARROUTTE**  
**STATE OF OKLAHOMA**  
**COUNTY OF MUSKOGEE**

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared JOSHUA RANDALL GARROUTE AND RANDY A. CANDY GARROUTE, to me known to be the identical persons who executed the foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the purpose set forth.

WITNESS my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

My Commission expires

**Notary Public**

# CERTIFICATE OF SURVEY

KNOW ALL MEN BY THESE PRESENTS, that I, Tony Robinson, a resident of the State of Oklahoma, do hereby certify, based on the above described survey, that I have carefully and accurately surveyed and plotted into lots the above described property and that this plot is a true and correct representation thereof, I further certify that this plot meets the minimum standards for the practice of land surveying.

WITNESS my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

**Tony Robson, Land Surveyor 1656**

STATE OF OKLAHOMA  
COUNTY OF MUSKOGEE

Before me, the undersigned, a notary public in and for the State of Oklahoma, personally appeared Tony Robinson who is known to me to be the identical person who executed the foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the purpose therein set forth.

WITNESS my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2018.

My Commission expires:

### Notary Public

## TREASURER'S CERTIFICATE

I merely clarify that as to all real estate involved in the plot, all taxes have been paid for 2017 as reflected by the current tax roll and that there are no taxes due for prior years, and security has been provided for 2018 taxes not as yet certified to me.

County Treasurers

**CERTIFICATE OF COUNTY CLERK**

This plot has been filed in the offices of the County Clerk, Muskogee County, Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_ 2018. Book \_\_\_\_\_ Page \_\_\_\_\_

**APPROVED: City of Muskogee**

Date \_\_\_\_\_

Meyer

City Clerk

**RANDY CARROUTTE**

According to the U.S. Department of Housing & Urban Development Insurance Rola Map, Parcel Number 40101C0115F, Effective Date February 4, 2011. The subject property is located in Zone "X", Areas determined to be outside the 0.25 annual chance floodplain.

If ever an acre of land is disturbed on Oklahoma Department of Environmental Quality ODEQ permit will need to be obtained.