

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).

POSTING DATE: 10/18/2024

AGENDA
PLANNING AND ZONING COMMISSION
OCTOBER 21, 2024

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 specific date or stricken from the agenda entirely.

REGULAR SESSION - 9:00 A.M. 3RD FLOOR COUNCIL CHAMBERS, MUNICIPAL BUILDING, 229 W. OKMULGEE, MUSKOGEE, OKLAHOMA

ROLL CALL

1. Consider approval of the minutes from the Planning & Zoning Commission Meeting on October 7, 2024, or take other necessary action. (Jody King)
2. Discuss and take necessary action on the 2025 regular meeting schedule for the Planning and Zoning Commission, or take other necessary action. (Jody King)

ADJOURN

Planning Commission

1.

Meeting Date: 10/21/2024

Initiator: Jody King, Planning Director

Information

AGENDA ITEM TITLE:

Consider approval of the minutes from the Planning & Zoning Commission Meeting on October 7, 2024, or take other necessary action. (Jody King)

LEGAL DESCRIPTION:

BACKGROUND:

Approve the minutes

RECOMMENDED STAFF ACTION:

Approve minutes

Fiscal Impact

Attachments

Minutes-Final

MINUTES

OF THE PLANNING AND ZONING COMMISSION
OF THE CITY OF MUSKOGEE, OKLAHOMA
MET IN COUNCIL CHAMBERS OF CITY HALL
OCTOBER 7, 2024

The Planning and Zoning Commission of the City of Muskogee, Oklahoma, met in Regular Session at 9:00 a.m., on October 7, 2024, in the Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

The meeting was called to order and the roll was called as follows:

Present: Russell Sain, Chairperson; Betty Blackwell, Commissioner; Judith Hoffman, Commissioner; Cynthia Kennedy, Commissioner

Absent: D'Elbie Walker, Vice Chair; Alexis Wallace, Commissioner; Lori Jefferson, Commissioner

Staff Present: Jody King, Director of Planning and Community Development
Sarah Winkle, Deputy Director of Planning

Attendees: Bruce Shropshier, Property Owner 3609 North Country Club Circle

- 1 Approve minutes from the September 16, 2024, regular session of the Planning and Zoning Commission, or take other necessary action.

Motion was made by Commissioner Cynthia Kennedy, seconded by Commissioner Betty Blackwell to approve minutes from the September 16, 2024, regular session of the Planning and Zoning Commission.

AYE: Chairperson Russell Sain, Commissioner Betty Blackwell, Commissioner Judith Hoffman, Commissioner Cynthia Kennedy

Carried - Unanimously

- 2 Consider approval of the request for lot consolidation from 3609 River Bend Road to the property located at 3608 North Country Club Circle, or take other necessary action. (Jody King)

Jody King states the property owners just want to clean up their lot line in the back, making it square. Staff recommends approval.

Motion was made by Commissioner Cynthia Kennedy, seconded by Commissioner Judith Hoffman to approve the request for lot consolidation from 3609 River Bend Road to the property located at 3608 North Country Club Circle.

AYE: Chairperson Russell Sain, Commissioner Betty Blackwell, Commissioner Judith Hoffman, Commissioner Cynthia Kennedy

Carried - Unanimously

There being no further business, the meeting was adjourned.

RUSSELL SAIN, CHAIRPERSON

JOSIE GRAVES, SECRETARY

Planning Commission

2.

Meeting Date: 10/21/2024

Initiator: Jody King, Planning Director

Information

AGENDA ITEM TITLE:

Discuss and take necessary action on the 2025 regular meeting schedule for the Planning and Zoning Commission, or take other necessary action. (Jody King)

LEGAL DESCRIPTION:

BACKGROUND:

The Planning & Zoning Commission needs to discuss the time and day of the meetings for the 2025 calendar year. The Commission currently meets on the first and third Monday of the month at 9:30 A.M. There have been discussions of moving this meeting to the evenings. If this body wishes to move this meeting to the same days of the month but in the evening at 5:30 P.M. there currently is no conflict with the existing schedule for the City Council meetings.

City staff recommends moving the meeting to the first Monday of the month at 5:30 P.M. and no longer meeting on the third Monday. Instead, if needed for special cases, we can meet in a special call. By moving the meeting to the first of the month, we can better schedule and streamline due dates and notice periods that are consistent making it easier for developers, city staff, and commissioners to conduct business in a timely manner.

RECOMMENDED STAFF ACTION:

City staff recommends moving the regular meeting to the first Monday of the month at 5:30 P.M. and no longer meeting on the third Monday.

Fiscal Impact

Attachments

No file(s) attached.
