

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).

POSTED: 11/25/2025

**AGENDA**  
**MUSKOGEE BOARD OF ADJUSTMENT**  
**DECEMBER 9, 2025**

*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 - 2:00 P.M., 3RD FLOOR, COUNCIL CHAMBERS MUNICIPAL BUILDING, 229 W. OKMULGEE, MUSKOGEE, OKLAHOMA**

**ROLL CALL**

1. Consider approval of the minutes from the Board of Adjustment meeting on October 14, 2025, or take necessary action. (Sarah Winkle)
2. Discuss and vote on the appointment of a Chairperson for the Board of Adjustment for the 2026 meeting term, or take other necessary action. (Sarah Winkle)
3. Discuss and vote on the appointment of a Vice-Chair for Board of Adjustment for the 2026 meeting term, or take other necessary action. (Sarah Winkle)
4. Discuss and consider approval of the 2026 Planning and Zoning Commission meeting schedule, or take other necessary action. (Sarah Winkle)

**ADJOURN**

**BOA**

**1.**

**Meeting Date:** 12/09/2025

**Initiator:** Sarah Winkle, Director of Planning and Community Development

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**Information**

**AGENDA ITEM TITLE:**

Consider approval of the minutes from the Board of Adjustment meeting on October 14, 2025, or take necessary action. (Sarah Winkle)

**LEGAL DESCRIPTION:**

**BACKGROUND:**

Consider approval of the minutes from the Board of Adjustment meeting on October 14, 2025.

**RECOMMENDED STAFF ACTION:**

Approve the minutes.

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**Fiscal Impact**

**Attachments**

Minutes

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**MINUTES**  
  
**OF THE BOARD OF ADJUSTMENT**  
**OF THE CITY OF MUSKOGEE, OKLAHOMA**  
**MET IN THE COUNCIL CHAMBERS OF CITY HALL**  
**OCTOBER 14, 2025**

Members of the Board of Adjustment of the City of Muskogee, Oklahoma, met in a Regular Scheduled Meeting, on October 14, 2025, at 2:00 p.m., in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

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

Present: Stacy Alexander, Chair; Steve Dennis, Commissioner; Gregg Payton, Commissioner

Absent: Betty Blackwell, Commissioner; Toni Cotton, Commissioner

Staff Present: Sarah Winkle, Directory of Planning  
Maxine Slusser, Planning Office Administrator

Attendees: D Boots, 502 S Main St

- 1 Consider approval of the Board of Adjustment Minutes of August 12, 2025, or take other necessary action. (Sarah Winkle)

Motion was made by Commissioner Steve Dennis, seconded by Commissioner Gregg Payton that the Board of Adjustment minutes of August 12, 2025 be approved.

AYE: Chair Stacy Alexander, Commissioner Steve Dennis, Commissioner Gregg Payton

Carried - Unanimously

- 2 Hold a Public Hearing for a special use exception regarding the operation of an upper level apartment within a commercial building located at 502 South Main Street, or take other necessary action. (Sarah Winkle)

Discussion among commissioners regarding continuation of prior use of the property.

Motion was made by Commissioner Steve Dennis, seconded by Commissioner Gregg Payton that the special use exception regarding the operation of an upper level apartment within a commercial building located at 502 South Main Street be approved.

AYE: Chair Stacy Alexander, Commissioner Steve Dennis, Commissioner Gregg Payton

Carried - Unanimously

There being no further business, the meeting adjourned.

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Maxine Slusser, Office Administrator

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Stacy Alexander, Chairperson

**BOA**

**2.**

**Meeting Date:** 12/09/2025

**Initiator:** Sarah Winkle, Director of Planning and Community Development

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**Information**

**AGENDA ITEM TITLE:**

Discuss and vote on the appointment of a Chairperson for the Board of Adjustment for the 2026 meeting term, or take other necessary action. (Sarah Winkle)

**LEGAL DESCRIPTION:**

**BACKGROUND:**

Discuss and vote on a Chairperson for the Board of Adjustment. Stacy Alexander is the Chairperson. However, her term has expired on the Board, and she is serving until replaced. This is to vote on a Chairperson for the 2026 year.

**RECOMMENDED STAFF ACTION:**

Discuss and vote.

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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**BOA**

**3.**

**Meeting Date:** 12/09/2025

**Initiator:** Sarah Winkle, Director of Planning and Community Development

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**Information**

**AGENDA ITEM TITLE:**

Discuss and vote on the appointment of a Vice-Chair for Board of Adjustment for the 2026 meeting term, or take other necessary action. (Sarah Winkle)

**LEGAL DESCRIPTION:**

**BACKGROUND:**

Discuss and vote on the appointment of a Vice-Chair for Board of Adjustment for the 2026 meeting term.

**RECOMMENDED STAFF ACTION:**

Discuss and vote.

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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**BOA**

**4.**

**Meeting Date:** 12/09/2025

**Initiator:** Sarah Winkle, Director of Planning and Community Development

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**Information**

**AGENDA ITEM TITLE:**

Discuss and consider approval of the 2026 Planning and Zoning Commission meeting schedule, or take other necessary action. (Sarah Winkle)

**LEGAL DESCRIPTION:**

**BACKGROUND:**

Discuss and share the schedule with the Planning Commission members.

**RECOMMENDED STAFF ACTION:**

Approve the 2026 Meeting Schedule.

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**Fiscal Impact**

**Attachments**

Meeting Schedule

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2026 CALENDAR YEAR  
SCHEDULE OF REGULAR MEETINGS

Board of Adjustment  
(NAME OF MUNICIPAL PUBLIC BODY)

| DATE     | TIME    | PLACE OF MEETING           |
|----------|---------|----------------------------|
| 1/13/26  | 2:00 pm | 3rd floor Council Chambers |
| 2/10/26  |         |                            |
| 3/10/26  |         |                            |
| 4/14/26  |         |                            |
| 5/12/26  |         |                            |
| 6/9/26   |         |                            |
| 7/14/26  |         |                            |
| 8/11/26  |         |                            |
| 9/8/26   |         |                            |
| 10/13/26 |         |                            |
| 11/10/26 |         |                            |
| 12/8/26  |         |                            |

To be completed by person filing notice:

Name: Sarah Winkle

Title: Director of Planning & Comm. Dev.

Address: 229 W. Okmulgee  
Muskogee, OK 74401

Phone Number: 918-684-6370

**RECEIVED**  
NOV 05 2025  
CITY CLERK

Filed in the office of the City Clerk at 9:15 a.m/p.m. on 11-5-2025

Signed: Sammy L. Tracy  
City Clerk