

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: 11/25/2025

AGENDA
PLANNING AND ZONING COMMISSION
DECEMBER 2, 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 - 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 November 4, 2025, or take necessary action. (Sarah Winkle)
2. Discuss and vote on a Chairperson for the Planning and Zoning Commission, or take other necessary action. (Sarah Winkle)
3. Discuss and vote on a Vice-Chairperson for the Planning and Zoning Commission, 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)

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Planning Commission

1.

Meeting Date: 12/02/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

Information

AGENDA ITEM TITLE:

Consider approval of the minutes from the Planning & Zoning Commission Meeting on November 4, 2025, or take necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

BACKGROUND:

Consider approval of the minutes from the Planning & Zoning Commission Meeting on November 4, 2025.

RECOMMENDED STAFF ACTION:

Approve the minutes.

Fiscal Impact

Attachments

Minutes

MINUTES

OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF MUSKOGEE, OKLAHOMA MET IN COUNCIL CHAMBERS OF CITY HALL NOVEMBER 4, 2025

The Planning and Zoning Commission of the City of Muskogee, Oklahoma, met in Regular Session at 9:00 a.m., on November 4, 2025, 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: Steve Dennis, Commissioner; Linda Stowers, Commissioner; Cody Moore, Commissioner; Cynthia Kennedy, Commissioner

Absent: Judith Hoffman, Commissioner; Alexis Wallace, Commissioner; Lori Jefferson, Commissioner

Staff Present: Kendal Francis, City Manager
Sarah Winkle, Director of Planning
Brent Roberts, Deputy Director of Planning
Maxine Slusser, Office Administrator

Attendees: Kelly Beach, 48th & Okmulgee
Laurel Havens, Owens & Boston
Theresa Reutlinger, 48th & Okmulgee
Mason Cale, 48th & W Okmulgee
Austin Addington, 48th & W Okmulgee
Greg Gillam, 48th & W Okmulgee

- 1 Consider approval of the minutes from the Planning & Zoning Commission Meeting on October 7, 2025, or take necessary action. (Sarah Winkle)

Motion was made by Commissioner Cynthia Kennedy, seconded by Commissioner Linda Stowers that the minutes from the Planning & Zoning Commission Meeting on October 7, 2025 be approved.

AYE: Commissioner Steve Dennis, Commissioner Linda Stowers, Commissioner Cody Moore, Commissioner Cynthia Kennedy

Carried - Unanimously

- 2 Consider approval of the request for a lot consolidation for the property located at 601 North C Street, or take other necessary action. (Sarah Winkle)

Sarah Winkle, Director of Planning, provided a description of the property and the proposed changes.

Motion was made by Commissioner Linda Stowers, seconded by Commissioner Cody Moore that the request for a lot consolidation for the property located at 601 North C Street be approved.

AYE: Commissioner Steve Dennis, Commissioner Linda Stowers,
Commissioner Cody Moore, Commissioner Cynthia Kennedy

Carried - Unanimously

- 3 Hold a public hearing and consider a recommendation to the City Council of the City of Muskogee to approve a land use amendment for the property located at 601 North C Street to allow a rezone of the property from C-1 Local Commercial and C-2 General Commercial to C-2 General Commercial, and if approved, authorize staff to update the official city map. (Sarah Winkle)

Sarah Winkle, Director of Planning, provided a description of the property and the proposed changes.

Motion was made by Commissioner Cynthia Kennedy, seconded by Commissioner Cody Moore that the Planning & Zoning Commissions recommends approval to City Council of Resolution No. 3063, a Land Use Amendment.

AYE: Commissioner Steve Dennis, Commissioner Linda Stowers,
Commissioner Cody Moore, Commissioner Cynthia Kennedy

Carried - Unanimously

- 4 Hold a public hearing and consider a recommendation to the City Council of the City of Muskogee to approve a rezone request for the property located at 601 North C Street rezoning the property from C-1 Local Commercial and C-2 General Commercial to C-2 General Commercial, and if approved, authorize staff to update the official city map. (Sarah Winkle)

Sarah Winkle, Director of Planning, provided a description of the property and the proposed changes.

Motion was made by Commissioner Linda Stowers, seconded by Commissioner Cynthia Kennedy that the Planning & Zoning Commission recommends approval to City Council of Ordinance 4280-A, a rezone request.

AYE: Commissioner Steve Dennis, Commissioner Linda Stowers,
Commissioner Cody Moore, Commissioner Cynthia Kennedy

Carried - Unanimously

- 5 Hold a public hearing and consider a recommendation to the City Council of the City of Muskogee to approve Resolution 3065, a land use amendment request, to allow for the rezone of property located at 4801 West Okmulgee Street, and if approved, authorize staff to update the official city map. (Sarah Winkle)

Sarah Winkle, Director of Planning, provided a description of the property and the proposed changes. Commissioners asked questions, Sarah provided answers.

Motion was made by Commissioner Cynthia Kennedy, seconded by Commissioner Linda Stowers that the Planning & Zoning Commission recommends approval to City Council of Resolution 3064, a Land Use Amendment.

AYE: Commissioner Steve Dennis, Commissioner Linda Stowers,
Commissioner Cody Moore, Commissioner Cynthia Kennedy

Carried - Unanimously

- 6 Hold a public hearing and consider a recommendation to the City Council of the City of Muskogee to approve Ordinance 4281-A, a rezone request, for the property located at 4801 West Okmulgee Street rezoning the property from C-1 Local Commercial to R-5 Mobile Home, and if approved, authorize staff to update the official city map. (Sarah Winkle)

Sarah Winkle, Director of Planning, provided a description of the property and the proposed changes.

Austin Addington presented the plan for the proposed RV Park. Greg Gillian noted that the proposed plan in the PowerPoint would actually be shifted due to an easement owned by an adjacent property owner.

Steve Dennis, Commissioner, asked about the timeframe for the project. Austin Addington indicated that Phase 1 would start quickly upon approval, but the duration of the project to completion of all phases is anticipated to take about 5 years.

Cody Moore, Commissioner, asked for clarification on the "age of RV" rule for the park. Austin Addington clarified that the RV's within the park must be manufactured within the last 10 model years to be allowed to remain in the park. Units that do not meet the age or quality standards set by park management will be required to leave the park.

Steve Dennis, Commissioner, asked if there would be size restrictions on the RV's allowed in the park. Austin Addington clarified that the spaces should be more than large enough for most units (40 feet in length). He also clarified that each unit should be approximately 30 feet from each other greatly reducing the risk of fire spread should one unit catch fire at any point.

Kelly Beach presented a letter signed by Ron Dean, Muskogee County Assessor, Kenny Pane, Muskogee County Commissioner District 3, and Kelly Beach, Muskogee County Election Board Secretary, requesting that the Commission table the agenda item until the community had more time to research the agenda item, noting his concerns on the "looks" of the property in the "western door" of Muskogee.

Mason Cale indicated he would be living to the West of the proposed RV Park and would be in between a mobile home park on the other side. He provided an overhead view of the proximity to the mobile home park and the proposed RV park. He noted his concern regarding property values after installation of the RV park.

Theresa Reutlinger requested that the Commission table the agenda item to allow more members of the community to research the item and also requested that it be brought back at an alternate time after regular working hours to make it easier for more community members to attend. She indicated her concerns over the look of the mobile home park in the area and compared the possibility of this proposed RV park to look like the mobile home park in the area over time. She also indicated that she owns the property on the south side of the proposed RV park and that the easement she owns is being encroached upon by the image shown in the presentation.

Sarah Winkle, Director of Planning, stated that the City Council meeting where this agenda item would be forwarded if approved is held in the evening which would meet the request for an alternative time. The Planning & Zoning Commission provides a recommendation to the City Council and the City Council meeting is the final approval or denial of the request.

Cody Moore, Commissioner, commended the developers for the presentation and planning. He also noted that the City Council will be the final say on the agenda item and the alternative time would allow more members of the community to speak.

Cynthia Kennedy, Commissioner, asked if there was a difference in Zoning designation between an RV park and a Mobile Home park. Sarah Winkle, Director of Planning, stated that there is not currently a distinction between the two, but that it is something that is being worked on.

Cody Moore, Commissioner, asked about the ability to recommend approval with conditions. Sarah Winkle, Director of Planning, stated that the Commission could recommend to City Council approval of the agenda items with conditions for approval.

Motion was made by Commissioner Cynthia Kennedy, seconded by Commissioner Cody Moore that the Planning & Zoning Commission recommends approval to City Council of Ordinance 4281-A, a rezone request with conditions as follows: if the follow-through cannot be completed in phases 1-3 as listed in the presentation by the developers and the developers must sell the property, it must be rezoned as C-1.

AYE: Commissioner Steve Dennis, Commissioner Linda Stowers,
Commissioner Cody Moore, Commissioner Cynthia Kennedy
Carried - Unanimously

7

Hold a public hearing and consider a recommendation to the City Council of the City of Muskogee to approve Ordinance 4279-A, a request for Street Closure, for the property located at Owen Street and Boston Ave. to allow for new construction, and if approved, authorize staff to update the official city map. (Sarah Winkle)

Sarah Winkle, Director of Planning, provided a description of the property and

the proposed changes.

Laurel Havens, Public Safety Trust representative, provided a description of the buildings that are planned on the property requiring the closure of the streets listed in the agenda item.

Commissioners discussed the item, Sarah Winkle, Director of Planning, answered questions.

Motion was made by Commissioner Cynthia Kennedy, seconded by Commissioner Linda Stowers that the Planning & Zoning Commission recommends approval of Ordinance 4279-A to City Council, a street closure request.

AYE: Commissioner Steve Dennis, Commissioner Linda Stowers,
Commissioner Cody Moore, Commissioner Cynthia Kennedy
Carried - Unanimously

- 8 Consider approval of the request for a lot split for the property located at 1809 Deer Run consisting of approximately 0.48 acres, or take other necessary action. (Sarah Winkle)

Sarah Winkle, Director of Planning, provided a description of the property and the proposed changes.

Motion was made by Commissioner Cynthia Kennedy, seconded by Commissioner Cody Moore that the request for a lot split for the property located at 1809 Deer Run be approved.

AYE: Commissioner Steve Dennis, Commissioner Linda Stowers,
Commissioner Cody Moore, Commissioner Cynthia Kennedy
Carried - Unanimously

- 9 Hold a public hearing and consider a recommendation to the City Council of the City of Muskogee to approve a rezone request for the property located at 2807 Court Street rezoning the property from R-1 Single Family Residential to R-2 Two-Family Residential, and if approved, authorize staff to update the official city map. (Sarah Winkle)

Sarah Winkle, Director of Planning, provided a description of the property and the proposed changes. Commissioners discussed, Sarah Winkle, Director of Planning, provided clarification on the types of housing allowed in the requested Zoning.

Motion was made by Commissioner Cynthia Kennedy, seconded by Commissioner Linda Stowers that the Planning & Zoning Commission recommends approval to City Council of Ordinance 4282-A, a rezone request.

AYE: Commissioner Steve Dennis, Commissioner Linda Stowers,
Commissioner Cody Moore, Commissioner Cynthia Kennedy
Carried - Unanimously

- 10 Consider approval of the request for a lot consolidation for the property located adjacent to 4211 High Oaks Street, or take other necessary action. (Sarah Winkle)

Sarah Winkle, Director of Planning, provided a description of the property and the proposed changes.

Motion was made by Commissioner Linda Stowers, seconded by Commissioner Cody Moore that the request for a lot consolidation for the property located adjacent to 4211 High Oaks Street be approved.

AYE: Commissioner Steve Dennis, Commissioner Linda Stowers,
Commissioner Cody Moore, Commissioner Cynthia Kennedy
Carried - Unanimously

- 11 Consider recommending approval, conditional approval, or disapproval of the Preliminary and Final Plat for Roadhouse Addition, located at 2914 West Shawnee, consisting of 2.59 acres, or take other necessary action. (Sarah Winkle)

Sarah Winkle, Director of Planning, provided a description of the property and the proposed changes.

Motion was made by Commissioner Cynthia Kennedy, seconded by Commissioner Linda Stowers that the Planning & Zoning Commission recommends approval to City Council of the preliminary and final plat.

AYE: Commissioner Steve Dennis, Commissioner Linda Stowers,
Commissioner Cody Moore, Commissioner Cynthia Kennedy
Carried - Unanimously

There being no further business, the meeting was adjourned.

Maxine Slusser, Office Administrator

Steve Dennis, Acting Chairperson

Planning Commission

2.

Meeting Date: 12/02/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

Information

AGENDA ITEM TITLE:

Discuss and vote on a Chairperson for the Planning and Zoning Commission, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

BACKGROUND:

Russell Sain was the Planning Commission Chairperson. His term expired and he was replaced on the commission by Stacy Alexander at the July 28 City Council meeting. Since Russell's term expired, the Planning Commission now needs to vote on who they would like to select as Chairperson of the Commission.

RECOMMENDED STAFF ACTION:

Discuss and vote on a chairperson.

Fiscal Impact

Attachments

No file(s) attached.

Planning Commission

3.

Meeting Date: 12/02/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

Information

AGENDA ITEM TITLE:

Discuss and vote on a Vice-Chairperson for the Planning and Zoning Commission, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

BACKGROUND:

D'Elbie Walker was the Planning and Zoning Commission Vice-Chairperson. Her term expired, and she was replaced on the commission by Cody Moore at the October 27 City Council meeting. Since D'Elbie's term expired, the Planning Commission now needs to vote on who they would like to select as Vice-Chairperson of the Commission.

RECOMMENDED STAFF ACTION:

Discuss and vote on a Vice-Chairperson.

Fiscal Impact

Attachments

No file(s) attached.

Planning Commission

4.

Meeting Date: 12/02/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

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.

Fiscal Impact

Attachments

Meeting Schedule

2026 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS

Planning & Zoning Commission
(NAME OF MUNICIPAL PUBLIC BODY)

DATE	TIME	PLACE OF MEETING
<u>1/16/26</u>	<u>9⁰⁰ am</u>	<u>3rd floor Council Chambers</u>
<u>2/3/26</u>		
<u>3/3/26</u>		
<u>4/7/26</u>		
<u>5/5/26</u>		
<u>6/2/26</u>		
<u>7/7/26</u>		
<u>8/4/26</u>		
<u>9/1/26</u>		
<u>10/16/26</u>		
<u>11/3/26</u>		
<u>12/1/26</u>		

To be completed by person filing notice:

Name: Sarah Winkle

Title: Director of Planning & Comm. Dev.

Address: 229 W. Okmulgee
Mustang, OK 74401

Phone Number: 918-684-6370

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

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CITY CLERK