

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: 12/01/2025

AGENDA
SPECIAL CALL UNIFORM BUILDING CODE APPEALS BOARD
DECEMBER 10, 2025

SPECIAL CALL SESSION - 1:30 P.M., COUNCIL CHAMBERS, MUNICIPAL BUILDING, 229. W. OKMULGEE AVENUE, MUSKOGEE, OKLAHOMA

ROLL CALL

1. Consider approval of the Uniform Building Code Appeals Board meeting minutes of September 24, 2025, or take other necessary action. (Sarah Winkle)
2. Discuss and consider approval of the 2026 Uniform Building Code of Appeals Board meeting schedule, or take other necessary action. (Sarah Winkle)

ADJOURN

**Special Call Uniform Building Code Appeals
Board**

1.

Meeting Date: 12/10/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

AGENDA ITEM TITLE:

Consider approval of the Uniform Building Code Appeals Board meeting minutes of September 24, 2025, or take other necessary action. (Sarah Winkle)

BACKGROUND:

Consider approval of the Uniform Building Code Appeals Board meeting minutes of September 24, 2025.

RECOMMENDED STAFF ACTION:

Approve the minutes.

Fiscal Impact

Attachments

Minutes

**MINUTES
OF THE UNIFORM BUILDING CODE APPEALS BOARD
OF THE CITY OF MUSKOGEE, OKLAHOMA
MET IN REGULAR SESSION
IN COUNCIL CHAMBERS OF CITY HALL
SEPTEMBER 24, 2025**

The Uniform Building Code Appeals Board of the City of Muskogee, Oklahoma, met in Regular Session at 1:30 p.m., on September 24, 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: Dennis Moore, Chairperson; MeKeion Payne, Vice Chairperson; Tim Hollifield, Board Member; Art Smith, Board Member; Lake Moore, Board Member; Thomas Horton, Board Member

Staff Present: Aaron Mayhugh, Fire Marshal

Attendees: Ernest Norfleet, 909 W Okmulgee

- 1 Consider approval of the Uniform Building Code Appeals Board meeting minutes of August 27, 2025, or take other necessary action. (Sarah Winkle)

Motion was made by Board Member Lake Moore, seconded by Board Member Tim Hollifield that the Uniform Building Code Appeals Board meeting minutes of August 27, 2025 should be approved.

AYE: Chairperson Dennis Moore, Vice Chairperson MeKeion Payne, Board Member Tim Hollifield, Board Member Lake Moore, Board Member Thomas Horton

Carried - Unanimously

- 2 Hold a public hearing and make a determination on the appeal of the findings of PNRC that the structure at 630 S 22nd, including the Accessory Building, is dilapidated and has become detrimental to the health, safety, or welfare of the general public as to constitute a public nuisance; and that the property creates a fire hazard which is dangerous to other property; and that the building is abandoned; and that the property should be demolished; or take other necessary action (11 O.S. 22-112 (C); 11 O.S. 22-112.4). (Sarah Winkle)

City Inspector presented a property description and justification for defining the

dilapidated structure.

Motion was made by Chairperson Dennis Moore, seconded by Board Member Tim Hollifield that the structures at 630 S 22nd, including the accessory building, are dilapidated constituting a public nuisance, are a fire hazard, are abandoned, and should be demolished.

AYE: Chairperson Dennis Moore, Vice Chairperson McKeion Payne, Board Member Tim Hollifield, Board Member Lake Moore, Board Member Thomas Horton

Carried - Unanimously

- 3 Hold a public hearing and make a determination on the appeal of the findings of PNRC that the structure at 822 S. 21st is dilapidated and has become detrimental to the health, safety, or welfare of the general public as to constitute a public nuisance; and that the property creates a fire hazard which is dangerous to other property; and that the building is abandoned; and that the property should be demolished; or take other necessary action (11 O.S. 22-112 (C); 11 O.S. 22-112.4). (Sarah Winkle)

City Inspector presented a property description and justification for defining the dilapidated structure.

Motion was made by Board Member Tim Hollifield, seconded by Board Member Lake Moore that the structure at 822 S 21st is dilapidated constituting a public nuisance, is a fire hazard, is abandoned, and should be demolished.

AYE: Chairperson Dennis Moore, Vice Chairperson McKeion Payne, Board Member Tim Hollifield, Board Member Lake Moore, Board Member Thomas Horton

Carried - Unanimously

- 4 Hold a public hearing and make a determination on the appeal of the findings of PNRC that the structure at 909 W. Okmulgee is dilapidated and has become detrimental to the health, safety, or welfare of the general public as to constitute a public nuisance; and that the property creates a fire hazard which is dangerous to other property; and that the building is abandoned; and that the property should be demolished; or take other necessary action (11 O.S. 22-112 (C); 11 O.S. 22-112.4). (Sarah Winkle)

Item was previously tabled for 6 months until July 30, 2025 to pull a permit within 60 days (no permit was pulled).

Aaron Mayhugh, Fire Marshal, provided a description of the structure and its dilapidated state, in addition to the fire that occurred within the structure.

Earnest Norfleet provided rebuttal to the recommended action, notated concern regarding the previous alleged arson damage to the structure, and testimony regarding personal hardship in regards to repairing the structure.

Motion was made by Chairperson Dennis Moore, seconded by Board Member Thomas Horton that the structure at 909 W Okmulgee is dilapidated constituting a public nuisance, is a fire hazard, is abandoned and should be demolished.

AYE: Chairperson Dennis Moore, Vice Chairperson MeKeion Payne, Board Member Tim Hollifield, Board Member Lake Moore, Board Member Thomas Horton

Carried - Unanimously

There being no further business, the meeting was adjourned.

Sarah Winkle, Secretary

Dennis Moore, Chairperson

**Special Call Uniform Building Code Appeals
Board**

2.

Meeting Date: 12/10/2025

Initiator: Sarah Winkle, Director of Planning and Community Development

AGENDA ITEM TITLE:

Discuss and consider approval of the 2026 Uniform Building Code of Appeals Board meeting schedule, or take other necessary action. (Sarah Winkle)

BACKGROUND:

Discuss and consider approval of the 2026 Uniform Building Code of Appeals Board meeting schedule. This is to vote on and approve the meeting dates for the 2026 year.

RECOMMENDED STAFF ACTION:

Approve the meeting dates.

Fiscal Impact

Attachments

Schedule

2026 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS

Uniform Bldg Code Appeals Board
(NAME OF MUNICIPAL PUBLIC BODY)

DATE	TIME	PLACE OF MEETING
<u>1/28/26</u>	<u>1:30pm</u>	<u>3rd floor Council Chambers</u>
<u>2/25/26</u>		
<u>3/25/26</u>		
<u>4/29/26</u>		
<u>5/27/26</u>		
<u>6/24/26</u>		
<u>7/29/26</u>		
<u>8/26/26</u>		
<u>9/30/26</u>		
<u>10/28/26</u>		
<u>11/25/26</u>		
<u>12/30/26</u>		

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

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

RECEIVED
NOV 05 2025
CITY CLERK