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
MUSKOGEE BOARD OF ADJUSTMENT
JANUARY 13, 2026

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 Board of Adjustment Minutes of December 9, 2025, or take other necessary action.

2. Hold a public hearing and consider approval of a variance regarding the minimum lot size for development for the property located at 917 South 3rd Street or take other necessary action.

3. Hold a public hearing and consider approval of a variance regarding the minimum lot size for development for the property located at 1149 Cherry Street or take other necessary action.

ADJOURN

Board of Adjustment **1.**

Meeting Date: 01/13/2026

Initiator: Maxine Slusser, Planning Admin I

AGENDA ITEM TITLE:

Consider approval of the Board of Adjustment Minutes of December 9, 2025, or take other necessary action.

LEGAL DESCRIPTION:

BACKGROUND:

Consider approval of the Board of Adjustment Minutes of December 9, 2025.

RECOMMENDED STAFF ACTION:

Approve the minutes.

Fiscal Impact

Attachments

Minutes December 9, 2025

MINUTES

OF THE BOARD OF ADJUSTMENT
OF THE CITY OF MUSKOGEE, OKLAHOMA
MET IN THE COUNCIL CHAMBERS OF CITY HALL
DECEMBER 9, 2025

Members of the Board of Adjustment of the City of Muskogee, Oklahoma, met in a Regular Scheduled Meeting, on December 9, 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, Chairperson; Betty Blackwell, Board Member; Greg Payton, Board Member; Cody Moore, Board Member; Toni Cotton, Board Member
Staff Present:	Sarah Winkle, Director of Planning; Brent Roberts, Deputy Director of Planning; Maxine Slusser, Office Administrator - Planning

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

Motion was made by Board Member Cody Moore, seconded by Board Member Toni Cotton that the minutes from the Board of Adjustment meeting on October 14, 2025 be approved.

AYE: Chairperson Stacy Alexander, Board Member Betty Blackwell, Board Member Cody Moore, Board Member Toni Cotton

Carried - Unanimously

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)

Motion was made by Board Member Greg Payton, seconded by Board Member Cody Moore that Betty Blackwell be appointed Chairperson for the Board of Adjustment for the 2026 meeting term.

AYE: Chairperson Stacy Alexander, Board Member Greg Payton, Board Member Cody Moore, Board Member Toni Cotton

Other: Board Member Betty Blackwell (ABSTAIN)

Carried

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)

Motion was made by Board Member Betty Blackwell, seconded by Board Member Greg Payton that Cody Moore be appointed Vice-Chair for Board of Adjustment for the 2026 meeting term.

AYE: Chairperson Stacy Alexander, Board Member Betty Blackwell, Board Member Greg Payton, Board Member Toni Cotton

Other: Board Member Cody Moore (ABSTAIN)

Carried

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

Motion was made by Board Member Greg Payton, seconded by Board Member Cody Moore that the 2026 Planning and Zoning Commission meeting schedule be approved.

AYE: Chairperson Stacy Alexander, Board Member Betty Blackwell, Board Member Greg Payton, Board Member Cody Moore, Board Member Toni Cotton

Carried - Unanimously

There being no further business, the meeting adjourned.

Maxine Slusser, Planning Office Administrator

Stacy Alexander, Acting Chairperson

Board of Adjustment **2.**

Meeting Date: 01/13/2026

Initiator: Maxine Slusser, Planning Admin I

AGENDA ITEM TITLE:

Hold a public hearing and consider approval of a variance regarding the minimum lot size for development for the property located at 917 South 3rd Street or take other necessary action.

LEGAL DESCRIPTION:

THE NORTH 50.00 FEET OF LOT 6 IN BLOCK 75, CITY OF MUSKOGEE, MUSKOGEE COUNTY, STATE OF OKLAHOMA. CONTAINING 0.16 ACRES OR 6,900 SQUARE FEET, MORE OR LESS.

BACKGROUND:

The application was submitted by the property owner in order to request allowance of development on a lot smaller than the minimum lot size. The owner has plans to develop the parcel residentially.

RECOMMENDED STAFF ACTION:

Approve the variance request.

Fiscal Impact

Attachments

Staff Report

Zoning Map

Survey

MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Planning & Community Development Staff Report

Agenda Item Title:
Hold a public hearing and consider approval of a variance regarding the minimum lot size for development for the property located at 917 South 3rd Street or take other necessary action. (Sarah Winkle)

Meeting Information:
City of Muskogee Board of Adjustment
January 13, 2026 at 2:00 P.M.
City of Muskogee City Hall, 229 W Okmulgee Ave., 3rd Floor Council Chambers

Legal Description:
THE NORTH 50.00 FEET OF LOT 6 IN BLOCK 75, CITY OF MUSKOGEE, MUSKOGEE COUNTY, STATE OF OKLAHOMA. CONTAINING 0.16 ACRES OR 6,900 SQUARE FEET, MORE OR LESS.

Background:

Planning Department Analysis

- Current Zoning & Use: R-1, Vacant Lot
- Proposed Zoning & Use: No change; No change
- Quarter Section, Range, Township: SE27-18E-15N
- Street Address: 917 South 3rd Street, Muskogee, OK

Discussion: The application was submitted by the property owner in order to request allowance of development on a lot smaller than the minimum lot size. The owner has plans to develop the parcel residentially.

RECOMMENDATION: Approve the variance request.

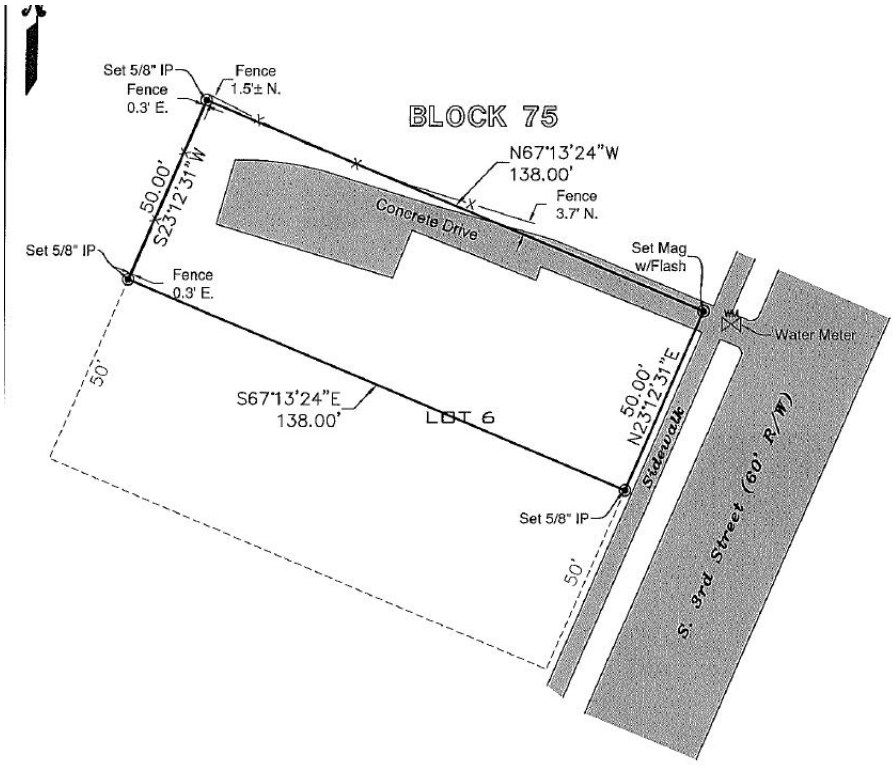
MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

City of Muskogee Zoning Map



10/20/2025
Zoning Districts
R-1
World Imagery
Low Resolution 15m Imagery
High Resolution 60cm Imagery
High Resolution 30cm Imagery
Citations
1:564
0 0 0.01 0.01 mi
0 0.01 0.01 0.02 km
Maxar, Microsoft, Esri Community Maps Contributors, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph,



City of Muskogee Zoning Map



10/20/2025

Zoning Districts

R-1

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

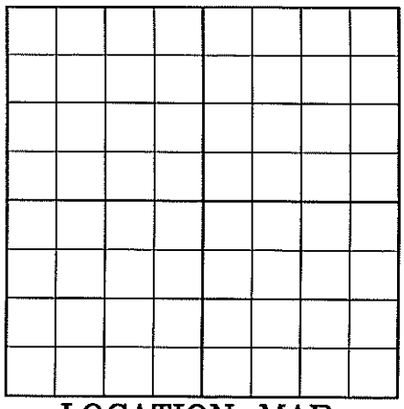
1:564

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0 0.01 0.01 0.02 km

Maxar, Microsoft, Esri Community Maps Contributors, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph,

PLAT OF SURVEY



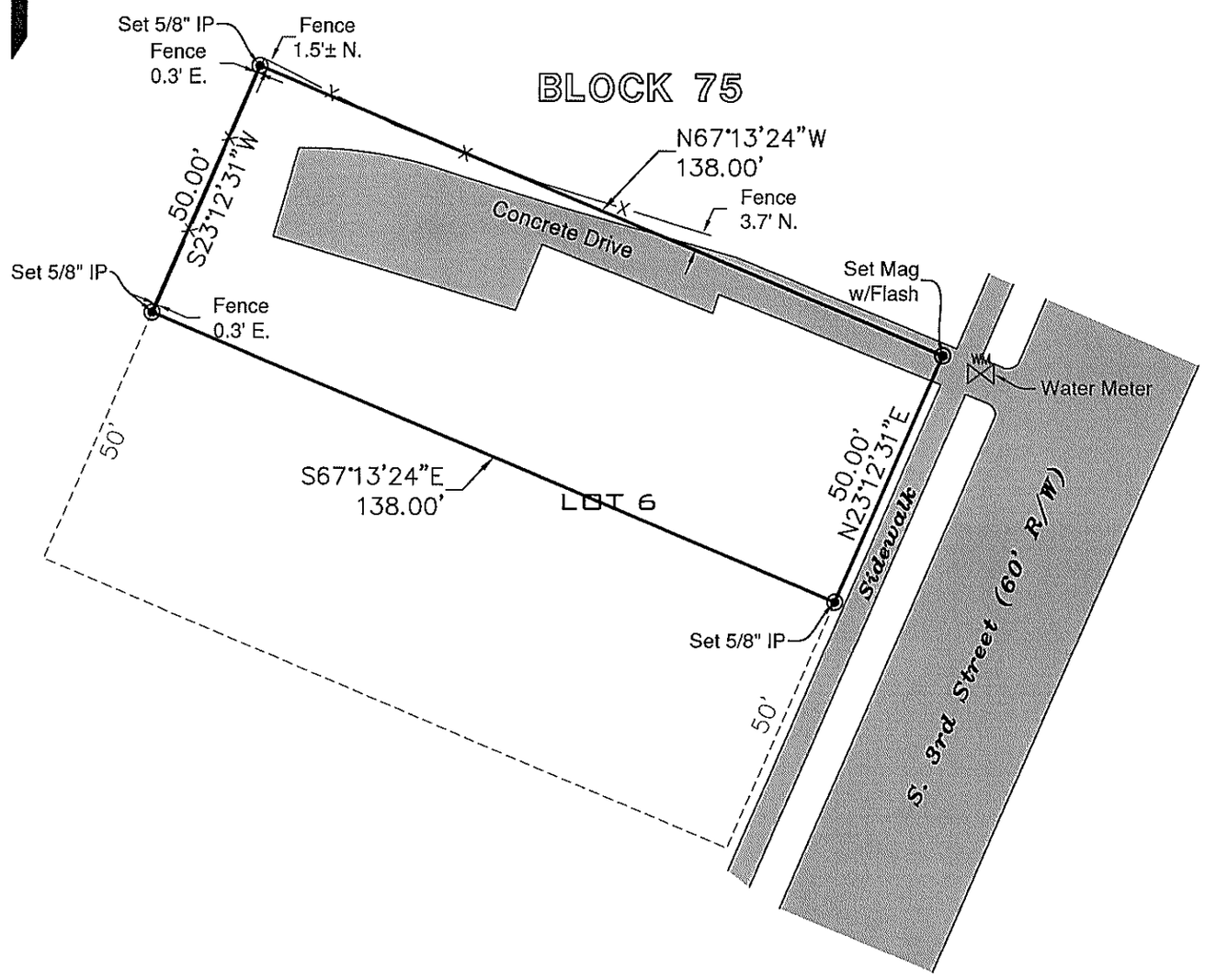
LOCATION MAP

SEC. 35 T 15 N, R 18 E

SHEET SIZE 8.5x14
SCALE: 1"= 30'
◉ =IRON PIN
—x— =FENCE

LEGAL DESCRIPTION

THE NORTH 50.00 FEET OF LOT 6 IN BLOCK 75, CITY OF MUSKOGEE, MUSKOGEE COUNTY, STATE OF OKLAHOMA. CONTAINING 0.16 ACRES OR 6,900 SQUARE FEET, MORE OR LESS.



In compliance with state code, title 245-15-13-2-C-11 only easements and rights-of-way's provided to the surveyor are shown.

Bearings are based on NAD83 Oklahoma State Plane Coordinate System.

This survey was performed without the benefit of a title commitment being furnished and may contain easements or rights of ways not shown.

11/25/2025

TONY ROBISON, LAND SURVEYOR NO. 1686

LICENSED PROFESSIONAL LAND SURVEYOR
TONY ROBISON 1686
OKLAHOMA

Heartland Surveying & Mapping, PLLC

CA #4849
600 Emporia St., Ste."C"
Muskogee, Oklahoma 74401
(918) 682-7796

FOR: Don Peters

DATE: 11/25/2025

THIS SURVEY MEETS OKLAHOMA MINIMUM TECHNICAL STANDARDS

W.O.# 13473
SURVEYED BY: RT/PD
DRAWN BY: AM
Last Site Visit: 11/20/25

FILE NAME
Nov 25, 2025 - 3:38pm
S:\CAD -HEARTLAND-FILES\W013473.dwg

Board of Adjustment **3.**

Meeting Date: 01/13/2026

Initiator: Maxine Slusser, Planning Admin I

AGENDA ITEM TITLE:

Hold a public hearing and consider approval of a variance regarding the minimum lot size for development for the property located at 1149 Cherry Street or take other necessary action.

LEGAL DESCRIPTION:

The North 50 feet of Lot 3 in Block 24 in Martin Miller Reid Addition to the City of Muskogee, according to the official plat thereof, Muskogee County, State of Oklahoma.

BACKGROUND:

The application was submitted by the property owner in order to request allowance of development on a lot smaller than the minimum lot size. The owner has plans to develop the parcel residentially in order to accommodate her disability. Below is an excerpt as to why she would like to develop this property:

"My feet, legs and shoulders are my disability. I had numerous surgeries on all of them. Because of all these surgeries I now have other issues that prevent me from getting around well. My feet are now over flat and my ankles don't move this prevents me from being able to wear shoes. I can only wear slippers. The place where I live parking lot floods every time it rains and all the way to my door. The water comes from the road and all sides of driveway! I have to keep all debris out of the only drain, on the other side of my car is clean and clear. So the water will drain and dry! I need a place I can access easily and safely to my car."

The submitted site plan does meet the setback requirements.

RECOMMENDED STAFF ACTION:

Approve the variance request.

Fiscal Impact

Attachments

Staff Report

Site Plan

Zoning Map

MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Planning & Community Development Staff Report

Agenda Item Title:
Hold a public hearing and consider approval of a variance regarding the minimum lot size for development for the property located at 1149 Cherry Street or take other necessary action. (Sarah Winkle)

Meeting Information:
City of Muskogee Board of Adjustment
November 11, 2025 at 2:00 P.M.
City of Muskogee City Hall, 229 W Okmulgee Ave., 3rd Floor Council Chambers

Legal Description:
The North 50 feet of Lot 3 in Block 24 in Martin Miller Reid Addition to the City of Muskogee, according to the official plat thereof, Muskogee County, State of Oklahoma.
Background:

Planning Department Analysis

- Current Zoning & Use: R-1, Vacant Lot
- Proposed Zoning & Use: No change; No change
- Quarter Section, Range, Township: SW24-18E-15N
- Street Address: 1149 Cherry Street, Muskogee, OK

Discussion: The application was submitted by the property owner in order to request allowance of development on a lot smaller than the minimum lot size. The owner has plans to develop the parcel residentially in order to accommodate her disability. Below is an excerpt as to why she would like to develop this property:

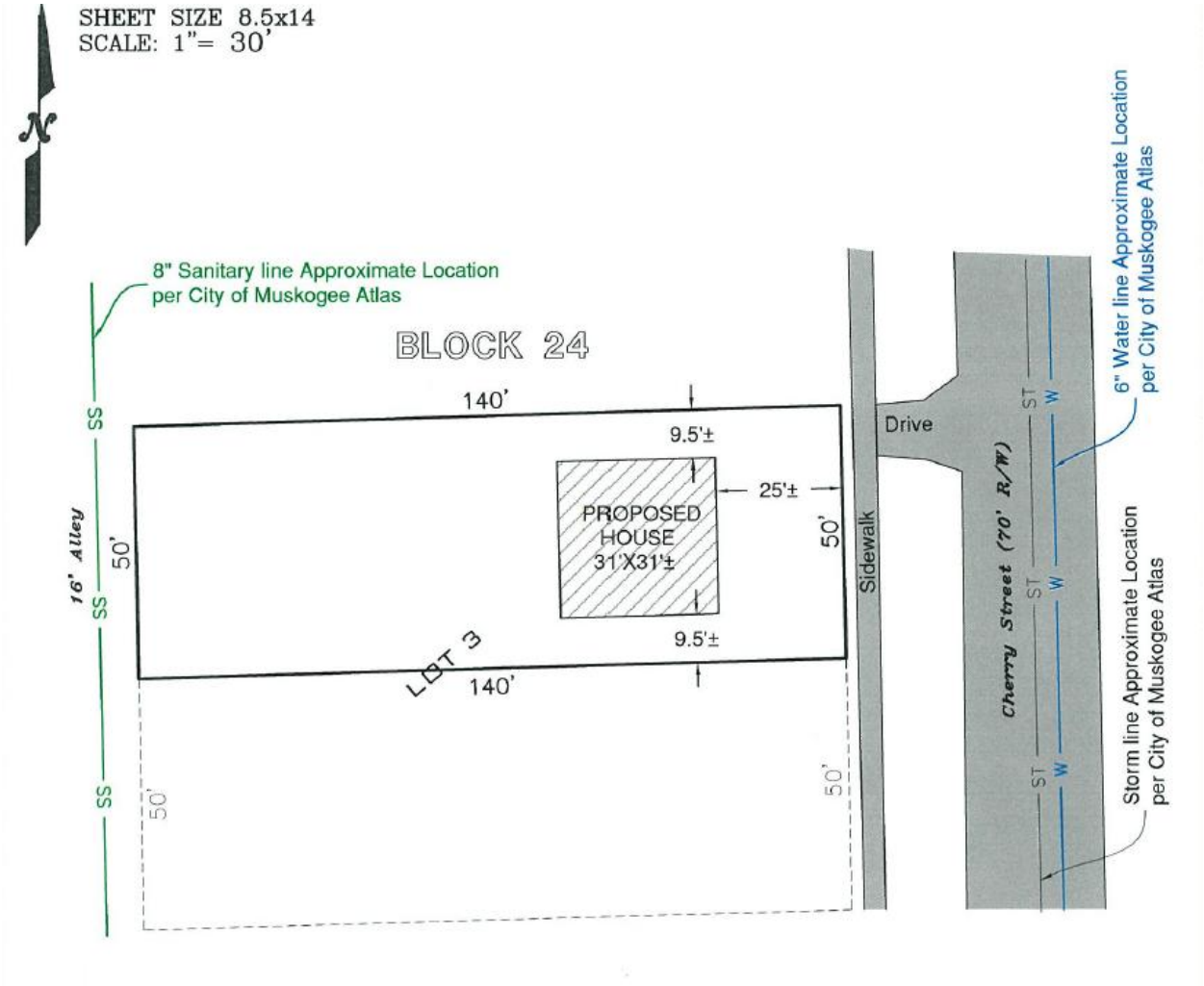
"My feet, legs and shoulders are my disability. I had numerous surgeries on all of them. Because of all these surgeries I now have other issues that prevent me from getting around well. My feet are now over flat and my ankles don't move this prevents me from being able to wear shoes. I can only wear slippers. The place where I live parking lot floods every time it rains and all the way to my door. The water comes from the road and all sides of driveway! I have to keep all debris out of the only drain, on the other side of my car is clean and clear. So the water will drain and dry! I need a place I can access easily and safely to my car."

The submitted site plan does meet the setback requirements.

RECOMMENDATION: Approve the variance request.

MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232



City of Muskogee Zoning Map



10/22/2025

Qtr Sect Areas

Zoning Districts

R-1

R-4

C-1

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

30cm Resolution Metadata

1:1,128

0 0.01 0.01 0.03 mi

0 0.01 0.02 0.04 km

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