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: 02/06/2026

AGENDA
MUSKOGEE BOARD OF ADJUSTMENT
FEBRUARY 10, 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 January 13, 2026, or take other necessary action.

2. Hold a Public Hearing for a special use exception regarding the occupation of a community residence on the property located at 215 South C Street, or take other necessary action. (Sarah Winkle)

3. Hold a Public Hearing for a special use exception regarding the occupation of a community residence on the property located at 441 North C Street, or take other necessary action. (Sarah Winkle)

ADJOURN

Board of Adjustment **1.**

Meeting Date: 02/10/2026

Initiator: Sarah Winkle, Director of Planning and Community Development

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AGENDA ITEM TITLE:

Consider approval of the Board of Adjustment Minutes of January 13, 2026, or take other necessary action.

LEGAL DESCRIPTION:

BACKGROUND:

Consider approval of the Board of Adjustment Minutes of January 13, 2026.

RECOMMENDED STAFF ACTION:

Approve the minutes.

Fiscal Impact

Attachments

Minutes

MINUTES

OF THE BOARD OF ADJUSTMENT
OF THE CITY OF MUSKOGEE, OKLAHOMA
MET IN THE COUNCIL CHAMBERS OF CITY HALL
JANUARY 13, 2026

Members of the Board of Adjustment of the City of Muskogee, Oklahoma, met in a Regular Scheduled Meeting, on January 13, 2026, 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:	Cynthia Kennedy, Board Member; Greg Payton, Board Member; Cody Moore, Vice Chairperson; Toni Cotton, Board Member
Absent:	Betty Blackwell, Chairperson
Staff Present:	Sarah Winkle, Director of Planning; Brent Roberts, Deputy Director of Planning; Maxine Slusser, Planning Admin
Attendees:	Don Peters, 917 S 3rd, Dolly Wright, 1149 Cherry St

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

Motion was made by Board Member Cynthia Kennedy, seconded by Board Member Greg Payton that the Board of Adjustment Minutes of December 9, 2025 be approved.

AYE: Board Member Cynthia Kennedy, Board Member Greg Payton, Vice Chairperson Cody Moore, Board Member Toni Cotton

Carried - Unanimously

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.

Sarah Winkle, Director of Planning, provided a description of the property indicating that the property is 300 square feet short of the ordinance requirement of

7200 square feet. She also notated that the lot does not meet the lot width requirement by 10 feet. However, the minimum setbacks can still be met to build.

Don Peters provided a description of his plans for the lot.

Motion was made by Board Member Cynthia Kennedy, seconded by Board Member Toni Cotton that the variance regarding the minimum lot size for development for the property located at 917 South 3rd Street be approved.

AYE: Board Member Cynthia Kennedy, Board Member Greg Payton, Vice Chairperson Cody Moore, Board Member Toni Cotton

Carried - Unanimously

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.

Sarah Winkle, Director of Planning, provided a description of the property indicating that the property is 200 square feet short of the ordinance requirement of 7200 square feet. She also notated that the lot does not meet the lot width requirement by 10 feet. However, the minimum setbacks can still be met to build.

Motion was made by Board Member Cynthia Kennedy, seconded by Board Member Greg Payton that the variance regarding the minimum lot size for development for the property located at 1149 Cherry Street be approved.

AYE: Board Member Cynthia Kennedy, Board Member Greg Payton, Vice Chairperson Cody Moore, Board Member Toni Cotton

Carried - Unanimously

There being no further business, the meeting adjourned.

MAXINE SLUSSER, PLANNING ADMIN

BETTY BLACKWELL, CHAIRPERSON

Board of Adjustment **2.**

Meeting Date: 02/10/2026

Initiator: Sarah Winkle, Director of Planning and Community Development

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AGENDA ITEM TITLE:

Hold a Public Hearing for a special use exception regarding the occupation of a community residence on the property located at 215 South C Street, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

The West 60'S1/2 Lot 7 Block 382 of the City of Muskogee, Muskogee County, Oklahoma according to the official plat thereof.

BACKGROUND:

The application was submitted on behalf of the property owner. According to the code of ordinances, the use of a residential structure for a community residence is conditionally permitted with the approval of a special exception request.

The goal of the applicant in providing group homes, is to allow individuals a home with a family-like setting. The applicant has trained staff to help individuals with developmental disabilities with life skills such as medicine taking, cleaning, cooking, as well as other necessary life skills. The group homes they currently own have a congregated setting with 24 hour per day supervision.

Planning Department Analysis

- Current Zoning & Use: R-2, Residential Use
- Proposed Zoning & Use: No change; no change
- Quarter Section, Range, Township: SE26-15E-18N
- Street Address: 215 South C Street, Muskogee, OK

RECOMMENDED STAFF ACTION:

Approve the special use exception.

Fiscal Impact

Attachments

Staff Report

Zoning Map

Letter

Floor Plan

MUSKOGEE
Planning Department

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

Planning & Community Development Staff Report

Agenda Item Title:
Hold a Public Hearing for a special use exception regarding the occupation of a community residence on the property located at 215 South C Street, or take other necessary action. (Sarah Winkle)

Meeting Information:
City of Muskogee Board of Adjustment
Tuesday, February 10, 2026 at 2:00 P.M.
City of Muskogee City Hall, 229 W Okmulgee Ave., 3rd Floor Council Chambers

Legal Description:
The West 60'S1/2 Lot 7 Block 382 of the City of Muskogee, Muskogee County, Oklahoma according to the official plat thereof

Background:

Planning Department Analysis

- Current Zoning & Use: R-2, Residential Use
- Proposed Zoning & Use: No change; no change
- Quarter Section, Range, Township: SE26-15E-18N
- Street Address: 215 South C Street, Muskogee, OK

Discussion: The application was submitted on behalf of the property owner. The goal of the applicant in providing group homes, is to allow individuals a home with a family-like setting. The applicant has trained staff to help individuals with developmental disabilities with life skills such as medicine taking, cleaning, cooking, as well as other necessary life skills. The group homes they currently own have a congregated setting with 24 hour per day supervision. According to the code of ordinances the use of a residential structure for a community residence is conditionally permitted granted the approval of a special exception request.

MUSKOGEE
Planning Department

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

RECOMMENDATION: Approve the special use exception request.

City of Muskogee Zoning Map



City of Muskogee Zoning Map



1/22/2026

Qtr Sect Areas

Zoning Districts

R-2

R-4

C-2

C-3

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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Sheltered Work Activity Program
INCOR
920 N. 43rd St. E. in Muskogee
PO Box 622, Muskogee, OK 74402
Non-profit provider of services for individuals with developmental disabilities.
main: 918.683.8162 toll free: 888.462.6765

Sheltered Work Activity Program, Inc. dba INCOR is a non-profit agency providing services to individuals with developmental disabilities. The property owner, INCOR TWO, Inc. is a subsidiary of Sheltered Work Activity Program, Inc. dba INCOR.

At INCOR, we believe every individual deserves a safe, supportive place to call home. Our residential programs are designed to provide stability, life-skills development, and compassionate care in a family-like setting. We are committed to integrating our homes into the community in a way that promotes dignity, independence, and belonging for the people we serve.

The INCOR residence located at **215 S. C Street, Muskogee, Oklahoma** is a six-bedroom single-family home in which each roommate has their own private bedroom. The property includes a shared kitchen, living room, and communal spaces that foster connection and daily living skills in a supportive, home-like atmosphere. Services provided are non-medical, non-institutional, and are focused solely on residential living and daily support.

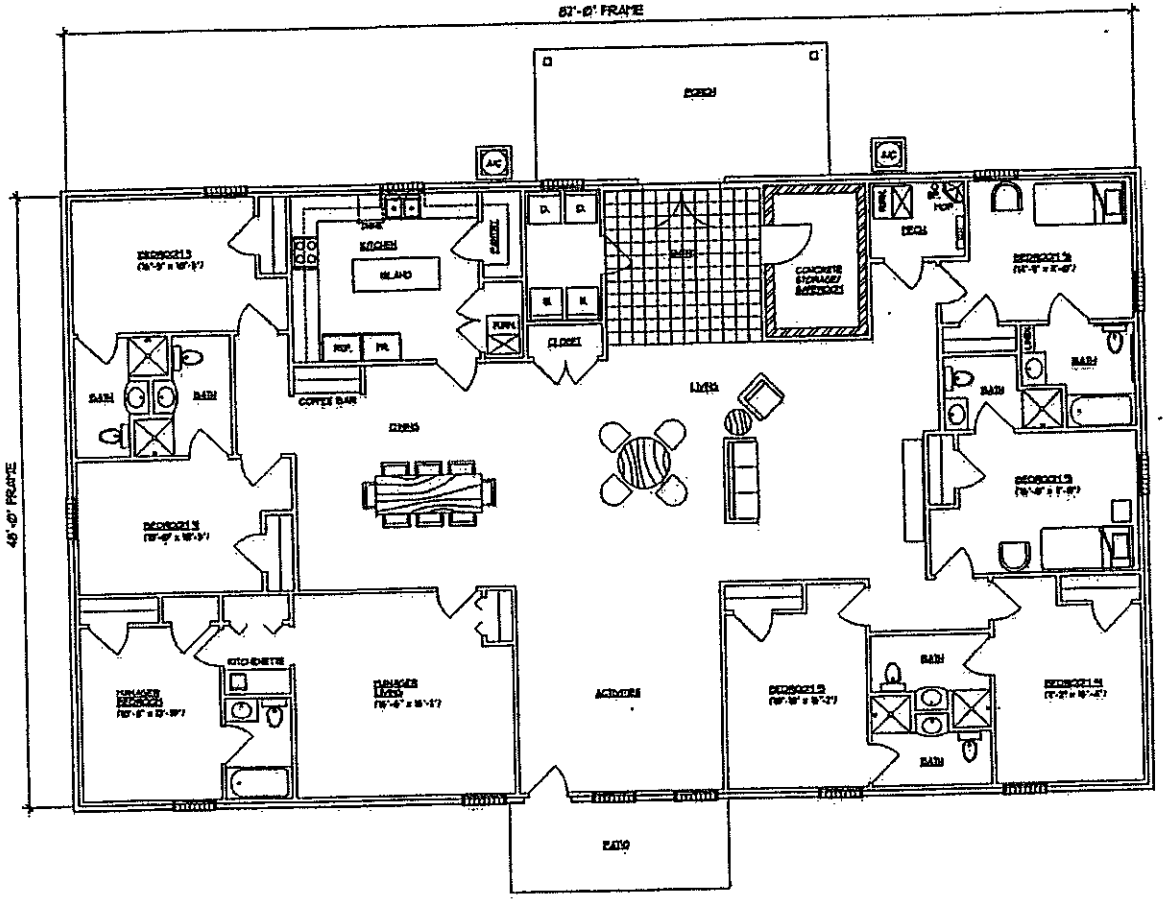
We respectfully request approval of a **Special Use Exception** to formally recognize this location as a **residential home** rather than a commercial facility. The current commercial designation is not reflective of the home's actual use and creates unnecessary hardship, including increased utility costs and classification concerns not aligned with the services offered. Granting this exception will ensure the property is classified according to its true use: a residence where individuals live as roommates in a stable, community-based home.

This home operates quietly within the neighborhood, does not generate commercial traffic, and maintains appropriate staffing to ensure safety, privacy, and respect for all residents and neighbors. INCOR is committed to compliance with all city requirements, safety standards, and reasonable conditions the City of Muskogee may place on this request.

We appreciate your consideration and welcome the opportunity to provide additional information, answer any questions, or participate in any required hearings or review processes.

Best regards,

Dana Fout
Administration Director



OPTION #1 C

(3,936 S.F. OVER FRAME)
(4,045 S.F. OVER VENEER)

Board of Adjustment **3.**

Meeting Date: 02/10/2026

Initiator: Sarah Winkle, Director of Planning and Community Development

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AGENDA ITEM TITLE:

Hold a Public Hearing for a special use exception regarding the occupation of a community residence on the property located at 441 North C Street, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

The South 63 feet of Lot 12 and all of Lot 11 in Block 32 of the City of Muskogee, Muskogee County, Oklahoma, according to the official plat thereof

BACKGROUND:

The application was submitted on behalf of the property owner. The INCOR residence, located at 441 N. C Street, Muskogee, Oklahoma, is a six-bedroom single-family home in which each roommate has their own private bedroom. The property includes a shared kitchen, living room, and communal spaces that foster connection and daily living skills in a supportive, home-like atmosphere. Services provided are non-medical, non-institutional, and are focused solely on residential living and daily support. According to the code of ordinances, the use of a residential structure for a community residence is conditionally permitted with the approval of a special exception request.

Planning Department Analysis

- Current Zoning & Use: R-4, Industrial use
- Proposed Zoning & Use: No change; no change
- Quarter Section, Range, Township: NE26-15E-18N
- Street Address: 441 North C Street, Muskogee, OK

RECOMMENDED STAFF ACTION:

Approve the special use exception.

Fiscal Impact

Attachments

Staff Report
Floor Plan
Zoning Map
Letter

MUSKOGEE
Planning Department

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

Planning & Community Development Staff Report

Agenda Item Title:
Hold a Public Hearing for a special use exception regarding the occupation of a community residence on the property located at 441 North C Street, or take other necessary action. (Sarah Winkle)

Meeting Information:
City of Muskogee Board of Adjustment
Tuesday, February 10, 2026 at 2:00 P.M.
City of Muskogee City Hall, 229 W Okmulgee Ave., 3rd Floor Council Chambers

Legal Description:
The South 63 feet of Lot 12 and all of Lot 11 in Block 32 of the City of Muskogee, Muskogee County, Oklahoma, according to the official plat thereof

Background:

Planning Department Analysis

- Current Zoning & Use: R-4, Industrial use
- Proposed Zoning & Use: No change; no change
- Quarter Section, Range, Township: NE26-15E-18N
- Street Address: 441 North C Street, Muskogee, OK

Discussion: The application was submitted on behalf of the property owner. The INCOR residence located at 441 N. C Street, Muskogee, Oklahoma is a six-bedroom single-family home in which each roommate has their own private bedroom. The property includes a shared kitchen, living room, and communal spaces that foster connection and daily living skills in a supportive, home-like atmosphere. Services provided are non-medical, non-institutional, and are focused solely on residential living and daily support. According to the code of ordinances the use of a residential structure for a community residence is conditionally permitted with the approval of a special exception request.

RECOMMENDATION: Approve the special use exception request.

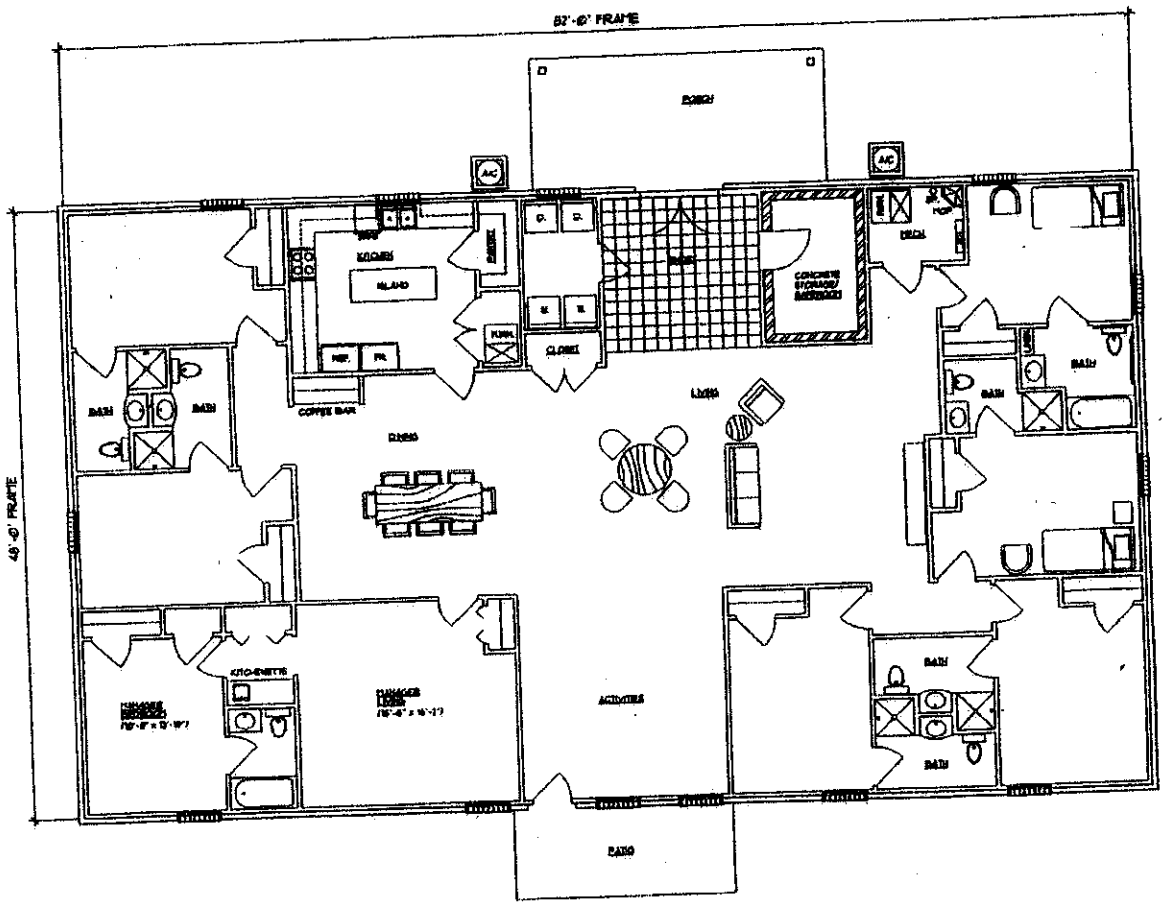
MUSKOGEE
Planning Department

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

City of Muskogee Zoning Map



441 North "C" Street



OPTION #1 C

(3,936 S.F. OVER FRAME)

(4,045 S.F. OVER VENEER)

City of Muskogee Zoning Map



1/23/2026

Qtr Sect Areas

Zoning Districts

R-4

C-2

C-3

CBD

I-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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The INCOR residence located at **441 N. C Street, Muskogee, Oklahoma** is a six-bedroom single-family home in which each roommate has their own private bedroom. The property includes a shared kitchen, living room, and communal spaces that foster connection and daily living skills in a supportive, home-like atmosphere. Services provided are non-medical, non-institutional, and are focused solely on residential living and daily support.

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Dana Fout
Administration Director