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: 04/08/2026

AGENDA
MUSKOGEE BOARD OF ADJUSTMENT
APRIL 14, 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 February 10, 2026, or take other necessary action. (Sarah Winkle)

2. Hold a Public Hearing for a variance regarding the construction of an accessory structure on the property located at 2410 Arline Avenue, or take other necessary action. (Sarah Winkle)

ADJOURN

Board of Adjustment **1.**

Meeting Date: 04/14/2026

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 February 10, 2026, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

BACKGROUND:

Consider approval of the Board of Adjustment Minutes of February 10, 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
FEBRUARY 10, 2026

Members of the Board of Adjustment of the City of Muskogee, Oklahoma, met in a Regular Scheduled Meeting, on February 10, 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; Betty Blackwell, Chairperson; Greg Payton, Board Member; Cody Moore, Vice Chairperson
Absent:	Toni Cotton, Board Member
Staff Present:	Sarah Winkle, Director of Planning; Brent Roberts, Deputy Director of Planning; Maxine Slusser, Planning Admin
Attendees:	Dana Fout, 215 S C and 411 N C, Marilyn Smith, 215 S C and 411 N C

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

AYE: Board Member Cynthia Kennedy, Chairperson Betty Blackwell, Board Member Greg Payton, Vice Chairperson Cody Moore

Carried - Unanimously

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)

Dana Fout, Incor Representative, was available to answer questions from the Board of Adjustment members and the community.

Motion was made by Board Member Cynthia Kennedy, seconded by Board Member Greg Payton that the special use exception regarding the occupation of a community residence on the property located at 215 South C Street be approved.

AYE: Board Member Cynthia Kennedy, Chairperson Betty Blackwell, Board Member Greg Payton, Vice Chairperson Cody Moore

Carried - Unanimously

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)

Dana Fout, Incor Representative, was available to answer questions from the Board of Adjustment members and the community.

Motion was made by Board Member Cynthia Kennedy, seconded by Board Member Greg Payton that the special use exception regarding the occupation of a community residence on the property located at 441 North C Street be approved.

AYE: Board Member Cynthia Kennedy, Chairperson Betty Blackwell, Board Member Greg Payton, Vice Chairperson Cody Moore

Carried - Unanimously

There being no further business, the meeting adjourned.

_____

STACY ALEXANDER, CHAIRPERSON

_____

MAXINE SLUSSER, PLANNING ADMIN

Board of Adjustment **2.**

Meeting Date: 04/14/2026

Initiator: Sarah Winkle, Director of Planning and Community Development

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AGENDA ITEM TITLE:

Hold a Public Hearing for a variance regarding the construction of an accessory structure on the property located at 2410 Arline Avenue, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

The East 49 feet of the West 98 feet in Lot 4 and the West 49 feet in Lot 4 in Block 2 of Jefferson Highway Addition to the City of Muskogee, according to the officia1 plat thereof, Muskogee County, State of Oklahoma.
AND
Lot 7 in Block l of Kinneys Addition to the City of Muskogee, according to the official plat thereof, Muskogee County, State of Oklahoma.

BACKGROUND:

The applicant is requesting a variance of the property located at 2410 Arline for the purpose of the construction of an accessory structure that exceeds the permitted size under the current ordinance.

Justification from the applicant:

The primary justification for this request is based on the size and age of the existing home. The residence is an older home with a smaller overall square footage compared to modern homes being constructed today. Because the ordinance limits accessory structures to 40% of the home's square footage, the allowable size under the current regulation results in a structure that is significantly smaller than what is reasonably necessary for functional use.
The proposed accessory structure is intended to serve practical purposes consistent with residential use, such as storage, equipment housing, and general property maintenance. Due to the modest size of the existing home, applying the 40% calculation does not provide sufficient square footage to reasonably accommodate these needs.
Additionally, many newer homes have substantially larger footprints, which allows for larger accessory structures under the same 40% rule. In this case, the strict application of the ordinance creates a disproportionate limitation because the home's smaller size does not reflect modern average home sizes. The requested variance would help bring the accessory structure into reasonable proportion for functional use without negatively impacting neighboring properties.
This request is not intended to alter the character of the neighborhood, but rather to allow reasonable use of the property in a manner consistent with typical residential development standards today.

RECOMMENDED STAFF ACTION:

Approve the variance.

Fiscal Impact

Attachments

Staff Report
Survey
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 for a variance regarding the construction of an accessory structure on the property located at 2410 Arline Avenue, or take other necessary action. (Sarah Winkle)

Meeting Information:
City of Muskogee Board of Adjustment
Tuesday, April 14, 2026 at 2:00 P.M.
City of Muskogee City Hall, 229 W Okmulgee Ave., 3rd Floor Council Chambers

Legal Description:
The East 49 feet of the West 98 feet in Lot 4 and the West 49 feet in Lot 4 in Block 2 of Jefferson Highway Addition to the City of Muskogee, according to the official plat thereof, Muskogee County, State of Oklahoma.
AND
Lot 7 in Block l of Kinneys 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, Residential Use
- Proposed Zoning & Use: No change; no change
- Quarter Section, Range, Township: NE28-15E-18N
- Street Address: 2410 Arline Avenue, Muskogee, OK

Discussion: The applicant is requesting a variance of the property located at 2410 Arline for the purpose of the construction of an accessory structure that exceeds the permitted size under the current ordinance.

Justification from the applicant:
The primary justification for this request is based on the size and age of the existing home. The residence is an older home with a smaller overall square footage compared to modern homes being constructed today. Because the ordinance limits accessory structures to 40% of the home's square footage,

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

the allowable size under the current regulation results in a structure that is significantly smaller than what is reasonably necessary for functional use.

The proposed accessory structure is intended to serve practical purposes consistent with residential use, such as storage, equipment housing, and general property maintenance. Due to the modest size of the existing home, applying the 40% calculation does not provide sufficient square footage to reasonably accommodate these needs.

Additionally, many newer homes have substantially larger footprints, which allows for larger accessory structures under the same 40% rule. In this case, the strict application of the ordinance creates a disproportionate limitation because the home's smaller size does not reflect modern average home sizes. The requested variance would help bring the accessory structure into reasonable proportion for functional use without negatively impacting neighboring properties.

This request is not intended to alter the character of the neighborhood, but rather to allow reasonable use of the property in a manner consistent with typical residential development standards today.

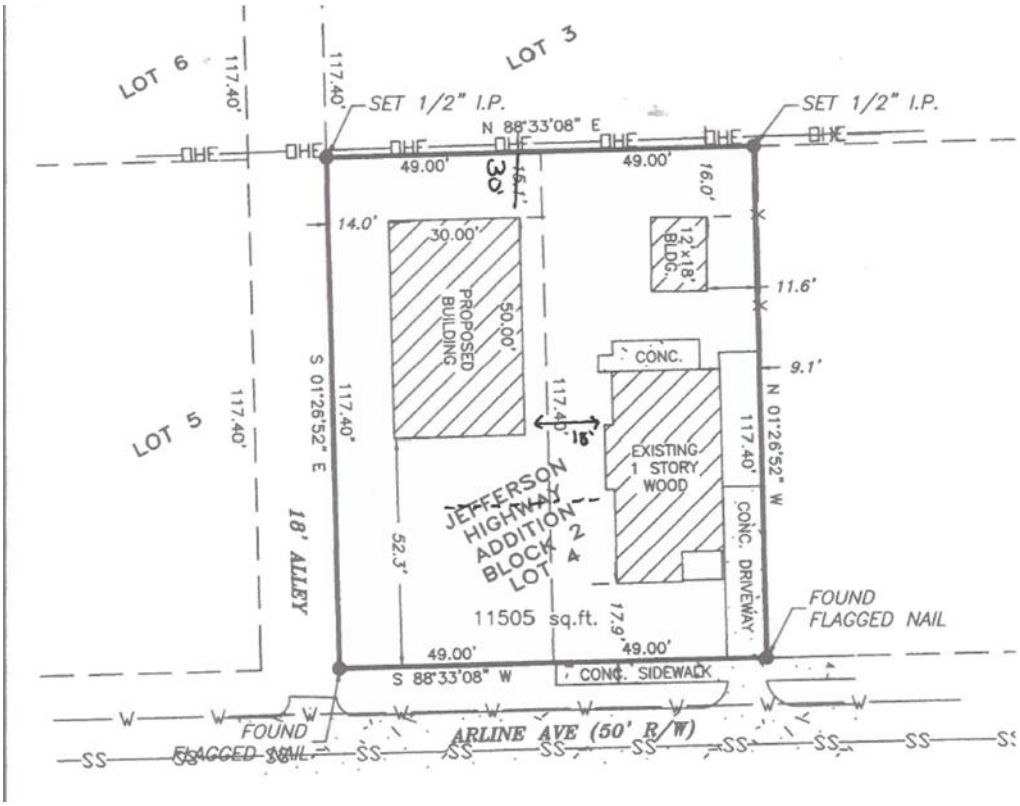
Recommendation: Approve the variance request.

MUSKOGEE
Planning Department

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

City of Muskogee Zoning Map





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



PLOT PLAN

LEGEND

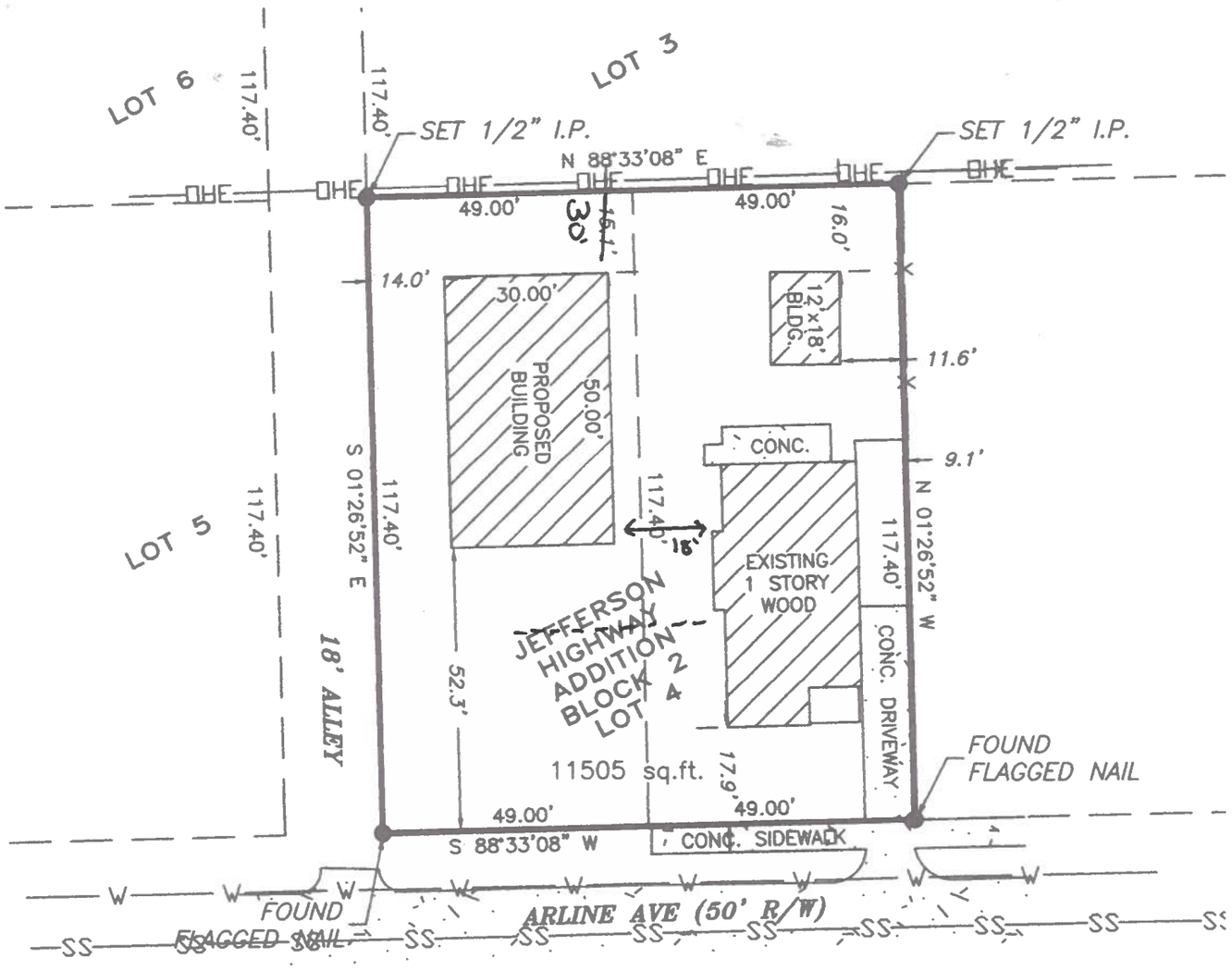
IRON PIN
FENCE
ELEVATION 100
SECTION LINE
EASEMENT LINE
ELECTRIC LINE E
WATER LINE W
TELEPHONE LINE T
GAS LINE G
SANITARY SEWER SS

SCALE 1"=30'

BASIS OF BEARING
SOUTH LINE OF BLOCK 2
BEING S 88°33'08" W

R E
T
N

SECTION
COUNTY MUSKOGEE



LEGAL DESCRIPTION
THE WEST 98 FEET IN LOT 4 IN BLOCK 2 OF JEFFERSON HIGHWAY ADDITION TO THE CITY OF MUSKOGEE, ACCORDING TO THE OFFICIAL PLAT THEREOF, MUSKOGEE COUNTY, STATE OF OKLAHOMA.

REGISTERED LAND SURVEYOR
LYNN COFFMAN
L.S. 1121
2-17-26
OKLAHOMA

THIS PLAT OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.

REGISTERED PROFESSIONAL LAND SURVEYOR LS#1121

DATE OF LAST SITE VISIT 2-17-2026 W.O.# 26-003

Client: Kevin Green
Address: 2410 Arline Ave
Muskogee, OK 74401

COFFMAN SURVEYING
218 EASTSIDE BLVD.
MUSKOGEE, OK 74403
(918)-682-6144
L.S.# 1121 C.A. #2100

City of Muskogee Zoning Map



2/24/2026

Qtr Sect Areas

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

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