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: 06/05/2026

AGENDA
MUSKOGEE BOARD OF ADJUSTMENT
JUNE 9, 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 May 12, 2026, or take other necessary action. (Sarah Winkle)

2. Hold a Public Hearing to approve a variance to the lot size and width of the property located at 2129 Columbus Avenue allowing for development, or take other necessary action. (Sarah Winkle)

ADJOURN

Board of Adjustment **1.**

Meeting Date: 06/09/2026

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 May 12, 2026, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

BACKGROUND:

Consider approval of the Board of Adjustment Minutes of May 12, 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
MAY 12, 2026

Members of the Board of Adjustment of the City of Muskogee, Oklahoma, met in a Regular Scheduled Meeting, on May 12, 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; Russell Sain, Board Member
Absent:	Betty Blackwell, Chairperson
Staff Present:	Sarah Winkle, Director of Planning; Brent Roberts, Deputy Director of Planning; Maxine Slusser, Planning Admin
Attendees:	Cammi Valdez, 531 N 13th St, Sarah Valdez, 531 N 13th St, Kevin Green, 2410 Arline, Charles Crawford, 532 N 13th St

1 Hold a Public Hearing for a special use exception regarding the operation of a Bed & Breakfast on the property located at 531 N 13th St, or take other necessary action. (Sarah Winkle)

Sarah Winkle, Director of Planning, provided a description of the request, read the applicant's justification for the request, and presented a letter from Michael James, and Annette Morrison detailing their reasons for opposition to the request.

Charles Crawford, neighboring property owner, detailed his opposition to the request including concerns regarding parking and that the property does not meet the requirements set forth in Zoning code regarding the number of bathrooms per rentable room.

Cynthia Kennedy, Board Member, asked Cammi Valdez, applicant and property owner, how many guests would be allowed to rent rooms at a time. Cammi stated that they would limit the rental to one room to ensure that enough bathrooms were available for the bathroom to bedroom ratio.

Cynthia Kennedy, Board Member, asked Sarah Winkle if there were any other properties in the area with a special use exception for a Bed & Breakfast. Sarah replied that there is one owned by Charles Crawford in the same neighborhood.

Cody Moore, Vice Chair, and Greg Payton, Board Member, asked Sarah Winkle if the review process for safety and adherence to code would still be followed if approval was given

by the Board. Sarah indicated that the property would still go through a rigorous process in order to ensure the property operates in a safe manner and in accordance with all applicable Code requirements if approval was granted by the Board.

Cody Moore, Vice Chair, asked if all of the parking would be located on the rear of the property and to clarify if there would be any on-street parking. Cammi Valdez, applicant and property owner, stated that all parking would be in the rear and there were also 2 additional spots for the full-time owner inside the carriage house in the rear of the property.

Motion was made by Board Member Cynthia Kennedy, seconded by Board Member Russell Sain that the special use exception regarding the operation of a Bed & Breakfast on the property located at 531 N 13th St be approved, with the condition that the property will not allow more than 1 room housing 2 guests to be rented at a time, and that the property must meet all other criteria necessary to safely operate and meet the requirements set forth in Code.

AYE: Board Member Cynthia Kennedy, Board Member Greg Payton, Vice Chairperson Cody Moore, Board Member Russell Sain

Carried - Unanimously

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)

Cynthia Kennedy, Board Member, asked what the size of the building would be. Sarah Winkle, Director of Planning, provided a picture of the applicant's survey indicating the building would be 30' by 50'.

Russell Sain, Board Member, asked what the applicant's plans were for the use of the building. Kevin Green, applicant and property owner, stated that it would be for personal use, mostly for storage of his personal cars.

Motion was made by Vice Chairperson Cody Moore, seconded by Board Member Cynthia Kennedy that the variance regarding the construction of an accessory structure on the property located at 2410 Arline Avenue be approved.

AYE: Board Member Cynthia Kennedy, Board Member Greg Payton, Vice Chairperson Cody Moore, Board Member Russell Sain

Carried - Unanimously

There being no further business, the meeting adjourned.

_____ _____

Maxine Slusser, Planning Admin Betty Blackwell, Chairperson

Board of Adjustment **2.**

Meeting Date: 06/09/2026

Initiator: Sarah Winkle, Director of Planning and Community Development

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AGENDA ITEM TITLE:

Hold a Public Hearing to approve a variance to the lot size and width of the property located at 2129 Columbus Avenue allowing for development, or take other necessary action. (Sarah Winkle)

LEGAL DESCRIPTION:

TRACT 2: LOT 7 LESS THE WEST 5 FEET OF THE SOUTH 42 FEET IN BLOCK 2 AND NORTH ½ ADJACENT VACATED ALLEY IN HIGGINS ADDITION TO THE CITY OF' MUSKOGEE, ACCORDING TO THE OFFICIAL PLAT THEROF, MUSKOGEE COUNTY, STATE OF OKLAHOMA

BACKGROUND:

The applicant is requesting a variance of the property located at 2129 Columbus Avenue. The purpose of this request is to be able to construct residential development on a lot with a smaller lot width and square footage than what is allowable.

The following section answers the four questions that satisfy State Statute 11O.S. 44-107:
Hardship: The size and dimensions of this lot hinders the property owner from developing on the identified parcel residentially according to the current ordinance.
Property — Specific: The variances are specific to the property as the width and square footage are just slightly under the requirement and cannot be modified.
Do No Harm: If granted, the approval would not cause any undue harm to the public good.
Minimum necessary: The property in question is smaller than outlined and permitted under the current ordinance by 10 square feet across the width of the lot. Additionally, the lot is smaller than the buildable lot size in square footage by 270 square feet. If granted this would be the minimum necessary to alleviate the hardship.

Planning Department Analysis

- Current Zoning & Use: R-1 Single Family, Vacant
- Proposed Zoning & Use: R-1 Single Family (no change); Residential use (no change)
- Quarter Section, Range, Township: NW27-15E-18N
- Street Address: 2129 Columbus Avenue, Muskogee, OK

RECOMMENDED STAFF ACTION:

Approve the variance request.

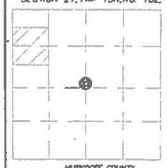
Fiscal Impact

Attachments

Survey
Staff Report
Zoning Map

LOT SPLIT SURVEY

SECTION 27, TWP 15N, RG. 18E.



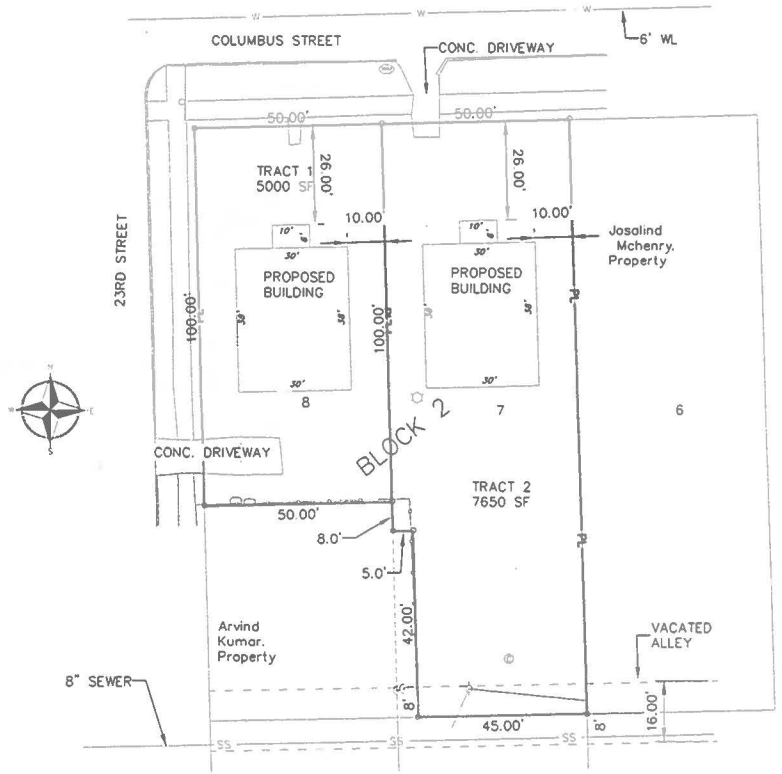
MUSKOGEE COUNTY OKLAHOMA

VICINITY MAP

I CERTIFY THAT THIS SURVEY ACCURATELY REPRESENTS THE ACTION OF THE CITY OF MUSKOGEE PLANNING AND ZONING COMMISSION TAKEN

ON_____.

PLANNING COMMISSION
CHAIRMAN_____DATE_____



LEGAL DESCRIPTION:

TRACT 1; THE NORTH 100 FEET OF LOT 8 IN BLOCK 2 IN HIGGINS ADDITION TO THE CITY OF MUSKOGEE, ACCORDING TO THE OFFICIAL PLAT THEREOF, MUSKOGEE COUNTY, STATE OF OKLAHOMA.
AND
TRACT 2; LOT 7 LESS THE WEST 5 FEET OF THE SOUTH 42 FEET IN BLOCK 2 AND NORTH ½ ADJACENT VACATED ALLEY IN HIGGINS ADDITION TO THE CITY OF MUSKOGEE, ACCORDING TO THE OFFICIAL PLAT THEROF, MUSKOGEE COUNTY, STATE OF OKLAHOMA.

SCALE 1" = 30'

BASIS OF BEARINGS NAD83 OK NORTH

LEGEND

- PROPERTY LINE
- ROAD RIGHT OF WAY LINE
- BARBED WIRE FENCE
- WOOD FENCE
- CHAINLINK FENCE
- EXISTING CORNER PIN FOUND
- IRON PIN W/CAP SET
- UTILITY POLE
- STREET LIGHT POLE
- ELEVATION BENCH MARK
- EXISTING WATER METER
- EXISTING SANITARY SEWER MANHOLE
- EXISTING ELECTRIC METER

REGISTERED LAND SURVEYOR
CHARLES W CHASTAIN
L.S. 1352
OKLAHOMA

I, CHARLES WARREN CHASTAIN, CERTIFY THAT THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING, AND THAT THE ABOVE DESCRIBED TRACT WAS SURVEYED UNDER MY DIRECT SUPERVISION

CHARLES W. CHASTAIN PLS 1352 DATE- 5-5-26

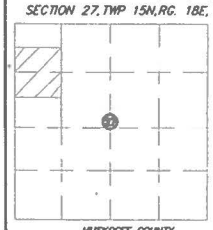
THIS SURVEY MEETS OKLAHOMA MINIMUM SURVEY STANDARDS

GLENN MATTISON

DATE OF FIELD SURVEY : 4/29/26

HOLLOWAY UPDIKE AND BELLEN
MUSKOGEE OKLAHOMA
OKLAHOMA C.A. NO. 219 PH 918 682 7811

SECTION 27, TWP 15N, RG. 18E.



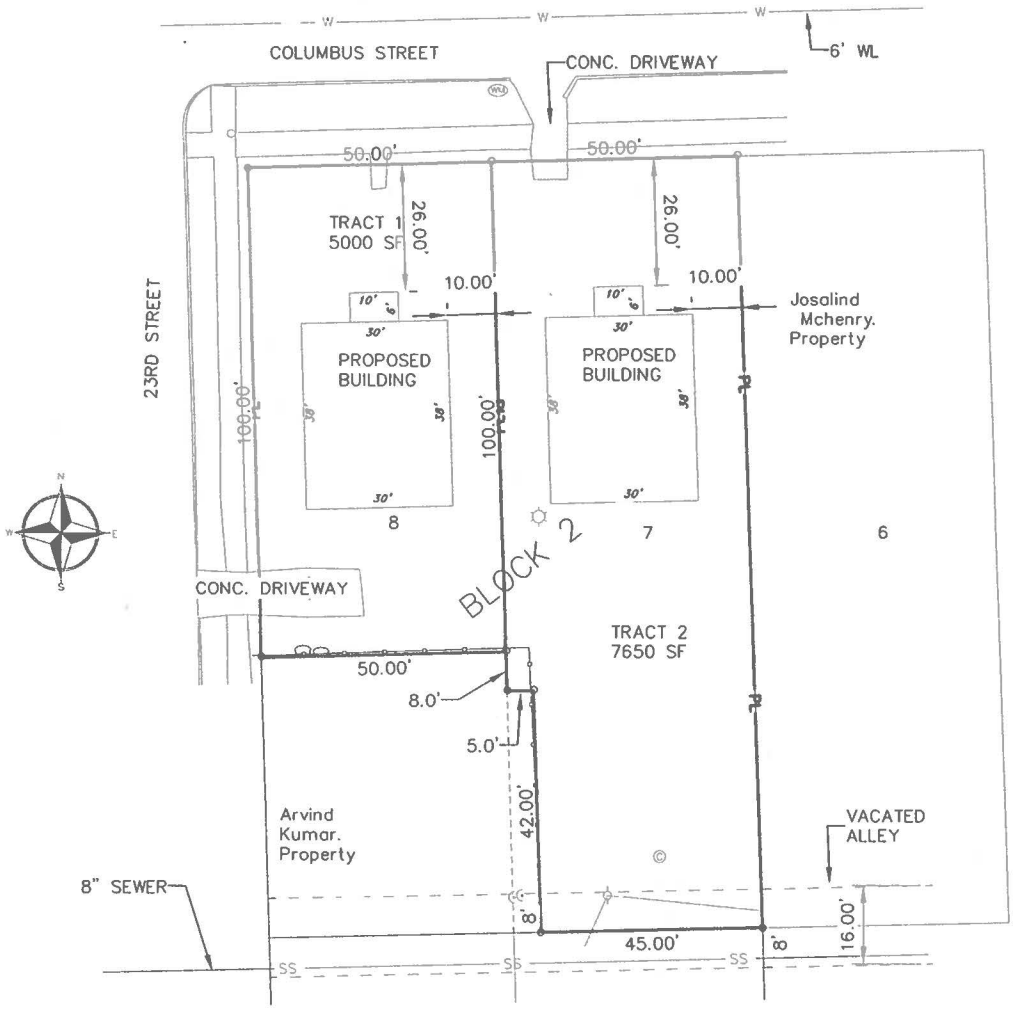
MUSKOGEE COUNTY OKLAHOMA
VICINITY MAP

LOT SPLIT SURVEY

I CERTIFY THAT THIS SURVEY ACCURATELY REPRESENTS THE ACTION OF THE CITY OF MUSKOGEE PLANNING AND ZONING COMMISSION TAKEN

ON_____.

PLANNING COMMISSION
CHAIRMAN_____DATE_____



SCALE 1" = 30'

BASIS OF BEARINGS NAD83 OK NORTH

LEGAL DESCRIPTION:

TRACT 1; THE NORTH 100 FEET OF LOT 8 IN BLOCK 2 IN HIGGINS ADDITION TO THE CITY OF MUSKOGEE, ACCORDING TO THE OFFICIAL PLAT THEREOF, MUSKOGEE COUNTY, STATE OF OKLAHOMA.
AND
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LEGEND

- PROPERTY LINE
- ROAD RIGHT OF WAY LINE
- BARBED WIRE FENCE
- WOOD FENCE
- CHAINLINK FENCE
- EXISTING CORNER PIN FOUND
- IRON PIN W/CAP SET
- UTILITY POLE
- STREET LIGHT POLE
- ELEVATION BENCH MARK
- EXISTING WATER METER
- EXISTING SANITARY SEWER MANHOLE
- EXISTING ELECTRIC METER

I, CHARLES WARREN CHASTAIN, CERTIFY THAT THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING, AND THAT THE ABOVE DESCRIBED TRACT WAS SURVEYED UNDER MY DIRECT SUPERVISION

CHARLES W. CHASTAIN PLS 1352 DATE- 5-5-26

REGISTERED LAND SURVEYOR
CHARLES W CHASTAIN
L.S. 1352
OKLAHOMA

THIS SURVEY MEETS OKLAHOMA MINIMUM SURVEY STANDARDS

GLENN MATTISON

DATE OF FIELD SURVEY : 4/29/26

HOLLOWAY UPDIKE AND BELLEN
MUSKOGEE OKLAHOMA
ENGINEERS OKLAHOMA C.A. NO. 219 PH 918 682 7811

O:\2026\26SURVEY\26SURVEY\GLENN MATTISON.dwg, 5/5/2026 2:59:12 PM

MUSKOGEE
Planning Department

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

Planning & Community Development Staff Report

Agenda Item Title:
Hold a Public Hearing to approve a variance to the lot size and width of the property located at 2129 Columbus Avenue allowing for development, or take other necessary action. (Sarah Winkle)

Meeting Information:
City of Muskogee Board of Adjustment
Tuesday, June 9, 2026 at 2:00 P.M.
City of Muskogee City Hall, 229 W Okmulgee Ave., 3rd Floor Council Chambers

Legal Description:

TRACT 2: LOT 7 LESS THE WEST 5 FEET OF THE SOUTH 42 FEET IN BLOCK 2 AND NORTH ½ ADJACENT VACATED ALLEY IN HIGGINS ADDITION TO THE CITY OF' MUSKOGEE, ACCORDING TO THE OFFICIAL PLAT THEROF, MUSKOGEE COUNTY, STATE OF OKLAHOMA

Background:
Planning Department Analysis

- Current Zoning & Use: R-1 Single Family, Vacant
- Proposed Zoning & Use: R-1 Single Family (no change); Residential use (no change)
- Quarter Section, Range, Township: NW27-15E-18N
- Street Address: 2129 Columbus Avenue, Muskogee, OK

Discussion: The applicant is requesting a variance of the property located at 2129 Columbus Avenue. The purpose of this request is to be able to construct residential development on a lot with smaller lot width and square footage.

The following section answers the four questions that satisfy State Statute 11O.S. 44-107:

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

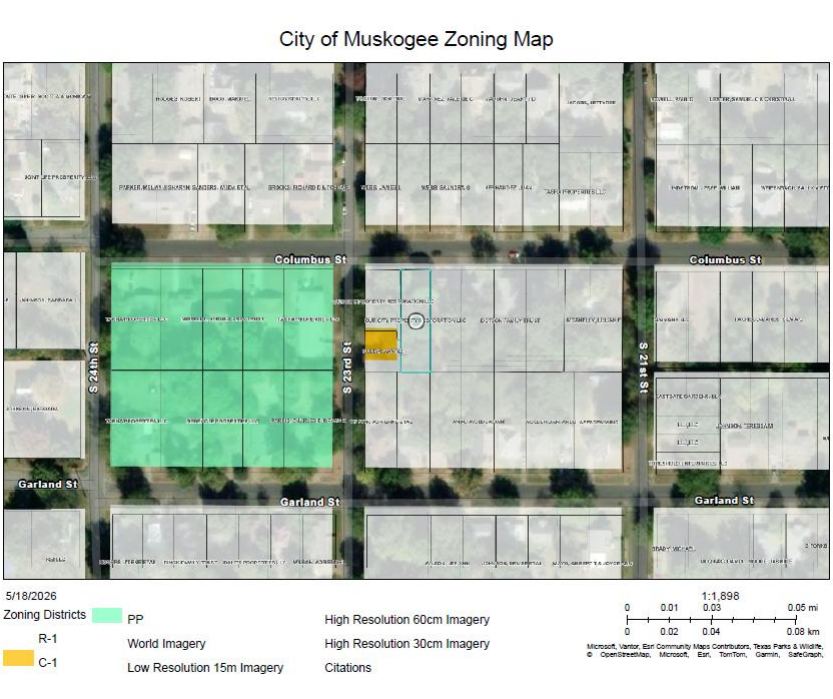
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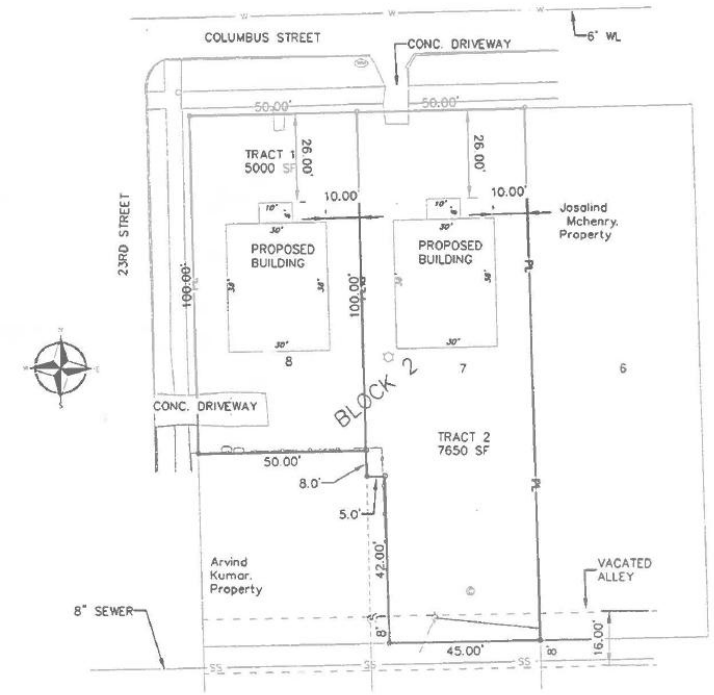
Minimum necessary: The property in question is smaller than outlined and permitted under the current ordinance by 10 square feet across the width of the lot. Additionally, the lot is smaller than the buildable lot size in square footage by 270 square feet. If granted this would be the minimum necessary to alleviate the hardship.

Recommendation: Approve the variance request.



MUSKOGEE
Planning Department

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





City of Muskogee Zoning Map



5/18/2026

Zoning Districts

R-1

C-1

PP

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

1:1,898

0 0.01 0.03 0.05 mi

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