



P.O. BOX 850
COWETA, OK 74429
PH. (918) 486-2189
FAX (918) 486-5366
www.cityofcoweta-ok.gov

**AGENDA - REGULAR MEETING
COWETA BOARD OF ADJUSTMENT
COWETA CITY HALL, 310 S. BROADWAY
MONDAY, JANUARY 20, 2025 6:00 PM**

MEETING PROCEDURE: Comments on all scheduled agenda items will be heard immediately following the presentation by staff or the petitioner. Please wait until you are recognized by the Chair and keep your comments as brief as possible. Individuals addressing the Trustees must identify themselves by name prior to making any comments. The Trust Authority will consider, discuss, and may take action on, approve, adopt, amend, reject, deny, table, or not take action on any item listed on this agenda after comments from staff and the Trust Authority have been heard.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Joanna Jones ____ Kristi Rentie ____ Jessica Mugg ____ Briana Libey ____ Vacant ____

IV. CONSENT

(All matters under the “Consent Calendar” are considered by the Board to be routine and will be enacted by one motion. Any Member may, however, remove an item from consent by request.)

1. **MINUTES OF REGULAR MEETING**

Approval of the minutes of the Board of Adjustment Meeting held on December 16, 2024.
Anita Lee, Community Development Administrative Assistant

V. PUBLIC HEARING(S)

1. **CBOA 25-01 - VARIANCE TO ALLOW GRAVEL PARKING BEHIND BUILDING FOR OUTDOOR CONSTRUCTION CLASS USE AND TRUCK DELIVERIES OF CONSTRUCTION MATERIALS. SECTION 12-12-4 D. INDIAN CAPITAL TECHNOLOGY CENTER, 31350 EAST STATE HIGHWAY 51**

Public Hearing to receive public comment on CBOA 25-01, requesting a Variance to allow gravel parking behind building for outdoor construction class use and truck deliveries of construction materials. Section 12-12-4 D. The location of the request is 31350 East State Highway 51.
Carolyn Back, Community Development Director

VI. ADMINISTRATION

1. **CBOA 25-01 - VARIANCE TO ALLOW GRAVEL PARKING BEHIND BUILDING FOR OUTDOOR**

**CONSTRUCTION CLASS USE AND TRUCK DELIVERIES OF CONSTRUCTION MATERIALS.
SECTION 12-12-4 D. INDIAN CAPITAL TECHNOLOGY CENTER, 31350 EAST STATE HIGHWAY
51**

Discuss and consider action on CBOA 25-01, requesting a Variance to allow gravel parking behind building for outdoor construction class use and truck deliveries of construction materials. Section 12-12-4 D. The location of the request is 31350 East State Highway 51.
Carolyn Back, Community Development Director

VII. ADJOURNMENT

IF YOU REQUIRE A SPECIAL ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE NOTIFY CITY HALL BY 9:00 A.M. ON THE DATE OF THE MEETING.



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AGENDA
CITY OF COWETA BOARD OF ADJUSTMENT
REGULAR MEETING 6:00 PM MONDAY, DECEMBER 16, 2024
COWETA CITY HALL 310 S. BROADWAY, COWETA, OK 74429

Board Members Present: Joanna Jones, Kristi Rentie, Jessica Mugg

Board Members Absent: Briana Libey

PLEDGE OF ALLEGIANCE

CALL TO ORDER

The meeting was called to order by Board Member Joanna Jones at 6:00 p.m.

ROLL CALL

Roll call taken. Board of Adjustment members were present as shown above.

CONSENT

Consideration of the minutes of the regular meeting held on November 18, 2024.

Jessica Mugg made a motion to approve the minutes, Kristi Rentie seconded the motion.

Aye: Jessica Mugg
Kristi Rentie
Joanna Jones

PUBLIC HEARINGS

Joanna Jones opens the public hearing.

1. CBOA 24-08 - SPECIAL EXCEPTION TO ALLOW RETAIL AND WHOLESALE STORAGE IN CG. SECTION 12-9B-4 A.2.W.

Public Hearing to receive public comment on CBOA 24-08, a request for a Special Exception to allow a combined retail, and up to 20,000 SF wholesale distribution storage use, in the General Commercial (CG) zoning district. Section 12-9B-4 A.2.w. The location of the property is 12055 South State Highway 51. (Carolyn Back, Community Development Director)

Comments: Comments received were regarding the size of the building and what was going to be stored inside as well as concerns about maintenance around the building.

The applicant stated he wants a permanent location to sell fireworks and that he would follow the required codes.

One comment was in favor of Mr. Scott receiving approval from the Board Members.

2. CBOA 24-09 - VARIANCE TO ALLOW EIGHT (8) METAL STORAGE CONTAINERS AND A VARIANCE TO ALLOW TEMPORARY USE OF GRAVEL THE AG ZONE. SECTION 12-5-10 C.2. AND 3.

Public Hearing to receive public comment on CBOA 24-09, a request for a Variance to allow eight (8) 8 ft x 40 ft metal storage shipping containers in the Agriculture (AG) zone district for a duration not to exceed the date of December 31, 2025; and, a Variance for the temporary placement of a gravel pad to be removed by December 31, 2025. (Section 12-5-10 C.3.) The location of the property is 12315 South 273rd East Avenue. (Carolyn Back, Community Development Director)

Comments: One comment was received asking the location of the storage containers on the applicant's property.

3. CBOA 24-10 - SPECIAL EXCEPTION TO ALLOW SINGLE-FAMILY USE TO REMAIN IN (CG). SECTION 12-16-3 F

Public Hearing to receive public comment on CBOA 24-10, A request for a Special Exception to allow for existing single-family uses to remain on General Commercial (CG) zoned properties until such time the non-conforming uses fail to comply with City of Coweta Code of Ordinances. Section 12-16-3 F. The location of the request is 210 East Pine Street. (Carolyn Back, Community Development Director)

No Comments

4. CBOA 24-11 A VARIANCE OF THE SIDE YARD SETBACK IN GENERAL COMMERCIAL (CG) DISTRICT. SECTION 12-9B-6 B.2.

Public Hearing to receive public comment on CBOA 24-11, a request for a Variance from the Side yard setback, on a corner lot, from 25-ft to 2-ft in the General Commercial (CG) District. Section 12-9B-6 B.2 The location of the request is 29618 East Highway 51. (Carolyn Back, Community Development Director)

Comments: Family that lives next to the proposed building asked for clarification as to where the dental office was to be located on the property.

The applicant explained the building orientation with parking and screening.

Joanna Jones closed the public hearing.

ADMINISTRATION

1. CBOA 24-08 - SPECIAL EXCEPTION TO ALLOW RETAIL AND WHOLESALE STORAGE IN CG. Section 12-9B-4 A.2.w.

Discuss and consider action on CBOA 24-08, a request for a Special Exception to allow a combined retail, and up to 20,000 SF wholesale distribution storage use, in the General Commercial (CG) Zoning District. (Section 12-9B-4 A.2.w.) The location of the property is 12055 South State Highway 51. (Carolyn Back, Community Development Director)

Discussion: Board Members discussed where the entrance would be and whether or not large trucks could easily get in and out of the parking lot.

MOTION:

Board Member Kristi Rentie made a motion to APPROVE the request, Jessica Mugg seconded the motion.

Aye: Kristi Rentie

Jessica Mugg
Joanna Jones

2. CBOA 24-09 - VARIANCE TO ALLOW EIGHT (8) METAL STORAGE CONTAINERS AND A VARIANCE TO ALLOW TEMPORARY USE OF GRAVEL THE AG ZONE. SECTION 12-5-10 C.2.AND 3.

Discuss and consider action on CBOA 24-09, a request for a Variance to allow eight (8) 8 ft x 40 ft metal storage shipping containers in the Agriculture (AG) Zone District for a duration not to exceed the date of December 31, 2025; and, a Variance for the temporary placement of a gravel pad to be removed by December 31, 2025. (Section 12-5-10 C.3.) The location of the property is 12315 South 273rd East Avenue. (Carolyn Back, Community Development Director)

No Comments

MOTION:

Board Member Jessica Mugg made a motion to APPROVE the request, Kristi Rentie seconded the motion.

Aye: Jessica Mugg
Kristi Rentie
Joanna Jones

3. CBOA 24-10 - SPECIAL EXCEPTION TO ALLOW SINGLE-FAMILY USE TO REMAIN IN (CG). SECTION 12-16-3 F

Discuss and consider action on CBOA 24-10, A request for a Special Exception to allow for existing single-family uses to remain on General Commercial (CG) zoned properties until such time the non-conforming uses fail to comply with City of Coweta Code of Ordinances. Section 12-16-3 F. The location of the request is 210 East Pine Street. (Carolyn Back, Community Development Director)

No Comments

MOTION:

Board Member Jessica Mugg made a motion to APPROVE the request, Kristi Rentie seconded the motion.

Aye: Jessica Mugg
Kristi Rentie
Joanna Jones

4. CBOA 24-11 A VARIANCE OF THE SIDE YARD SETBACK IN (CG). SECTION 12-9B-6 B.2.

Discuss and consider action on CBOA 24-11, a request for a Variance from the side yard setback, on a corner lot, from 25-ft to 2-ft in the General Commercial (CG) District. (Section 12-9B-6 B.2) The property is zoned General Commercial (CG). The location of the request is 29618 East Highway 51. (Carolyn Back, Community Development Director)

Discussion: Board Member Jessica Mugg asked if the Variance only pertained to Fairland Avenue, the applicant confirmed. Board Member Kristi Rentie commended the applicant for working with the family next door.

MOTION:

Board Member Kristi Rentie made a motion to APPROVE the request, Jessica Mugg seconded the motion.

Aye: Kristi Rentie
Jessica Mugg
Joanna Jones

ADJOURNMENT

The meeting was adjourned by Board Member Joanna Jones at 6:30 p.m.

X

Date: _____

Chairperson

X

Date: _____

Secretary



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Memorandum

To: Honorable Chair and Board of Adjustment Members

From: Carolyn Back, Community Development Director

Re: **CBOA 25-01 - VARIANCE TO ALLOW GRAVEL PARKING BEHIND BUILDING FOR OUTDOOR CONSTRUCTION CLASS USE AND TRUCK DELIVERIES OF CONSTRUCTION MATERIALS. SECTION 12-12-4 D. INDIAN CAPITAL TECHNOLOGY CENTER, 31350 EAST STATE HIGHWAY 51**

Date: January 20, 2025

BACKGROUND

The applicant is seeking a Variance from the unenclosed off street parking area, all-weather asphalt or concrete material parking requirement, to allow gravel use for the storage yard behind the welding and plumbing trade Building No. 5 at Indian Capital Technology Center (ICTC).

- Location: 31350 East State Highway 51.
- Legal Description: The Northwest Quarter (NW4) of the Southeast Quarter (SE4), lying South of Highway No. 51 all in Section 17, Township 17 North, Range 16 East of the Indian Base and Meridian, Wagoner County, State of Oklahoma.
- Zoning: Agriculture (AG).

This area is utilized exclusively for outdoor class activities and the delivery and storage of welding and plumbing pipe. The storage area measures 24 feet in width by 463 feet in length and wraps around the back of the building. The area is designed for material storage and is accessed infrequently, primarily for delivery of materials. Due to the limited access and the specific use of the space, a gravel surface is more practical than paving. Gravel will prove sufficient stability for the storage materials and infrequent vehicular traffic required for deliveries. Gravel should allow for sufficient water drainage away from the building. The requested variance will ensure the area remains functional and does not negatively impact the environment or surrounding properties. The City of Coweta Fire Marshal has been consulted

and supports the requested proposed gravel use behind the plumbing and welding building.

BOARD ACTION

The Board shall hold the hearing and, upon the concurring vote of three members, may grant a Variance after finding:

1. That, by reason of extraordinary or exceptional conditions or circumstances which are peculiar to the land, structure or building involved, the literal enforcement of the terms of this title would result in unnecessary hardship.
2. That such extraordinary or exceptional conditions or circumstances do not apply generally to other property in the same use district.
3. That the Variance to be granted will not cause substantial detriment to the public good or impair the purposes, spirit, and intent of this title or the comprehensive plan.
4. That the Variance, if granted, would be the minimum necessary to alleviate the necessary hardship.

Provided that the Board, in granting a Variance, shall prescribe appropriate conditions and safeguards, and may require such evidence and guarantee or bond as it may deem necessary to enforce compliance with the conditions attached.

Staff brings to the attention of the Board this particular building pad and structure is situated closely to a riparian area and does have a drop off in topography. Use of this building and this outdoor area is to be utilized for trades training for plumbing and welding. All other areas at the campus have been or will be paved according to the City of Coweta paving requirements and standards.

BOARD MOTION

The Board of Adjustment may vote to Approve, Approve with Conditions or Deny the Variance.

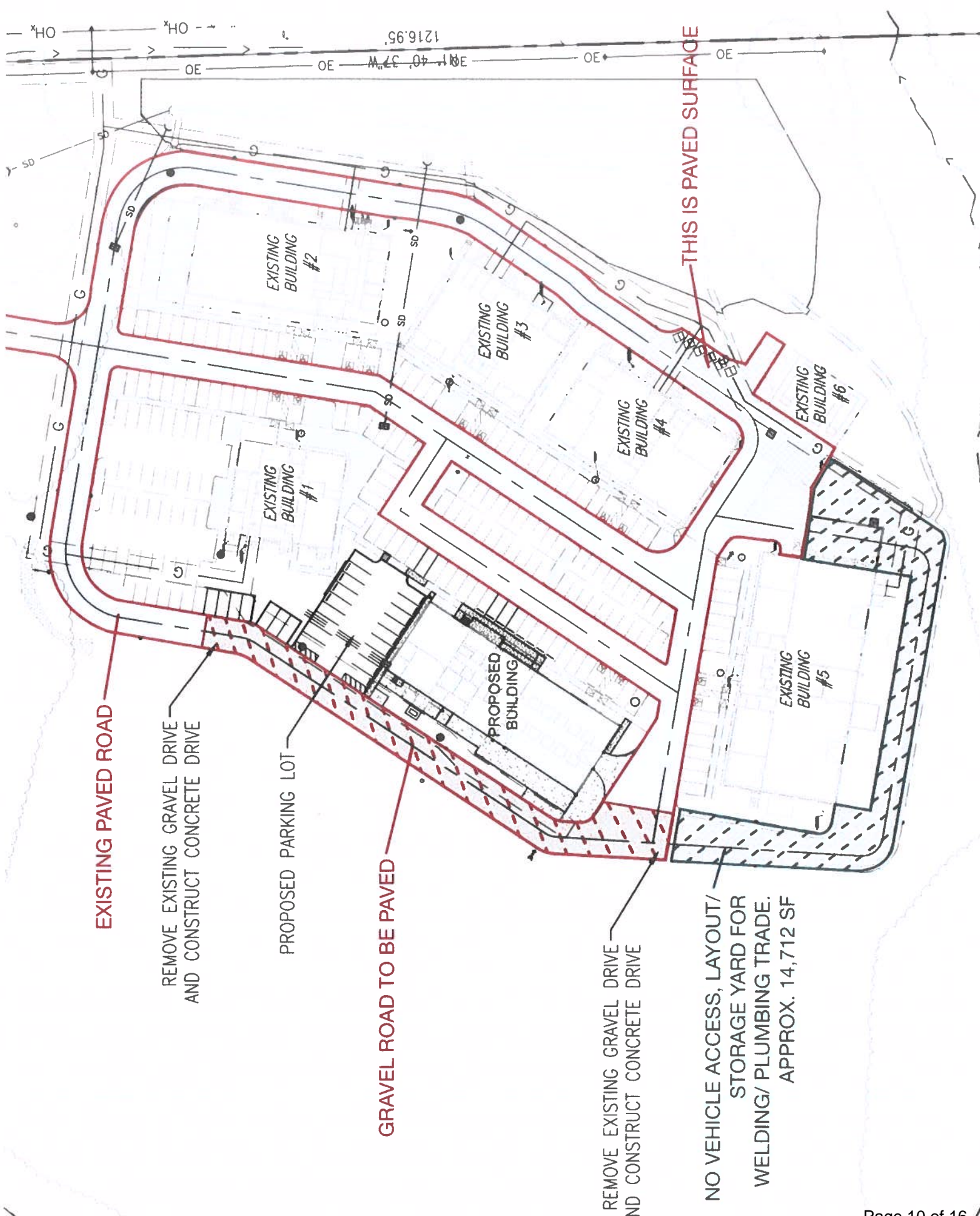
In the case of CBOA 25-01, I make a motion to _____ Variance to allow gravel parking behind building No. 5, at the Indian Capital Technology Center, for outdoor construction class use, truck deliveries, and orderly screened storage of construction materials. Section 12-12-4 D.

The concurring vote of at least three (3) members of the Board of Adjustment is required for approval per code.

STAFF RECOMMENDATION

ATTACHMENTS

1. CBOA 25-01 Site Plan
2. CBOA 25-01 LOCATION MAP
3. CBOA 25-01 AERIAL VIEW MAP
4. CBOA 25-01 ZONING MAP



EXISTING PAVED ROAD

REMOVE EXISTING GRAVEL DRIVE
AND CONSTRUCT CONCRETE DRIVE

PROPOSED PARKING LOT

GRAVEL ROAD TO BE PAVED

REMOVE EXISTING GRAVEL DRIVE
AND CONSTRUCT CONCRETE DRIVE

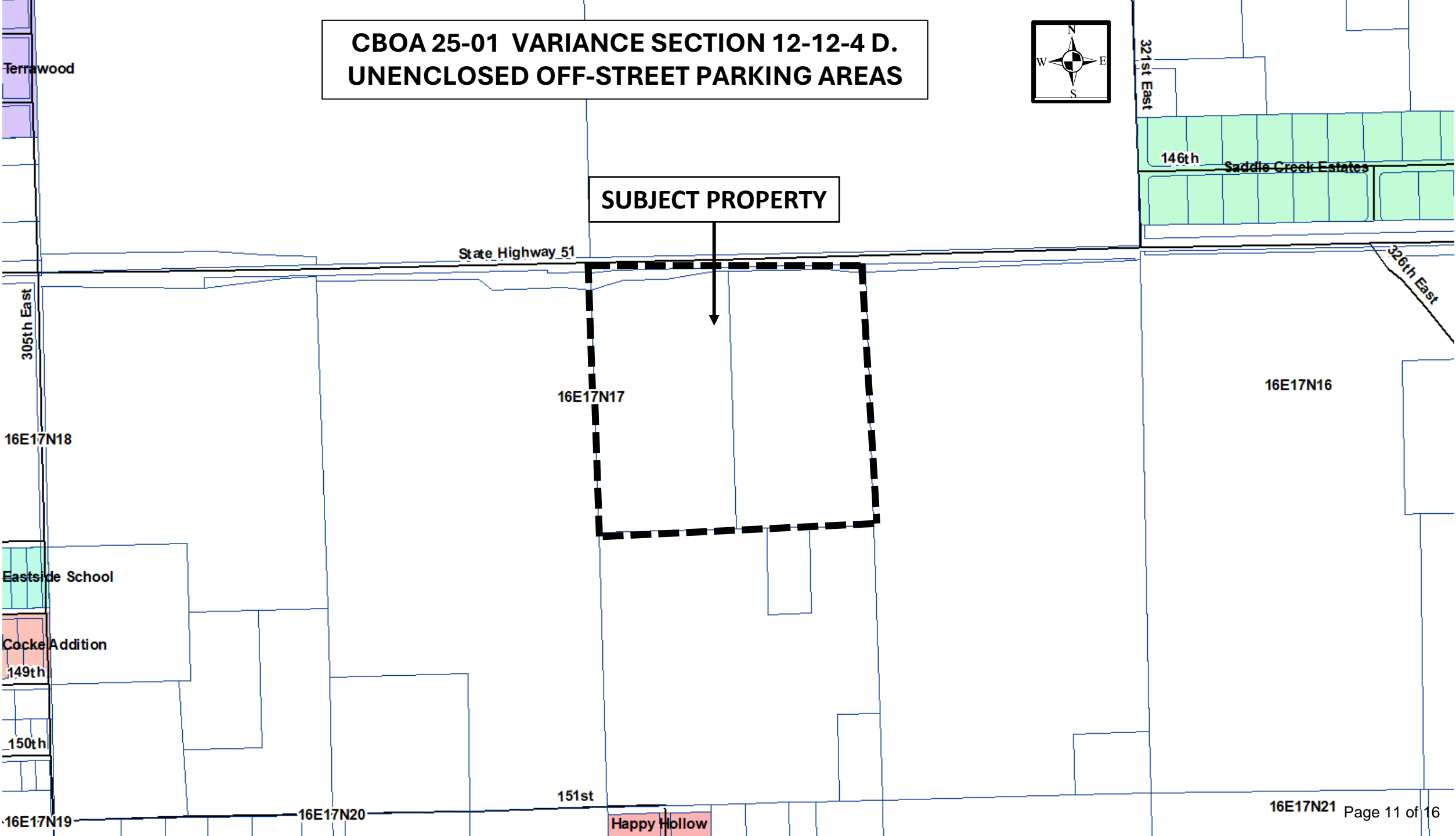
NO VEHICLE ACCESS, LAYOUT/
STORAGE YARD FOR
WELDING/ PLUMBING TRADE.
APPROX. 14,712 SF

THIS IS PAVED SURFACE

**CBOA 25-01 VARIANCE SECTION 12-12-4 D.
UNENCLOSED OFF-STREET PARKING AREAS**

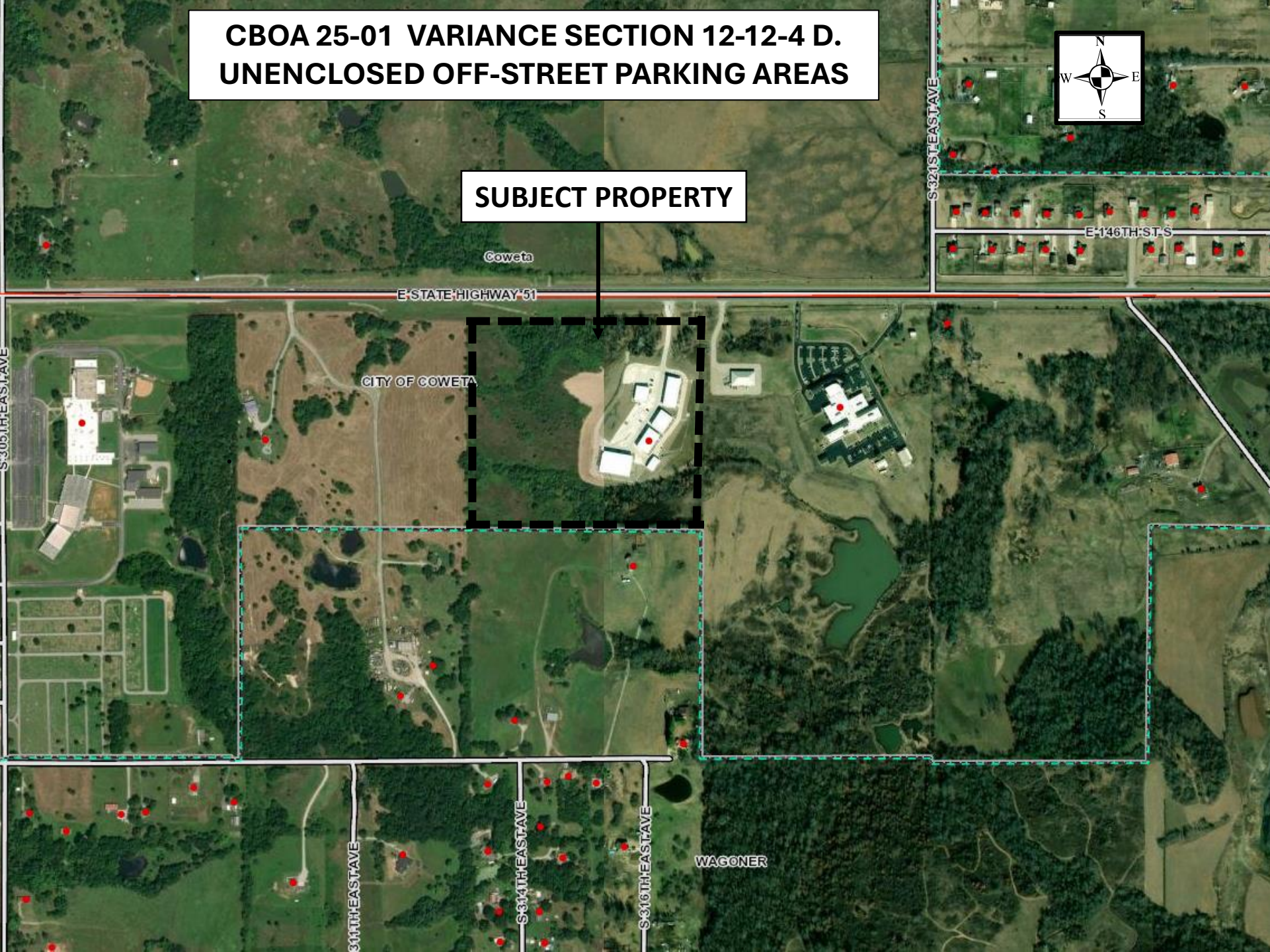


SUBJECT PROPERTY

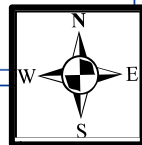


**CBOA 25-01 VARIANCE SECTION 12-12-4 D.
UNENCLOSED OFF-STREET PARKING AREAS**

SUBJECT PROPERTY



**CBOA 25-01 VARIANCE SECTION 12-12-4 D.
UNENCLOSED OFF-STREET PARKING AREAS**



SUBJECT PROPERTY



STATE HIGHWAY 51

321ST EAST

Saddle Creek Estates
146TH
RS-1

16E17N17

AG

16E17N16

326TH EAST

AG

CG

Legend

ZONE_TYPE

- AG - AGRICULTURE DISTRICT
- CG - GENERAL COMMERCIAL
- RS-1 - RESIDENTIAL SINGLE FAMILY
- RS-22.5 WAG. COUNTY ZONING

16E17N20

151ST
AG

Happy Hollow
RS-22.5

AG

16E17N21

AG



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Staff brings to the attention of the Board this particular building pad and structure is situated closely to a riparian area and does have a drop off in topography. Use of this building and this outdoor area is to be utilized for trades training for plumbing and welding. All other areas at the campus have been or will be paved according to the City of Coweta paving requirements and standards.

BOARD MOTION

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In the case of CBOA 25-01, I make a motion to _____ Variance to allow gravel parking behind building No. 5, at the Indian Capital Technology Center, for outdoor construction class use, truck deliveries, and orderly screened storage of construction materials. Section 12-12-4 D.

The concurring vote of at least three (3) members of the Board of Adjustment is required for approval per code.

STAFF RECOMMENDATION

Staff Recommends Approval.

ATTACHMENTS

None

