



P.O. BOX 850
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**AGENDA - REGULAR MEETING
COWETA BOARD OF ADJUSTMENT
COWETA CITY HALL, 310 S. BROADWAY
MONDAY, MARCH 16, 2026 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. ROLL CALL

Jessica Morris ____ Joanna Jones ____ Linda Dyer ____ Tim Alhstrom ____ Jennifer Curtis ____

III. 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 Coweta Board of Adjustment Meeting held on July 21, 2025.
[Meghan Bendabout_ Community Development Administrative Assistant]

IV. PUBLIC HEARING(S)

1. **CBOA 26-01 - A VARIANCE TO SECTION 12-7A-6 (MINIMUM YARD REQUIREMENTS) LOCATED AT 11822 S. 268TH STREET, COWETA, OKLAHOMA.**

A public hearing to receive public comment on CBOA 26-01. The applicant, Kenneth Lacy is requesting a variance to section 12-7A-6 (Minimum Yard Requirements) to the City of Coweta Zoning Code. The property location for the requested variance is 11822 S. 268th Street, Coweta, Oklahoma, legally described as Lots 30 and 31, Block 1, Timber Ridge Plaza Addition to the City of Coweta, Wagoner County, Oklahoma.
Skylar Marlow-Fuson, City Planner

V. ADMINISTRATION

1. **CBOA 26-01 - A VARIANCE TO SECTION 12-7A-6 (MINIMUM YARD REQUIREMENTS) LOCATED AT 11822 S. 268TH STREET, COWETA, OKLAHOMA.**

Discuss and consider possible action to approve, approve with conditions, or deny the request for CBOA 26-01. The applicant, Kenneth Lacy is requesting a variance to section 12-7A-6 (Minimum Yard Requirements) to the City of Coweta Zoning Code. The property location for the requested variance is 11822 S. 268th Street, Coweta, Oklahoma, legally

described as Lots 30 and 31, Block 1, Timber Ridge Plaza Addition to the City of Coweta,
Wagoner County, Oklahoma
Skylar Marlow-Fuson, City Planner

VI. ADJOURNMENT

*If you wish to speak during this meeting, please sign in before the meeting begins using the sign-up sheet located on the table near the podium. Speakers may address only those items listed on the posted agenda. All cell phones and electronic devices must be turned **off** or **set to silent** for the duration of the meeting.*

If you are a person with a disability and require an accommodation to participate, please contact the City Clerk at 918-486-2189 no later than 9:00 a.m. at least two business days prior to the meeting so arrangements can be made.



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**REGULAR MEETING - MEETING MINUTES
COWETA BOARD OF ADJUSTMENT
COWETA CITY HALL, 310 S. BROADWAY, COWETA, OKLAHOMA**

MONDAY, JULY 21, 2025, 6:00 PM

COMMISSIONERS PRESENT: Joanna Jones, Donald Veith, Linda Dyer.

COMMISSIONERS ABSENT: Jessica Morris and Kristi Rentie

I. CALL TO ORDER

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

II. Pledge of Allegiance

III. ROLL CALL

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

IV. CONSENT

1. Consideration of the minutes of the regular meeting held on January 20, 2025.
Joanna Jones makes a motion to approve the minutes. Linda Dyer seconded the motion.

Aye: Joanna Jones
Donald Veith
Linda Dyer

V. PUBLIC HEARING ITEMS

1. CBOA 25-03 OFF-SITE TEMPORARY BANNERS

Public Hearing for public comment on the request for a Variance to allow two (2) three-foot by 10-foot, off premise banners, not to exceed 30-day placement, in the AG zoning district, to promote the 2025 Coweta Fall Festival. (Sections 12-13-15 and 12-13-20 B.) Located on the Southwest corner of Highway 51 and 305th East Avenue.

Carolyn Back, Community Development Director

No Comments were made.

VI. ADMINISTRATION

1. **CBOA 25-03 OFF-SITE TEMPORARY BANNERS**

Discuss and consider action on the Chamber of Commerce application seeking a variance to allow two (2) three-foot by 10-foot, off premise banners, not to exceed 30-day placement, in the AG zoning district, to promote the 2025 Coweta Fall Festival. (Sections 12-13-15 and 12-13-20 B.) Located on the Southwest corner of Highway 51 and 305th East Avenue.

Carolyn Back, Community Development Director

Motion to approve made by Joanna Jones. Seconded by Linda Dyer.

Aye: Joanna Jones
Donald Veith
Linda Dyer

VII. ADJOURNMENT.

The meeting was adjourned by Joanna Jones at 6:04 p.m.

Date: _____

Chairperson

Date: _____

Secretary



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Memorandum

To: Honorable Chair and Board of Adjustment Members

From: Skylar Marlow-Fuson, City Planner

Re: **CBOA 26-01 - A variance to section 12-7A-6 (Minimum Yard Requirements) located at 11822 S. 268th Street, Coweta, Oklahoma.**

Date: March 16, 2026

BACKGROUND

Memorandum

To: Board of Adjustment

From: Skylar Marlow-Fuson, City Planner

Re: CBOA 26-01

Date: March 16th, 2026

Background

The applicant, Kenneth Lacy is seeking a variance to section 12-7A-6 Minimum Yard Requirements to the City of Coweta Zoning Code. The location for the requested variance is 11822 S. 268th Street, Coweta, Oklahoma.

Case Facts

- The property is part of the Timber Ridge Plaza Subdivision and is in the RS-3 zoning district.
- A lot combination was done in 2012, adjoining the lot with the primary residence and at the time, an empty lot to the east, in which the buildings are now on.
- The building and carports were built without a building permit, sometime after the lot combination was approved.

Legal Description

Lots 30 and 31, Block 1, Timber Ridge Plaza, and Addition to the City of Coweta, Wagoner County, Oklahoma

Zoning History:

1988 Ordinance Number 383: Annexation of the property into city limits.

1996 Timber Ridge Plat was filed.

Variance Requests

VARIANCE REQUEST STRUCTURE AS BUILT REQUIRED BY CODE

Side Yard Setback Metal Building 1.1" 5 Feet

Front Yard Setback Metal Building 12 feet 15 Feet

Front Yard Setback Front Carport Over the property line 15 Feet

Side Yard Setback and Utility Easement Setback Side Carport Over side property line and over utility easement 5 feet and outside of utility easement

Utility Easement Setback Pool The concrete and deck of the pool go over drainage and utility easement. Outside of utility easement.

Public Notice Required

Newspaper Notice – min. 15 days in advance

Mailed Notice to 300' radius – min. 20 days in advance

Staff Recommendation

Staff recommends denial of the variance request for the front carport because the structure crosses over the property line.

Board Action

A. Grounds for variance. The Board of Adjustment, upon application, and after hearing, and subject to the procedural and substantive standards hereinafter set forth, may grant such variance from the terms of this title as:

- The variance requested will not cause substantial detriment to the public good or impair the spirit, purposes and intent of this title or the comprehensive plan, where, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary or exceptional situation, condition, or circumstance peculiar to a particular property, Page 460 the literal enforcement of this title will result in unnecessary hardship. The Board shall not vary any jurisdictional requirement, such as notice.

B. Application for variance. A request for a variance shall be initiated by the filing of an application with the City Manager or his/her designee and shall be set for public hearing in accordance with the rules established by the Board. The application for a principal use variance shall include information necessary to evaluate such request as the Board of Adjustment may adopt as rules of procedure for granting principal use variances

C. Hearing; Board action. The Board shall hold the hearing and, upon the concurring vote of three members, may grant a variance after finding:

- 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.

- That such extraordinary or exceptional conditions or circumstances do not apply generally to other property in the same use district.
- 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.
- 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.

D. Time limitation. A variance which has not been utilized within one year from date of the order granting the variance shall thereafter be void, provided that the Board has not extended the time for utilization. For the purpose of this subsection, the term "utilization" means actual use or the issuance of a building permit, when applicable, provided construction is diligently carried to completion. (Ord. No. 716, 4-4-2011; altered in 2023 recodification.

Exhibits

Aerial map (small scale)

Aerial map (large scale)

Zoning map

Survey

Photos of property

STAFF RECOMMENDATION

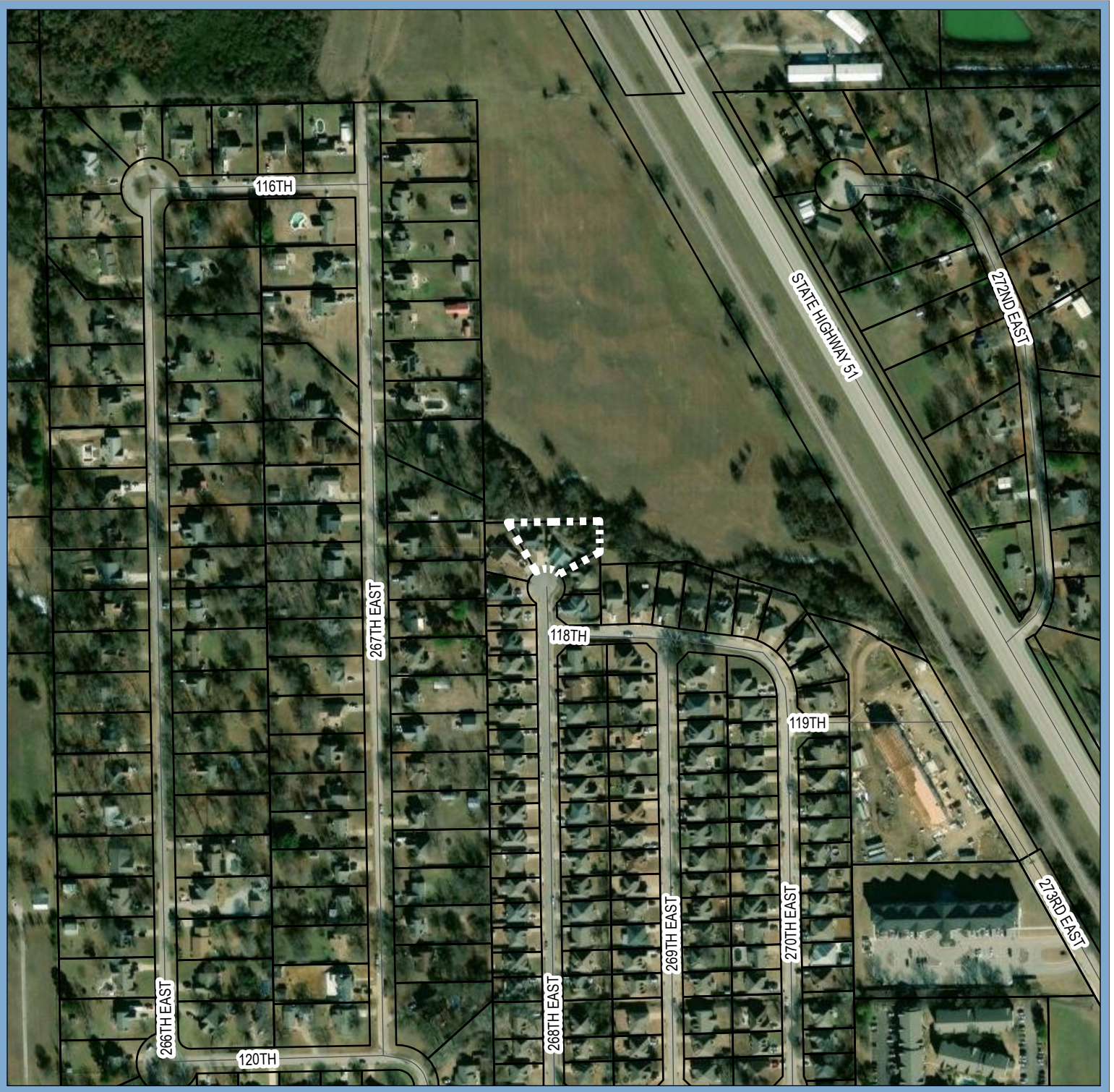
Staff recommends denial of the variance request for the front carport because the structure crosses over the property line

ATTACHMENTS




1. Location Map_CBOA 26-01
2. Zoning Map_CBOA 26-01
3. Flood Map_CBOA 26-01
4. Location Map_CBOA 26-01_v2

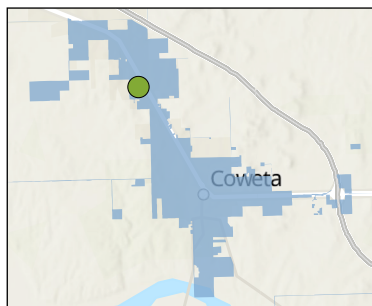
Location Map

CBOA 26-01

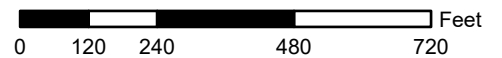


Legend

 Subject Property	 Parcels
 Roads	



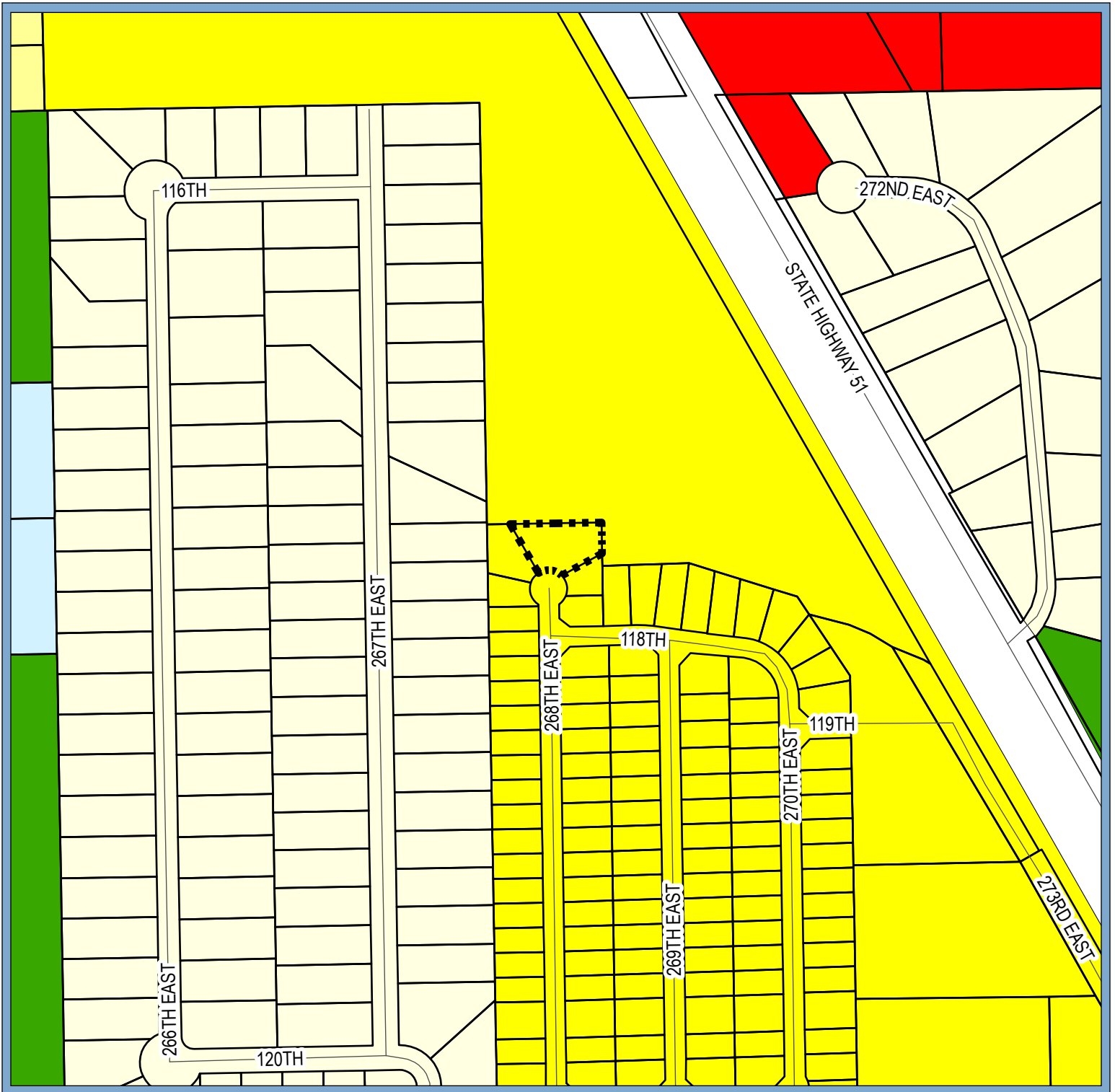
Inset Map: General location of site area



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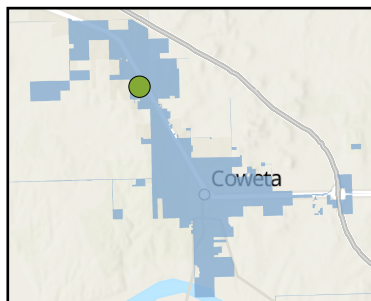
Zoning Map

CBOA 26-01



Legend

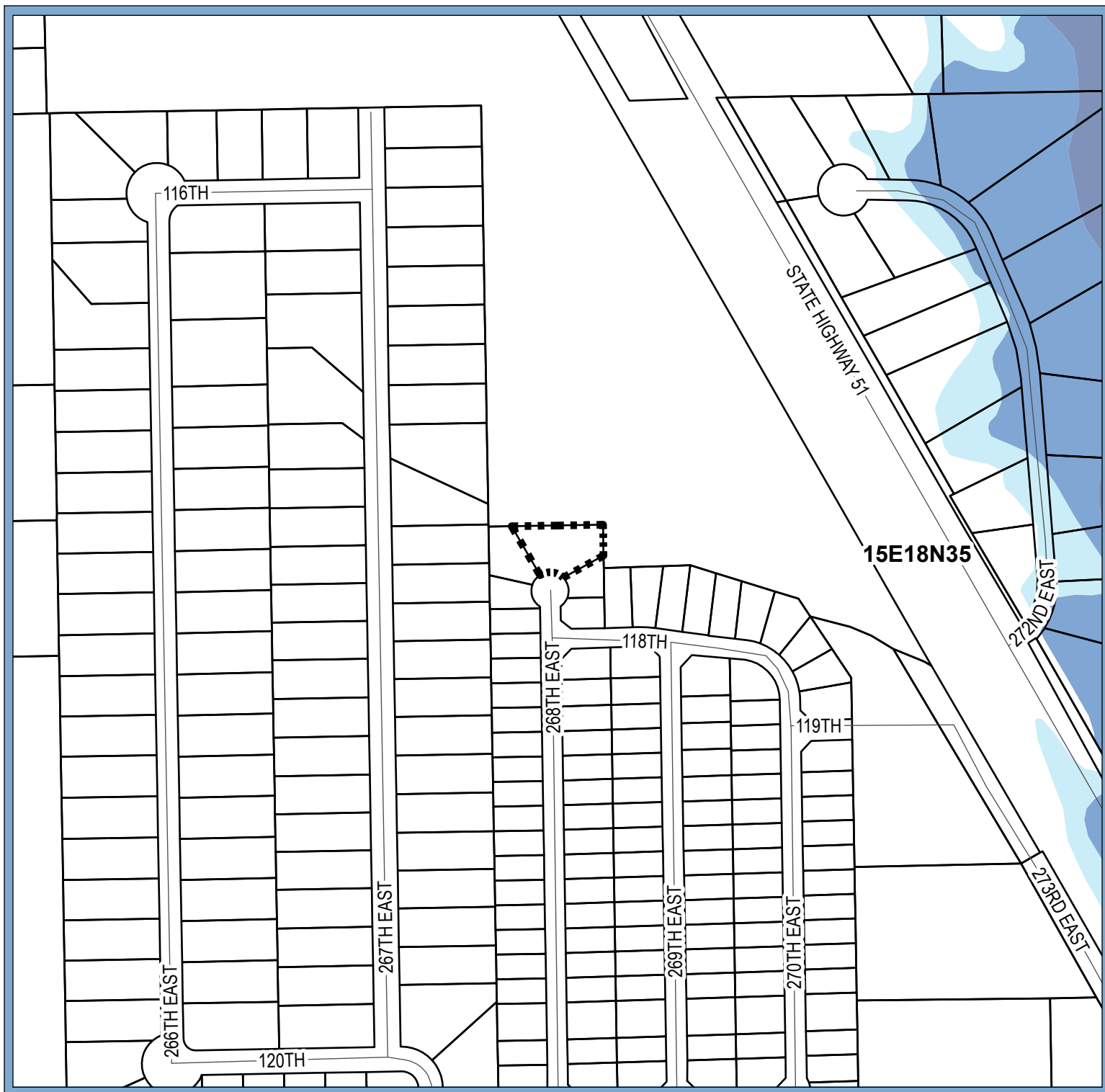
Roads	RS-3
Subject Property	CG
Parcels	AG
RS-1	RS-2
RS-22.5	



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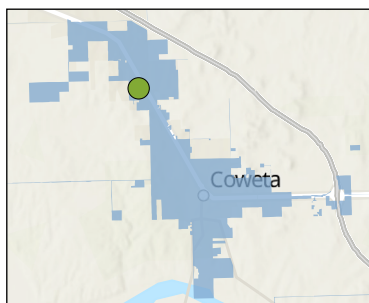
Flood Map

CBOA 26-01



Legend

	Roads		500-Year Flood
	Subject Property		Unstudied
	Parcels		100-Year Flood
	PLSS		Floodway



Inset Map: General location of site area



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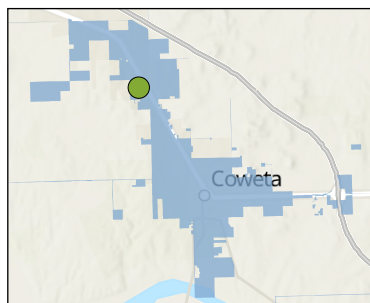
Location Map

CBOA 26-01



Legend

 Subject Property	 Parcels
 Roads	



Inset Map: General location of site area



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