



P.O. BOX 850  
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**AGENDA - REGULAR MEETING  
COWETA BOARD OF ADJUSTMENT  
COWETA CITY HALL, 310 S. BROADWAY  
MONDAY, APRIL 20, 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. ROLL CALL**

Jessica Morris\_\_\_\_ Joanna Jones\_\_\_\_ Linda Dyer\_\_\_\_ Tim Ahlstrom\_\_\_\_ Jennifer Curtis \_\_\_\_

**II. PLEDGE OF ALLEGIANCE**

**III. CALL TO ORDER**

**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 Coweta Board of Adjustment Meeting held on March 16, 2026. *[Meghan Bendabout\_ Community Development Administrative Assistant]*

**V. PUBLIC HEARING(S)**

**1. CBOA 26-02 - PUBLIC HEARING FOR VARIANCE REQUEST TO SECTION 12-7B-7 (MINIMUM LOT AREA) TO ALLOW DUPLEX DEVELOPMENT AT 325 EAST PECAN STREET**

The applicant, Jason Howard, is seeking a variance to section 12-7B-7 Minimum Lot Area to the City of Coweta Zoning Code. The location for the requested variance is 325 E. Pecan Street, New Coweta City Lots Twenty-two (22), Twenty-three (23) and Twenty-four (24), Block Sixty (60), City of Coweta, Wagoner County, State of Oklahoma. This variance request is to allow for duplexes to be built on the property. The variance is needed to meet the requirements for minimum lot area in the RD zoning district.

*Skylar Marlow-Fuson, City Planner*

**VI. ADMINISTRATION**

**1. CBOA 26-02 - VARIANCE REQUEST TO SECTION 12-7B-7 (MINIMUM LOT AREA) TO ALLOW DUPLEX DEVELOPMENT AT 325 EAST PECAN STREET**

Discuss and consider possible action on the approval, approval with conditions, or denial of a

request by the applicant, Jason Howard, seeking a variance to section 12-7B-7 Minimum Lot Area to the City of Coweta Zoning Code. The location for the requested variance is 325 E. Pecan Street, Coweta, Oklahoma. This variance request is to allow for duplexes to be built on the property. The variance is needed to meet the requirements for minimum lot area in the RD zoning district.

*Skylar Marlow-Fuson, City Planner*

## VII. 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, MARCH 16, 2026 6:00 PM**

**COMMISSIONERS PRESENT:** Joanna Jones, Linda Dyer, Jennifer Curtis

**COMMISSIONERS ABSENT:** Jessica Morris, Tim Alhstrom

**I. PLEDGE OF ALLEGIANCE**

**II. CALL TO ORDER**

The meeting was called to order by acting Chairman Joanna Jones at 6:26 PM

**III. ROLL CALL**

Roll call taken. Board Members were present as shown above.

**IV. CONSENT**

Consideration of the minutes of the regular meeting held on July 21, 2025

Linda Dyer made the motion to Approve.

Jennifer Curtis seconded the motion.

Aye: Joanna Jones  
Linda Dyer  
Jennifer Curtis

**V. PUBLIC HEARING(S)**

Acting Chairman Joanna Jones opened the public hearing at 6:29 p.m.

**1. CBOA26-01-VARIANCE TO SECTION 12-7A-6 (MINIMUM YARD REQUIREMENTS)  
LOCATED AT 11822 S. 268<sup>TH</sup> STREET, COWETA, OKLAHOMA.**

A public hearing to receive public comment on CBOA 26-01. The applicant, Kenneth Lacey, 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

Staff report was read by City Planner Skylar Marlow-Fuson.

The applicant, Kenneth Lacey, gave background of obtaining house and land and how he was in the process of selling the house. He presented a permit for a garage/detached building dated June 2012.

The address on the permit presented did not match the property address.

Applicant stated the address was different in 2012.

A representative for the buyer of the house stated for the buyer that it did not matter whether the carport was there or not.

Acting Chairman Joanna Jones closed the public hearing at 6:34 p.m.

## V. ADMINISTRATION

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

Discuss and consider possible action to approve, approve with conditions, or deny the request for CBOA 26-01 where the applicant, Kenneth Lacey, 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

Board members discussed the lack of records of inspections, location of the gas line which was under the unpermitted carport, city right-of-way, and what would happen if the gas line needed to be accessed.

The Community Development Director, Jessica Zwirtz, explained to Board members that having a main gas line under a structure was not permitted and if the applicant wanted to keep the carport over the property line, he would have to obtain that property. The property is a city right-of-way and easement, therefore would require the applicant to go through a hearing closing the portion of right of way through City Council and vacating it through district court, which could take months.

Joanna Jones made the motion of agreeing with staff recommendation for Denial of the variance request for the front carport reason being the structure crosses over the property line and ordered for the removal of the carport and approved the variances: a side yard setback variance for a metal building to 1.1 feet, where a minimum of 5 feet is required, a front yard setback variance for a metal building to 12 feet, where a minimum of 15 feet is required, a side yard setback and utility easement encroachment variance for a side carport, allowing the structure to extend 5 feet into the utility easement, and a utility easement encroachment variance for a pool located within the rear utility easement.

Jennifer Curtis seconded the motion.

Aye: Joanna Jones  
Linda Dyer  
Jennifer Curtis

Acting chairman Joanna Jones closed the meeting at 6:49 p.m.

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Chairman

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Date

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Secretary

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Date



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## Memorandum

To: Honorable Chair and Board of Adjustment Members

From: Skylar Marlow-Fuson, City Planner

Re: **CBOA 26-02 - VARIANCE REQUEST TO SECTION 12-7B-7 (MINIMUM LOT AREA)  
TO ALLOW DUPLEX DEVELOPMENT AT 325 EAST PECAN STREET**

Date: April 20, 2026

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### BACKGROUND

The applicant, Jason Howard, is seeking a variance to section 12-7B-7 Minimum Lot Area to the City of Coweta Zoning Code. The location for the requested variance is 325 E. Pecan Street, Coweta, Oklahoma. This variance request is to allow for duplexes to be built on the property. The variance is needed to meet the requirements for minimum lot area in the RD zoning district.

### Case Facts

- The property is currently zoned RS-3
- RS-3 zoning is to the north, west and south.
- RD zoning is to the east where 4 duplexes are located.
- If the variance is approved, the applicant would split the lot into two equal parcels, each at 5,250 square feet.

### Legal Description

New Coweta City Lots Twenty-two (22), Twenty-three (23) and Twenty-four (24), Block Sixty (60), City of Coweta, Wagoner County, State of Oklahoma.

### Variance Requests

#### 12-7B-7 Minimum Lot Area

A. For each residential structure and buildings accessory thereto, there shall be a lot area of not less than:

1. For single-family dwellings: 5,000 square feet.
2. For two-family dwellings: 8,000 square feet.

The applicant requests a variance from the required 8,000 square feet for two-family dwellings to 5,000 square feet. See attached survey.

#### Public Notice Required

Newspaper Notice – min. 10 days in advance

Mailed Notice to 300' radius – min. 10 days in advance

#### 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.)

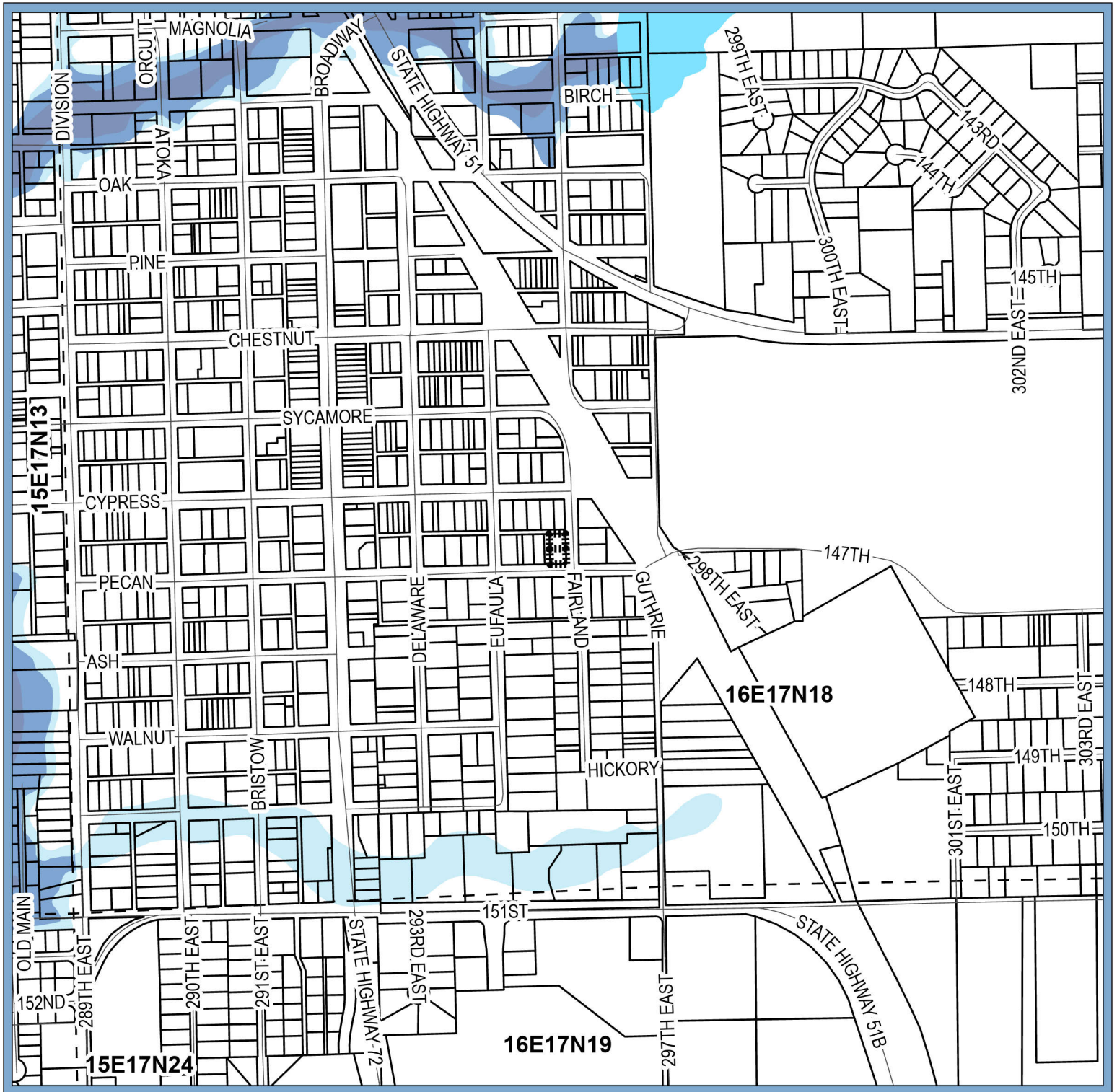
### **STAFF RECOMMENDATION**

### **ATTACHMENTS**

1. Flood Map\_CBOA 26-02
2. Location Map\_CBOA 26-02
3. Zoning Map\_CBOA 26-02

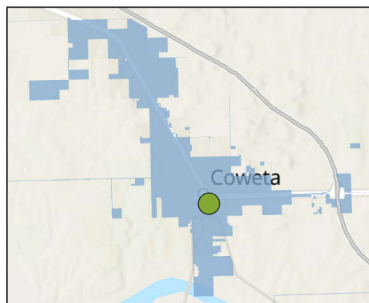
# Flood Map

CBOA 26-02



## Legend

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



Inset Map: General location of site area



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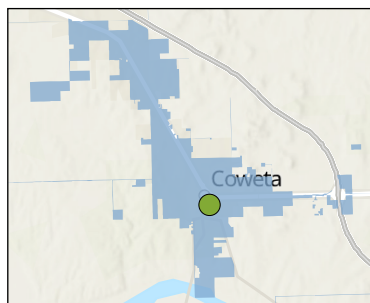
# Location Map

CBOA 26-02



## Legend

 Subject Property	 Parcels
 Roads	



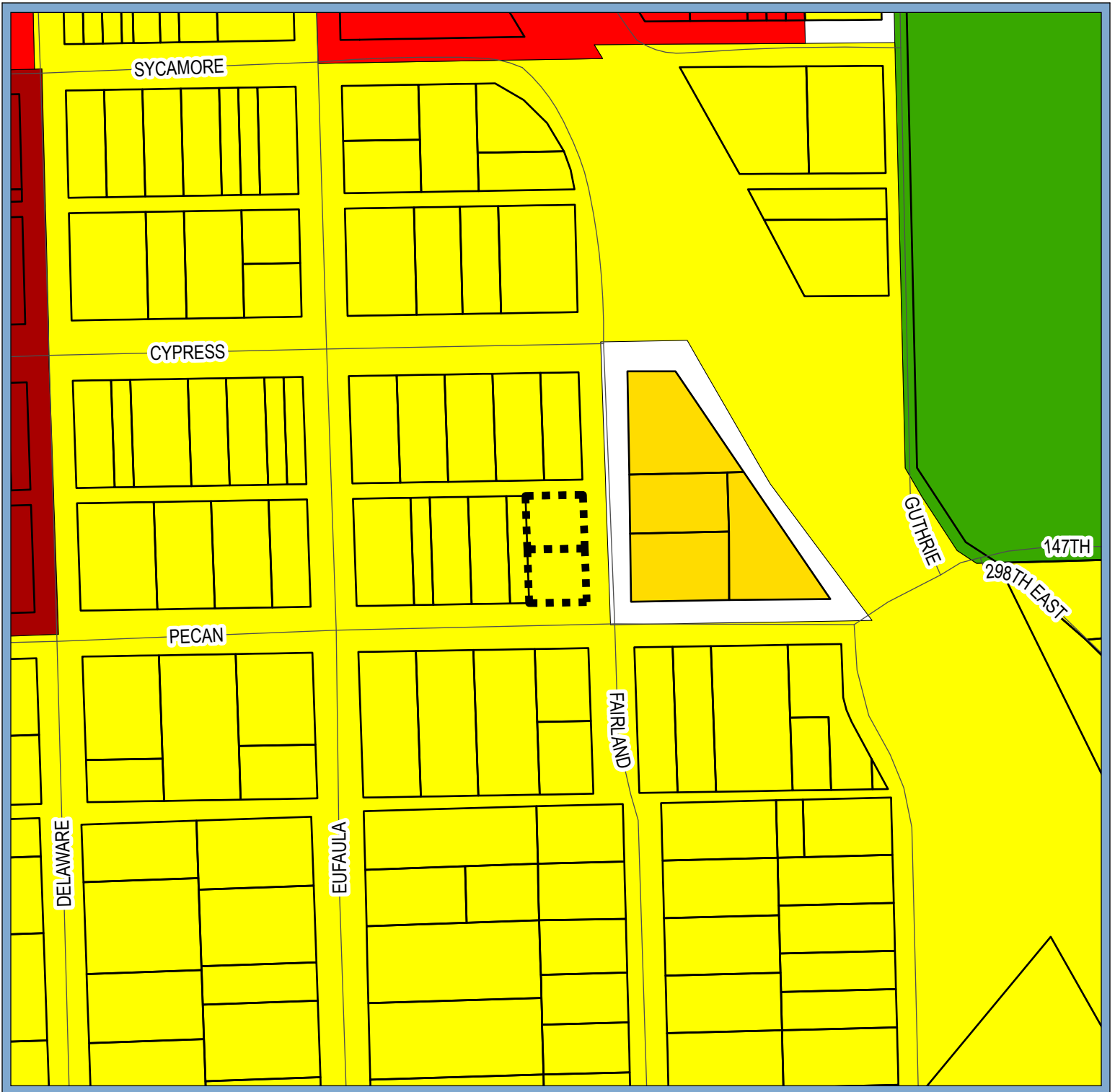
*Inset Map: General location of site area*



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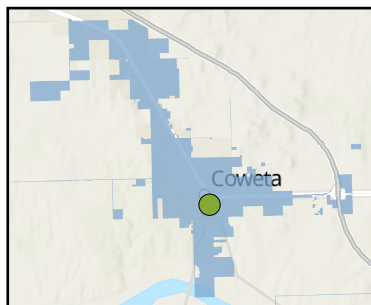
# Zoning Map

CBOA 26-02



## Legend

— Roads	CG
▣ Subject Property	AG
▭ Parcels	O
■ RS-3	RD



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