



City of Bixby Board of Adjustment Meeting Agenda

Monday, November 21, 2022

6:00 PM

**Municipal Building
116 W. Needles Ave., Bixby,
OK 74008**

Call to Order

Chairman

Roll Call

Gwen Plante, Assistant City Planner

Consent Agenda

- 1) Discussion, consideration, and approval of the Board of Adjustment October 17, 2022, Regular Meeting.
- 2) Discussion, consideration, and possible vote to approve the schedule of Regular Meetings for the calendar year of 2023 for the Bixby Board of Adjustment.

Public Hearing

- 1) Discussion, consideration and administer the Oath of Office to Jason Mohler to the City of Bixby Board of Adjustment (appointed by Mayor Brian Guthrie).

Notice of Posting

This Notice and Agenda were posted on the bulletin board this day of November 18, 2022, on or before 6:00 p.m., at City Hall, 116 W. Needles Bixby Oklahoma.

Respectfully Submitted

O.C. Walker, City Planner

Persons who require special accommodation to participate in this meeting should contact City Planner OC Walker: 116 West Needles Avenue, Bixby, Oklahoma, 918-366-4430 or

via Email: ocwalker@bixbyok.gov as far in advance as possible and preferably at least 48- hours before the date of the meeting. Persons using a TDD may contact OKLAHOMA RELAY at 1-800-722-0353 and voice calls should be made to 1-800-522-8506 to communicate via telephone with hearing telephone users and vice versa.

City of Bixby Board of Adjustment Meeting Minutes

City Hall Municipal Building

116 W Needles, Bixby, OK 74008

October 17, 2022, 6:00 P.M.

The agenda for the regularly scheduled meeting of the Bixby Board of Adjustment was posted on the bulletin board at City Hall, 116 West Needles Avenue, Bixby, Oklahoma on October 14, 2022, on or before 5:00 p.m.

Mr. Murray King-Chairman, called the meeting to order at 6:00 pm.

Roll Call taken

Members Present

Murray King, Chairman

Richard Altmann

Jeff Sloan

Kaylin Coody

Vacant Seat

Staff Present

O.C. Walker, Director Development Services

Donna Crawford, Secretary, Assistant City Planner

Gwen Plante

Members Absent

Public Hearing

Chairman King said Item #1 on the Agenda is:

Approval of Minutes of the May 16, 2022, regular meeting

Chairman King asked for a motion to approve May meeting minutes, Board Member Sloan made a motion to approve, seconded by Mr. Altman

Yes: Altmann, Sloan, Coody, King

Abstain: None

No: None

Motion carried to Approve minutes of May 16, 2022 meeting minutes

Chairman King said Item #2 on the Agenda is:

BXBA-22.07 Jef & Jennifer Swanson, Variance

Chairman King asked the staff to read the motion and staff report.

O.C. Walker provided an overview of the case, then asked if there were any questions.

Chairman King asked if the applicants were present, and the applicants were present. No one requested to speak on the matter or if there were any questions from the Board Members.

Chairman King asked for a motion, and Board Member Altmann made the motion to approve the variance BXBA-22.07 for the applicants to build an oversized storage building not to exceed 2,000 sq feet, seconded by Board Member Sloan

Yes: Sloan, Altmann, King, Coody

Abstain: No

No: None

Motion carried to Approve the Variance

Chairman King said Item #3 on the Agenda is:

BXBA-22.08 Penny Properties, LLC, Variance

Chairman King asked the staff to read the motion and staff report.

Staff provided an overview of the case.

Chairman King asked if the applicants were present, and applicants were present. No one requested to speak on the matter or if there were any questions or comments from the Board.

Discussion ensued between the board members on parking approval from adjoining property owners. As discussed, the zoning code has not caught up with the downtown development currently in process.

Speakers: Applicant, and Nicole Watts.

Chairman King asked for a motion, and Board Member Sloan made the motion to approve the variance BXBA-22.08 per site plan and for no additional parking requirements at this time, seconded by Board Member King.

Yes: Sloan, King, Coody

Abstain: No

No: Altmann

Motion carried to Approve the Variance

New Business:

A vote was held for the position of Vice Chair due to the vacancy left by Mr. Donelson.

Board Member Altmann nominated Board Member Sloan to become Vice Chair, seconded by Board Member Coody.

Yes: King, Coody, Altmann

Abstain: Sloan

No: none

Motion carried to Approve Board Member Sloan as Vice Chair

Motion made by Board Member Altmann to adjourn, seconded by Board Member Sloan

Meeting adjourned at 6:29 pm

PUBLIC NOTICE

THE SCHEDULE OF REGULAR MEETINGS FOR THE CALENDAR YEAR 2023

BIXBY BOARD OF ADJUSTMENT

AND

BIXBY PLANNING COMMISSION

CITY OF BIXBY, OKLAHOMA

Public Notice is given and filed with the Bixby City Clerk that, for Calendar Year 2023, except as otherwise noted below, The Bixby Board of Adjustment and the Bixby Planning Commission of the City of Bixby, Oklahoma will hold their regular monthly meetings on the Third Monday of each month. These regular meetings will be held at 6:00 pm in the City Council Chambers of the Bixby Municipal Building, located at 116 West Needles Avenue, in the City of Bixby, Oklahoma. (Authority: Title 25 Oklahoma Statutes, Section 311 (A).)

REGULAR MEETING DATES & APPLICATION DEADLINES

1. Meetings will begin at 6:00 pm

2. Third Monday of every month *

*unless there is a City Holiday or otherwise designated

<u>MONTH</u>	<u>DATE</u>	<u>DAY OF WEEK</u>	<u>APPLICATION DUE DATE</u>
January	*17	*Tuesday	Tuesday, December 6, 2022
February	*21	*Tuesday	Tuesday, January 3, 2023
March	20	Monday	Tuesday, February 7, 2023
April	17	Monday	Tuesday, March 7, 2023
May	15	Monday	Tuesday, April 4, 2023
June	*20	Tuesday	Tuesday, May 2, 2023
July	17	Monday	Tuesday, June 6, 2023
August	21	Monday	Wednesday, July 5, 2023
September	18	Monday	Tuesday, August 1, 2023
October	16	Monday	Tuesday, September 5, 2023
November	20	Monday	Tuesday, October 3, 2023
December	18	Monday	Tuesday, November 7, 2023
January	*16	*Tuesday	Tuesday, December 5, 2023

6:00 P.M. in the City Council Chambers

Bixby Municipal Building

116 West Needles Avenue, City of Bixby, Oklahoma 74008

CITY COUNCIL AGENDA ITEM COMMENTARY

November 14, 2022

ITEM TITLE: Consider, discuss and confirm the nomination and appointment of Mr. Jason Mohler to the Bixby Board of Adjustment, filling the resigned seat of Mr. JR Donelson.

INITIATOR: O.C. Walker, City Planner

STAFF INFORMATION SOURCE: MAYOR GUTHRIE

BACKGROUND:

Mayor Guthrie recommends the appointment of Mr. Jason Mohler to the Bixby Board of Adjustment. Mr. Donelson's resigned on September 29, 2022, but his term expires on May 16, 2025. Upon review of Mr. Mohler's experience, qualifications and willingness to serve the Community of Bixby, Mayor Guthrie finds Mr. Mohler to be a suitable candidate for serving on the Board of Adjustment.

BOARD OF ADJUSTMENT SERVICE FOR JASON MOHLER

- FIRST APPOINTED: NOVEMBER 14, 2022
- YEARS SERVED TO DATE: N/A
- LAST REAPPOINTED: N/A
- TERM EXPIRED: N/A
- NEW TERM BEGINS: N/A
- TERM EXPIRES: May 16, 2025
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*Code Information regarding Bixby Board of Adjustment:

10-1-2: MEMBERSHIP

The Board of Adjustment shall consist of five (5) appointive members, all of whom shall be electors of the city. The appointive members shall be nominated by the mayor and appointed by the city council, and shall serve for terms of three (3) years, the terms to end on the first Monday in May. Of the original appointive members, one shall serve until the first Monday in the next May after appointment; two (2) shall serve until the first Monday in May a year later; and two (2) shall serve until the first Monday in May two (2) years later. Vacancies shall be filled for the unexpired terms. The members shall serve without compensation. The city council may remove members of the Board of Adjustment for cause. (1993 Code § 19-27)

EXHIBITS: NONE

KEY ISSUE: Appointment to the Bixby Planning Commission

RECOMMENDATION: Mayor Guthrie recommends Jason Mohler for appointment to the Planning Commission beginning November 14, 2022, with his term ending on May 16, 2025.