



# City of Bixby Board of Adjustment Meeting Agenda

Chairwoman Kaylin Coody  
Vice Chair Paul Blair  
Board Member Jason Mohler  
Board Member Jeff Sloan  
Board Member Brian McNeese

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Tuesday, January 20, 2026

6:00 PM

Bixby Municipal Building  
111 N. Cabaniss Ave.  
Bixby, OK 74008

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## Call to Order

Chairman

## Roll Call

Secretary

## Consent Agenda

- 1) Consider and approve the minutes from the Board of Adjustment Meeting held on December 15, 2025.

## Public Hearing

- 1) Consideration and Possible Action on a Variance Request (Case No. BXBA-25.07), to Permit Placement of an Accessory Building Within the Required Side Yard Due to Lot Configuration at 15385 S. 39th Ct., Bixby, Oklahoma, within Bixby Meadows.

## New Business

## Adjournment

### Notice of Posting

This Notice and Agenda was posted on the bulletin board this day of January 16, 2026, on or before 6:00 p.m., at City Hall, 111 N. Cabaniss Avenue, Bixby, Oklahoma.

Respectfully Submitted

Gladys Gill  
Assistant Planner I

### **For Special Accommodations**

Individuals requiring special accommodations to participate in this meeting must contact Shannon Duran, City Clerk, at 111 N. Cabaniss Ave., Bixby, OK, 74008, 918-366-4430 or via Email: SDuran@bixbyok.gov at least 48 hours before the meeting. TDD users must contact Oklahoma Relay at 1-800-722-0353, and voice calls should be made to 1-800-522-8506 to facilitate communication between hearing telephone users and TDD users.

Please Note: All cell phones and pagers must be turned off or operated silently during all meetings.

21 O.S. Section 280 provides the following: A. It is unlawful for any person, alone or in concert with others and without authorization, to willfully disturb, interfere or disrupt state business, agency operations or any employee, agent, official or representative of the state. B. It is unlawful for any person who is without authority or who is causing any disturbance, interference or disruption to willfully refuse to disperse or leave any property, building or structure owned, leased or occupied by state officials, employees, agents or representatives or used in any manner to conduct state business or operations after proper notice by a peace officer, sergeant-at-arms, or other security personnel. C. Any violation of the provisions of this section shall be a misdemeanor punishable by imprisonment in the county jail for a term Oklahoma Statutes - Title 21. Crimes and Punishments Page 94 of not more than one (1) year, by a fine not exceeding One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment. D. For purposes of this section, “disturb, interfere or disrupt” means any conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others.

# Board of Adjustment Meeting Minutes

**Bixby Municipal Building  
111 N. Cabaniss Ave.,  
Bixby, OK 74008  
December 15, 2025, at 6:00 PM**

## **Call to Order**

The regular meeting of the Board of Adjustment was called to order on December 15, 2025, at 6:06 pm by Chairwoman Coody.

## **Roll Call**

Secretary Gladys Gill conducted roll call, and the following individuals were in attendance:

### **Members Present**

Brian McNeese  
Jason Mohler  
Paul Blair  
Kaylin Coody

### **Staff Present**

John Hammons, City Attorney  
Gladys Gill, Secretary  
A quorum was present.

## **Oath of Office**

### **Administer the Oath of Office to Brian McNeese as a member of the Board of Adjustment.**

The Oath of Office was administered to Brian McNeese, newly appointed member of the Board of Adjustment, by Bixby Mayor Brad Girard.

## **Consent Agenda**

### **1. Consider and approve the minutes of the June 16, 2025, Board of Adjustment Meeting.**

Chairwoman Coody asked for a motion to approve the minutes from the Board of Adjustment Meeting held on June 16, 2025. Board Member Mohler motioned to approve, seconded by Vice Chair Blair. The vote was taken with the following results:  
Ayes: Mohler, Blair, McNeese, Coody  
Nays: 0  
Motion carried unanimously.

# Public Hearing

## 1. Consideration and possible action to approve a Special Exception pursuant to Bixby Zoning Code §11-4-9 to allow a carport on property zoned Commercial General (CG) and Residential Multi-Family (RM-3), located at 13307 S. Memorial Drive, Bixby, Oklahoma.

Assistant Planner Gladys Gill presented the staff report, explaining that the proposed carport qualifies as an accessory structure and requires Board of Adjustment review due to the split zoning designation and its placement within a required yard. The request meets the criteria for a Special Exception as outlined in Title 11 of the Bixby Zoning Code.

Staff noted that no rezoning was proposed with this request, and no public comments were received. No utility or engineering objections were identified, and the proposal was found to be consistent with the intent of the zoning code.

Additionally, no adverse impacts to traffic, utilities, or public safety were identified. Staff recommended approval, subject to compliance with all applicable City codes. The applicant, Jerry Farrar, was present and responded to questions regarding the structure's design, materials, and placement.

After discussion, the Board found the request to be in harmony with the spirit and intent of the zoning code and not detrimental to the public welfare. Chairwoman Coody requested a motion on Special Exception Case No. BXBA-25-06. Vice Chair Blair motioned to approve, seconded by Board Member Mohler. The vote was taken with the following results:

Ayes: Blair, Mohler, McNeese, Coody  
Nays: 0  
Motion carried unanimously.

## New Business

None

## Adjournment

Seeing no further business, at 6:10 p.m., Chairwoman Coody requested a motion to adjourn. Vice Chair Blair made the motion, seconded by Board Member Mohler. The vote was taken with the following results:

Ayes: Blair, Mohler, McNeese, Coody  
Nays: 0

Motion to adjourn was approved by unanimous consent.

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Chair or Vice Chair

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Secretary



City of Bixby  
P.O. Box 70  
111 N Cabaniss Ave.  
Bixby, OK 74008  
(918) 366-4430

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# Staff Report

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**To:** Board of Adjustment

**From:** Gladys Gill, Assistant Planner I

**Date:** January 20, 2026

**RE:** BXBA 25.07 – Gomez Variance

**Location:** 15385 S. 39th Court, Bixby, OK 74008  
Platted: LOT 24, BLOCK 1; BIXBY MEADOWS AMENDED

**STR:** Section 21, Township 17N, Range 13E

**Project:** Variance to allow a detached accessory building to be located within a required side yard

**Applicant:** Jorge Gomez

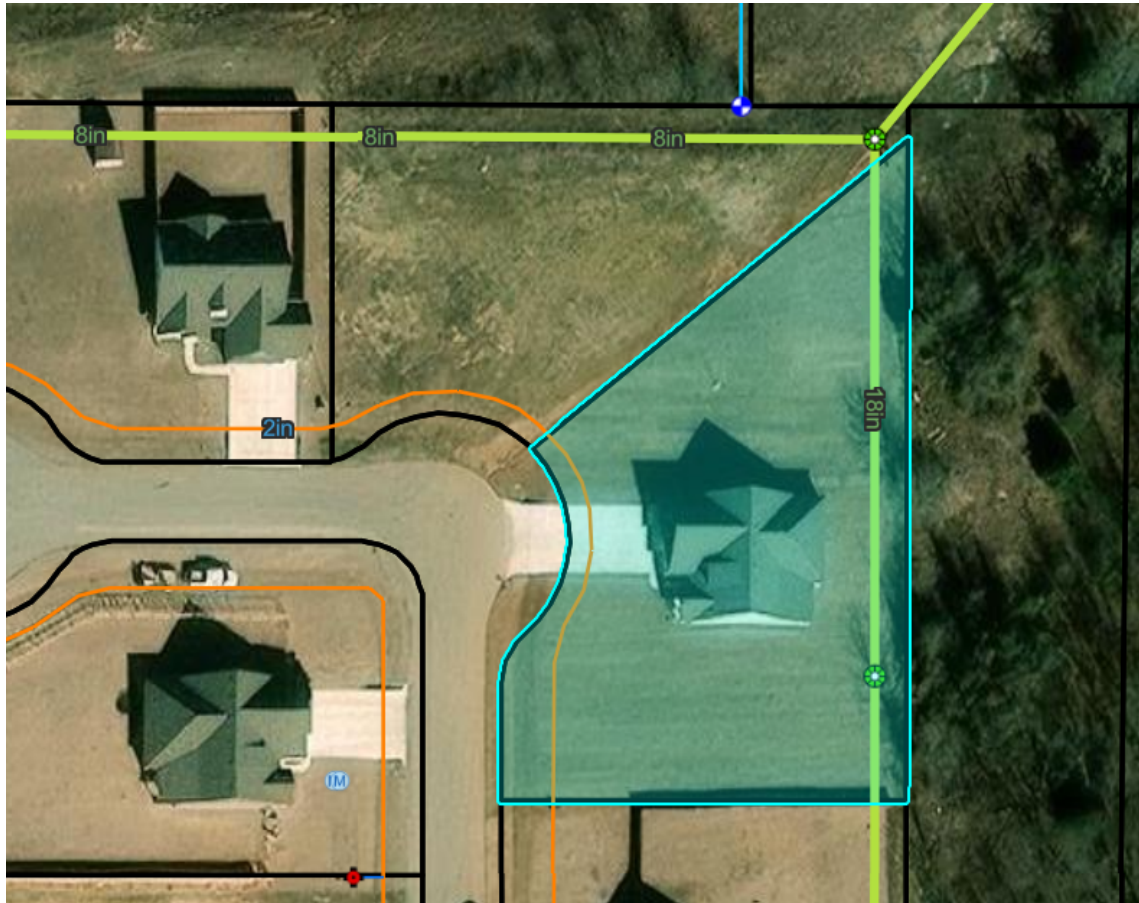
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## Staff Review

The applicant is requesting a variance from the Bixby Zoning Code to allow a detached accessory building to be located within a required side yard, rather than entirely within the rear yard as required by the Code.

The proposed accessory building is approximately 800 square feet, the maximum permitted size for detached accessory buildings on residential lots less than one acre.

**Figure 1: Aerial Map of Property**



**Existing Zoning; Use:**

(RS-2) Residential Single-Family within PUD-80

**Abutting Zoning; Use:**

North: (CS) Commercial Shopping: PUD-41; (AG) Agriculture  
East: (RS-2.5) Residential Single-Family: Bixby Meadows II  
South: (RS-2.5) Residential Single-Family: Bixby Meadows II  
West: (AG) Agriculture

**Property Description:**

The subject property is a residentially zoned lot located within the Bixby Meadows subdivision. The lot is irregular in shape and is constrained by multiple utility easements, including:

- A 30-foot utility and drainage easement located along the front of the property, and
- A 17.5-foot utility easement located along the rear of the property.

These easements significantly reduce the buildable area of the rear yard.

**Applicable Zoning Regulations:**

- Detached accessory buildings in RS zoning districts are permitted only in the rear yard.
- Accessory buildings are limited to 800 square feet of floor area or 20% of the rear yard area, whichever is less.
- Accessory buildings must meet minimum rear and side yard setbacks and may not encroach into required yards.
- Structures may not be placed within recorded utility or drainage easements.

**Analysis and Findings:**

Due to the presence of the 17.5-foot rear utility easement, the usable rear yard area is reduced. When combined with required rear yard setbacks, the remaining buildable area may be insufficient to reasonably accommodate an accessory building of the permitted size.

The proposed side yard location allows the accessory building to avoid encroachment into easements while maintaining separation from the primary residence and adjacent properties. Side yard placement, however, is not permitted by right and requires Board approval.

The hardship is related to conditions unique to the property, including its configuration and the placement of recorded easements. These conditions limit the reasonable placement of an accessory building within the rear yard and are not self-created.

With appropriate conditions, staff finds the request will not be detrimental to surrounding properties, traffic, utilities, or public safety and will remain consistent with the residential character of the neighborhood.

**Engineer Comments:** No comments from the City Engineer.

**Public Comments:** No comments were received when writing this report.

**Staff Comments:**

Staff recommends approval of the variance, subject to the following conditions:

1. The accessory building shall not exceed 800 square feet of enclosed floor area.
2. No portion of the structure shall encroach into any recorded utility or drainage easement.
3. The structure shall comply with all applicable building code, fire code, and utility clearance requirements.
4. The accessory building shall remain incidental and subordinate to the principal residence and shall not be used for commercial purposes or as a dwelling unit.

Staff finds that the variance request satisfies the criteria for approval and will not impair the intent of the zoning regulations or the Comprehensive Plan.

**Variance Action of the Board:**

The Board of Adjustment shall hold the hearing and, upon the concurring vote of three (3) or more members, may grant the Variance after finding that:

1. 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. Such extraordinary or exceptional conditions or circumstances do not apply generally to other property in the same district.
3. 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.

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.

**Sample Motion:**

In BOA Case Number BXBA-25.07, I move to (approve/deny) the variance to allow placement of a detached accessory building within the required side yard at 15385 S. 39th Court, Bixby, Oklahoma, based on a finding that the request meets the standards for approval, including that the hardship is related to the unique configuration of the lot and the location of recorded utility easements, and that approval will not be detrimental to the public good or impair the intent of the zoning regulations.

This motion is made with the following conditions (if any):

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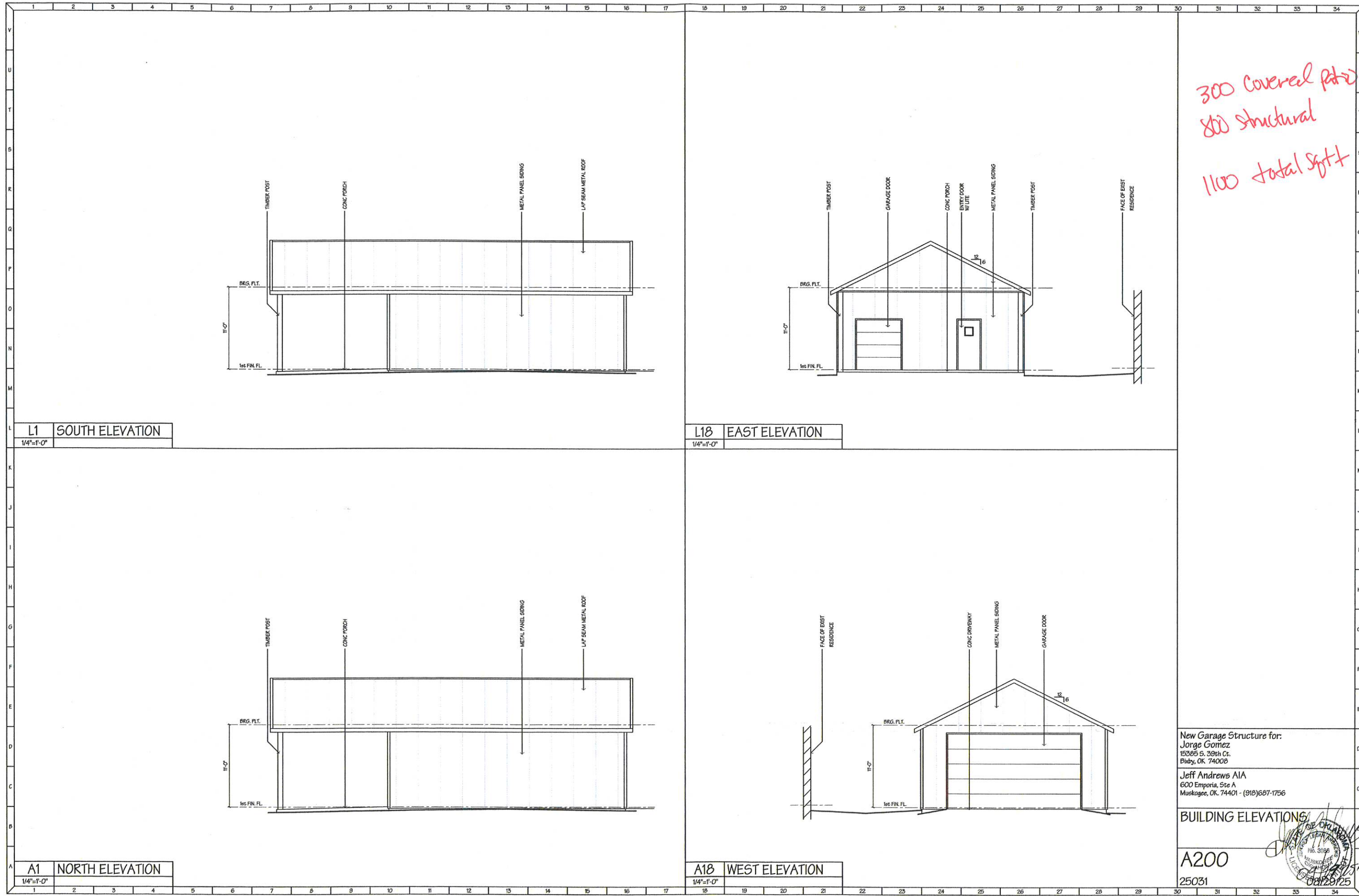
**Figures:**

Figure 1: City of Bixby Aerial Map

**Attachments:**

Exhibit A: Site Plan





300 Covered Patz  
 800 Structural  
 1100 Total Sqft

L1 SOUTH ELEVATION  
 1/4"=1'-0"

L18 EAST ELEVATION  
 1/4"=1'-0"

A1 NORTH ELEVATION  
 1/4"=1'-0"

A18 WEST ELEVATION  
 1/4"=1'-0"

New Garage Structure for:  
 Jorge Gomez  
 15365 S. 39th Ct.  
 Piquette, OK 74408

Jeff Andrews AIA  
 600 Emporia, Ste A  
 Muskogee, OK 74401 - (918)687-1756

BUILDING ELEVATIONS

A200  
 25031

