



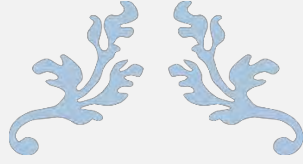
10/17/2023

# AGENDA

## PACKET



**Board of Trustees**  
BLANCHARD BOARD OF ADJUSTMENT



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# BUSINESS AGENDA

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# AGENDA

## BOARD OF ADJUSTMENT REGULAR MEETING

6:00 P.M. Tuesday, 17 October 2023

Blanchard Municipal Court House 300 N. Main Street  
Blanchard, Oklahoma 73010

IN COMPLIANCE WITH THE STATUTES OF THE STATE OF OKLAHOMA, THE BOARD OF ADJUSTMENT OF THE CITY OF BLANCHARD, OKLAHOMA, WILL HOLD A REGULAR MEETING ON THE ABOVE DATE, TIME, AND LOCATION. THE AGENDA WILL CONSIST OF DISCUSSION AND POSSIBLE ACTION, INCLUDING, BUT NOT LIMITED TO, THE APPROVAL, DENIAL, AMENDMENT, REVISION, OR CONDITIONAL APPROVAL, IN WHOLE OR IN PART OF THE FOLLOWING AGENDA ITEMS:

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### A. MEETING CONVENED:

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1. Call to Order:
  2. Invocation:
  3. Pledge of Allegiance:
  4. Roll Call:
  5. Determination of Quorum:

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### B. BUSINESS AGENDA: the following item(s) are hereby designated for discussion, consideration, and take INDIVIDUAL action:

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1. Consideration and a motion to approve the 2024 Regular Board of Adjustment meeting dates

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### C. CONSENT AGENDA: the following item(s) are hereby designated for approval, acceptance, or acknowledgment by one motion, SUBJECT to any conditions included therein. If any item(s) do not meet with the approval of all members, that item(s) will be heard in regular order:

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1. Approval of Minutes for the regular meeting of September 19<sup>th</sup>, 2023.
  2. Approval of Minutes for the special meeting of September 25<sup>th</sup>, 2023.
  3. Acceptance of Attendance Report.

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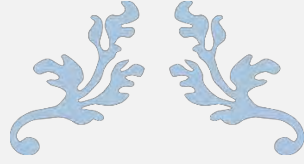
**D. BOARD/STAFF COMMENTS:** This item is listed to provide an opportunity for the board and/or city staff to make comments and/or request specific agenda items. NO ACTION will be taken.

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**E. ADJOURNMENT.**

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**B~1**

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## **BOA 2024 MEETING DATES**

Tuesday, 16 January 2024

Tuesday, 20 February 2024

Tuesday, 5 March 2024 (The board wanted to allow for Spring break) This was what they wanted in 2023

Tuesday, 16 April 2024

Tuesday, 21 May 2024

Tuesday, 18 June 2024

Tuesday, 16 July 2024

Tuesday, 20 August 2024

Tuesday, 17 September 2024

Tuesday, 15 October 2024

Tuesday, 5 November 2024 (Some Board members will be out of town for Thanksgiving)  
This was what they wanted in 2023

Tuesday, 3 December 2024 (They do not want to meet so close to Christmas) This was what they wanted in 2023

# RESOLUTION NO. 2023-01

## A RESOLUTION OF THE BOARD OF ADJUSTMENTS OF THE CITY OF BLANCHARD, OKLAHOMA, RECOMMENDING APPROVAL OF THE 2024 MEETING SCHEDULE FOR THE BOARD OF ADJUSTMENTS.

WHEREAS, Title 25 O.S. 311 (A) (2-4) of the Open Meeting Act establishes who is to be notified of the governing body's regular meeting:

- By the 15<sup>th</sup> of December, public bodies are required to give notice, in writing, date, time and place of their regularly scheduled meeting.

WHEREAS, municipal public bodies, public trusts and other public bodies with the municipality as beneficiary are required to give notice to the municipal clerk; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Adjustments of Blanchard, Oklahoma, that the Board of Adjustments 2024 meeting schedule as shown in Sections 1 and 2 of this Resolution is hereby approved and notification is hereby given upon the filing of this Resolution with the City Clerk:

SECTION 1. The Board of Adjustments of Blanchard, Oklahoma, will meet on the third Tuesday of each month (except March, November, and December) in regular session at 6:00 p.m. on the dates listed in Section 2 at the Blanchard Municipal Courthouse located at 300 N. Main Street, Blanchard, Oklahoma; and

SECTION 2.	<i>Tuesday</i>	<i>16 January 2024</i>
	<i>Tuesday</i>	<i>20 February 2024</i>
	<i>Tuesday</i>	<i>05 March 2024</i>
	<i>Tuesday</i>	<i>16 April 2024</i>
	<i>Tuesday</i>	<i>21 May 2024</i>
	<i>Tuesday</i>	<i>18 June 2024</i>
	<i>Tuesday</i>	<i>16 July 2024</i>
	<i>Tuesday</i>	<i>20 August 2024</i>
	<i>Tuesday</i>	<i>17 September 2024</i>
	<i>Tuesday</i>	<i>15 October 2024</i>
	<i>Tuesday</i>	<i>5 November 2024</i>
	<i>Tuesday</i>	<i>3 December 2024</i>

**ADOPTED** and **APPROVED** on this 17<sup>th</sup> day of October, 2023, by the Board of Adjustments of the City of Blanchard, at a public meeting held in compliance with the Oklahoma Open Meeting Act, by the following vote:

**AYES:**

**NAYS:**

**ABSENT:**

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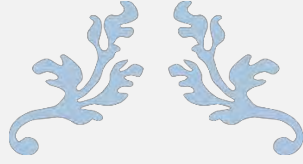
**Chairman**

**ATTEST: (Seal)**

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**City Clerk**



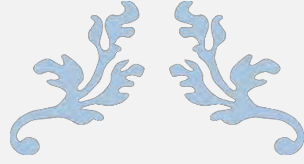


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# CONSENT AGENDA

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# MINUTES

## BOARD OF ADJUSTMENT REGULAR MEETING

6:00 P.M. Tuesday, 19 September 2023

Blanchard Municipal Court House 300 N. Main Street  
Blanchard, Oklahoma 73010

IN COMPLIANCE WITH THE STATUTES OF THE STATE OF OKLAHOMA, THE BOARD OF ADJUSTMENT OF THE CITY OF BLANCHARD, OKLAHOMA, WILL HOLD A REGULAR MEETING ON THE ABOVE DATE, TIME, AND LOCATION. THE AGENDA WILL CONSIST OF DISCUSSION AND POSSIBLE ACTION, INCLUDING, BUT NOT LIMITED TO, THE APPROVAL, DENIAL, AMENDMENT, REVISION, OR CONDITIONAL APPROVAL, IN WHOLE OR IN PART OF THE FOLLOWING AGENDA ITEMS:

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### A. MEETING CONVENED:

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1. Call to Order *by Chair Elden @ 6:02 p.m.*
2. Invocation *by Board Member Brandon Allee*
3. Pledge of Allegiance *by Chuck Kemper*
4. Roll Call: *Melissa Elden ~ Present*  
*Donna Stokes ~ Present*  
*Scott Miller ~ Present*  
*Brandon Allee ~ Present*  
*Yvonne Lackey ~ Present*
5. Determination of Quorum: *5 ~ Present; 0 ~ Absent*

**STAFF PRESENT:** *Hayden Wilkes, City Planner*  
*Diana Daniels, City Clerk*

**MEDIA:** *None*

This Agenda was posted in prominent public view on the City's website at [www.cityofblanchard.us](http://www.cityofblanchard.us) and the City Hall Bulletin Board on or before 5:00 p.m., Friday, the 15<sup>th</sup> day September of 2023, with the Oklahoma Open Meeting Act.

*Diana Daniels*

*City Clerk*

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**B. BUSINESS AGENDA:**

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the following item(s) are hereby designated for discussion, consideration, and take INDIVIDUAL action:

1. Open, conduct, and close Public Hearing to solicit public input regarding the approval or denial of a variance to allow the applicant Variances on the front yard setback, Rear yard setback, Screening wall, and parking size.

Applicant: Kyle Hogland  
Address: 310 W Veterans Memorial HWY  
Legal: See Staff Report

*Public Hearing officially held at the August 15<sup>th</sup> meeting of the BOA, therefore, a new public hearing is not necessary since they have resubmitted the application with updates as requested at the August 15<sup>th</sup> hearing.*

2. Approve or Deny by the Finding of Fact on the application as submitted.

*Recessed @ 6:27 p.m. for City Planner to call the City Manager for information to answer questions from the Board.*

*Reconvened @ 6:37 p.m.*

*MOTION by Board Member Lackey and SECOND by Board Member Stokes ... to grant all four (4) variances as requested.*

**MOTION CARRIED:**

5 ~ YEA: Elden; Stokes; Lackey; Miller; Allee  
0 ~ NAY: None.  
0 ~ ABSENT: None

3. Open, conduct, and close Public Hearing to solicit public input regarding the approval or denial of a variance to allow the applicant to build in front of the established build line.

Applicant: Kacy Cogburn  
Address: 1614 W Veterans Memorial HWY  
Legal: See Staff Report

*Public Hearing opened @ 6:54 p.m.*



*For the Application: Kacy Cogburn, Applicant*

*Against the Application: None*

*Public Hearing closed @ 6:54 p.m.*

4. Approve or Deny by the Finding of Fact on the application as submitted.

*MOTION by Board Member Lackey and SECOND by Board Member Stokes ... to approve the Findings of Fact for the application.*

**MOTION CARRIED:**

**5 ~ YEA: Elden; Stokes; Lackey; Miller; Allee**  
**0 ~ NAY: None**  
**0 ~ ABSENT: None**

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**C. CONSENT AGENDA:**

---

the following item(s) are hereby designated for approval, acceptance, or acknowledgment by one motion, SUBJECT to any conditions included therein. If any item(s) do not meet with the approval of all members, that item(s) will be heard in regular order:

1. Approval of Minutes for the regular meeting of August 15<sup>th</sup>, 2023.
2. Acceptance of Attendance Report.

*MOTION by Board Member Stokes and SECOND by Board Member Allee ... to approve Consent Agenda, as presented.*

**MOTION CARRIED:**

**5 ~ YEA: Elden; Stokes; Lackey; Miller; Allee**  
**0 ~ NAY: None**  
**0 ~ ABSENT: None**

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**D. BOARD/STAFF COMMENTS:**

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This item is listed to provide an opportunity for the board and/or city staff to make comments and/or request specific agenda items. NO ACTION will be taken.

1. *City Planner gave an update on the BOA in the Matter of an Appeal from the Findings of Fact and Order of the Board of Adjustment of the City of Blanchard regarding the application of Doug Reese for an Order of Variance.*

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E. ADJOURNMENT.

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*Called @ 7:48 p.m.*

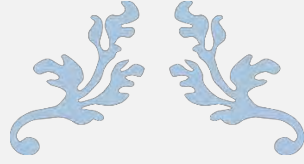
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*Chairman*

**ATTEST:**    *(Seal)*

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*City Clerk*



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# MINUTES

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## BOARD OF ADJUSTMENT SPECIAL MEETING

5:00 P.M. Tuesday, 25 September 2023  
Blanchard Municipal Court House 300 N. Main Street  
Blanchard, Oklahoma 73010

IN COMPLIANCE WITH THE STATUTES OF THE STATE OF OKLAHOMA, THE BOARD OF ADJUSTMENT OF THE CITY OF BLANCHARD, OKLAHOMA, WILL HOLD A SPECIAL MEETING ON THE ABOVE DATE, TIME, AND LOCATION. AS CALLED BY THE CHAIRPERSON ON TUESDAY SEPTEMBER 19<sup>TH</sup>, 2023. THE AGENDA WILL CONSIST OF DISCUSSION AND POSSIBLE ACTION, INCLUDING, BUT NOT LIMITED TO, THE APPROVAL, DENIAL, AMENDMENT, REVISION, OR CONDITIONAL APPROVAL, IN WHOLE OR IN PART OF THE FOLLOWING AGENDA ITEMS:

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### A. MEETING CONVENED:

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1. Call to Order *by Chair Elden @ 5:00 p.m.*
2. Invocation *by Board Member Yvonne Lackey*
3. Pledge of Allegiance *by Chair Elden*
4. Roll Call: *Melissa Elden ~ Present*  
*Donna Stokes ~ Present*  
*Scott Miller ~ Present*  
*Brandon Allee ~ Present*  
*Yvonne Lackey ~ Present*
5. Determination of Quorum: *5 ~ Present; 0 ~ Absent*

**STAFF PRESENT:** *Hayden Wilkes, City Planner*  
*Diana Daniels, City Clerk*

**MEDIA:** *None*

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### B. BUSINESS AGENDA:

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the following item(s) are hereby designated for discussion, consideration, and take INDIVIDUAL action:

1. Approve or Deny by the Findings of Fact on the application as submitted.



**MOTION by Chair Elden and SECOND by Board Member Lackey ... to approve the Findings of Fact, as written.**

**MOTION CARRIED:**

**5 ~ YEA: Elden; Stokes; Miller; Alee; Lackey**  
**0 ~ NAY: None**  
**0 ~ ABSENT: None**

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**C. ADJOURNMENT:**

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**Called @ 5:03 p.m.**

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**Chair**

**ATTEST: (Seal)**

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**City Clerk**



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# COMMENTS

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# ADJOURNMENT

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