

**City of Sand Springs
BOARD OF ADJUSTMENT
REGULAR MEETING MINUTES
September 11, 2023 – 6:00 p.m.
City Council Chambers
100 E. Broadway
Sand Springs, OK 74063**

MEMBERS PRESENT: Michael Phillips, Chairperson, 3-0
David Parker, Vice-Chairperson, 3-0
Michael Zimmerman, Secretary 3-0
Clark Shackelford, 3-0

MEMBERS ABSENT: None

OTHERS PRESENT: Mike Carter, City Manager
Brad Bates, City Planner/Neighborhood Services Director
Cynthia Webster, Recording Secretary

The Board of Adjustment met in a regular session on September 11, 2023, in Sand Springs City Hall, 100 E. Broadway, Sand Springs, Oklahoma, pursuant to the agenda filed with the City Clerk's office and posted at 10:10 a.m., on September 6, 2023, on the display board located at Sand Springs City Hall, 100 E. Broadway, Sand Springs, Oklahoma, 74063, and on the City of Sand Springs website www.sandspringsok.org.

1. Call to Order

Chairperson Michael Phillips called the meeting to order at the noted time of 6:00 p.m.

2. Attendance

Chairperson Phillips called for an individual roll call with members replying in the following manner: Mr. Parker, here; Mr. Zimmerman, here; Chairperson Phillips, here; Mr. Shackelford, here.

3. Consider Approval of Minutes of BOA Meeting of August 14, 2023

The Board is being asked to consider approving, denying, amending or revising of the Minutes of the regular meeting of August 14, 2023.

Mr. Shackelford made a motion to approve the minutes of August 14, 2023. Mr. Zimmerman seconded the motion.

With no further discussion, Chairperson Phillips called for the vote recorded as follows: Mr. Parker, aye; Mr. Zimmerman, aye; Chairperson Phillips; aye; Mr. Shackelford, aye.

The motion carried at 4-0-0.

4. **SSBOA-830**

Chairperson Phillips advised that the Board is being asked to consider approving, denying, amending or revising of the application of Brian Fencl, requesting a Special Exception to the Sand Springs Zoning Code, Section 5.02, Table 1, to allow a duplex dwelling at property legally known as W75 OF LT 9 W51 /2 OF S12 /2 OF LT10 W23 /2 OF S10 OF E88.5 OF LT 10 BLK 18, Sand Springs Original Town and commonly known as 401 N. Lincoln Ave.

City Planner Bates presented the staff report and went over the comments of the Public Works department regarding a sanitary sewer easement and parking requirements. City Planner Bates advised that a sewer easement has been obtained from a neighboring property owner and applicant has revised his parking plan. Applicant had filed a companion case (SSBOA-831) for a parking variance which has now been withdrawn.

Applicant, Brian Fencl, was present for questions.

Mr. Zimmerman made a motion to approve SSBOA-830 as presented. Mr. Parker seconded the motion.

With no further discussion, Chairperson Phillips called for the vote recorded as follows: Mr. Parker, aye; Mr. Zimmerman, aye; Chairperson Phillips; aye; Mr. Shackelford, aye.

The motion carried at 4-0-0.

5. **SSBOA-831**

Chairperson Phillips advised that this request has been withdrawn.

6. **2024 Meeting Dates**

Chairperson Phillips advised that the Board is being asked to consider approving, denying, amending or revising of the proposed meeting dates for calendar year 2024.

Mr. Shackelford made a motion to approve the proposed meeting dates for calendar year 2024 as presented. Mr. Zimmerman seconded the motion.

With no further discussion, Chairperson Phillips called for the vote recorded as follows: Mr. Shackelford, aye; Chairperson Phillips; aye; Mr. Zimmerman, aye; Mr. Parker, aye.

The motion carried at 4-0-0.

7. **Director's Report**

No director's report was given.

8. City Manager's Report

City Manager Mike Carter advised that the City has added emergency sirens bringing the total number of sirens to 23. The sirens are now classified into three categories: Shelter in Place; Avoid Hazardous Areas; and National Emergency.

City Manager Carter also gave a brief update on ongoing street projects.

9. Adjournment

There being no further business, the meeting adjourned at the noted time 6:22 p.m.

11/10/2023
Date

Michael Zimmerman
Michael Zimmerman, Secretary