

**City of Sand Springs  
BOARD OF ADJUSTMENT  
REGULAR MEETING MINUTES  
June 12, 2023 – 6:00 p.m.  
City Council Chambers  
100 E. Broadway  
Sand Springs, OK 74063**

**MEMBERS PRESENT:** Michael Phillips, Chairperson, 1-0  
David Parker, Vice-Chairperson, 1-0  
Michael Zimmerman, Secretary 1-0  
Clark Shackelford, 1-0

**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 June 12, 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 11:35 a.m., on June 8, 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](http://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 April 10, 2023**

The Board is being asked to consider approving, denying, amending or revising of the Minutes of the regular meeting of April 10, 2023.

Mr. Shackelford made a motion to approve the minutes of April 10, 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-824**

Chairperson Phillips advised that the Board is being asked to consider approving, denying, amending or revising of the application of Betty Dallas requesting a Special Exception to the Sand Springs Zoning Code, Section 2.12.B.9 to allow a carport to encroach into the required front yard.

City Planner Bates presented the staff report. The carport will encroach approximately 24' into the required front yard. The property is zoned RS-2 (Residential Single-Family Medium Density). Public Works has reviewed the application and had no concerns.

Applicant, Betty Dallas, was present for questions.

Mr. Zimmerman made a motion to approve SSBOA-824 as presented. Mr. Parker seconded the motion.

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

The motion carried at 4-0-0.

**5. MBOA-006**

Chairperson Phillips advised that the Board is being asked to consider approving, denying, amending or revising of the application of Carolyn Back, of DR Horton, requesting a Variance to the Mannford Zoning Code, Section 12-223, Residential Districts, Area Regulations, paragraph 3, Rear Yard, to reduce the rear yard setback from 20' to 15' for property legally known as Lot 20, Blk 3, Lake Country No. One and commonly known as 1270 Shasta Lane.

The property is located in the Town of Mannford, Creek County, Oklahoma, in Section 04, Township 19 North, Range 09 East, zoned RS-1 (Residential Single-Family).

City Planner Bates presented the staff report. The applicant is requesting a reduction in the rear yard setback for property located in the Lake Country No. One subdivision. The request is to reduce the rear yard setback from 20' to 15'.

Gerald Haury, Town Administrator for the Town of Mannford, reviewed the request and had no concerns.

Applicant, Carolyn Back, was present for questions.

Mr. Zimmerman made a motion to approve MBOA-006 as presented. Mr. Shackelford 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.

**6. Elections**

The Board is being asked to elect a Chairperson, Vice-Chairperson, and Secretary.

Mr. Zimmerman nominated Michael Phillips for Chairperson. Mr. Parker seconded the motion.

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

The motion carried at 4-0-0.

Mr. Zimmerman nominated David Parker for Vice-Chairperson. Mr. Shackelford 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.

Chairperson Phillips nominated Mike Zimmerman as Secretary. Mr. Parker seconded the motion.

With no further discussion, Chairperson Phillips called for the vote recorded as follows: Mr. Shackelford, aye; Mr. 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 gave a brief update on several roadway projects around the City. City Manager Carter also advised that Chili's has started construction and Planet Fitness should start construction within the next 30-45 days.

**9. Adjournment**

There being no further business, the meeting adjourned at the noted time 6:25 p.m.

8/14/23  
Date

  
Michael Zimmerman, Secretary