

Meeting Minutes for the  
Regular Meeting of the Del City Board of Adjustment

July 14, 2025

The Board of Adjustment of the City of Del City met in regular session at City Hall on July 14, 2025. Public notice of said meeting, setting doeth thereon the date, time, place, and agenda for the meeting was posted in prominent public view at the principal office of said City, at least forty-eight hours prior to said meeting, excluding Saturdays, Sundays and Holidays declared by the State of Oklahoma. Notice of said meeting, setting forth thereon the date, time, place, and agenda for the meeting was given to the City Clerk at least forty-eight hours prior to said meeting, excluding Saturdays, Sundays and Holidays legally declared by the State of Oklahoma. The following actions were included as items on said agenda

AGENDA

**1. Call to Order**

Chairman Joe Satterwhite called the meeting to order at 6:00 p.m.

**2. Roll Call**

Roll Call was conducted, and board members present are:

Jason Coleman  
Joe Satterwhite  
Jim Studebaker  
Rex Warlick

Board members present but abstaining include:

Christy Duane

Staff members present:

Andrew Meyers, City Planner

**3. Pledge of Allegiance**

Chairman Joe Satterwhite led the meeting in the Pledge of Allegiance.

**4. Public and Board Member Input**

*(A maximum of fifteen (15) minutes has been set aside for those wishing to discuss non-agenda items. Citizens may speak for a maximum of five (5) minutes during this time. Additional time can be*

*granted at the Chair's discretion.)*

There was no Board Member, nor public, input.

**5. Consent Docket**

Discussion, consideration, and possible action to approve, approve with modifications, or deny the following items.

A. Approve Minutes of the June 9, 2025, Regular Meeting.

Jason Coleman made a motion to approve the consent docket, Joe Satterwhite seconded the motion.

*A vote was conducted, and the consent docket was passed 4-0 (1 abstain)*

Aye: Jim Studebaker, Joe Satterwhite, Jason Coleman and Rex Warlick

Abstain: Christy Duane

**6. Building Code Variance – BA/BCV 207-25**

*3137 Delmar Rd.*

**A. Staff Report**

Andrew Meyers, City Planner, gave the staff report.

**B. Public Hearing**

Discussion, consideration, possible action to approve, approve with modifications or deny the above-referenced application which seeks a variance to the Del City Building Code in order to remodel the garage into a living space. Requested by Andrew Meyers. City Planner.

Jason Coleman made a motion to open the public hearing, Rex Warlick seconded the motion.

*A vote was conducted, and the motion was passed 4-0 (1 abstain)*

Aye: Jim Studebaker, Joe Satterwhite, Jason Coleman and Rex Warlick

Abstain: Christy Duane

Clarise Robinson, 2429 Hunting Horse Trail, got up to speak about Community Action, and how they support the Building Code Variance.

Jason Coleman made a motion to close the public hearing, Jim Studebaker seconded the motion.

*A vote was conducted, and the motion was passed 4-0 (1 abstain)*

Aye: Jim Studebaker, Joe Satterwhite, Jason Coleman and Rex Warlick

Abstain: Christy Duane

**C. Ruling on Application**

Discussion, consideration, possible action to approve, approve with modifications or deny the above-referenced application which seeks a variance to the Del City Building Code in order to remodel the garage into a living space. Requested by Andrew Meyers, City Planner.

Rex Warlick made a motion to approve the building code variance for BA/BCV 205-25, Jason Coleman seconded the motion.

*A vote was conducted, and the motion was passed 4-0 (1 abstain)*

Aye: Jim Studebaker, Joe Satterwhite, Jason Coleman and Rex Warlick

Abstain: Christy Duane

**7. Board Member Input**

Christy Duane asked Clarise, from Community Action, about fliers and more services from Community Action.

**8. Adjournment**

Jason Coleman made a motion to adjourn the meeting, Rex Warlick seconded the motion.

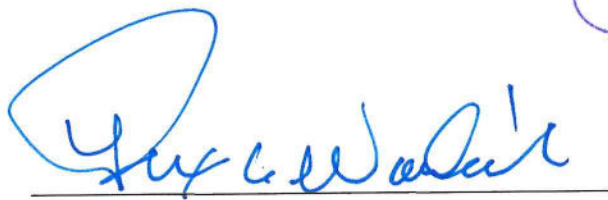
*A vote was conducted, and the motion was passed 4-0 (1 abstain)*

Aye: Jim Studebaker, Joe Satterwhite, Jason Coleman and Rex Warlick

Abstain: Christy Duane

The July 14, 2025, Del City Board of Adjustments meeting was adjourned at 6:13 p.m.

APPROVED THIS 8<sup>th</sup> DAY OF September, 2025.

  
Secretary

  
Chairman