



CITY OF NORMAN, OK
BOARD OF ADJUSTMENT MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Wednesday, May 28, 2025 at 4:30 PM

MINUTES

The Board of Adjustment of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room A at the Development Center, on Wednesday, May 28, 2025 at 4:30 PM and notice of the agenda of the meeting was posted at the Development Center at 225 N Webster Ave, the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

Curtis McCarty called the meeting to order at 4:30 p.m.

ROLL CALL

BOARD MEMBERS PRESENT

Brad Worster
Curtis McCarty
Micky Webb
James Howard
Ben Bigelow
Matt Graves
Eric Williams

STAFF PRESENT

Lora Hoggatt, Planning Services Manager
Justin Fish, Planner I
Anais Starr, Planner II
Beth Muckala, Assistant City Attorney III
Rick Knighton, City Attorney
Whitney Kline, Admin Tech IV

GUESTS PRESENT

Annette Wood, 9610 Alameda Drive
William Sheppard, 618 N. Crawford Avenue
Phillip Swann, 618 N. Crawford Avenue
Teresa Borum, 602 E. Acres Street
Sean Rieger, Rieger Sadler Joyce, LLC
Libby Smith, Rieger Sadler Joyce, LLC

MINUTES

1. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

BOARD OF ADJUSTMENT MEETING MINUTES OF FEBRUARY 26, 2025.

Motion by Mr. Worster to approve the minutes from the February 26, 2025 Board of Adjustment regular meeting; **Second** by Mr. Webb.

The motion passed unanimously with a vote of 7-0.

ACTION ITEMS

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-11: ANNETTE WOOD REQUESTS A VARIANCE TO 36-512(D)(1) OF 12' TO THE MINIMUM 100' FRONT SETBACK FROM THE CENTER OF E. ALAMEDA DR. TO ALLOW FOR A SINGLE-FAMILY HOME, A VARIANCE TO 36-512(D)(3) OF 20' TO THE MINIMUM 50' REAR YARD SETBACK TO ALLOW FOR A SHOP BUILDING, AND A VARIANCE TO 36-512(D)(3) OF 35' TO THE MINIMUM 50' REAR YARD SETBACK TO BRING AN EXISTING SHED INTO CONFORMITY FOR THE PROPERTY LOCATED AT 9610 E. ALAMEDA DR.

Staff Presentation

Justin Fish, Planner I, presented the staff report.

Mr. McCarty asked if a land survey had been conducted on the property. Mr. Fish responded conducted survey was not submitted with the application.

Applicant Presentation

Annette Wood, Applicant, explained the proposed project.

Mr. McCarty asked Ms. Wood if the site plan included all items that were intended to be built on the property. Ms. Wood responded site plan is indicative of all that she intends to have built on the property.

Mr. Worster asked for clarification on the three items to be considered: the Accessory Dwelling Unit (ADU), the garage building, and the existing shed. Ms. Wood agreed those three items were correct.

Mr. McCarty asked about moving the ADU closer to the garage in regards to the front setback. Ms. Wood stated she wanted separation between the two buildings. Ms. Wood further explained this was the reason for the request for variance.

Public Comments

There were no public comments.

Board of Adjustment Discussion

Mr. Worster questioned whether building the ADU first was premature, because doing so could potentially make the ADU considered a single-family home on the property.

Ms. Muckala, Assistant City Attorney, stated the structure would be a single-family home because it will be the only structure on the property.

Motion by Mr. Worster to approve BOA-2425-11; **Second** by Mr. Howard.

The motion passed with a vote of 6-1. Mr. Webb, Board Member voting against.

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-12: WILLIAM SHEPPARD REQUESTS A VARIANCE TO 36-550(B)(3) OF 2' TO THE 10' MINIMUM DRIVEWAY WIDTH TO ALLOW FOR A DRIVEWAY WIDTH OF 8' AT THE PROPERTY LOCATED AT 618 N. CRAWFORD AVE.

Staff Presentation

Justin Fish, Planner I, presented the staff report.

Mr. Howard asked for clarification regarding which driveway option was before the board for a vote. Further, Mr. Howard asked if the Board was to designate which option they were voting on or whether the Board was to vote on all items collectively.

Ms. Muckala, Assistant City Attorney, explained the Board considers the variance and the applicant would decide which option they preferred.

Mr. Bigelow asked if the fence was in the correct place. Mr. Fish responded a survey had not been presented to the City; therefore, it was unknown whether the fence was in the correct place.

Applicant Presentation

William Sheppard, Representative of the Applicant, explained the proposed project.

Mr. McCarty asked Mr. Sheppard whether a survey had been done to confirm the fence was on the property line. Mr. Sheppard responded that no survey had been done.

Mr. McCarty also asked if there had previously been a Variance for the garage to be built on the property line. Lora Hoggatt explained the garage was built before the Zoning Ordinance was in place.

Mr. Bigelow asked if runners were an option. Mr. Fish stated that the existing runners had been in disrepair for more than two years, therefore, the drive would have to go back as a full-width driveway to meet City regulations.

Public Comments

There were no public comments.

Board of Adjustment Discussion

Motion by Mr. Bigelow to approve BOA-2425-12; **Second** by Mr. Worster.

The motion passed unanimously with a vote of 7-0.

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONENT OF BOA-2425-13: TERESA BORUM REQUESTS A VARIANCE TO 36-544(E) OF 17' 3" TO THE MINIMUM 20' SIDE YARD SETBACK FOR A CORNER LOT TO ALLOW FOR A DETACHED COVERED WALKWAY ALONG THE WEST SIDE OF THE EXISTING HOME, AND A VARIANCE TO 36-516(C)(1) OF 20' TO THE MINIMUM 25' FRONT YARD SETBACK TO ALLOW FOR A DETACHED COVERED WALKWAY ALONG THE NORTH SIDE OF THE EXISTING HOME AND THE PLACEMENT OF A SHED ON THE EAST SIDE OF THE PROPERTY LOCATED AT 602 E ACRES ST.

Staff Presentation

Justin Fish, Planner I, presented the staff report.

Mr. Bigelow asked if there were restrictions in regards to the covered walkways for the existing home to be attached or non-attached. Mr. Fish explained that if the covered walkways were attached it would conflict with the legal non-conforming status of the existing structure.

Applicant Presentation

Teresa Borum, Applicant, explained the proposed project.

Mr. Bigelow asked if the applicant would prefer the roof over the walkways be attached or non-attached. Ms. Borum explained that her contractor recommended unattached due to the age of the structure.

Mr. McCarty asked for clarification about whether an alleyway is considered a City street.

Ms. Muckala, Assistant City Attorney, clarified the alleyway is not a City street.

Mr. Bigelow explained that he was concerned about extending the roofline in some areas because it would not meet the required minimum roof height. Ms. Borum explained that the only possible area of concern would be the south side.

Public Comments

There were no public comments.

Board of Adjustment Discussion

Mr. Bigelow asked if the pre-existing shed required a permit. Ms. Borum responded a building permit was not required because of the size of the building.

Motion by Mr. Webb to approve BOA-2425-13; **Second** by Mr. Howard.

The motion passed with a vote of 6-1. Mr. Worster, voting against.

5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-14: FRANK SULLIVAN, JR. TRUSTEE FOR SULLIVAN HCP TRUST, APPEALS THE DENIAL OF CERTIFICATE OF

APPROPRIATENESS (HD 24-20) FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF WINDOWS; C) PAINTING OF THE EXTERIOR BRICK WALLS FOR THE PROPERTY LOCATED AT 733 CHAUTAUQUA AVENUE.

Staff Presentation

Anais Starr, Planner II, presented the staff report. Ms. Starr discussed the applicant's request to the Historic District Commission and the Commission's decision.

Rick Knighton, City Attorney, stated this property is non-contributing and there is compelling evidence that the applicant was not aware that the property was in a designated Historic District.

Mr. Knighton presented an Agreed Order allowing the applicant to keep the paint, the siding and windows except the front two windows that would be returned to their original design and material.

Public Comments

There were no public comments.

Board of Adjustment Discussion

Mr. Bigelow asked how the City keeps this from continuing to happen especially since no building permit was required. Mr. Knighton stated this is a one-time situation and these are handled on a case-by-case basis.

Motion by Mr. Web to approve BOA-2425-14; **Second** by Mr. Bigelow.

The motion passed unanimously with a vote of 7-0.

MISCELLANEOUS COMMENTS

There were no miscellaneous comments.

ADJOURNMENT

The meeting was adjourned at 5:34 p.m.

Passed and approved this 25 day of June 2025.



Secretary, Board of Adjustment