

## CITY OF NORMAN, OK BOARD OF ADJUSTMENT MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Wednesday, June 28, 2023 at 4:30 PM

### AGENDA

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

### ROLL CALL

**Members: Brad Worster, Micky Webb, Curtis McCarty, Ben Bigelow, James Howard**

### MINUTES

1. Consideration of Approval, Rejection, Amendment, and/or Postponement of the Minutes of the May 24, 2023 Board of Adjustment Meeting.

### ACTION ITEMS

2. Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-11: James Hardwick requests Special Exception to permit the extension of a district where the boundary line of a district divides a lot in single ownership as shown of record (36-570(g)(2)(a)) for Lot One, Block One, of Amended Plat of SOUTH LAKE ADDITION Section 7, located at 1900 Ann Branden Boulevard.
3. Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-17: BMS Homes, L.L.C. requests a Variance of 22' to 36-516(c)(1), the required 25' front setback, and a Variance of 15' to the required 20' side (east) setback to 36-544(e), to allow construction of a new house with a front and east side setback to match the existing houses on the block, for property located at 202 W. Johnson Street.
4. Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-18: Stephen and Erika Miller request a Variance to 36-552(a) to allow a fence 2' taller than the 4' maximum height (for a total height of 6') along the front property line for property located at 1611 Jenkins Avenue.
5. Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-19: Diane Peppler requests a Variance to 36-516(c)(1) of approximately 6' to the 25' front yard setback for construction of a new garage on the south side of the property at 219 S. Stewart Avenue.



- [6.](#) Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-20: Hollen Properties, L.L.C. requests a Variance to 36-516(c)(2) of 4' to the 5' side (north) setback for construction of a new garage for property located at 925 Chautauqua Avenue.
- [7.](#) Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-21: City of Norman requests a Variance of 17.5' to 28-505(b)(3) to allow placement of a projecting sign farther from the right-of-way than normally permitted for property located at 318 E. Comanche Street.
- [8.](#) Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-22: Barry Barger and Jeremy and Morgan Hudson request a Special Exception to permit a mobile home to serve as a temporary second dwelling to relieve a medical hardship for property located at 4800 E. Cedar Lane Road.
- [9.](#) Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-23: Kirk Hays and Samantha Watson request a Variance of 2% to 36-516(c)(6) to allow for building coverage in excess of 40% to add a pergola for property located at 107 N. Findlay Avenue.

## **MISCELLANEOUS COMMENTS**

## **ADJOURNMENT**





## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 06/28/2023

**REQUESTER:**

**PRESENTER:** Roné Tromble, Admin. Tech. IV

**ITEM TITLE:** Consideration of Approval, Rejection, Amendment, and/or Postponement of the Minutes of the May 24, 2023 Board of Adjustment Meeting.

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**ACTION NEEDED:** Approve, reject, amend, or postpone the May 24, 2023 Minutes.





## CITY OF NORMAN, OK BOARD OF ADJUSTMENT MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Wednesday, May 24, 2023 at 4:30 PM

### MINUTES

The Board of Adjustment of the City of Norman, Cleveland County, Oklahoma, met in Regular Session in City Council Chambers of the Norman Municipal Complex, 201 West Gray Street, at 4:30 p.m., on Wednesday, May 24, 2023. Notice and agenda of said meeting were posted in the Municipal Building at the above address and at <https://www.normanok.gov/your-government/public-information/agendas-and-minutes> in excess of 24 hours prior to the beginning of the meeting.

Chair Curtis McCarty called the meeting to order at 4:34 p.m.

#### ROLL CALL

##### PRESENT

Brad Worster  
Micky Webb  
James Howard  
Curtis McCarty

##### ABSENT

Ben Bigelow

A quorum was present.

##### STAFF PRESENT

Melissa Navarro, Planner I  
Lora Hoggatt, Planning Services Manager  
Roné Tromble, Admin. Tech. IV  
Beth Muckala, Asst. City Attorney

### MINUTES

1. Consideration of Approval, Rejection, Amendment, and/or Postponement of the Minutes of the April 26, 2023 Board of Adjustment Meeting.

Motion by Micky Webb, seconded by James Howard, to approve the minutes of the April 26, 2023 Board of Adjustment meeting as presented.

Voting Yea: Worster, Webb, Howard, McCarty

The motion to approve the minutes of the April 26, 2023 Board of Adjustment meeting as presented passed by a vote of 4-0.

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**ACTION ITEMS**

2. Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-11: James Hardwick requests Special Exception to permit the extension of a district where the boundary line of a district divides a lot in single ownership as shown of record (36-570(g)(2)(a)) for Lot One, Block One, of Amended Plat of SOUTH LAKE ADDITION Section 7, located at 1900 Ann Branden Boulevard.

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Postponement Memo

**DISCUSSION AND ACTION BY THE BOARD OF ADJUSTMENT:**

Motion by Micky Webb, seconded by Brad Worster, to postpone BOA-2223-11 to the June 28, 2023 meeting.

Voting Yea: Worster, Webb, Howard, McCarty

The motion to postpone BOA-2223-11 to the June 28, 2023 Board of Adjustment meeting passed by a vote of 4-0.

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3. Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-222 Item 1.  
16: Jerry Turner requests a Variance of 9' to 36-514(d)(2), to allow an accessory building in excess of the height of the principal building for property located at 3710 NW Della Street.

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. Application with Attachments

**PRESENTATION BY STAFF:**

Melissa Navarro reviewed the staff report, a copy of which is filed with the minutes.

**PRESENTATION BY THE APPLICANT:**

Brandon Pennel, 3710 NW Della Street, reviewed the request, provided photos of the property and nearby properties, and provided a support signed by three adjoining neighbors. The property is larger than many of the lots in the area, at approximately 2 acres. The proposal is to place the new structure 30' from the rear property line and 30' from the west property line.

Mr. Worster asked about the height of the proposed structure. Mr. Pennel responded that he asked for a 9' variance, but may not need that much. He may need to elevate the new structure. The neighbor with the building with the red roof in the photos has 16' walls.

Mr. McCarty commented that there are a number of buildings in the area taller than the houses, and he doesn't recall any of them coming to the Board for a variance.

Mr. McCarty commented that the location of the proposed building 30' from the property line will make it not seem as steep to a neighbor; an accessory building could be closer to the property line. Mr. Pennel added that he would like to add some height to the existing house at some point in the future.

**AUDIENCE PARTICIPATION:** None

**DISCUSSION AND ACTION BY THE BOARD OF ADJUSTMENT:**

Mr. Worster asked if this seems appropriate in the neighborhood. Mr. Howard lived in the neighborhood. It had a rural feel. There were several similar buildings in the area that didn't seem inappropriate. There is redevelopment of the area happening, with multiple stories and higher pitched roofs.

Mr. Webb looked at the property, and the proposal seems appropriate for the area.

Mr. Howard asked about the history of the neighborhood. Ms. Muckala reported that the Marlatt Addition was annexed into the City as R-1. Mr. Howard commented that part of the area was built before it was annexed.



Motion by Micky Webb, seconded by James Howard, to approve BOA-2223-16 requested.

Item 1.

Voting Yea: Worster, Webb, Howard, McCarty

The motion to approve BOA-2223-16 as requested passed by a vote of 4-0.

Mr. McCarty noted that there is a ten-day appeal period before the decision is final.

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**MISCELLANEOUS COMMENTS - None**

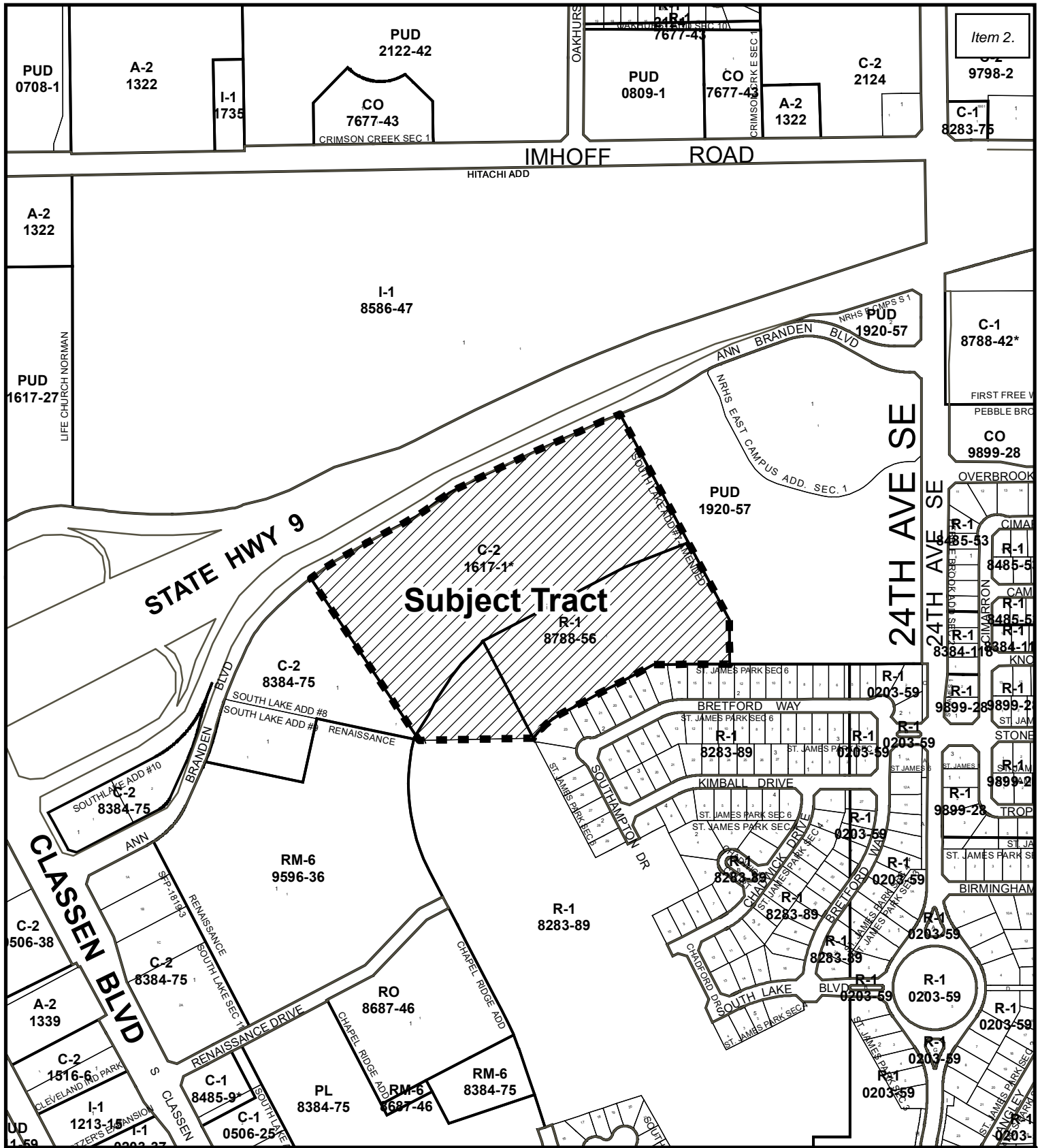
**ADJOURNMENT**

There being no further business and no objection, the meeting adjourned at 4:57 p.m.

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Secretary, Board of Adjustment

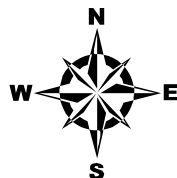




# Location Map



Map Produced by the City of Norman  
Geographic Information System.  
The City of Norman assumes no  
responsibility for errors or omissions  
in the information presented.



April 6, 2023

0 250 500 Ft.



Subject Tract



Zoning





## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 06/28/2023

**REQUESTER:** James Hardwick

**PRESENTER:** Melissa Navarro, Planner II

**ITEM TITLE:** Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-11: James Hardwick requests Special Exception to permit the extension of a district where the boundary line of a district divides a lot in single ownership as shown of record (36-570(g)(2)(a)) for Lot One, Block One, of Amended Plat of SOUTH LAKE ADDITION Section 7, located at 1900 Ann Branden Boulevard.

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**ACTION NEEDED:** Approve, reject, amend, or postpone the Special Exception for BOA-2223-11.





# office memorandum

**Date:** June 22, 2023

**To:** Board of Adjustment

**From:** Melissa Navarro, Planner II

**Subject:** Item No. 2: Postponement of BOA-2223-11

The applicant, James Hardwick, has requested postponement of the request for a Special Exception to permit the extension of a zoning district boundary for a lot under single ownership for property at 1900 Ann Branden Dr. The applicant hired a new attorney for representation on June 22, 2023.

Staff recommends that the Board of Adjustment postpone this item to their July 26, 2023 meeting.





**FELLERS SNIDER**  
ATTORNEYS AT LAW

R. Blaine Nice  
Shareholder  
E: [BNice@FellersSnider.com](mailto:BNice@FellersSnider.com)

June 22, 2023

***Via Email: [Rone.Tromble@NormanOk.gov](mailto:Rone.Tromble@NormanOk.gov)***

Jane Hudson, Planning Director  
CITY OF NORMAN  
201 W. Gray Street, #A  
Norman, OK 73069

Re: *Application of James Hardwick for Special Exception – BOA 2223-11*

Dear Ms. Hudson,

Please be advised this Firm now represents the Applicant in the above-referenced matter. Please consider this a written request that this matter be postponed from the June Board of Adjustment meeting to July 26, 2023 Board of Adjustment meeting.

I will provide an updated application as you have requested. Thank you for your attention to this matter.

Sincerely,

R. Blaine Nice  
For the Firm

RBN/cjc





## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 06/28/2023

**REQUESTER:** BMS Homes, L.L.C.

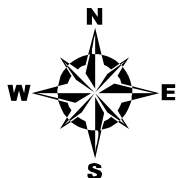
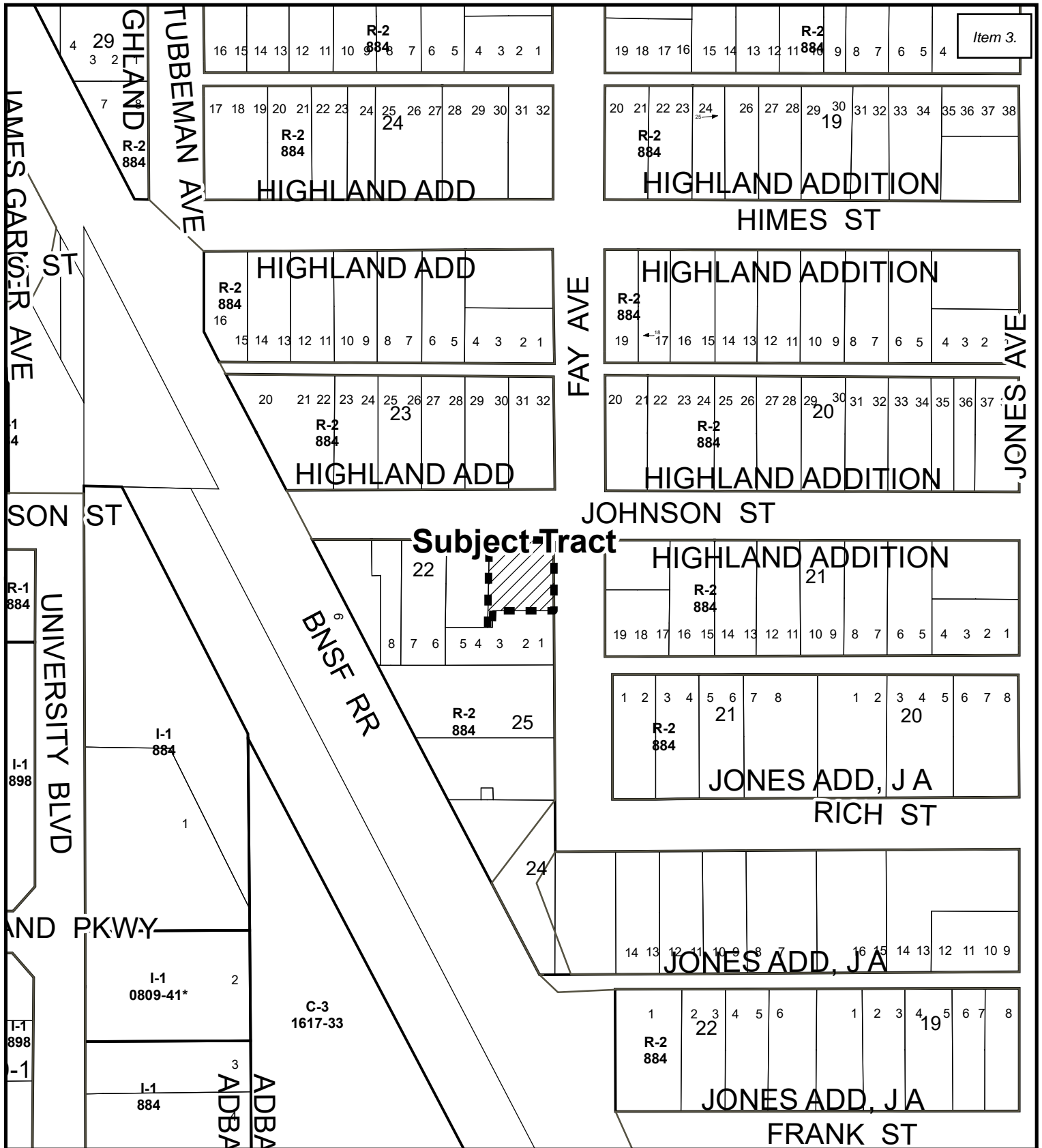
**PRESENTER:** Zach Abell, Planner I

**ITEM TITLE:** Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-17: BMS Homes, L.L.C. requests a Variance of 22' to 36-516(c)(1), the required 25' front setback, and a Variance of 15' to the required 20' side (east) setback to 36-544(e), to allow construction of a new house with a front and east side setback to match the existing houses on the block, for property located at 202 W. Johnson Street.

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**ACTION NEEDED:** Approve, reject, amend, or postpone the Variance to the front setback, and the Variance to the east side setback for BOA-2223-17.







Board of Adjustment  
June 28, 2023  
BOA-2223-17

### **STAFF REPORT**

#### **GENERAL INFORMATION**

<b>APPLICANT</b>	Brady Smith (BMS Homes, L.L.C)
<b>LOCATION</b>	202 W. Johnson St.
<b>ZONING</b>	R-2, Two-Family Dwelling District
<b>REQUESTED ACTION</b>	Variance of 22' to the required 25' front setback and variance of 15' to the required 20' side setback.
<b>SUPPORTING DATA</b>	Location Map Application with attachments Site Plan

**SYNOPSIS:** The applicant is requesting a variance of 22' to the 25' front setback and a variance of 15' to the required 20' side setback of the R-2, Two-Family Dwelling District to allow construction of a new home.

The application, site plan, and the Existing Variance Conditions form are attached for your review.

#### **VARIANCE CRITERIA PER SECTION 570(k):**

A variance from the terms of this ordinance shall not be granted by the Board of Adjustment unless and until:

- (1) An applicant shall submit to the Board of Adjustment a written application indicating:
  - (a) That special conditions and circumstances exist that are peculiar to the land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same district;
  - (b) That the literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
  - (c) That the special conditions and circumstances do not result from the actions of the applicant;
  - (d) That granting the variances requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structure, or buildings in the same district;



No non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

**The applicant provided responses to the four variance criteria. Please see the attached Existing Variance Conditions form.**

**DISCUSSION:** The Highland Addition was platted in 1903. This lot has been in this configuration since 1964, which was prior to the adoption of the Subdivision Regulations in 1973. It is still a legal lot. The surrounding homes were built in the 1930s, which was before the City of Norman adopted a zoning ordinance. The applicant wishes to build a new home in a location that will blend in with the existing older homes. The way the lot is configured creates a setback issue with either the front or rear setback, depending on how the applicant constructs the new house.

**CONCLUSION:** Staff forwards this request for a front setback and a side setback variance and BOA-2223-17 to the Board of Adjustment for consideration.





Application for Variance or Special Exception  
**BOARD OF ADJUSTMENT**

Case No. BOA \_\_\_\_\_

City of Norman Planning &amp; Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

<b>APPLICANT(S)</b> BMS Homes LLC, Brady Smith (Owner)	<b>ADDRESS OF APPLICANT</b> 5409 Heidelberg Drive, Mustang, OK. 73064
<b>NAME AND PHONE NUMBER OF CONTACT PERSON(S)</b> Brady Smith (405) 627-3677	<b>EMAIL ADDRESS</b> Brady.Smith@bmshomes.net

**Legal Description of Property:** (UNLESS THE LEGAL DESCRIPTION IS A SIMPLE LOT AND BLOCK, THE LEGAL DESCRIPTION MUST BE PROVIDED IN A WORD DOCUMENT EMAILED TO CURRENT.PLANNING@NORMANOK.GOV)

HIGHLAND LOTS PRT 1-3 BEG NE/C LT 1 S 80' W72' S20' W3' N100' E75' TO BEG BLK 22

**Requests Hearing for:** ☒ VARIANCE from Chapter 36, Section 516 - R-2, TWO FAMILY DWELLING DIS  
☐ SPECIAL EXCEPTION to \_\_\_\_\_

**Detailed Justification for above request** (refer to attached Review Procedures and justify request according to classification and essential requirements therefor):

According to ch. 36 section 516 part (c) of the Norman Munipal Code, area regulations

state that the setback for the front yard be a minimun 25' from the property line

and a minimum of 20' side setback when there are two frontages on the property.

With that being said we are requesting that the city allow a variance so that the new proposed home aligns with the surrounding homes on the street. See attached for justification.

(Attach additional sheets for your justification, as needed.)

SIGNATURE OF PROPERTY OWNER(S):

ADDRESS AND TELEPHONE:

5409 Heidelberg Drive, Mustang, OK. 73

Cell: (405) 627-3677

OFFICE USE ONLY

- ☐ Application  
☐ Proof of Ownership  
☐ Certified Ownership List and Radius Map  
☐ Site Plan  
☐ Filing Fee of \$ \_\_\_\_\_  
☐ Emailed Legal Description in Word Document

☐ VARIANCE from Chapter \_\_\_\_\_,

Section \_\_\_\_\_

☐ SPECIAL EXCEPTION to \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Checked by: \_\_\_\_\_





# CERTIFICATION OF OWNERSHIP

Case No. BOA \_\_\_\_\_

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

5/16/23

DATE: \_\_\_\_\_

Brady Smith

I, \_\_\_\_\_, hereby certify and attest that I am the owner, or that I have an option to purchase the following described property in the City of Norman:

AND, I further certify and attest that this legal description describes accurately the property requested for rezoning.

AND, I accept billing for the cost of publishing legal notice in the NORMAN TRANSCRIPT.

Owner's Signature: \_\_\_\_\_

Address: 5409 Heidelberg Drive, Mustang, TX

Agent's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

## NOTARY

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

(SEAL)

My commission expires: \_\_\_\_\_

Notary Public

I hereby accept this Certification of Ownership in lieu of a deed or other legal document showing proof of ownership.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF NORMAN





**BOARD OF ADJUSTMENT**  
FUNCTION AND REVIEW PROCEDURES

Item 3.

(Revised 03/23)

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 -- (405) 307-7112 Phone

**EXISTING VARIANCE CONDITIONS:**

There are special conditions or circumstances peculiar to the land or structure involved:

The lot dimensions are 75' x 80' making it a non typical lot. The current set backs per code call for a minimum 25' front and a 20' side for a corner lot. The proposed set backs will allow BMS Homes to build in line with the surrounding homes on the street.

Attest  
BMS

The literal interpretation of the provisions of the Ordinance would deprive the applicant of rights enjoyed by others in the same district:

Set backs outlined in the Ordinance will place the home further back than the surrounding homes on the street making it out of place with an odd location and design of home.

Attest  
BMS

The special conditions or circumstances do not result from the actions of the applicant:

BMS Homes purchased the lot with its current plat dimensions on March 21 of 2023. The original deed shows that the lot has been platted this way as far back as 1964.

Attest  
BMS

The granting of the Variance will not confer special privileges on the applicant that are denied to other lands and/or structures in the same district:

The granting on the variance will allow BMS Homes to build a new home that will align with the existing homes on the street. This will be a deviation from the new city building code. However, an exception must be made to accomodate for the existing setbacks of the homes surrounding the new build.

Attest  
BMS





This document prepared by (and after recording return to):  
Frank D. Thompson, II, Esq., OBA No. 32171  
BELL & LISS, LLC  
702 King Farm Blvd., Suite 155  
Rockville, MD 20850  
File No.: 76704OKF-HQ

Recorders Memorandum  
All or part of this instrument  
is not legible or is of poor quality.

**PERSONAL REPRESENTATIVE'S DEED**

**KNOW ALL MEN BY THESE PRESENTS:**

THIS INDENTURE, made this 21 day of MARCH, 2023, between **BEVERLY O. LIGON AKA BEVERLY OLIVE LIGON**, as the duly qualified and acting Personal Representative and heir of the Estate of **JACK ROSS LIGON, III**, deceased, as party or parties of the first part, whose address is: **3304 NE 12TH STREET, OKLAHOMA CITY, OK 73117** (hereinafter referred to as "Grantor"), and **BMS HOMES LLC, AN OKLAHOMA LIMITED LIABILITY COMPANY**, as party or parties of the second part, whose address is: **5409 HEIDELBERG DRIVE, MUSTANG, OK 73064** (hereinafter referred to as "Grantee") (the words "Grantor" and "Grantee" to include their respective heirs, legal representatives, successors, and assigns where the context requires or permits);

**WITNESSETH:**

That whereas, under and by virtue of authority and power in the Order of the Court entered of record in case number PB-2018-1069 in the District Court of Oklahoma County, State of Oklahoma, to which reference is hereby made.

Whereas, said Court did on the 16<sup>th</sup> day of October, 2018, enter an Order Authorizing Personal Representative to Sell Real Property, wherein the Personal Representative was authorized to sell the real property described herein without further judicial authorization or a Return of Sale or confirmation of such sale. Said Order is hereby referred to and made a part of this indenture.

Now therefore, **BEVERLY O. LIGON AKA BEVERLY OLIVE LIGON**, as the Personal Representative of the Estate of the Deceased, **JACK ROSS LIGON, III**, party of the first part, pursuant to authority and power granted in the Order Authorizing Personal Representative to Sell Real Property, does by these presents grant and convey, unto the party of the second part, his/her/their heirs forever, all of the right, title, interest and Estate of the said Deceased, at the time of his death, in the following described real property situated in Cleveland County, State of Oklahoma, to-wit:

**SEE ATTACHED EXHIBIT "A" AND INCORPORATED HEREIN.**

Property Address: 202 WEST JOHNSON STREET, NORMAN, OK 73069

Together with all improvements thereon, and rights on ingress and egress.



TO HAVE AND TO HOLD the said tract or parcel of land, together with all improvements thereupon and the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit, and behoof of said Grantee forever in FEE SIMPLE.

SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

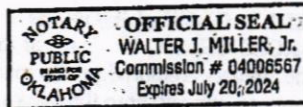
WITNESS the following signatures and seal:

*Beverly O. Ligon*  
 BEVERLY O. LIGON AKA BEVERLY OLIVE  
 LIGON, PERSONAL REPRESENTATIVE  
 AND HEIR OF THE ESTATE OF JACK ROSS  
 LIGON, III, DECEASED, WHO DEPARTED  
 THIS LIFE ON OR ABOUT 2-17-2016

STATE / COMMONWEALTH OF OKLAHOMA  
 CITY / COUNTY OF OKLAHOMA, to-wit:

I, a Notary Public of the aforesaid jurisdiction, do hereby certify that the foregoing instrument was acknowledged before me this 21 day of MARCH, 2023, by BEVERLY O. LIGON AKA BEVERLY OLIVE LIGON, personal representative and heir of the estate of JACK ROSS LIGON, III, deceased.

Given under my hand this 21 day of MARCH, 2023.



*Walter J. Miller Jr.*  
 NOTARY PUBLIC (SEAL)  
 My Commission Expires: 07/20/2024

Send Subsequent Tax Bills to:

BMS HOMES LLC  
 5409 HEIDELBERG DRIVE  
 MUSTANG, OK 73064



**EXHIBIT "A"**

**THE FOLLOWING DESCRIBED REAL PROPERTY AND PREMISES SITUATE IN CLEVELAND COUNTY, STATE OF OKLAHOMA, TO WIT:**

**PART OF LOTS ONE (1), TWO (2) AND THREE (3), IN BLOCK TWENTY-TWO (22), OF HIGHLAND ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF LOT ONE (1); THENCE SOUTH 80 FEET; THENCE WEST 72 FEET; THENCE SOUTH 20 FEET; THENCE WEST 3 FEET; THENCE NORTH 100 FEET; THENCE EAST 75 FEET TO THE POINT OF BEGINNING.**

**LESS AND EXCEPT ANY INTEREST IN AND TO THE OIL, GAS AND OTHER MINERALS PREVIOUSLY RESERVED OR CONVEYED.**

**EXCEPTING THEREFROM ANY RIGHTS, TITLE, AND INTEREST IN ALL THOSE LANDS CONVEYED BY DEED FROM BEVERLY O. LIGON, AS THE DULY QUALIFIED AND ACTING PERSONAL REPRESENTATIVE OF THE ESTATE OF JACK ROSS LIGON, III, DECEASED, TO SEDRICK WILLIAMS, A SINGLE PERSON, DATED 11-01-2018, RECORDED 11-01-2018, IN BOOK RB 5861, PAGE 580, AS INSTRUMENT NO. R2018-35089, MORE PARTICULARLY DESCRIBED AS FOLLOWS:**

**THE FOLLOWING DESCRIBED REAL PROPERTY SITUATED IN CLEVELAND COUNTY, STATE OF OKLAHOMA TO WIT:**

**THE NORTH 100 FEET OF LOTS FOUR (4) AND FIVE (5) IN BLOCK TWENTY-TWO (22), OF HIGHLAND ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.**

**BEING a portion of the same property conveyed by Deed executed by GAYLA L. OSBORN, SINGLE, on 3/27/2008, as recorded on 3/27/2008 at Book/Liber RB 4470, Page/Folio 522, Instrument R 2008 10706 and re-recorded on 3-18-2011, in Book RB 4850, PAGE 674, as INSTRUMENT NO. R 2011 8749 in the land records of CLEVELAND COUNTY, OKLAHOMA unto JACK ROSS LIGON, III, SINGLE. The said Jack Ross Ligon, III having since departed this life on or about 2-17-2016.**

**Parcel Identification Number: 35523 (GEO NO. NC29HGHLD 22 1002).**



3052

## GENERAL FORM

## WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS:

That J. D. Reynolds & Mary B. Reynolds,  
husband and wife,

parties of the first part, in consideration of  
the sum of Ten and other consideration - - - - - DOLLARS  
in hand paid, the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and con-  
vey unto Julia Pauline Garcia, a widow

second part, the following described real property and premises situated in Cleveland County, State of  
Oklahoma, to-wit:

Part of Lots 1, 2 and 3, in Block 22, of Highland Addition  
to Norman, Oklahoma, according to the recorded plat thereof,  
described as follows: Beginning at the Northeast corner of  
Lot 1, thence South 80 feet, thence West 72 feet, thence  
South 20 feet, thence West 3 feet, thence North 100 feet,  
thence East 75 feet to the place of beginning.



together with all improvements thereon and the appurtenances thereunto belonging, and warrant the  
title to the same.

To Have and to Hold said described premises unto the said part of the second part  
heirs and assigns forever, free, clear and discharged of and from all former grants, charges, taxes, and  
judgments, mortgages and other liens and encumbrances of whatsoever nature.

Signed and delivered this 1st day of March 19 64

*J. D. Reynolds*  
*Mary B. Reynolds*

## INDIVIDUAL ACKNOWLEDGMENT

State of Oklahoma, Cleveland County, ss.  
Before me, the undersigned, a Notary Public, in and for said County and State, on this 1st day of March  
19 64, personally appeared



to me known to be the identical person who executed the within and foregoing instrument, and  
acknowledged to me that executed the same as free and voluntary act and deed  
for the uses and purposes therein set forth.

Witness my hand and official seal the day and year last above written.

My Commission Expires June 14, 1965

*Roy E. Elliott*  
Notary Public



DESCRIPTION  
Site Plan

 $N \uparrow$ 

23



### **Proposed Setback**

Proposed home setback is 3' from the building line to the north that will allow us to blend in nicely with the surrounding homes on the street



### **Current Setback**

Current setbacks call for 25' min front yard, you will see that the home will set further back than the surrounding homes making it out of place and decreasing the size of the back yard substantially.



BMS Homes  
5409 Heidelberg Drive  
Mustang, OK 73064  
Cell: (405) 627-3677

ASSOCIATE 1  
Brady Smith  
5409 Heidelberg Drive  
Mustang, OK 73064  
Cell: (405) 627-0872

ASSOCIATE 2  
Brett Smith  
3420 Bear Mountain Drive  
Norman, OK 73069  
Cell: (405) 627-0872

CLIENT  
202 West Johnson Street  
Norman, OK 73069

PROJECT  
Norman - Farm

DRAWN BY  
BMS

DATE  
4/14/23

RE-ISSUE  
MM.DD.YY

DESCRIPTION  
Approximate View





## CITY OF NORMAN, OK STAFF REPORT

---

**MEETING DATE:** 06/28/2023

**REQUESTER:** Stephen & Erika Miller

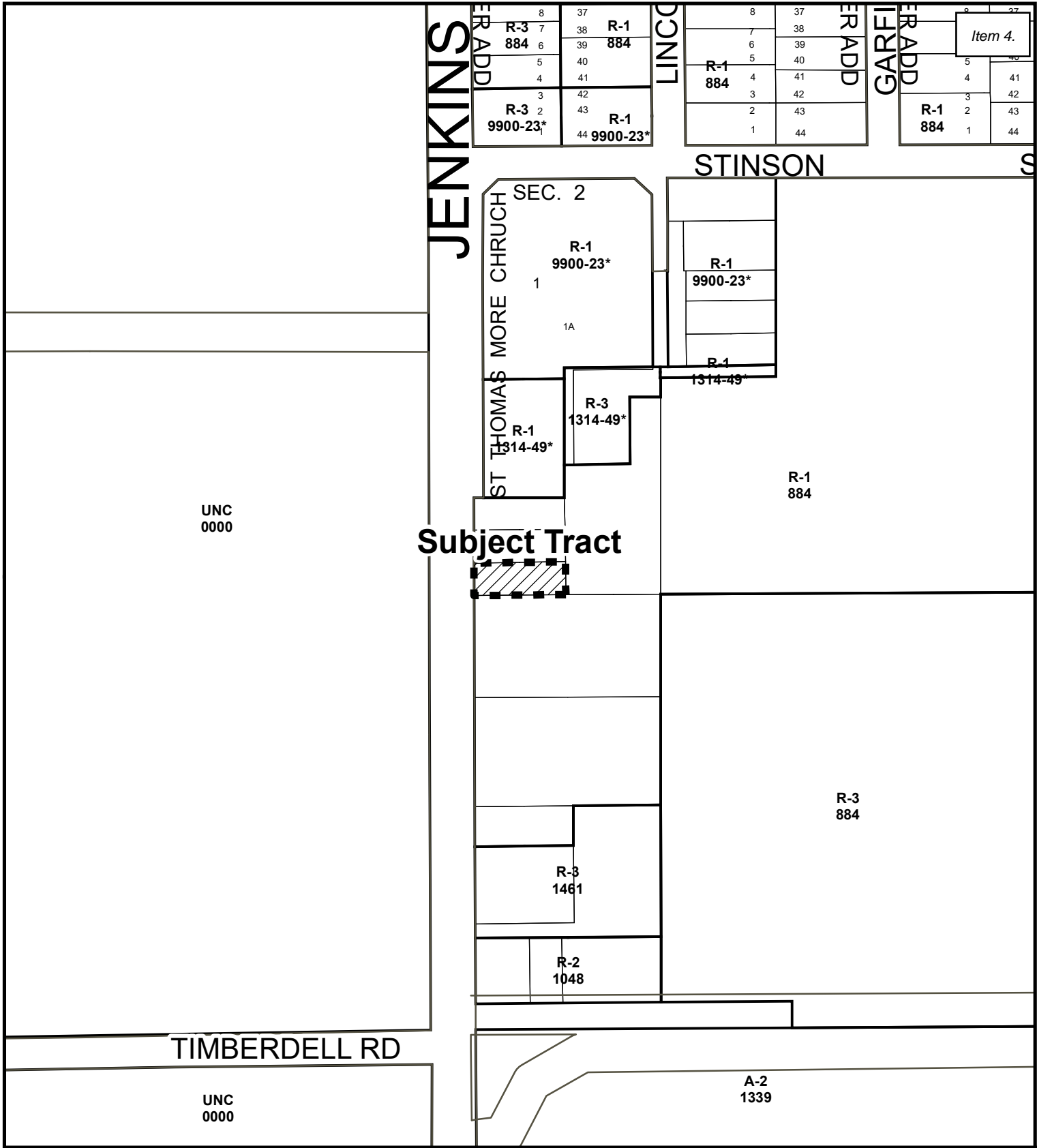
**PRESENTER:** Melissa Navarro, Planner II

**ITEM TITLE:** Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-18: Stephen and Erika Miller request a Variance to 36-552(a) to allow a fence 2' taller than the 4' maximum height (for a total height of 6') along the front property line for property located at 1611 Jenkins Avenue.

---

**ACTION NEEDED:** Approve, reject, amend, or postpone the Variance to the fence height for BOA-2223-18.

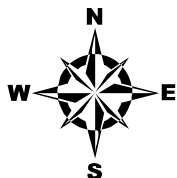




# Location Map



Map Produced by the City of Norman  
Geographic Information System.  
The City of Norman assumes no  
responsibility for errors or omissions  
in the information presented.



May 24, 2023

0 100 200 Ft.



Subject Tract



Board of Adjustment  
June 28, 2023  
BOA-2223-18

### **STAFF REPORT**

#### **GENERAL INFORMATION**

<b>APPLICANT</b>	Stephen and Erika Miller
<b>LOCATION</b>	1611 Jenkins Avenue
<b>ZONING</b>	R-1, Single Family Dwelling District
<b>REQUESTED ACTION</b>	Variance to 36-552(a) to allow a fence 2' taller than the 4' maximum height (for a total of 6') along the front property line
<b>SUPPORTING DATA</b>	Location Map Application with attachments Site Plan

**SYNOPSIS:** The applicant plans to replace the existing 6' front fence with a new 6' fence to minimize the noise coming from the street. The applicant has had a 6' fence in the front yard for at least 18 years (reviewing the historical aerials). The City of Norman is underway with the street widening project for Jenkins Avenue; this street widening project will affect this property, as it will bring the roadway closer to the front property line. The front yard fence will act as a sound buffer.

The application, site plan, and the Existing Variance Conditions form are attached for your review.

#### **VARIANCE CRITERIA PER SECTION 570(k):**

A variance from the terms of this ordinance shall not be granted by the Board of Adjustment unless and until:

- (1) An applicant shall submit to the Board of Adjustment a written application indicating:
  - (a) That special conditions and circumstances exist that are peculiar to the land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same district;
  - (b) That the literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
  - (c) That the special conditions and circumstances do not result from the actions of the applicant;



- (d) That granting the variances requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structure, or buildings in the same district;

No non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

**The applicant provided responses to the four variance criteria. Please see the attached Existing Variance Conditions form and related information.**

**DISCUSSION:** The City is currently preparing the easements for the Jenkins Avenue widening project, which will impact this property's fence and landscaping. The applicant would like to take this as an opportunity to modernize the fence and prevent the noise from the road from coming into the house. The house on this property is closer to the road than other properties on the same street.

**CONCLUSION:** Staff forwards this request for a fence height variance and BOA-2223-18 to the Board of Adjustment for consideration.





Application for Variance or Special Exception  
**BOARD OF ADJUSTMENT**

Case No. BOA

Item 4.

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

APPLICANT(S)  
Stephen J Miller  
Erika T Miller

ADDRESS OF APPLICANT  
1611 Jenkins Ave  
Norman OK 73072

NAME AND PHONE NUMBER OF CONTACT PERSON(S)  
Erika T Miller 405 229 6741

EMAIL ADDRESS  
etmsunami@hotmail.com

**Legal Description of Property:** (UNLESS THE LEGAL DESCRIPTION IS A SIMPLE LOT AND BLOCK, THE LEGAL DESCRIPTION MUST BE PROVIDED IN A WORD DOCUMENT EMAILED TO CURRENT.PLANNING@NORMANOK.GOV)

**Requests Hearing for:**

☒ VARIANCE from Chapter 36, Section 552

☐ SPECIAL EXCEPTION to \_\_\_\_\_

**Detailed Justification for above request** (refer to attached Review Procedures and justify request according to classification and essential requirements therefor):

**\*PLEASE SEE ATTACHED**

(Attach additional sheets for your justification, as needed.)

SIGNATURE OF PROPERTY OWNER(S):

Erika T. Miller  
Stephen J. Miller

ADDRESS AND TELEPHONE:

1611 Jenkins Ave Norman 73072  
405 229-6741  
1611 Jenkins Ave Norman 73072  
405 229-6749

OFFICE  
USE  
ONLY

- ☒ Application  
☒ Proof of Ownership  
☒ Certified Ownership List and Radius Map  
☒ Site Plan  
☒ Filing Fee of \$ 200.00  
☐ Emailed Legal Description in Word Document

☒ VARIANCE from Chapter 36,  
Section 552 (a)

☐ SPECIAL EXCEPTION to \_\_\_\_\_

Date Submitted:

5-23-2023

Checked by:

[Signature]





**BOARD OF ADJUSTMENT**  
FUNCTION AND REVIEW PROCEDURES

(Revised) Item 4.

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 -- (405) 307-7112 Phone

**EXISTING VARIANCE CONDITIONS:**

There are special conditions or circumstances peculiar to the land or structure involved:

SEE DETAILED INFORMATION

Attest

EM

The literal interpretation of the provisions of the Ordinance would deprive the applicant of rights enjoyed by others in the same district:

OUR HOME SITS CLOSER TO THE JENKINS AVE,  
ROADWAY THAN OTHER HOMES NEARBY.  
(SEE ATTACHED MAP)

Attest

EM

The special conditions or circumstances do not result from the actions of the applicant:

THE NEED FOR THIS VARIANCE IS A RESULT OF  
THE CITY'S JENKINS AVE. WIDENING PROJECT  
WHICH BRINGS THE ROADWAY CLOSER TO THE  
PROPERTY LINE.

Attest

EM

The granting of the Variance will not confer special privileges on the applicant that are denied to other lands and/or structures in the same district:

OTHER PROPERTIES DO NOT SIT AS CLOSE TO STREET  
AND THEY CAN REQUEST A VARIANCE IF THEY  
FEEL IT IS NECESSARY.

Attest

EM



#### DETAILED JUSTIFICATION FOR VARIANCE REQUEST

We are applying for a variance to 36-552 which limits fence height to 4' to allow the construction of a new wall/fence of the same height (6') as our existing fence.

The replacement is intended to compensate for some of the issues created by the Jenkins Ave Widening Project. More specifically, to compensate for loss of noise reduction, safety and privacy.

Our home sits relatively close to the street and a more substantial barrier to both increased automobile and pedestrian traffic seems advisable. As a result of the Project, we will lose 2 massive trees and our current parking/driveway will be widened to accommodate side-by-side parking, also widening the open space at our entry.

Due to the walls composition we hope to regain some noise reduction, safety from traffic hazards and some lost privacy. Due to the significant effect on our landscape, irrigation/drainage and parking hired LAUD Studio to reconceptualize a design in keeping with this unique home (formerly owned by the Chair Emeritus of OU's Department of Architecture. The wall/fence is an integral part of the design.

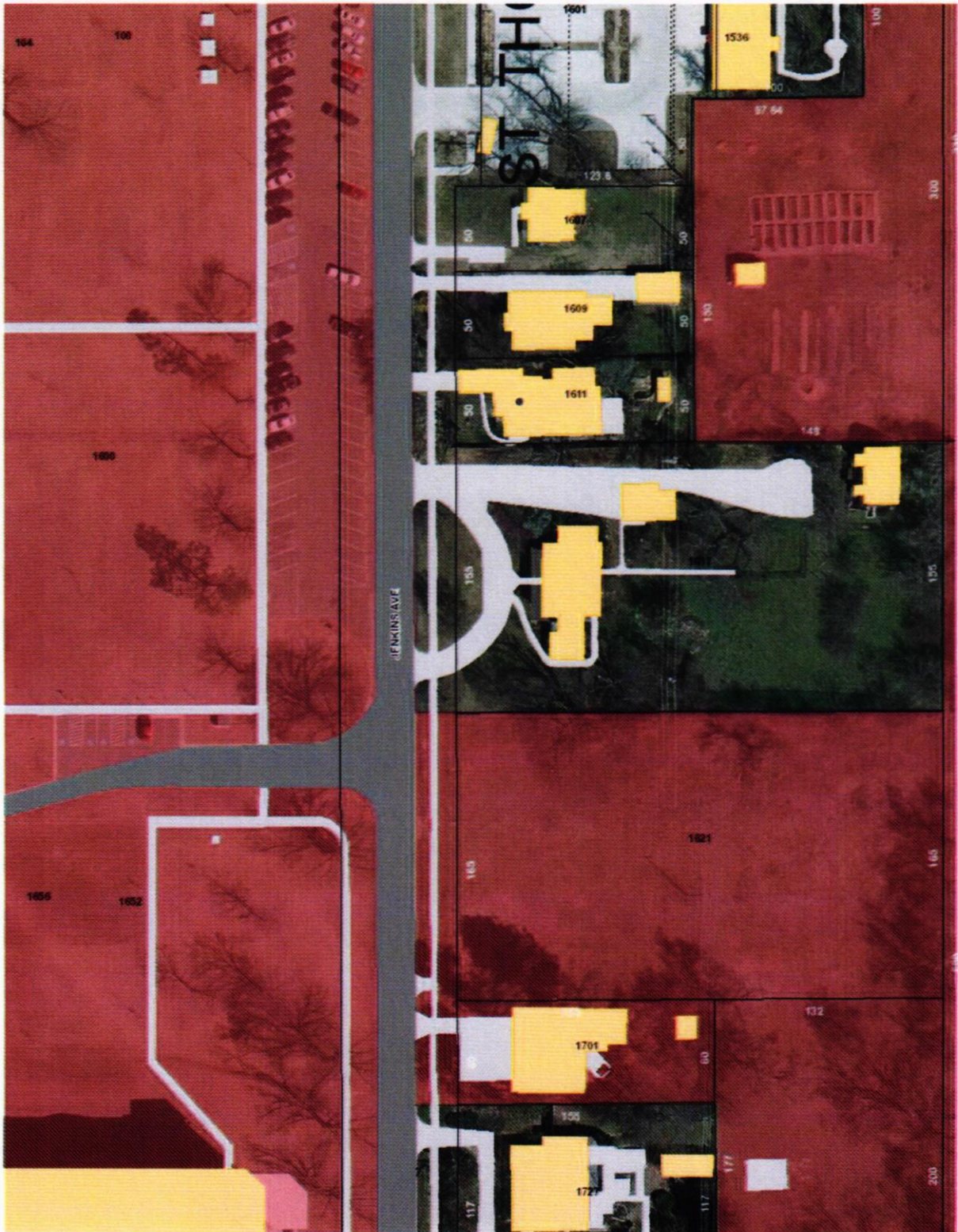
We have lived in this house for almost 30 years and hope the Board of Adjustment will understand our concerns and grant us this variance.

Thank-you for considering our request for variance.

\* A file with photos of the proposed project by LAUD Studios, including images of wall/fence structure, sent to Melissa Navarro 4/20/2023



1611 Jenkins Ave











Item 4.







Item 4.







CONCRETE PAVERS



SALIDA ROCK 5/8"-2"



GRAY HAWK CHIPS 3/8"

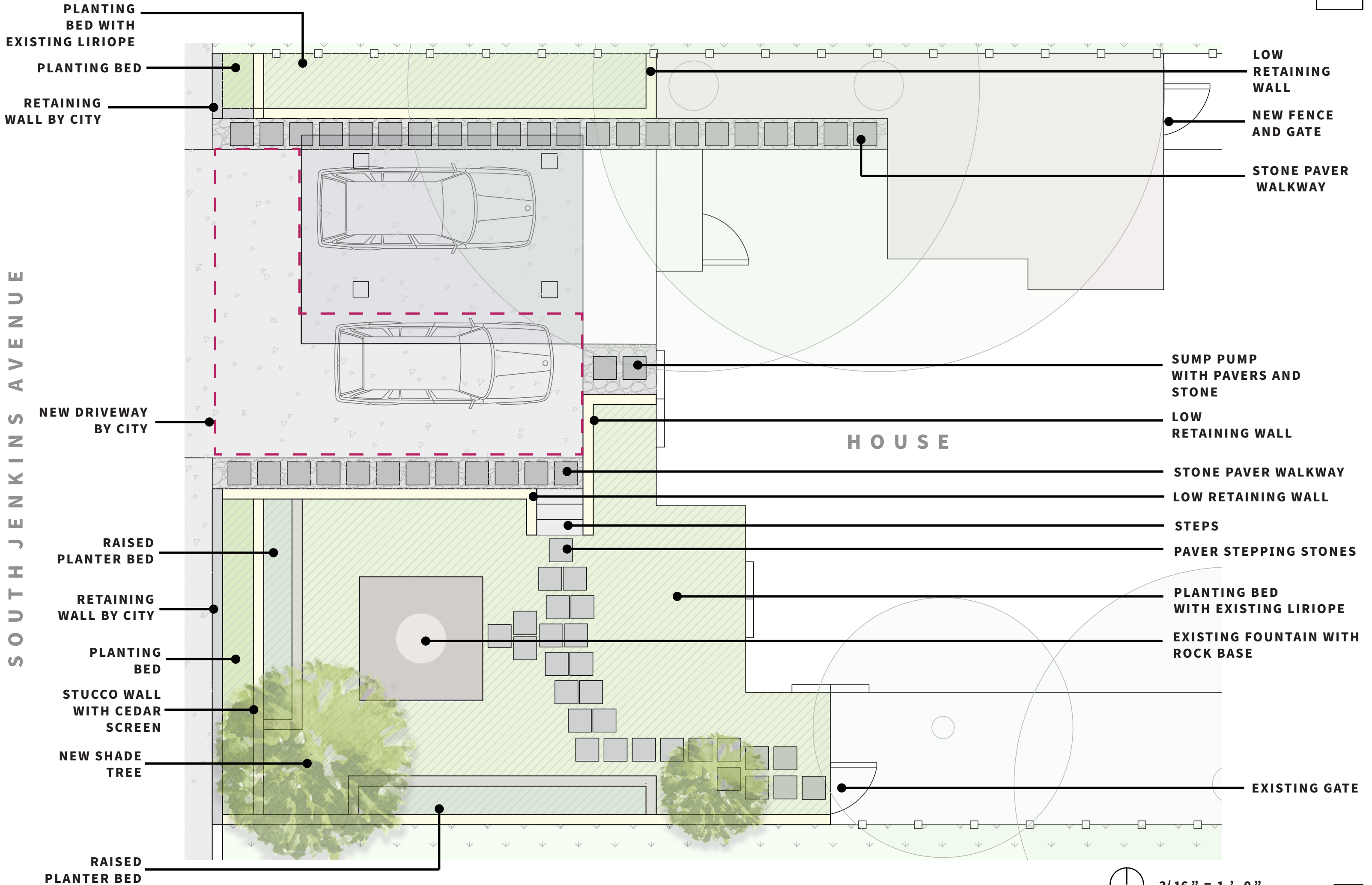


STUCCO PLANTER AND WALL WITH CEDAR SCREEN



LOW STUCCO WALL





3/16" = 1'-0"





























## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 06/28/2023

**REQUESTER:** Diane Peppler

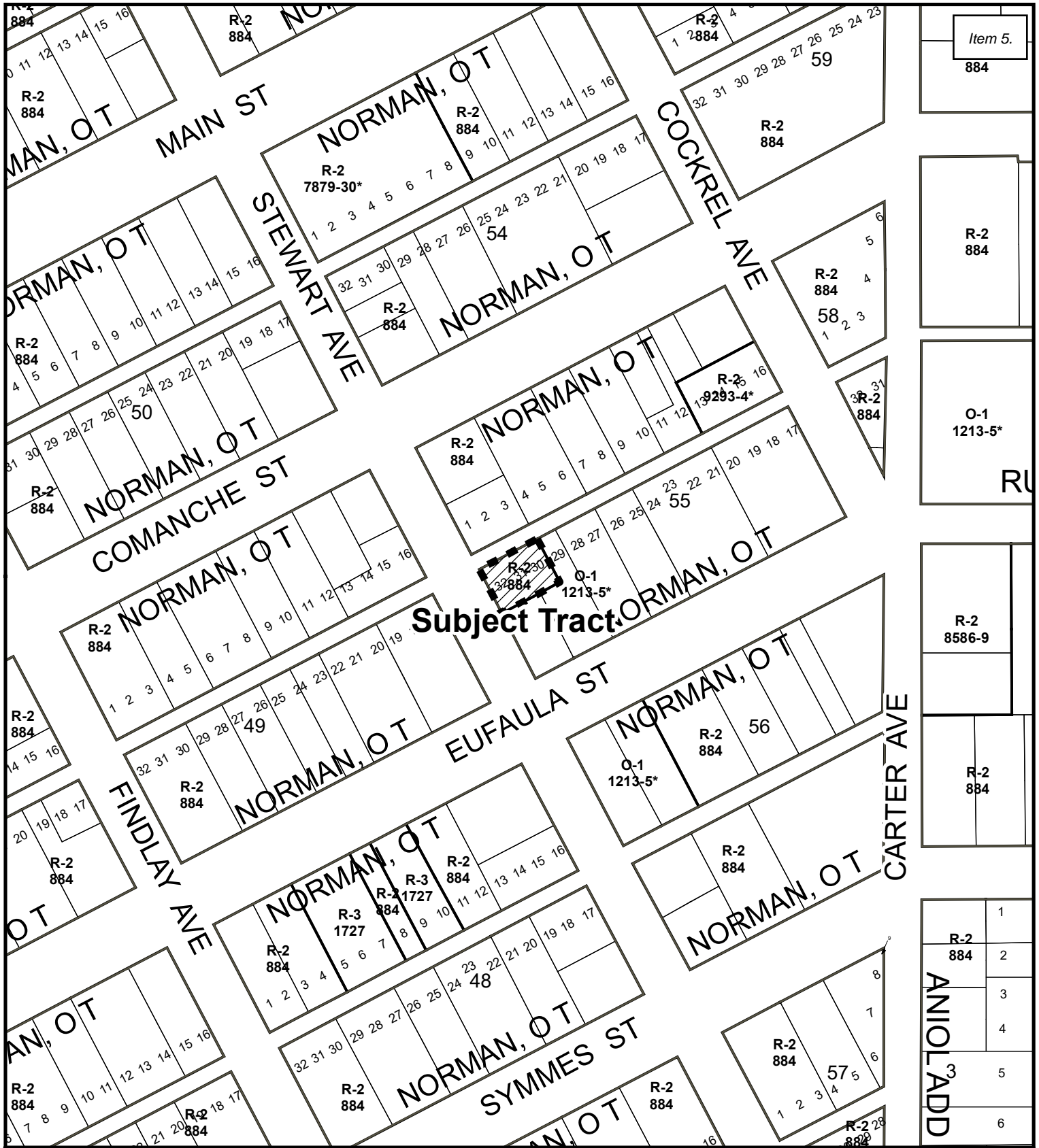
**PRESENTER:** Melissa Navarro, Planner II

**ITEM TITLE:** Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-19: Diane Peppler requests a Variance to 36-516(c)(1) of approximately 6' to the 25' front yard setback for construction of a new garage on the south side of the property at 219 S. Stewart Avenue.

---

**ACTION NEEDED:** Approve, reject, amend, or postpone the Variance to the front yard setback for BOA-2223-19.

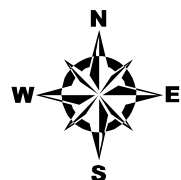




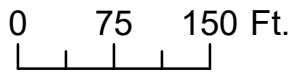
# Location Map





Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



June 6, 2023



 Subject Tract  
 Zoning

G:\ArcGIS10\Map Templates\&T1\_LocationMap\ArcMap10.mxd



Board of Adjustment  
June 28, 2023  
BOA-2223-19

### **STAFF REPORT**

#### **GENERAL INFORMATION**

<b>APPLICANT</b>	Diane Peppler
<b>LOCATION</b>	219 S. Stewart Avenue
<b>ZONING</b>	R-2, Two Family Dwelling District
<b>REQUESTED ACTION</b>	Variance to 36-516(c)(1) of approximately 6' to the 25' front yard setback for construction of a new garage on the south side of the property
<b>SUPPORTING DATA</b>	Location Map Application with attachments Site Plan

**SYNOPSIS:** The applicant plans to build a detached garage that will be placed on the south side of the property, 19' from the front property line. The main building is at 8' from the front property line.

The application, site plan, and the Existing Variance Conditions form are attached for your review.

#### **VARIANCE CRITERIA PER SECTION 570(k):**

A variance from the terms of this ordinance shall not be granted by the Board of Adjustment unless and until:

- (1) An applicant shall submit to the Board of Adjustment a written application indicating:
  - (a) That special conditions and circumstances exist that are peculiar to the land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same district;
  - (b) That the literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
  - (c) That the special conditions and circumstances do not result from the actions of the applicant;
  - (d) That granting the variances requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structure, or buildings in the same district;



No non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

**The applicant provided responses to the four variance criteria. Please see the attached Existing Variance Conditions form and related information.**

**DISCUSSION:** Although there is enough space to fit the garage behind the required 25' front setback, the applicant is asking for this variance to protect an existing mature tree on the property. Also, the proposed building location will avoid obstructing the windows of the main building with the new garage. The new structure will not represent any obstruction for the neighbors because the adjacent property is a basketball court.

**CONCLUSION:** Staff forwards this request for a front setback variance and BOA-2223-19 to the Board of Adjustment for consideration.





Application for Variance or Special Exception  
**BOARD OF ADJUSTMENT**

Case No. BOA 2223-19

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

<b>APPLICANT(S)</b> Diane Peppler	<b>ADDRESS OF APPLICANT</b> 3605 Bridgeport Rd Norman, OK 73072
<b>NAME AND PHONE NUMBER OF CONTACT PERSON(S)</b> Diane Peppler 405-760-2591	<b>EMAIL ADDRESS</b> secondchance renovations llc@gmail.com

**Legal Description of Property:** (UNLESS THE LEGAL DESCRIPTION IS A SIMPLE LOT AND BLOCK, THE LEGAL DESCRIPTION MUST BE PROVIDED IN A WORD DOCUMENT EMAILED TO CURRENT.PLANNING@NORMANOK.GOV)

Norman OT N55' Lots 30 31 32 BLK 55 OR  
 the North 55 feet of Lots 30, 31, 32, in block 55, of the original  
 Town of Norman, Cleveland County, Oklahoma 219 S. Stewart, 73071

**Requests Hearing for:**

- ☒ VARIANCE from Chapter 36, Section 570g  
☐ SPECIAL EXCEPTION to \_\_\_\_\_

**Detailed Justification for above request** (refer to attached Review Procedures and justify request according to classification and essential requirements therefor):

This application is for a 6 foot variance request from the west side property line (11 feet from front corner of house) for a new detached garage. The current approved permit will place the garage too close to the only viable tree on the property: a 38-40 foot Shumard oak in the back yard. The requested variance would not block all windows in each bedroom but would obscure the bathroom window for more privacy. This placement would also preserve much desired backyard space for future occupants.

(Attach additional sheets for your justification, as needed.)

**SIGNATURE OF PROPERTY OWNER(S):**

Diane Peppler

**ADDRESS AND TELEPHONE:**

3605 Bridgeport Rd  
Norman, OK 73072  
405-760-2591

- ☒ Application  
☒ Proof of Ownership  
☒ Certified Ownership List and Radius Map  
☒ Site Plan  
☒ Filing Fee of \$ 200.00  
☐ Emailed Legal Description in Word Document

- ☒ VARIANCE from Chapter 36,  
 Section \_\_\_\_\_  
☐ SPECIAL EXCEPTION to \_\_\_\_\_

Date Submitted:

5-31-2023

Checked by:

mt





# CERTIFICATION OF OWNERSHIP

Case No. BOA \_\_\_\_\_

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

DATE: 5-25-23

I, Diane Peppler, hereby certify and attest that I am the owner, or that I have an option to purchase the following described property in the City of Norman:

AND, I further certify and attest that this legal description describes accurately the property requested for rezoning.

AND, I accept billing for the cost of publishing legal notice in the NORMAN TRANSCRIPT.

Owner's Signature: Diane Peppler

Address: 3605 Bridgeport Rd

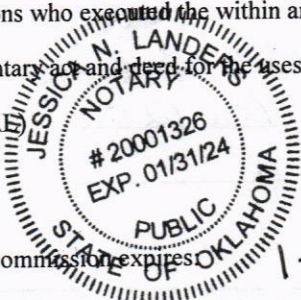
Agent's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

## NOTARY

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this 25 day of May, 2023, personally appeared Diane Peppler, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

(SEAL)



My commission expires 1-31-24

[Signature]  
Notary Public

I hereby accept this Certification of Ownership in lieu of a deed or other legal document showing proof of ownership.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF NORMAN





**BOARD OF ADJUSTMENT**  
FUNCTION AND REVIEW PROCEDURES

Item 5.

(Revised 03/23)

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 -- (405) 307-7112 Phone

**EXISTING VARIANCE CONDITIONS:**

There are special conditions or circumstances peculiar to the land or structure involved:

This house is the only house on the block from (N) alley, (S) Eufrasia, (E) Cockrel & (W) Stewart. McGeorge Park is directly west of the house. CCFI shares this unique property with the Stewart house. A 38-40 ft Shumard oak tree is centered in the backyard, too close to the approved garage permit.

Attest

The literal interpretation of the provisions of the Ordinance would deprive the applicant of rights enjoyed by others in the same district:

The district is unique & eclectic. Some of the houses don't have room on their property for a driveway, let alone a garage. Some of the surrounding houses already have garages, but not placed in current zoning restrictions. The addition of a garage to this house would make it more valuable & hopefully not apt to being torn down in the future.

Attest

The special conditions or circumstances do not result from the actions of the applicant:

As far as I know, there has never been a garage on this property. The current size & placement of the driveway is perfect access to accommodate a one car garage. I have owned this house for 13 years & have tried to maintain & update the structure to help with its future viability.

Attest

The granting of the Variance will not confer special privileges on the applicant that are denied to other lands and/or structures in the same district:

Due to the age of the old Town district, many zoning changes have occurred. Being a 103 year old house, maintenance is ongoing. I would hope consideration would be granted to these old structures to preserve the history of Norman.

Attest



*Dea Raper*

219 S Stewart Ave

Item 5.







## CITY OF NORMAN, OK STAFF REPORT

---

**MEETING DATE:** 06/28/2023

**REQUESTER:** Hollen Properties, L.L.C.

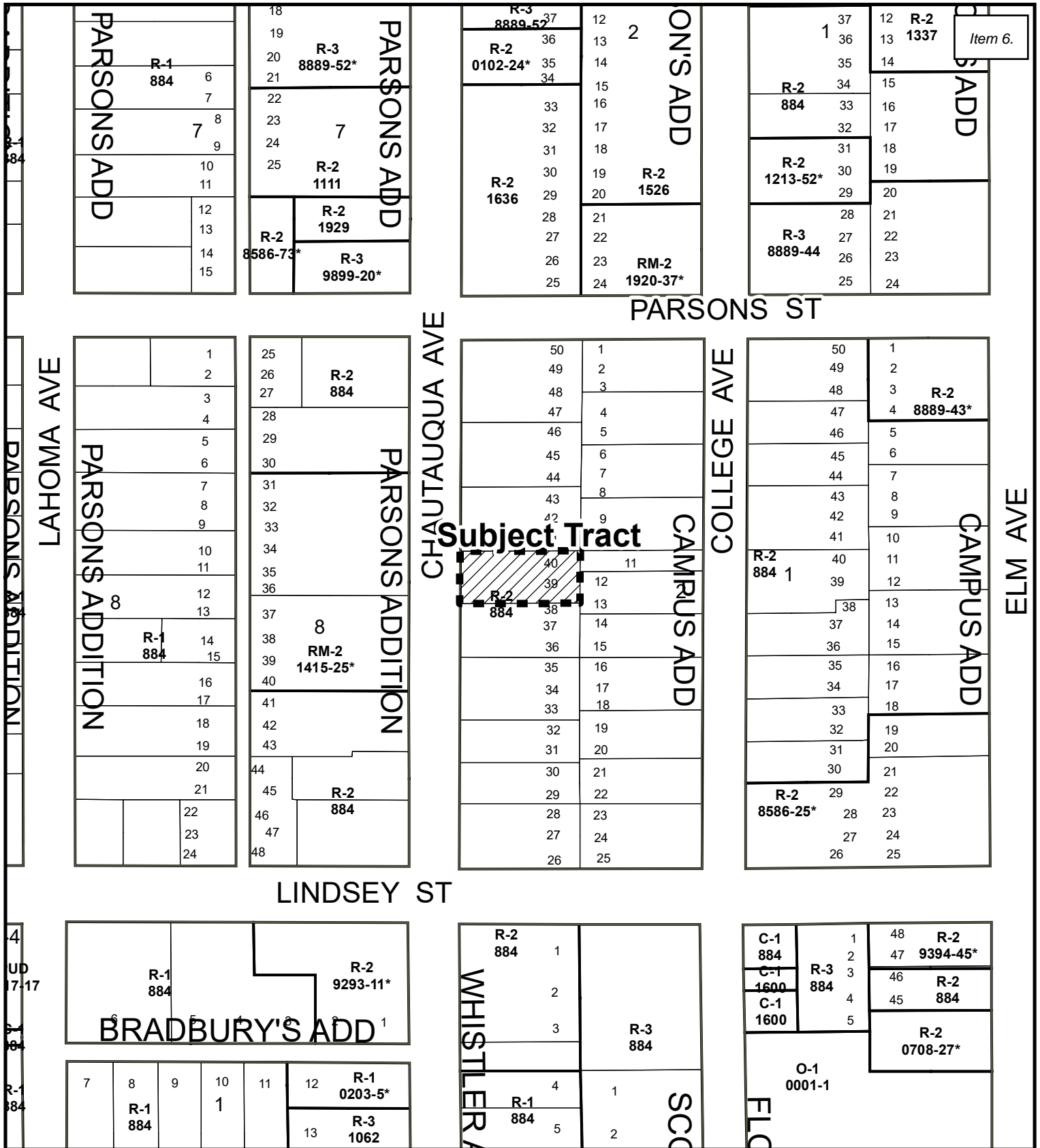
**PRESENTER:** Zach Abell, Planner I

**ITEM TITLE:** Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-20: Hollen Properties, L.L.C. requests a Variance to 36-516(c)(2) of 4' to the 5' side (north) setback for construction of a new garage for property located at 925 Chautauqua Avenue.

---

**ACTION NEEDED:** Approve, reject, amend, or postpone the Variance to the side yard setback for BOA-2223-20.

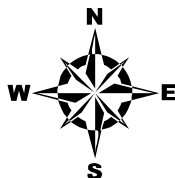




# Location Map



Map Produced by the City of Norman  
Geographic Information System.  
The City of Norman assumes no  
responsibility for errors or omissions  
in the information presented.



June 6, 2023

0 75 150 Ft.



Board of Adjustment  
June 28, 2023  
BOA-2223-20

### **STAFF REPORT**

#### **GENERAL INFORMATION**

<b>APPLICANT</b>	Hollen Properties, L.L.C.
<b>LOCATION</b>	925 Chautauqua
<b>ZONING</b>	R-2, Two Family Dwelling District
<b>REQUESTED ACTION</b>	Variance of 4' to the 5' side (north) setback for construction of a new garage
<b>SUPPORTING DATA</b>	Location Map Application with attachments Site Plan

**SYNOPSIS:** The applicant is requesting a Variance of 4' to the 5' side setback (north edge of the lot) to allow for construction of a new garage structure.

The application, site plan, and the Existing Variance Conditions form are attached for your review.

#### **VARIANCE CRITERIA PER SECTION 570(k):**

A variance from the terms of this ordinance shall not be granted by the Board of Adjustment unless and until:

- (1) An applicant shall submit to the Board of Adjustment a written application indicating:
  - (a) That special conditions and circumstances exist that are peculiar to the land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same district;
  - (b) That the literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
  - (c) That the special conditions and circumstances do not result from the actions of the applicant;
  - (d) That granting the variances requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structure, or buildings in the same district;

No non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings



in other districts shall be considered grounds for the issuance of a variance.

**The applicant provided responses to the four variance criteria. Please see the attached Existing Variance Conditions form and related information.**

**DISCUSSION:** The applicant is requesting a 4' variance to allow the new detached garage to be located in a similar location as a previous detached garage. The existing driveway lines up with the proposed location. It is common for detached garages and driveways to be located 1' from the property line in this older area of town.

**CONCLUSION:** Staff forwards this request for a variance to the side setback and BOA-2223-20 to the Board of Adjustment for consideration.





Application for Variance or Special Exception  
**BOARD OF ADJUSTMENT**

Case No. BOA 2223-20

City of Norman Planning &amp; Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

APPLICANT(S) <u>Hollen Properties, LLC</u> <u>Charles W. Hollen</u> <u>Connie J. Hollen</u>	<u>925 Chautaugua</u> ADDRESS OF APPLICANT <u>4401 Ashton Ct (Mailing Address)</u> <u>Norman, OK 73072</u>
NAME AND PHONE NUMBER OF CONTACT PERSON(S) <u>Charles Hollen 405-823-1245</u> <u>Connie Hollen 405-820-9201</u>	EMAIL ADDRESS <u>chollen@aol.com</u>

**Legal Description of Property:** (UNLESS THE LEGAL DESCRIPTION IS A SIMPLE LOT AND BLOCK, THE LEGAL DESCRIPTION MUST BE PROVIDED IN A WORD DOCUMENT EMAILED TO CURRENT.PLANNING@NORMANOK.GOV)

North half (N/2) of Lot 38, and All of  
Lots 39 and 40, in Block 2 of Campus  
Addition; 925 Chautaugua, Norman \*

## Requests Hearing for:

- ☒ VARIANCE from Chapter \_\_\_\_\_, Section \_\_\_\_\_  
☐ SPECIAL EXCEPTION to \_\_\_\_\_

**Detailed Justification for above request** (refer to attached Review Procedures and justify request according to classification and essential requirements therefor):

- ① Request variance for side setback of detached garage from 5 ft to 1 ft as the original garage had 1 ft setback. This will allow us to pull more straight-on into garage instead of a abrupt curve, so it's safer. See Diagram 1 attached.
- ② Request variance and clarification of rear setback for detached garage from 10 ft to 5 ft to allow more space between garage and deck.

(Attach additional sheets for your justification, as needed.)

SIGNATURE OF PROPERTY OWNER(S):

ADDRESS AND TELEPHONE:

Charles W. Hollen  
Connie J. Hollen

4401 Ashton, Norman 823-1245  
925 Chautaugua, Norman 820-9201

OFFICE USE ONLY

- ☒ Application  
☒ Proof of Ownership  
☒ Certified Ownership List and Radius Map  
☒ Site Plan  
☒ Filing Fee of \$ 200.00  
☐ Emailed Legal Description in Word Document

- ☒ VARIANCE from Chapter 36,  
 Section 516(c)(2)  
☐ SPECIAL EXCEPTION to \_\_\_\_\_

Date Submitted:

6-2-2023

Checked by:

mt





# CERTIFICATION OF OWNERSHIP

Case No. BOA \_\_\_\_\_

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

DATE: \_\_\_\_\_

I, \_\_\_\_\_, hereby certify and attest that I am the owner, or that I have an option to purchase the following described property in the City of Norman:

AND, I further certify and attest that this legal description describes accurately the property requested for rezoning.

AND, I accept billing for the cost of publishing legal notice in the NORMAN TRANSCRIPT.

Owner's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

## NOTARY

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

(SEAL)

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

I hereby accept this Certification of Ownership in lieu of a deed or other legal document showing proof of ownership.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF NORMAN





**BOARD OF ADJUSTMENT**  
FUNCTION AND REVIEW PROCEDURES

Item 6.

(Revised 03/23)

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 -- (405) 307-7112 Phone

**EXISTING VARIANCE CONDITIONS:**

There are special conditions or circumstances peculiar to the land or structure involved:

The original detached garage had to be demolished during the remodel process. We are asking to replace/rebuild using the original one ft setback. This is a safety issue pulling into and out of garage. See Diagram 1.

Attest

*[Signature]*

The literal interpretation of the provisions of the Ordinance would deprive the applicant of rights enjoyed by others in the same district:

Adjacent homes have detached garages right on or within one ft of the side setback. Photo can be provided if requested. See Diagram 2 showing detached garage on property line of adjacent home to the South.

Attest

*[Signature]*

The special conditions or circumstances do not result from the actions of the applicant:

Correct.

Attest

*[Signature]*

The granting of the Variance will not confer special privileges on the applicant that are denied to other lands and/or structures in the same district:

Correct

Attest

*[Signature]*



Doc # R2022-2911 BT: RB B: 6374 P: 41 QC  
 01/25/2022 11:13:49 AM Pages: 1  
 Cleveland County Clerk, OK - Tammy Belinson  
 Fee: \$ 18.00



**QUITCLAIM DEED**  
**(Oklahoma Statutory Form)**

18/10

KNOW ALL MEN BY THESE PRESENTS:

THAT **Charles Warren Hollen and Connie Jo Hollen, husband and wife**, party of the first part, in consideration of the sum of Ten And No/100 Dollars (\$10.00) and other valuable considerations to it in hand paid, the receipt of which is hereby acknowledged does hereby quitclaim, grant, bargain, sell and convey unto

**Hollen Properties, LLC, an Oklahoma limited liability company**

party of the second part, all its right, title, interest, estate, and every claim and demand, both at law and in equity, in and to all of the following described real property and premises situate in Cleveland County, State of Oklahoma, to-wit:

**For Tax Map ID(s): 27879**

The North Half (N/2) of Lot Thirty-eight (38), and All of Lots Thirty-nine (39) and Forty (40), in Block Two (2), of CAMPUS ADDITION, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

**DOC STAMP EXEMPT PER SECTION 3202 PAR 4**

together with all the improvements thereon and the appurtenances thereunto belonging.

TO HAVE AND TO HOLD the above described premises unto the said parties of the second part.

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

Signed and delivered 14<sup>th</sup> day of January, 2022.

Charles Warren Hollen

Connie Jo Hollen

The State of OKLAHOMA

**INDIVIDUAL ACKNOWLEDGMENT**

County of Cleveland

Before me, the undersigned, a Notary Public, in and for said County and State, on this 14<sup>th</sup> day of January, 2022 personally appeared Charles Warren Hollen and Connie Jo Hollen, husband and wife, acknowledged to me that he/she executed the same as his/her free and voluntary act and deed, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.



Notary Public in and for the State of \_\_\_\_\_  
 Notary's Printed Name: \_\_\_\_\_  
 Notary's Commission Expires: \_\_\_\_\_

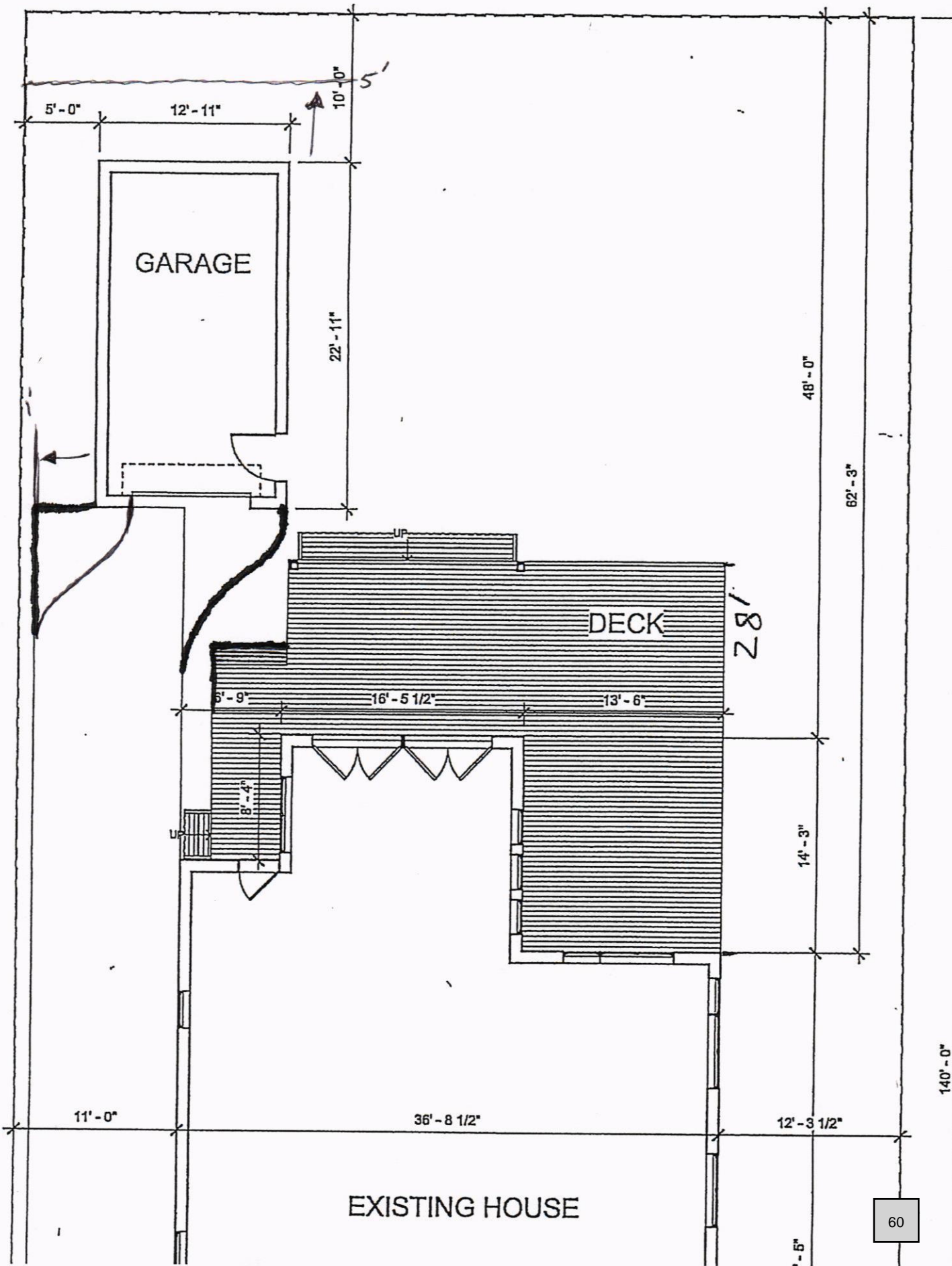
Mail Deed and Tax Statements To:

Presented for filing by and return to:



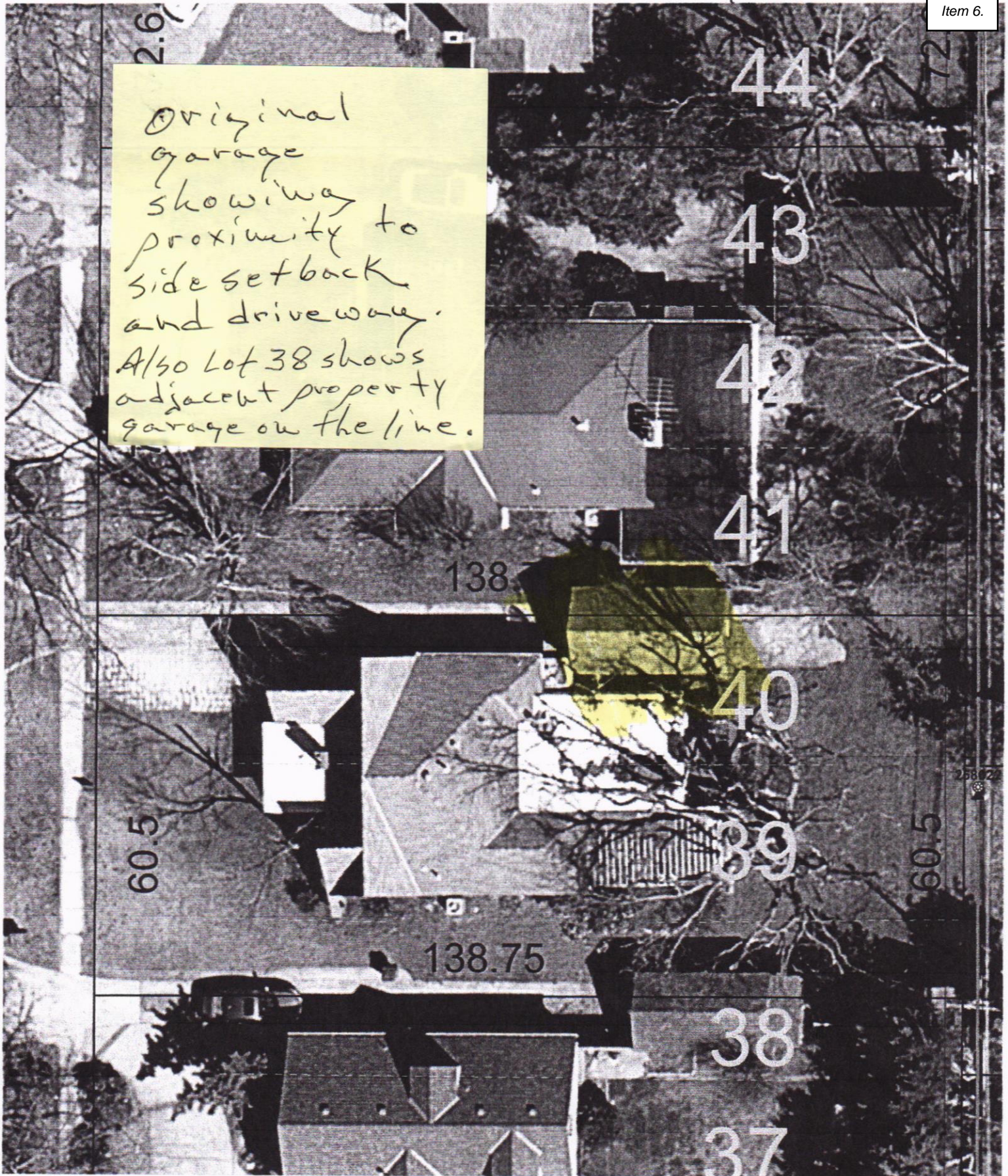
# Diagram 1

Item 6.





Original  
garage  
showing  
proximity to  
side setback  
and driveway.  
Also Lot 38 shows  
adjacent property  
garage on the line.



Map produced by the City of Norman  
Geographic Information System

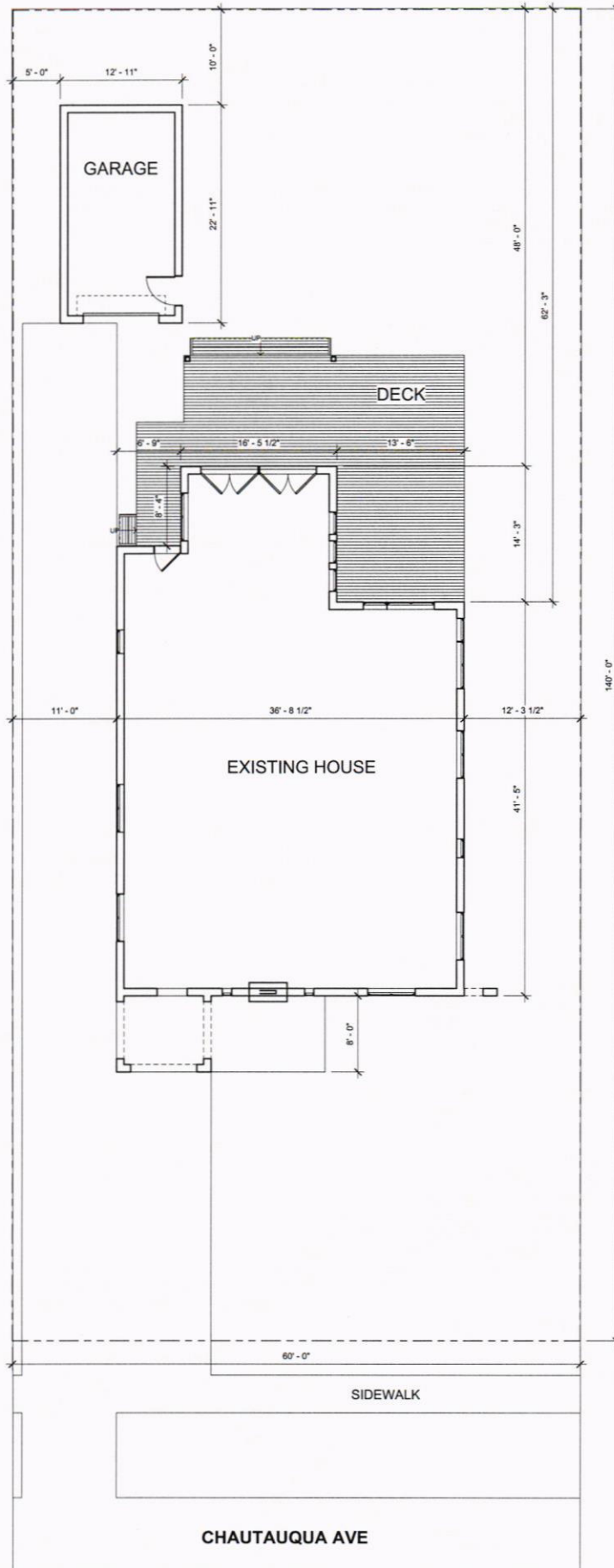
The City of Norman assumes no  
Responsibility for errors or omissions  
in the information presented.

925 CHAUTAUQUA

SCALE - 1" = 30'







	
925 CHAUTAUQUA NORMAN, OK SITE PLAN	
Project number	2023-510
Date	3-25-2023
Drawn by	GDS
Checked by	G SMITH
A101	
Scale	3/16" = 1'-0"

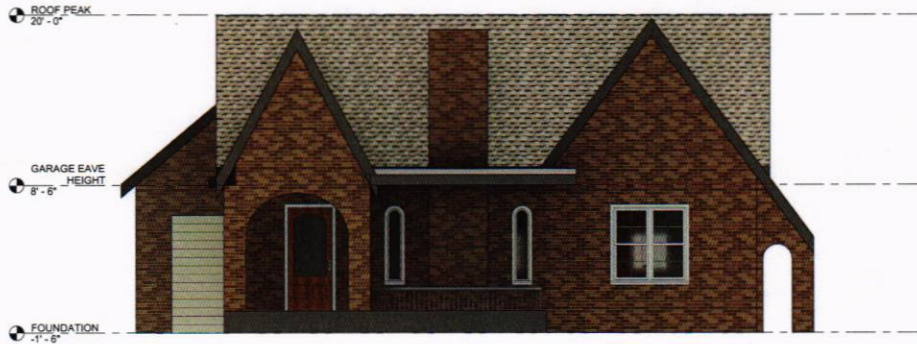




④ North  
3/16" = 1'-0"



② South  
3/16" = 1'-0"



③ West  
1/4" = 1'-0"



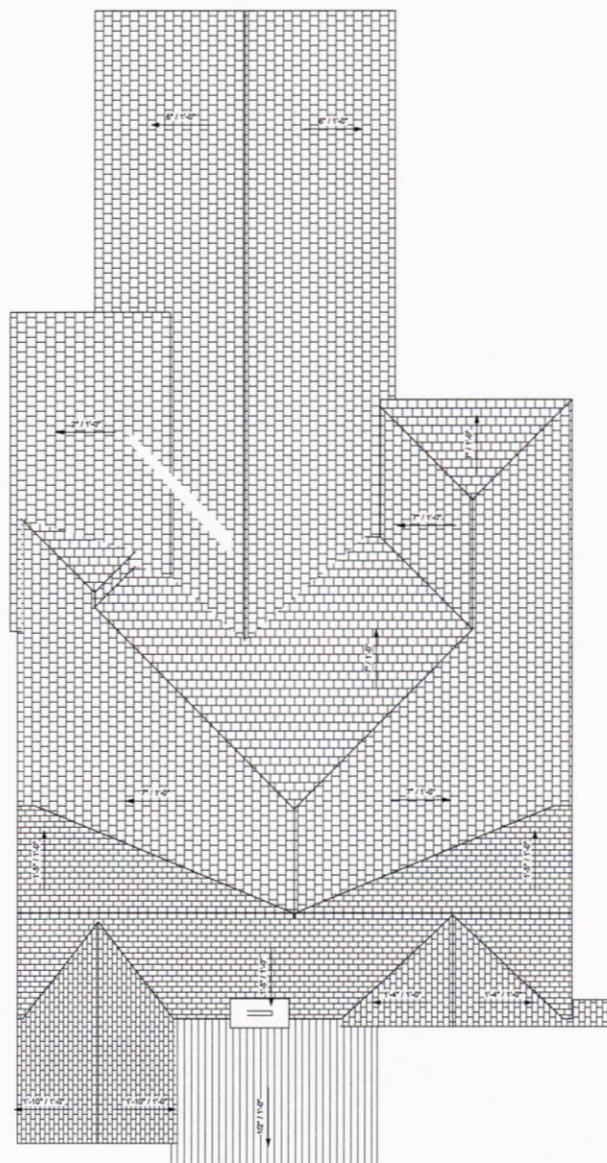
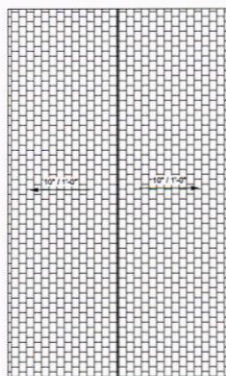
① East  
1/4" = 1'-0"



925 CHAUTAUQUA  
NORMAN, OK  
ELEVATIONS

Project number	2023-510
Date	3-25-2023
Drawn by	GDS
Checked by	G SMITH
A103	
Scale	As indicated





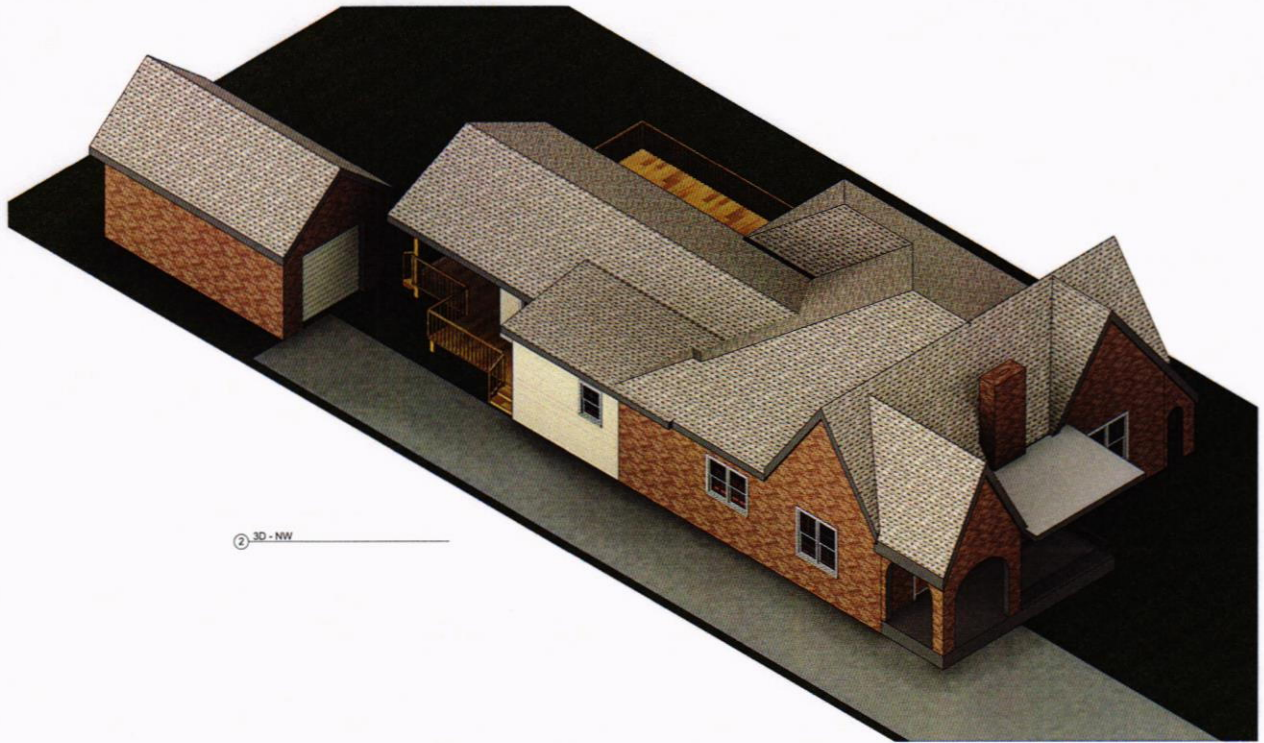
① ROOF PEAK  
1/4" = 1'-0"



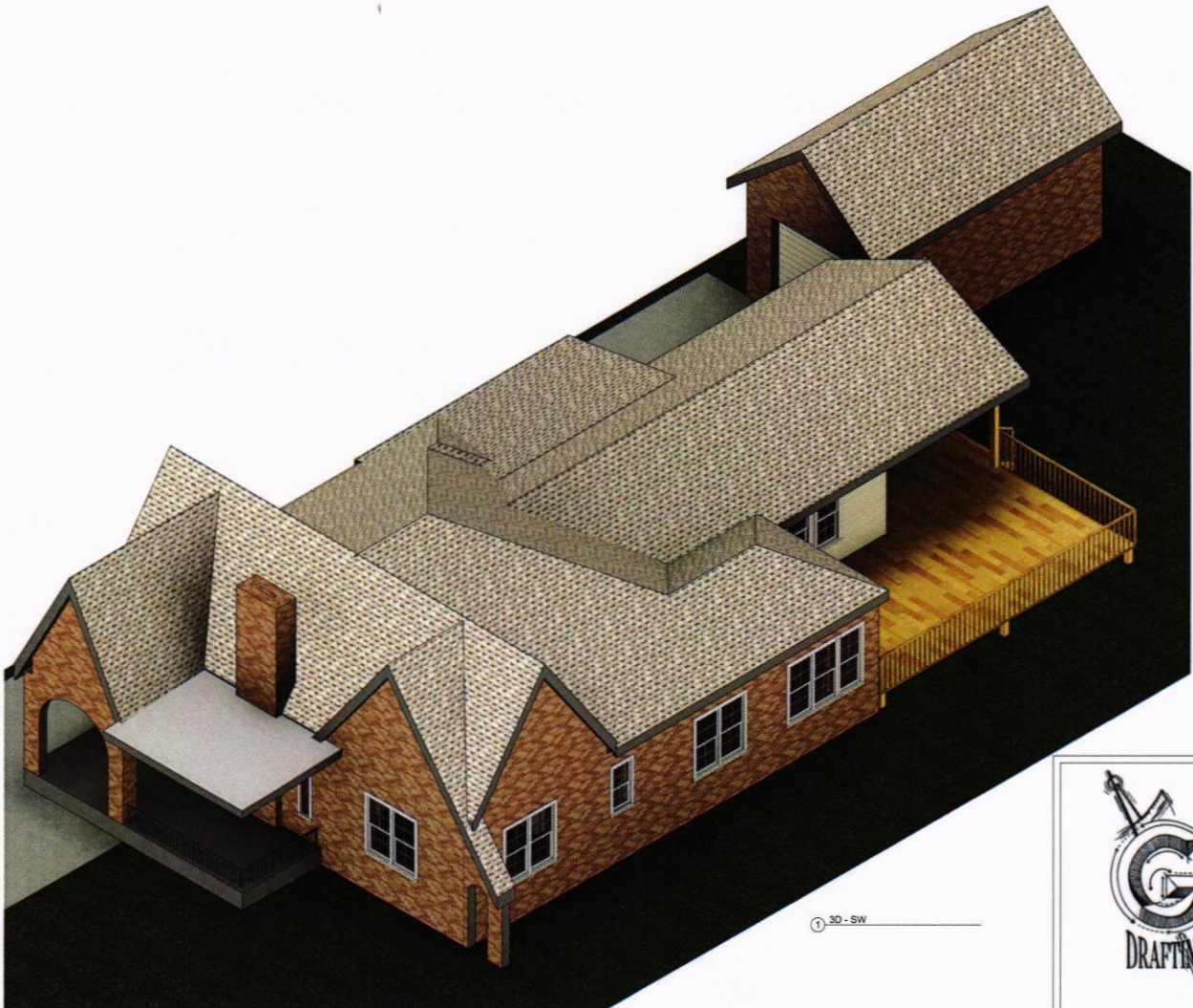
925 CHAUTAUQUA  
NORMAN, OK  
ROOF PLAN

Project number	2023-510
Date	3-25-2023
Drawn by	GDS
Checked by	G SMITH
A104	
Scale	1/4" = 1'-0"





② 3D - NW



① 3D - SW



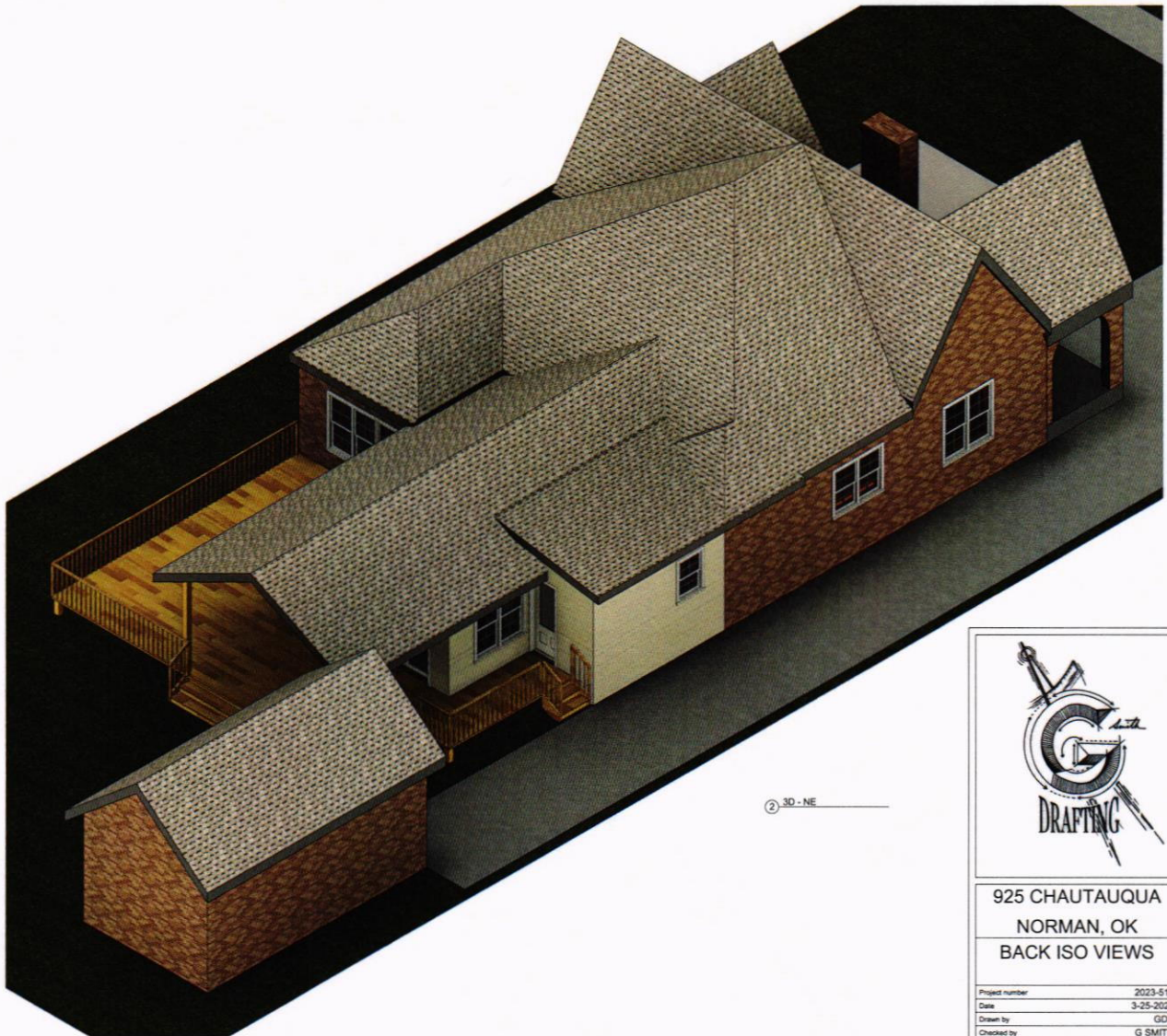
925 CHAUTAUQUA  
NORMAN, OK  
FRONT ISO VIEWS

Project number	2023-510
Date	3-25-2023
Drawn by	GOS
Checked by	G SMITH
A105	
Scale	





① 3D - SE



② 3D - NE



925 CHAUTAUQUA  
NORMAN, OK  
BACK ISO VIEWS

Project number	2023-510
Date	3-25-2023
Drawn by	GOS
Checked by	G SMITH
A106	
Scale	





## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 06/28/2023

**REQUESTER:** City of Norman

**PRESENTER:** Kelvin Winter, Code Compliance Supervisor

**ITEM TITLE:** Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-21: City of Norman requests a Variance of 17.5' to 28-505(b)(3) to allow placement of a projecting sign farther from the right-of-way than normally permitted for property located at 318 E. Comanche Street.

---

**ACTION NEEDED:** Approve, reject, amend, or postpone the Sign Variance for BOA-2223-21.







Board of Adjustment  
June 28, 2023  
BOA-2223-21

### **STAFF REPORT**

#### **GENERAL INFORMATION**

<b>APPLICANT</b>	City of Norman
<b>LOCATION</b>	318 E. Comanche Street
<b>ZONING</b>	C-3, Intensive Commercial District
<b>REQUESTED ACTION</b>	VARIANCE of 17.4' to 28-505(b)(3) Projecting signs setback
<b>SUPPORTING DATA</b>	Location Map Application with attachments Drawing of Proposed Sign

**SYNOPSIS:** Applicant requests a 17.4' variance to the required four feet or less distance to the property line for a projecting sign. The proposed sign meets all the other requirements for a projecting sign in 28-505. A bus bay and pedestrian sidewalk will be added to the east side of the property, significantly decreasing the perceived distance from the sign structure to the property line.

Please see the application, site plan, and variance justification information attached.

#### **VARIANCE CRITERIA PER SECTION 36-570:**

A variance from the terms of Chapter 28 of this code shall not be granted by the Board of Adjustment unless and until an applicant shall comply with all provisions of this section and also indicate by written application that:

- (1) There are special circumstances or conditions such as the existence of buildings, topography, vegetation, sign structure or other matters on right-of-way, which would substantially restrict the effectiveness of the sign in question; provided, however, that such special circumstances or conditions must be peculiar to the particular business or enterprise to which the applicant desired to draw attention and do not apply generally to all business or enterprises.
- (2) The variance would be in general harmony with the purposes of this code, and specifically would not be injurious to the neighborhood in which the business or enterprise to which the applicant desired to draw attention is located.
- (3) The variance is the minimum one necessary to permit the applicant to reasonably draw attention to his business or enterprise.



The applicant provided responses to the three sign variance criteria. Please see the attached justification information.

**DISCUSSION:** This project adds a bus lane to Porter Avenue, adjacent to the location of the sign, this in turn pushes the sidewalk to the west. The location of the sign on the east side of the Transit Center will be approximately 17 feet from the east property line. However, due to the added bus lane the location of this sign is appropriately designed.

**CONCLUSION:** Staff forwards this request for a variance to the setback of a projecting sign and BOA-2223-21 to the Board of Adjustment for consideration.





Application for Variance or Special Exception  
**BOARD OF ADJUSTMENT**

Item 7.

Case No. BOA 2223-21

City of Norman Planning & Community Development - 201 W. Gray St., Bldg. A - Norman, OK 73069 — (405) 366-5433 Phone - (405) 366-5274 Fax

APPLICANT(S) <u>City of Norman</u>	ADDRESS OF APPLICANT <u>201 West Gray Street</u> <u>Norman, OK 73069</u>
NAME AND PHONE NUMBER OF CONTACT PERSON(S) <u>Taylor Johnson</u> <u>405-217-7761</u>	EMAIL ADDRESS <u>taylor.johnson@normanok.gov</u>

Legal Description of Property: For tax map IDs: 23936  
Lots Ten(10), Eleven(11), twelve(12), thirteen(13), fourteen(14), fifteen(15),  
and sixteen(16), in Block twenty-four(24), of the Original Town of Norman,  
Cleveland County, Oklahoma, according to the recorded plat thereof.

Requests Hearing for:

- ☒ VARIANCE from Chapter 28, Section 505 B3  
☐ SPECIAL EXCEPTION to \_\_\_\_\_

Detailed Justification for above request (refer to attached Review Procedures and justify request according to classification and essential requirements therefor):

Please see attached.

(Attach additional sheets for your justification, as needed.)

SIGNATURE OF PROPERTY OWNER(S):

[Signature]

ADDRESS AND TELEPHONE:

201 W. GRAY ST  
(405) 388-1245

OFFICE  
USE  
ONLY

- ☒ Application  
☒ Proof of Ownership  
☒ Certified Ownership List and Radius Map  
☒ Site Plan  
☐ Filing Fee of \$ n/a

- ☐ VARIANCE from Chapter \_\_\_\_\_,  
Section \_\_\_\_\_  
☐ SPECIAL EXCEPTION to \_\_\_\_\_

Date Submitted:

6-5-2023

Checked by:

[Signature]

021113

71





# CERTIFICATION OF OWNERSHIP

Case No. BOA 2223-21

Item 7.

City of Norman Planning & Community Development - 201 W. Gray St., Bldg. A - Norman, OK 73069 — (405) 366-5433 Phone - (405) 366-5274 Fax

DATE: \_\_\_\_\_

I, \_\_\_\_\_, hereby certify and attest that I am the owner, or that I have an option to purchase the following described property in the City of Norman:

Lots 10, 11, 12, 13, 14, 15, and 16 in Block 24 of the Original Town of Norman, Cleveland County, Oklahoma.

AND, I further certify and attest that this legal description describes accurately the property requested for rezoning.

AND, I accept billing for the cost of publishing legal notice in the NORMAN TRANSCRIPT.

Owner's Signature: \_\_\_\_\_

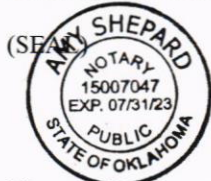
Address: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

## NOTARY

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this 5 day of June, 2023, personally appeared Shawn O'Leary, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.



My commission expires: \_\_\_\_\_

Amy Shepard  
Notary Public

I hereby accept this Certification of Ownership in lieu of a deed or other legal document showing proof of ownership.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF NORMAN



**VARIANCE CRITERIA PER 36-570(k)(5):**

A variance from the terms of Chapter 36 of this code shall not be granted by the Board of Adjustment unless and until an applicant shall comply with all provisions of this section and also indicate by written application that:

- (a) There are special circumstances or conditions such as the existence of buildings, topography, vegetation, sign structure or other matters on right-of-way, which would substantially restrict the effectiveness of the sign in question; provided, however, that such special circumstances or conditions must be peculiar to the particular business or enterprise to which the applicant desired to draw attention and do not apply generally to all business or enterprises.
- (b) The variance would be in general harmony with the purposes of this code, and specifically would not be injurious to the neighborhood in which the business or enterprise to which the applicant desired to draw attention is located.
- (c) The variance is the minimum one necessary to permit the applicant to reasonably draw attention to his business or enterprise.

**Before any SIGN VARIANCE can be granted, the Board shall make a finding that the following three requirements have been met by the applicant:**

1. **There are special circumstances or conditions such as the existence of buildings, topography, vegetation, sign structure or other matters on right-of-way, which would substantially restrict the effectiveness of the sign in question: provided, however that such special circumstances or conditions must be peculiar to the business or enterprise to which the applicant desired to draw attention and do not apply generally to all businesses or enterprises.** The Transit Center is unique in that there is no competition because it is not a business but a governmental service provided free to the residents. Due to a bus bay being added to Porter Avenue on the east side of this property and a wide accompanying sidewalk next to the bus bay, it leaves little room for a ground sign. Due to the concerns of a ground sign being struck by a vehicle with the added bus bay and vandalism to a ground sign, it was determined that a projecting sign higher up on the building and perpendicular to Porter Ave. for greater pedestrian visibility would be the ideal solution to these issues.
2. **The variance would be in general harmony with the purposes of this code, and specifically would not be injurious to the neighborhood in which the business or enterprise to which the applicant desired to draw attention is located.** The proposed projection sign will look very pleasant aesthetically on the building and in conformance with the architectural design of the structure. The proposed sign would not be injurious to the area or neighboring businesses, nor grant the applicant any competitive advantage since its purpose is not for profit and not a



business, thus not competitive. The purpose of the sign is not to draw attention but merely to identify its purpose to the public.

3. **The variance is the minimum one necessary to permit the applicant to reasonably draw attention to his business or enterprise.** The distance from the wall of installation of the proposed sign to the property line is 21.4'. The distance required in the ordinance is 4' or less from the property line to allow a projecting sign. This brings the variance requested to 17.4'. The ordinance also prohibits a ground sign if a projecting sign is used and the City has no intention of installing a ground sign for this property. The property will be encroached on the east side by the added bus bay and the wide sidewalk, which will appear to bring the building much closer to the property line, though the property line is not changing as the added bus bay and sidewalk will be located on the property rather than in the right-of-way.





# Sign Permit Application

Permit No. \_\_\_\_\_

 City of Norman Development Services Division, 225 N. Webster Ave. Norman, OK 73069  
 (405) 366-5339 Permits

**NOTICE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

<b>PROJECT (BUSINESS) ADDRESS:</b> 318 E. Comanche St.		<b>PARCEL ADDRESS:</b>	<b>BUSINESS NAME:</b> Norman Transit Center
<b>DESCRIBE WORK:</b> X <input type="checkbox"/> NEW SIGN; <input type="checkbox"/> REPLACE EXISTING SIGN; <input type="checkbox"/> MODIFY EXISTING SIGN		<b>SIGN VALUATION:</b> \$ 1000	
<b>SIGN:</b>	<b>LOCATION:</b> <input checked="" type="checkbox"/> On-Premise <input type="checkbox"/> Off-Premise <b>DURATION:</b> <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Annual <input type="checkbox"/> Temporary - _____ Days (30-60 Days if applicable) <b>TYPE:</b> <input type="checkbox"/> Ground <input type="checkbox"/> Ground - interstate <input type="checkbox"/> Ground - joint ID <input type="checkbox"/> Ground - digital <input type="checkbox"/> Directional # Feather Flags _____ <input type="checkbox"/> Wall <input type="checkbox"/> Wall - digital <input type="checkbox"/> Projecting <input type="checkbox"/> Marquee <input type="checkbox"/> Suspended <input type="checkbox"/> Window <input checked="" type="checkbox"/> Building ID <input type="checkbox"/> Temporary <input type="checkbox"/> Time-Temp-Date <input type="checkbox"/> Wind <input type="checkbox"/> Address ID <input type="checkbox"/> Other _____		
<b>SIGN DIMENSIONS:</b> 6' x 6' <b>DIRECTIONS SIGN FACES:</b> <input checked="" type="checkbox"/> N <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> S <input type="checkbox"/> SE <input type="checkbox"/> SW <input type="checkbox"/> E <input type="checkbox"/> W <b>SIGN AREA (SF):</b> 36 <b>SIGN HEIGHT:</b> (Ground to top of structure) 10' <b>SIGN TEXT &amp; GRAPHICS:</b> Norman Transit Center		<b>SIGN CONTRACTOR:</b> J&B Graphics, Inc. <b>ADDRESS:</b> 1811 NW 1st St. <b>CITY:</b> Oklahoma City <b>STATE:</b> OK <b>ZIP:</b> 73106 <b>PHONE #:</b> 405-524-7446 <b>EMAIL:</b> cwilliams@jandbgraphics.net <b>CELL PHONE #:</b> _____ <b>LICENSE #:</b> 16-0005928	

**DESCRIBE EXISTING SIGNS (IF ANY): TYPE, SIZE, LOCATION:**

 Will electricity be involved? ☒ Yes ☐ No

Name of Licensed Electrical Contractor: \_\_\_\_\_

Input Amps: \_\_\_\_\_

 Elec. Permit #: \_\_\_\_\_; UL: ☒ Yes or ☐ No; NITS: \_\_\_\_\_; Dwell time: \_\_\_\_\_

**PLANS REQUIRED:**

Applications will not be accepted without a copy\* of these items

- \*Site Plan to scale
- \*Elevation Drawing
- \*Detailed Drawing of Sign
- All sign applications may require one or more of the following items
- \*Footing Detail
- \*Engineer Seal
- \*Electrical Detail
- \*Electrical Permit
- \*Owner Permission
- \*Neighborhood zoning map

\*Two copies of all if a hard copy is desired

**INSPECTIONS REQUIRED:**

All sign applications require one or more of the following inspections. The holder of the permit is responsible for requesting all required inspections.

- Electrical Sign (345) - Call before installation
- Sign Footing (410) - Call before concrete
- Elec Final (375) - Call when work is done
- Sign Final (475) - Call when work is done

To request an inspection, call the inspections line at 366-5333, enter "Phone Access Code" printed on permit and "Inspection Code" given above (e.g. 410).

**OTHER REQUIREMENTS:**

Signs with electricity require a separate electrical permit issued to an electrical contractor having an active City Electrical License. Sec. 20-902; 28-206(e)

Sign may not be installed until permit has been approved and fees paid. Sec. 28-201; 28-207

Permanent sign permits expire 90 days after premises are vacated by referenced business. Sec. 28-403(h)

Permanent signs require ID plate (contractor, date, permit #, amps) Sec. 28-208

Upon expiration of a temporary sign, all related structural materials must be removed for no less than the length of time of the original permit, no additional temporary sign permits will be issued during this period of time. Sec. 28-101(r)

**MAIL OR DELIVER TO:**

Building Permits & Inspections  
 225 N. Webster Ave  
 Norman, OK 73069  
 or by email at:  
 codecomplaints@normanok.gov  
 (405) 366-5339 Permits  
 (405) 366-5333 Inspections  
 (405) 366-5348 Review

The granting of a permit or approval of plans shall not be construed as permission to violate any federal, state or local laws. Special notice is hereby given that additional requirements, notices and regulations will be printed on the permit and plans and that all additional requirements, notices and regulations and all laws and ordinances governing this type of work will be complied with whether specified herein or not. Special notice is also hereby given that the approvals of this permit become null and void if the authorized work or construction is not commenced, is suspended or abandoned after work is commenced, or if no inspections are obtained within a 6 month period. All permanent signs require inspections to complete the permit process. Violations of the Sign Code are misdemeanors subject to corrective action and/or penalties.

I agree to abide by all laws and ordinances governing this type of work whether specified herein or not and hereby certify that I have read and examined this application and know the same to be true and correct.

Printed Name:

Chris Williams

Email address:

cwilliams@jandbgraphics.net

405-524-7446

Signature:

[Signature]

 Agent of: ☒ Owner or ☐ Contractor

Date:

5/16/23

OFFICE USE ONLY

All Signs:

Total SF Allowed: \_\_\_\_\_ sf

Total SF Existing: \_\_\_\_\_ sf

SF To Be Removed: \_\_\_\_\_ sf

SF To Remain: \_\_\_\_\_ sf

SF Proposed: \_\_\_\_\_ sf

Remainder: \_\_\_\_\_ sf

Notes:

Frontage \_\_\_\_\_ (lf) = \_\_\_\_\_ (sf)

Setback \_\_\_\_\_ (lf) = \_\_\_\_\_ (sf)

Total area allowed (a) = \_\_\_\_\_ (sf) per side

Total area allowed (a) = \_\_\_\_\_ sf total

Total Existing area (b) = \_\_\_\_\_ sf per side

Total Existing area (b) = \_\_\_\_\_ sf total

Area Remaining (a - b = c) = \_\_\_\_\_ sf per side

Area Remaining (a - b = c) = \_\_\_\_\_ sf total

Area Requested (d) = \_\_\_\_\_ sf per side

Area Requested (d) = \_\_\_\_\_ sf total

Area Remaining (c - d = e) = \_\_\_\_\_ sf per side

Area Remaining (c - d = e) = \_\_\_\_\_ sf total

Top Height: \_\_\_\_\_

Bottom Height: \_\_\_\_\_

Zoning: \_\_\_\_\_

Ordinance: \_\_\_\_\_

Temporary Sign Valid From:

\_\_\_\_\_ to \_\_\_\_\_

Eligible Again: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Received on \_\_\_\_\_ by \_\_\_\_\_

 Code Official: ☐ Approved ☐ Denied

By: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Also See Notes on Plans



## Permit No. \_\_\_\_\_

**NOTICE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

DESCRIBE EXISTING SIGNS (IF ANY): TYPE, SIZE, LOCATION:

Will electricity be involved? ☒ Yes ☐ No

Input Amps: \_\_\_\_\_

Name of Licensed Electrical Contractor: \_\_\_\_\_

Elec. Permit #: \_\_\_\_\_; UL: ☒ Yes or ☐ No; NITS: \_\_\_\_\_; Dwell time: \_\_\_\_\_

<p><b>PLANS REQUIRED:</b></p> <p>Applications will not be accepted without a copy* of these items</p> <ul style="list-style-type: none"> <li>*Site Plan to scale</li> <li>*Elevation Drawing</li> <li>*Detailed Drawing of Sign</li> </ul> <p>All sign applications may require one or more of the following items</p> <ul style="list-style-type: none"> <li>*Footing Detail</li> <li>*Engineer Seal</li> <li>*Electrical Detail</li> <li>*Electrical Permit</li> <li>*Owner Permission</li> <li>*Neighborhood zoning map</li> </ul> <p>*Two copies of all if a hard copy is desired</p>	<p><b>INSPECTIONS REQUIRED:</b></p> <p>All sign applications require one or more of the following inspections. <b>The holder of the permit is responsible for requesting all required inspections.</b></p> <ul style="list-style-type: none"> <li>_Electrical Sign (345) - Call before installation</li> <li>_Sign Footing (410) - Call before concrete</li> <li>_Elec Final (375) - Call when work is done</li> <li>_Sign Final (475) - Call when work is done</li> </ul> <p>To request an inspection, call the inspections line at 366-5333, enter "Phone Access Code" printed on permit and "Inspection Code" given above (e.g. 410)</p>	<p><b>OTHER REQUIREMENTS:</b></p> <p>Signs with electricity require a separate electrical permit issued to an electrical contractor having an active City Electrical License. Sec. 20-902; 28-206(e)</p> <p>Sign may not be installed until permit has been approved and fees paid. Sec. 28-201; 28-207</p> <p>Permanent sign permits expire 90 days after premises are vacated by referenced business. Sec. 28-403(h)</p> <p>Permanent signs require ID plate (contractor, date, permit #, amps) Sec. 28-208</p> <p>Upon expiration of a temporary sign, all related structural materials must be removed for no less than the length of time of the original permit, no additional temporary sign permits will be issued during this period of time. Sec. 28-101(e)</p>	<p><b>MAIL OR DELIVER TO:</b></p> <p>Building Permits &amp; Inspections 225 N. Webster Ave Norman, OK 73069</p> <p>or by email at: codecomplaints@normanok.gov</p> <p>(405) 366-5339 Permits (405) 366-5333 Inspections (405) 366-5348 Review</p>
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The granting of a permit or approval of plans shall not be construed as permission to violate any federal, state or local laws. Special notice is hereby given that additional requirements, notices and regulations will be printed on the permit and plans and that all additional requirements, notices and regulations and all laws and ordinances governing this type of work will be complied with whether specified herein or not. Special notice is also hereby given that the approvals of this permit become null and void if the authorized work or construction is not commenced, is suspended or abandoned after work is commenced, or if no inspections are obtained within a 6 month period. All permanent signs require inspections to complete the permit process. Violations of the Sign Code are misdemeanors subject to corrective action and/or penalties.

I agree to abide by all laws and ordinances governing this type of work whether specified herein or not and hereby certify that I have read and examined this application and know the same to be true and correct.

Printed Name Cheryl Williams Email address Williams@andbgraphics.net Phone 4055241440

Signature C. Williams Agent of: ☐ Owner or ☒ Contractor Date 5/14/23

O F F I C E  U S E  O N L Y	All Signs: _____	Frontage (lf) = _____ (sf)	Received on _____ by _____
	Total SF Allowed: _____ sf	Setback (lf) = _____ (sf)	Code Official: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
	Total SF Existing: _____ sf	Total area allowed (a) = _____ (sf) per side	By _____
	SF To Be Removed: _____ sf	Total area allowed (a) = _____ sf total	Date: ____/____/____
	SF To Remain: _____ sf	Total Existing area (b) = _____ sf per side	Notes: _____
	SF Proposed: _____ sf	Total Existing area (b) = _____ sf total	_____
Remainder: _____ sf	Area Remaining (a - b - c) = _____ sf per side	_____	
Notes: _____	Area Remaining (a - b - c) = _____ sf total	_____	
	Area Requested (d) = _____ sf per side	_____	
	Area Requested (d) = _____ sf total	_____	
	Area Remaining (c - d - e) = _____ sf per side	_____	
	Area Remaining (c - d - e) = _____ sf total	_____	





**G R A P H I C S**

**Sign Manufacturer**

**REVISIONS**

4-4-23  
4-20-23  
4-24-23

**CONTRACTOR**

Stronghold Construction  
405-871-5760

Zach Simmons  
405-871-5760

☐ Taxable  
☒ Tax Exempt

Site Signage

# Signage Submittal Package

**Norman Transit Center**

**318 E. Comanche Street  
Norman, OK**

**Project Contact: Zach Simmons**

## **FABRICATION/LEAD TIMES:**

**INTERIOR SIGNAGE FABRICATION TIME 10-12 WEEKS - EXTERIOR FABRICATION TIME 16-18 WEEKS - 8 WEEKS FOR CAST PLAQUES & LETTERS**

**ONCE FINAL DRAWINGS HAVE BEEN APPROVED BY GENERAL CONTRACTOR.**

**DATES ARE SUBJECT TO CHANGE BASED ON IN-HOUSE PRODUCTION.**

**CREATED: 3-16-23**

**LAST REVISED: 4-24-23**

**PROJECT MANAGER: Jackie Turner**

**EMAIL: jturner@jandbgraphics.net**

**1811 NW 1st Street, Oklahoma City, OK 73106 Phone: (405) 524-7446 Toll Free (888) 848-7481**

**·Large Format Printing ·Full Color Banners ·Interior Signage ·Exterior Signage**





## GRAPHICS

### Sign Manufacturer

NOTE: DUE TO VARIATIONS IN MONITOR AND PRINTER SETTINGS, COLORS SHOWN ARE REPRESENTATIVE ONLY AND SHOULD NOT BE CONSTRUED AS AN EXACT COLOR MATCH.

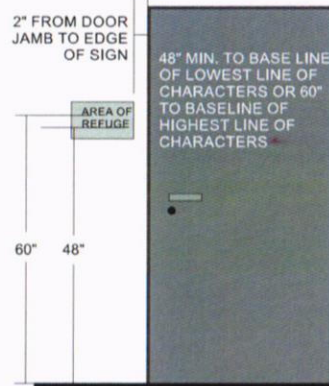
#### PACKAGE COLORS

	WHITE
	PMS 639C BLUE
	PMS COOL GRAY 11C
	DARK BRONZE

#### PACKAGE TYPOGRAPHY

ARIAL	ABCDEFGHIJKLMNOPQRSTUVWXYZ
	abcdefghijklmnopqrstuvwxyz

#### INSTALL LOCATION



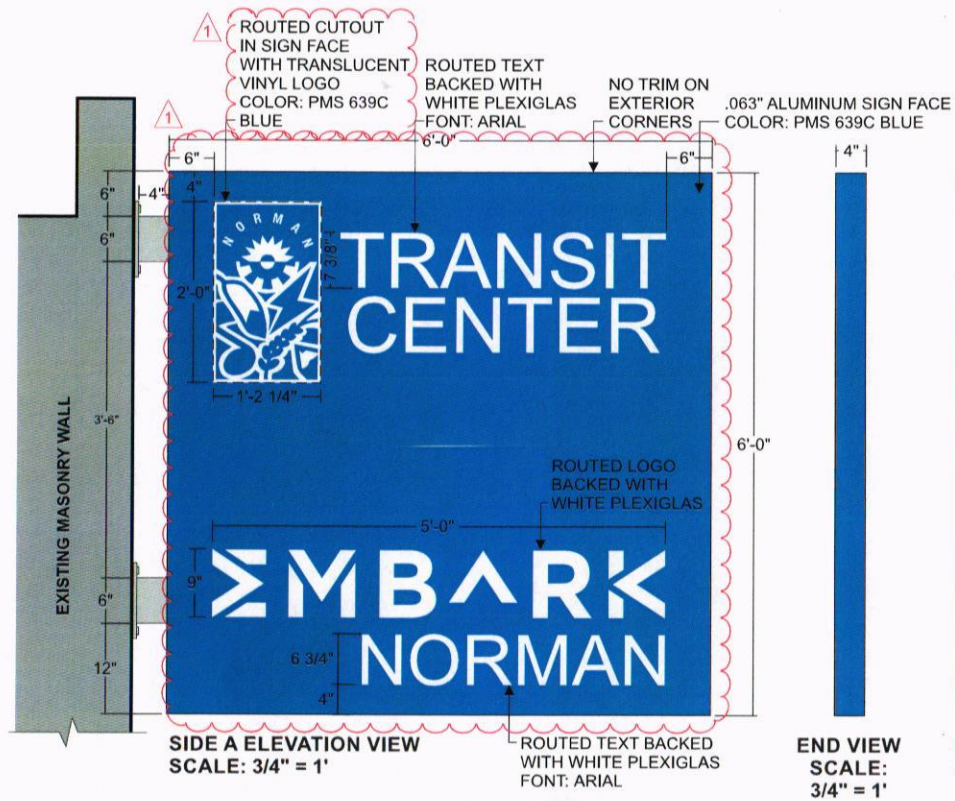
#### TABLE OF CONTENTS

PAGE #	SIGN TYPE	DESCRIPTION
1	4	ILLUMINATED DOUBLE-SIDED CABINET
2-3	3	ILLUMINATED DOUBLE-SIDED POLE SIGN
4	2	ILLUMINATED WALL CABINET
5		LOCATION PLANS

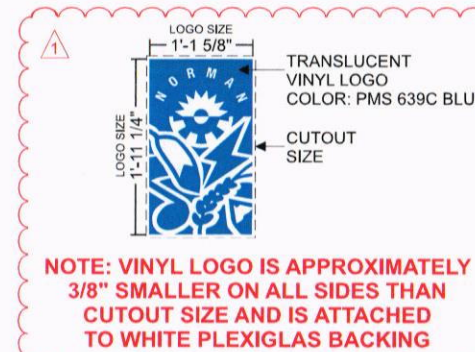
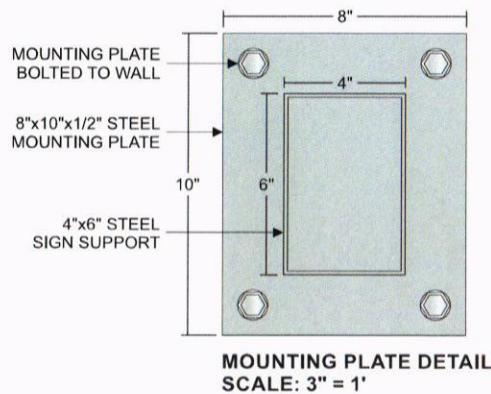
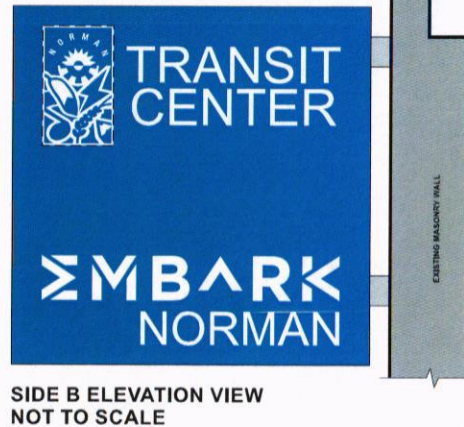
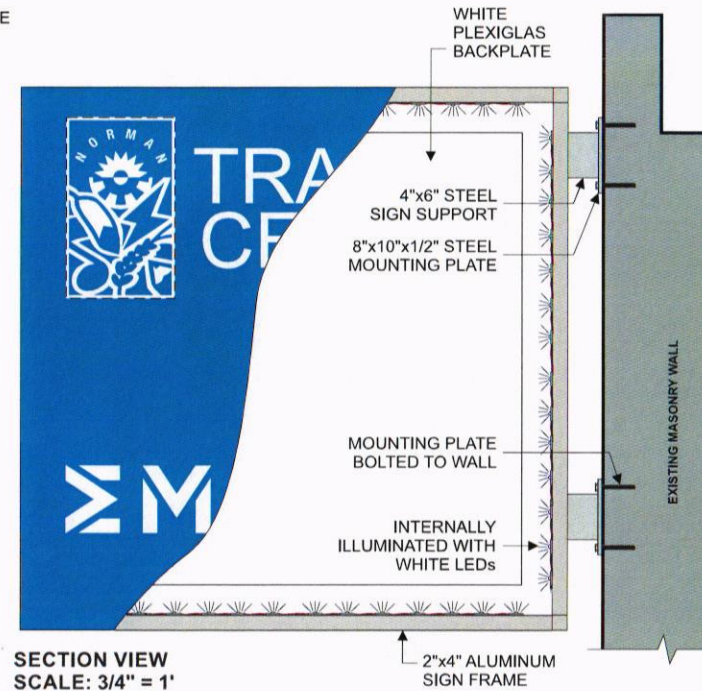
1811 NW 1st Street, Oklahoma City, OK 73106 Phone: (405) 524-7446 Toll Free (888) 848-7481

•Large Format Printing •Full Color Banners •Interior Signage •Exterior Signage





**END VIEW**  
SCALE: 3/4" = 1'



1811 NW 1st Street OKC, OK 73106 (405) 524-SIGN (7446)	
Project:	Norman Transit Center
City/State:	Norman, OK
Sales Rep:	J. Turner
Created:	3-16-23
Drawn By:	M. Cleveland

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CONTENT
The text and pictograms shown are for illustration purposes only and are subject to change according to the approved message schedule.

REVISION LEGEND	
■ REVISION	
SYMBOL	REVISION DATE
1	4-24-23
2	

APPROVAL
SIGNED: _____

ILLUMINATED  
DOUBLE-SIDED CABINET

Sign Type: 4 Quantity: 1





**JB GRAPHICS**  
Sign Manufacturer

1811 NW 1st Street OKC, OK 73106  
(405) 524-SIGN (7446)

Project:	Norman Transit Center
City/State:	Norman, OK
Sales Rep:	J. Turner
Created:	3-16-23
Drawn By:	M. Cleveland

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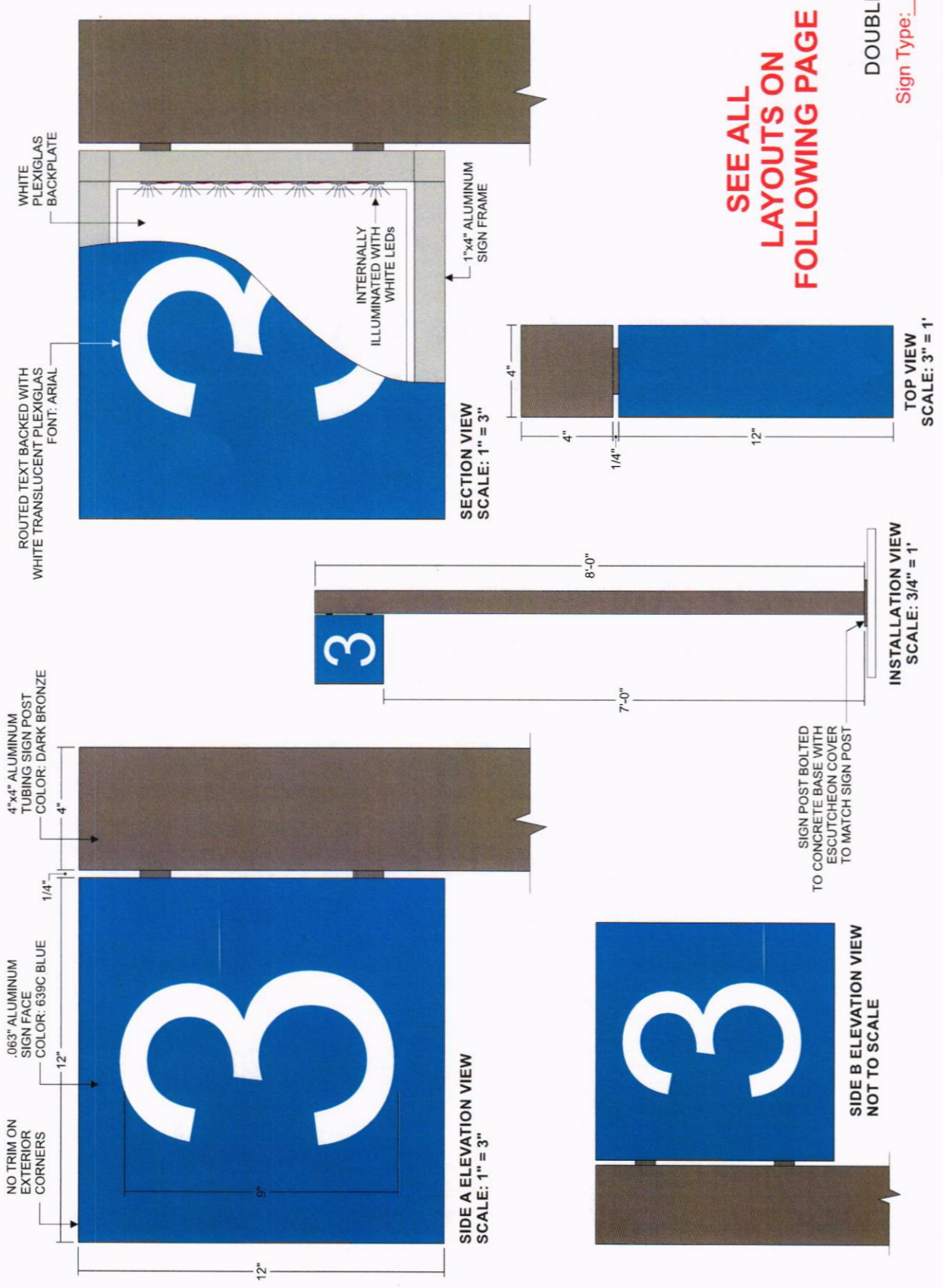
**CONTENT**  
The text and pictograms shown are for informational purposes only and are not intended to be used as a substitute for the approved message schedule.

**REVISION LEGEND**  
REVISION

SYMBOL	REVISION DATE
1	
2	

**APPROVAL**  
SIGNED:

ILLUMINATED  
DOUBLE-SIDED POLE SIGN  
Sign Type: 3 Quantity: 4  
PAGE 2



SEE ALL  
LAYOUTS ON  
FOLLOWING PAGE





**G R A P H I C S**

**Sign Manufacturer**

1811 NW 1st Street OKC, OK 73106  
(405) 524-SIGN (7446)

Project: Norman Transit Center

City/State: Norman, OK

Sales Rep: J. Turner

Created: 3-16-23

Drawn By: M. Cleveland

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**CONTENT**

The text and pictograms shown  
are for illustration purposes only  
are subject to change according to  
the approved message schedule.

**REVISION LEGEND**

**REVISION**

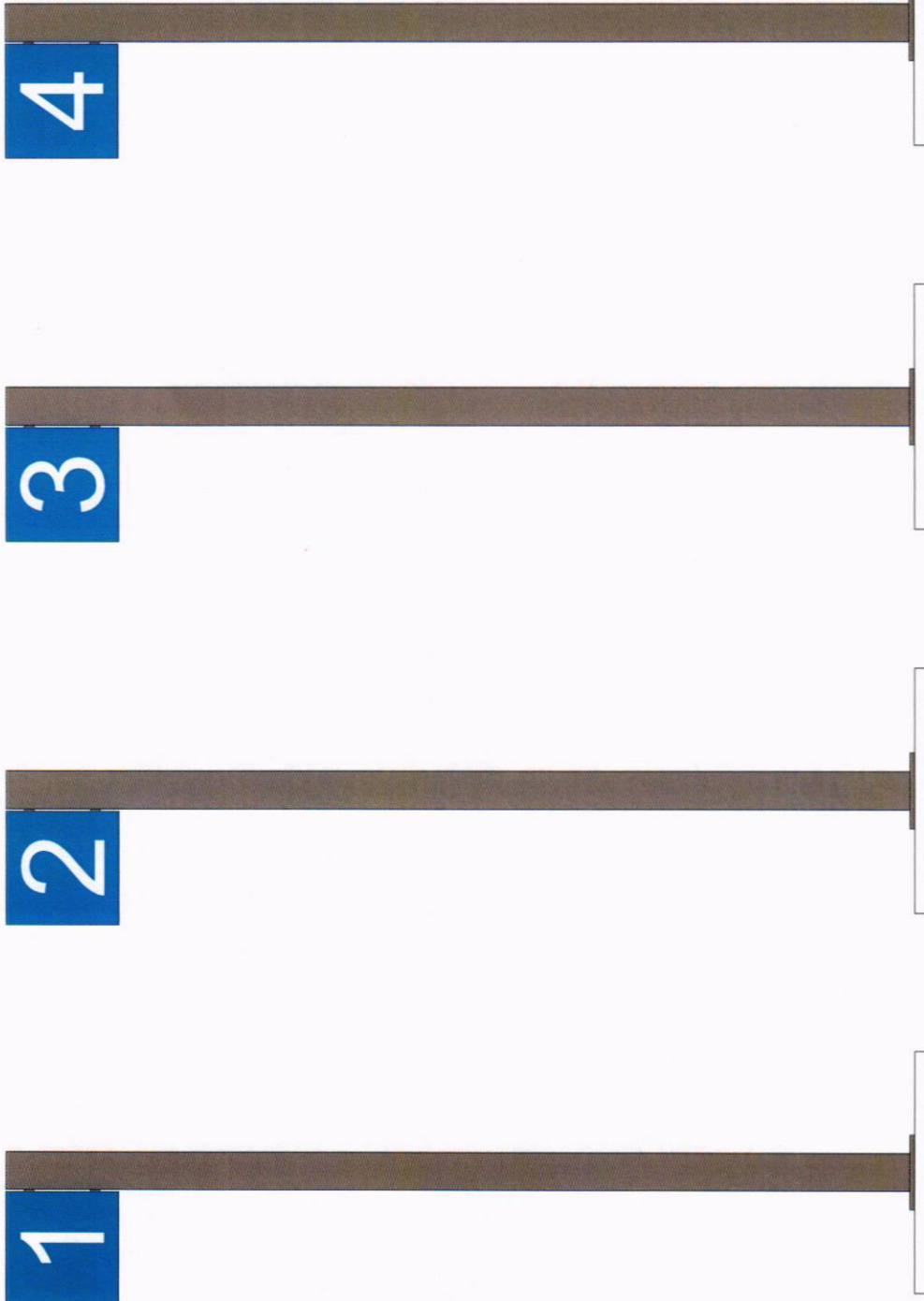
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1

2

**APPROVAL**

SIGNED:



ALL LAYOUTS  
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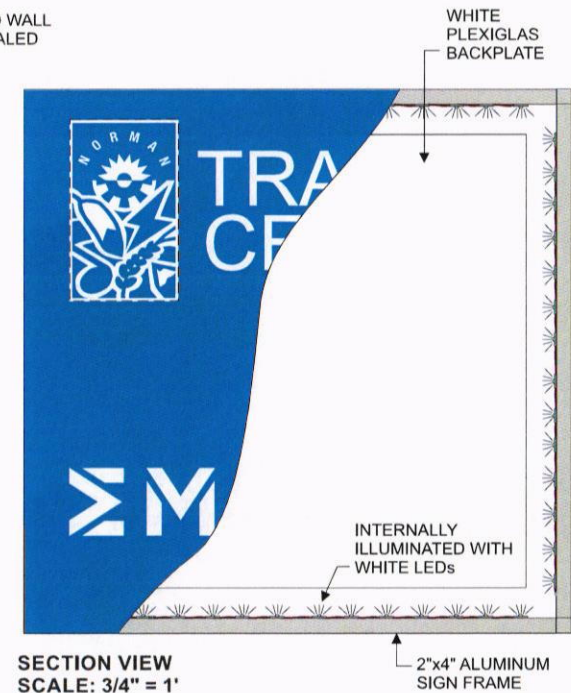
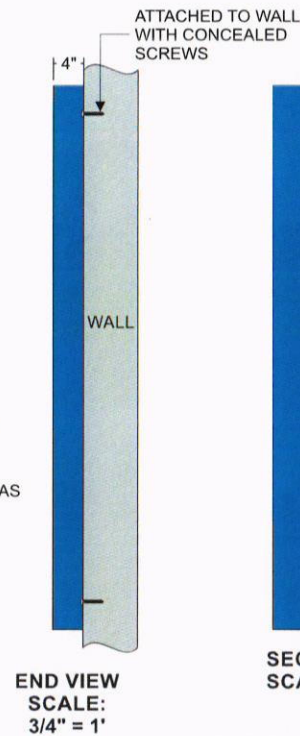
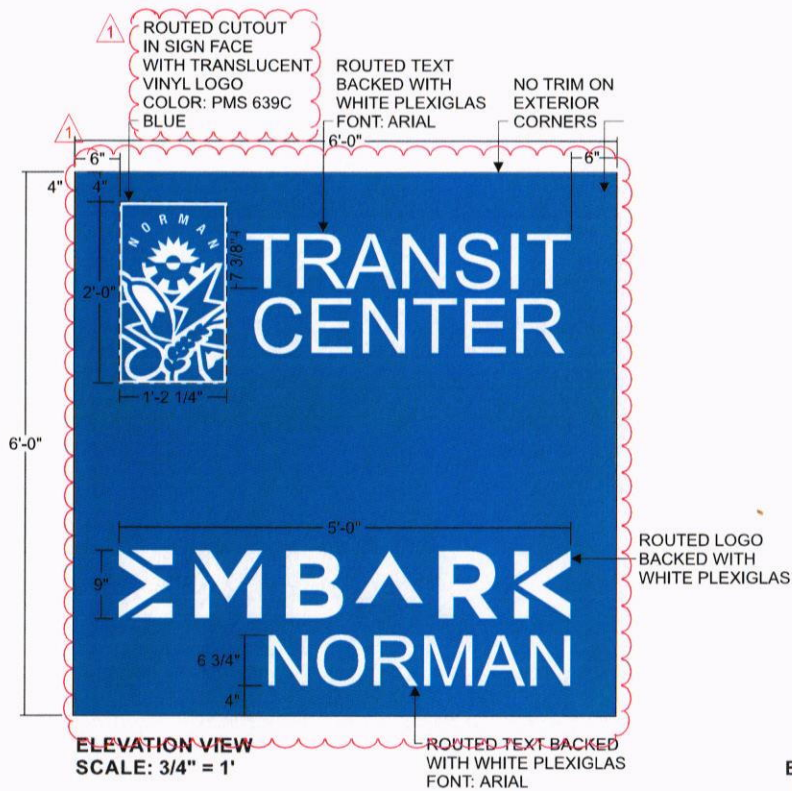
ILLUMINATED  
DOUBLE-SIDED POLE SIGN

Sign Type: 3

PAGE 3

Item 7.





Sign Manufacturer

1811 NW 1st Street OKC, OK 73106  
(405) 524-SIGN (7446)

Project:	Norman Transit Center
City/State:	Norman, OK
Sales Rep:	J. Turner
Created:	3-16-23
Drawn By:	M. Cleveland

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## CONTENT

The text and pictograms shown are for illustration purposes only are subject to change according to the approved message schedule.

## REVISION LEGEND

SYMBOL	REVISION DATE
1	4-24-23
2	

## APPROVAL

SIGNED: \_\_\_\_\_

ILLUMINATED WALL CABINET

Sign Type: 2 Quantity: 1

PAGE 4





1811 NW 1st Street OKC, OK 73106  
(405) 524-SIGN (7446)

Project: Norman Transit Center  
City/State: Norman, OK  
Sales Rep: J. Turner  
Created: 3-16-23  
Drawn By: M. Cleveland

### REVISION LEGEND

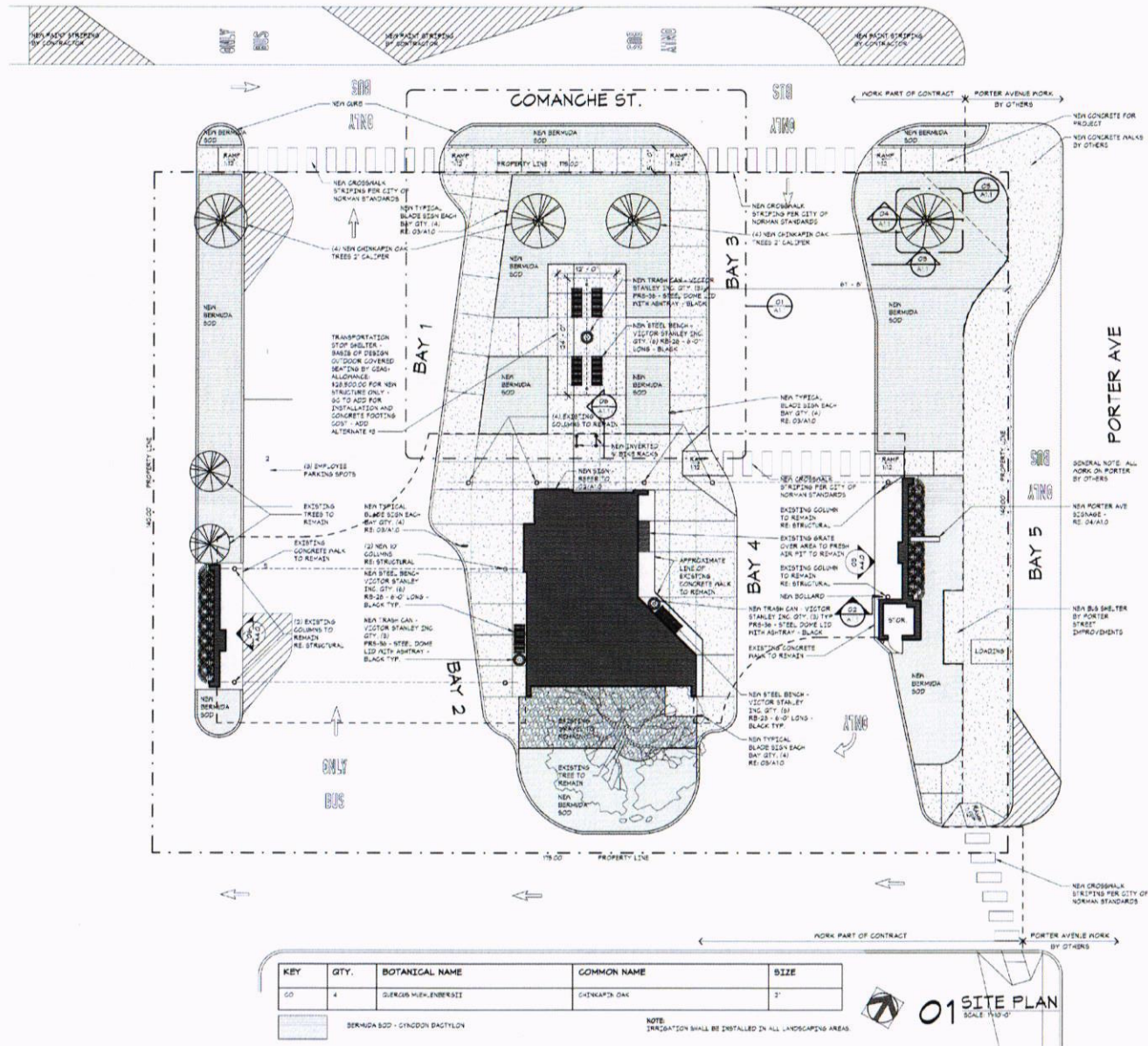
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### APPROVAL

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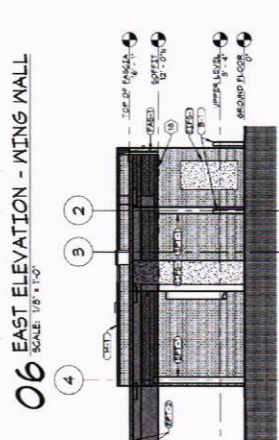
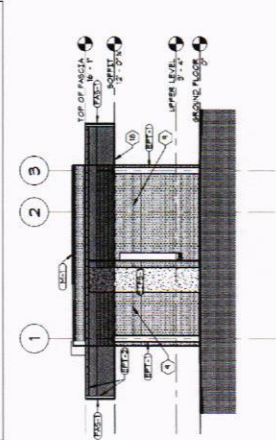
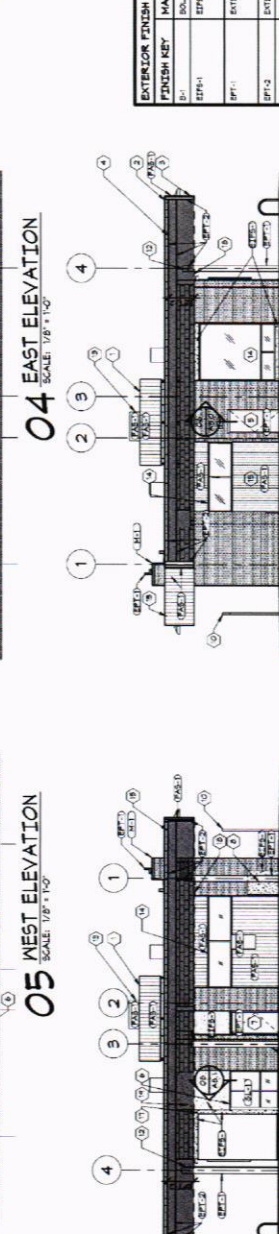
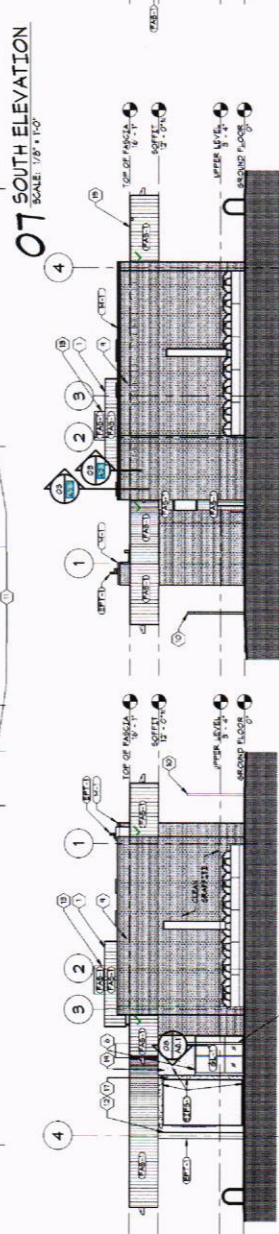
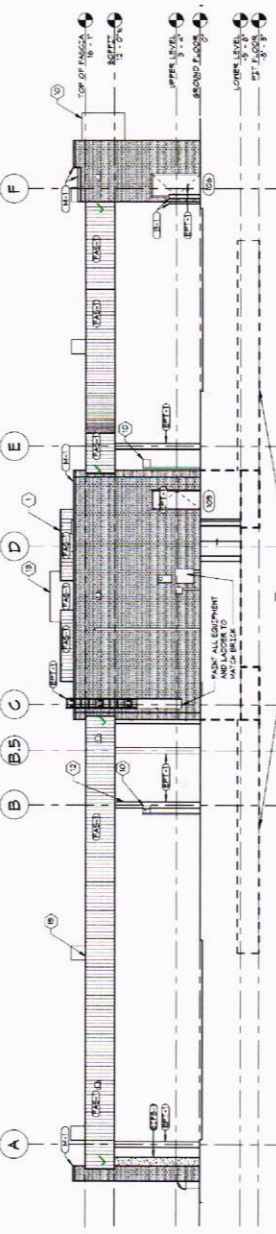
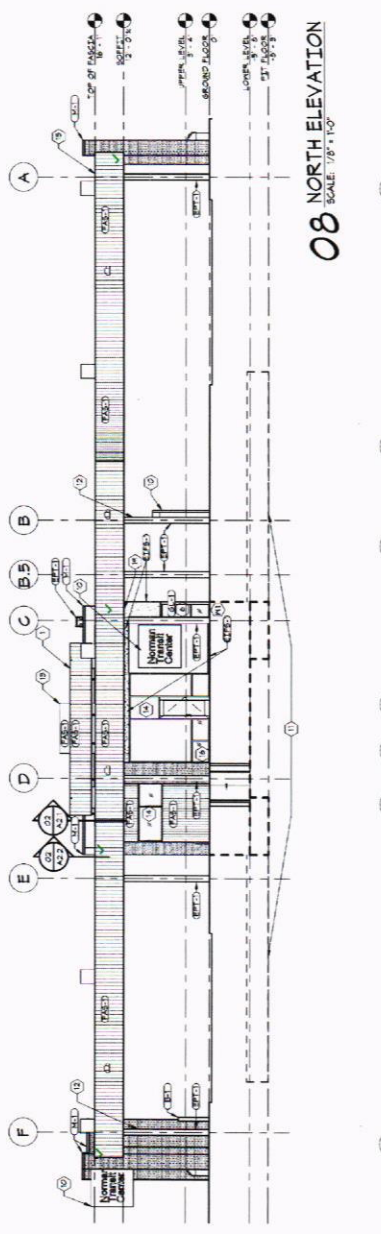
### LOCATION PLANS

PAGE 5





- ELEVATION KEYNOTES:**
1. UNPAINTED PAST EXISTING MECHANICAL SCREEN
  2. REPLACE EXIST. PLUMBING INSTALLED WITH NEW ROOF AT 10'
  3. UNPAINTED PAST EXISTING PASTA
  4. REMOVE EXISTING ROOF EQUIPMENT, CONDENS. ETC. AND PAST DESTRUCTIVE BACK SIDE OF PASTA
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**THE MCKINNEY ARCHITECTURE**  
P.C.  
3000 West Main  
Suite 200  
Norman, Oklahoma  
73071-1400  
405.364.8287  
tmarch.com

**PERMIT SET**

**Seal**

**Project**

**Norman Transit Center**  
**318 E. Comanche Street**  
**Norman, OK**

Issue Date: 12/09/22  
Revision: No. Description  
Date

Project Number: CM091022

Sheet Title: EXTERIOR ELEVATIONS

Sheet Number: A4.0

EXTERIOR FINISH SCHEDULE		MANUFACTURER / SPEC.		SIZE/COLOR/APPLICATION	
FINISH KEY		MATERIAL		COLOR BY ARCHITECT - TEXTURE TO MATCH	
01	01	01	01	01	01
02	02	02	02	02	02
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04	04	04	04	04	04
05	05	05	05	05	05
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[illegible]SCALE  $1/2'' = 1'-0''$





## CITY OF NORMAN, OK STAFF REPORT

---

**MEETING DATE:** 06/28/2023

**REQUESTER:** Barry Barger and Jeremy and Morgan Hudson

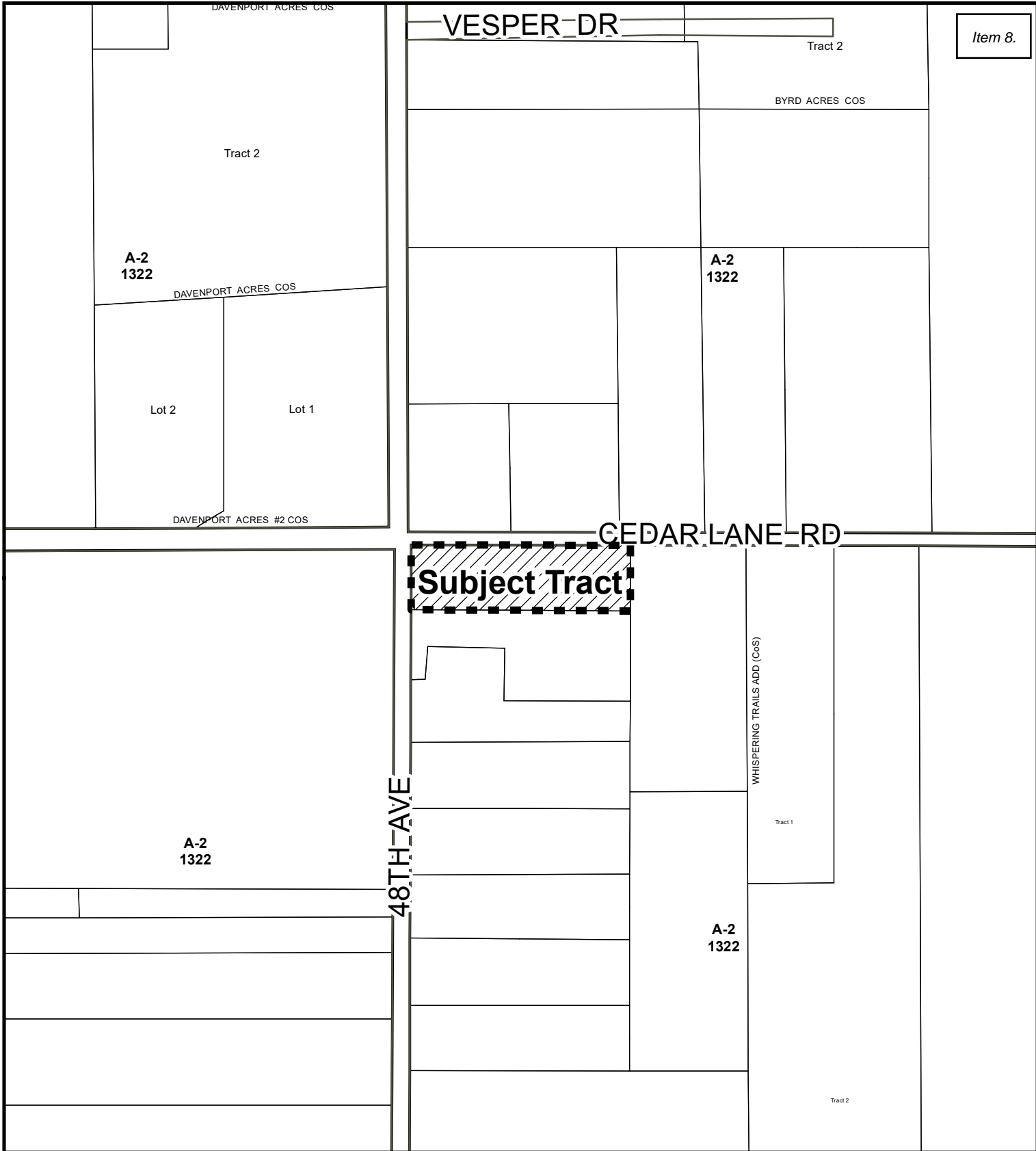
**PRESENTER:** Zach Abell, Planner I

**ITEM TITLE:** Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-22: Barry Barger and Jeremy and Morgan Hudson request a Special Exception to permit a mobile home to serve as a temporary second dwelling to relieve a medical hardship for property located at 4800 E. Cedar Lane Road.

---

**ACTION NEEDED:** Approve, reject, amend, or postpone the Special Exception for BOA-2223-22.



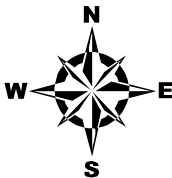


Item 8.

# Location Map



Map Produced by the City of Norman  
Geographic Information System.  
The City of Norman assumes no  
responsibility for errors or omissions  
in the information presented.



June 6, 2023

0 250 500 Ft.



Subject Tract



Zoning



Board of Adjustment  
June 28, 2023  
BOA-2223-22

### **STAFF REPORT**

#### **GENERAL INFORMATION**

<b>APPLICANT</b>	Barry Barger and Jeremy & Morgan Hudson
<b>LOCATION</b>	4800 E. Cedar Lane Road
<b>ZONING</b>	A-2, Rural Agricultural District
<b>REQUESTED ACTION</b>	SPECIAL EXCEPTION to permit a mobile home to serve as a temporary second dwelling to relieve a medical hardship
<b>SUPPORTING DATA</b>	Location Map Application with attachments Site Plan

**SYNOPSIS:** The applicant is requesting a special exception to move a type 2 mobile home to the above-mentioned property to aid in a medical hardship scenario, consistent with Norman Zoning Code.

The application and site plan are attached for your review.

#### **STANDARD OF REVIEW:**

Section 570(i) of Chapter 36 (Zoning) provides:

Hearing of the Board of Adjustment on a Special Exception. The public hearing shall be held in accordance with the following provisions:

- (1) At said hearing, any party may appear in person or by agent or attorney;
- (2) In those instances where a special exception is granted the Board of Adjustment shall make a finding that the granting of such special exception will not adversely affect the public interest;
- (3) In granting any special exception, the Board of Adjustment shall prescribe the appropriate conditions and safeguards in conformity with this ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the special exception is granted, shall be deemed a violation of this ordinance and punishable under the penalty sections of this ordinance. The Board of Adjustment shall prescribe a time limit within which the action for which the special exception is required shall be begun or



completed, or both. Failure to begin or complete, or both, such action within the time limit set shall void the special exception.

The Board of Adjustment is hereby empowered and authorized to grant the following specific exceptions, to wit:

(f) To permit a mobile home to serve as a temporary second dwelling to relieve a medical hardship. The application must include a doctor's statement indicating that the patient is in need of the care of his or her family. The mobile home must meet all City of Norman Building Code requirements and State of Oklahoma requirements for septic systems. The Exception can be approved for up to 3 years on any lot that is five acres or greater in the A-2 zoning district. The Exception can be renewed every 3 years by filing an application for an administrative extension, including a new doctor's statement. Only two (2) administrative extensions may be granted. If a third extension is needed, a new application will be required for Board of Adjustment review. Once the need for the mobile home no longer exists, the mobile home must be removed.

**Please find the applicant's detailed justification in the attached application.**

**DISCUSSION:** The subject property is approximately 5.6 acres and zoned A-2. Both Mr. Hudson (property owner at 4800 E. Cedar Lane) and Mrs. Barger (who will occupy the mobile home with Mr. Barger) are disabled and in need of family care. A doctor's statement indicating their need has been provided. A mobile home permit and moving permit will be required if the Board approves the special exception.

**CONCLUSION:** Staff forwards this request for a Special Exception and BOA-2223-22 to the Board of Adjustment for consideration.





Application for Variance or Special Exception  
**BOARD OF ADJUSTMENT**

Case No. BOA 2 Item 8.

City of Norman Planning & Community Development - 201 W. Gray St., Bldg. A - Norman, OK 73069 — (405) 366-5433 Phone - (405) 366-5274 Fax

<b>APPLICANT(S)</b> 1) Barry Glen Barger 2) Jeremy & Morgan Hudson	<b>ADDRESS OF APPLICANT</b> 2928 Misty Ridge Drive Norman OK 73071 4800 E. Cedar Lane Road Norman OK 73026-5511
--	--

<b>NAME AND PHONE NUMBER OF CONTACT PERSON(S)</b> Barry Barger (405) 808-4031 Jeremy Hudson (405) 630-5916 Morgan Hudson (405) 306-4914	<b>EMAIL ADDRESS</b> COCOBE2928@ATT.NET Jeremy.d.hudson@gmail.com Morgan.d.hudson@gmail.com
--	--

**Legal Description of Property:** (UNLESS THE LEGAL DESCRIPTION IS A SIMPLE LOT AND BLOCK, THE LEGAL DESCRIPTION MUST BE PROVIDED IN A WORD DOCUMENT EMAILED TO CURRENT.PLANNING@NORMANOK.GOV)

4800 E. Cedar Lane RD. Norman, OK. 73026-5511  
 13-8-2W 5665 AC PRTNW/4 BEG 2357' N SW/4 E 872' N 283.35'  
 W 872' S 283' POB

**Requests Hearing for:**

- ☐ VARIANCE from Chapter \_\_\_\_\_, Section \_\_\_\_\_
- ☒ SPECIAL EXCEPTION to AG-2 Zoning

**Detailed Justification for above request** (refer to attached Review Procedures and justify request according to classification and essential requirements therefor):

Jeremy and Morgan Hudson, owners of property located at 4800 E. Cedar Lane RD, Norman OK 73026-5511 request a special exception to the existing zoning ordinance to allow the placement of a 1565 sq. ft. manufactured home for Barry and Colette Barger, (Parents of Morgan Hudson). This request is being made to help facilitate the care of Jeremy Hudson, who is a 100% qualified disabled, honorably discharged veteran. Jeremy served two

(Attach additional sheets for your justification, as needed.)

**SIGNATURE OF PROPERTY OWNER(S):**

Barry Barger

**ADDRESS AND TELEPHONE:**

4800 E Cedar Lane RD (405) 630-5916  
 Norman OK 73026 (405) 306-4914  
 2928 Misty Ridge Dr.  
 Norman OK 73071 (405) 808-4031

- ☒ Application  
☒ Proof of Ownership  
☒ Certified Ownership List and Radius Map  
☒ Site Plan  
☒ Filing Fee of \$ 200  
☐ Emailed Legal Description in Word Document

☐ VARIANCE from Chapter \_\_\_\_\_,

Section \_\_\_\_\_

☒ SPECIAL EXCEPTION to

36-570(g)(2)(f)

Date Submitted:

6-5-2013

Checked by:

mt





# CERTIFICATION OF OWNERSHIP

Case No. BOA Item 8.

City of Norman Planning & Community Development - 201 W. Gray St., Bldg. A - Norman, OK 73069 — (405) 366-5433 Phone - (405) 366-5274 Fax

DATE: 6-5-2023

I, Jeremy D. Hudson, hereby certify and attest that I am the owner, or that I have an option to purchase the following described property in the City of Norman:

4800 E. Cedar Lane Rd  
Norman, OK 7302-5511

Legal Description

13-8-2W5.65AC PRTNW/4 BEG 2357' NSW 1/4 E 872' N 283.35' W 872' S 283' POB

CLASS - Rural Reside

School District-40

SECTION-13

TOWNSHIP-8

RANGE-2W

ACCOUNT TYPE - Residential

AND, I further certify and attest that this legal description describes accurately the property requested for rezoning.

AND, I accept billing for the cost of publishing legal notice in the NORMAN TRANSCRIPT.

Owner's Signature: [Signature]

Address: 4800 E Cedar Lane Rd  
Norman OK 73026-5511

Agent's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

## NOTARY

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

(SEAL)

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

I hereby accept this Certification of Ownership in lieu of a deed or other legal document showing proof of ownership.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

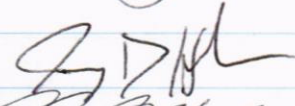
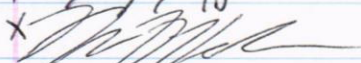
CITY OF NORMAN



deployments as a sergeant with "A" Co. 45 brigade Special Troops Battalion and then with Delta Co 1st Battalion, 179th infantry in support of Operation IRAQI FREEDOM. Colette Barger, Morgan's mother, is also 100% disabled due to being in the final stages of Huntington's Disease. (Please see all attached documents relating to both Jeremy and Colette's disabilities) It is hoped that by approving a special allowance to the existing zoning ordinance, that Barry and Colette Barger may place a manufactured home on the property owned by Jeremy and Morgan Hudson at 4800 E Cedar Lane RD. If an exception is granted then both families may reside more closely and thereby more easily provide for the care of both disabled individuals. We believe we are supported in this request by the Americans with Disabilities ACT as well as the Fair Housing ACT, Office of Compliance and Disability Rights Division.

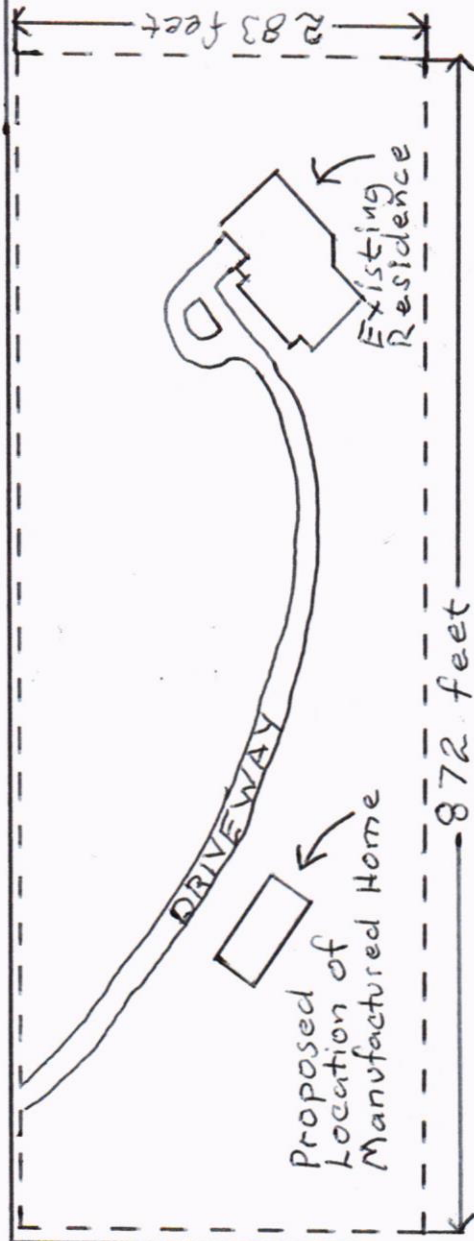
We thank thank you for your kind consideration

Barry and Colette Barger

\*   
 \* 



EAST CEDAR LANE RD



CLASS - Rural Resident

SECTION - 13 TOWNSHIP - 8

RANGE - 2W ACCOUNT TYPE - Residential

LEGAL DESCRIPTION

13-8-2W5.65AC PRT NW/4 BEG 2.357'N SW/4 E872'N 283.35'W 872' S 283' POB

MAILING ADDRESS

HUDSON, JEREMY DANIEL and MORGAN DANIELLE

4800 E CEDAR LANE RD

NORMAN, OK. 73026-5511

48TH SE AVE





## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 06/28/2023

**REQUESTER:** Kirk Hays and Samantha Watson

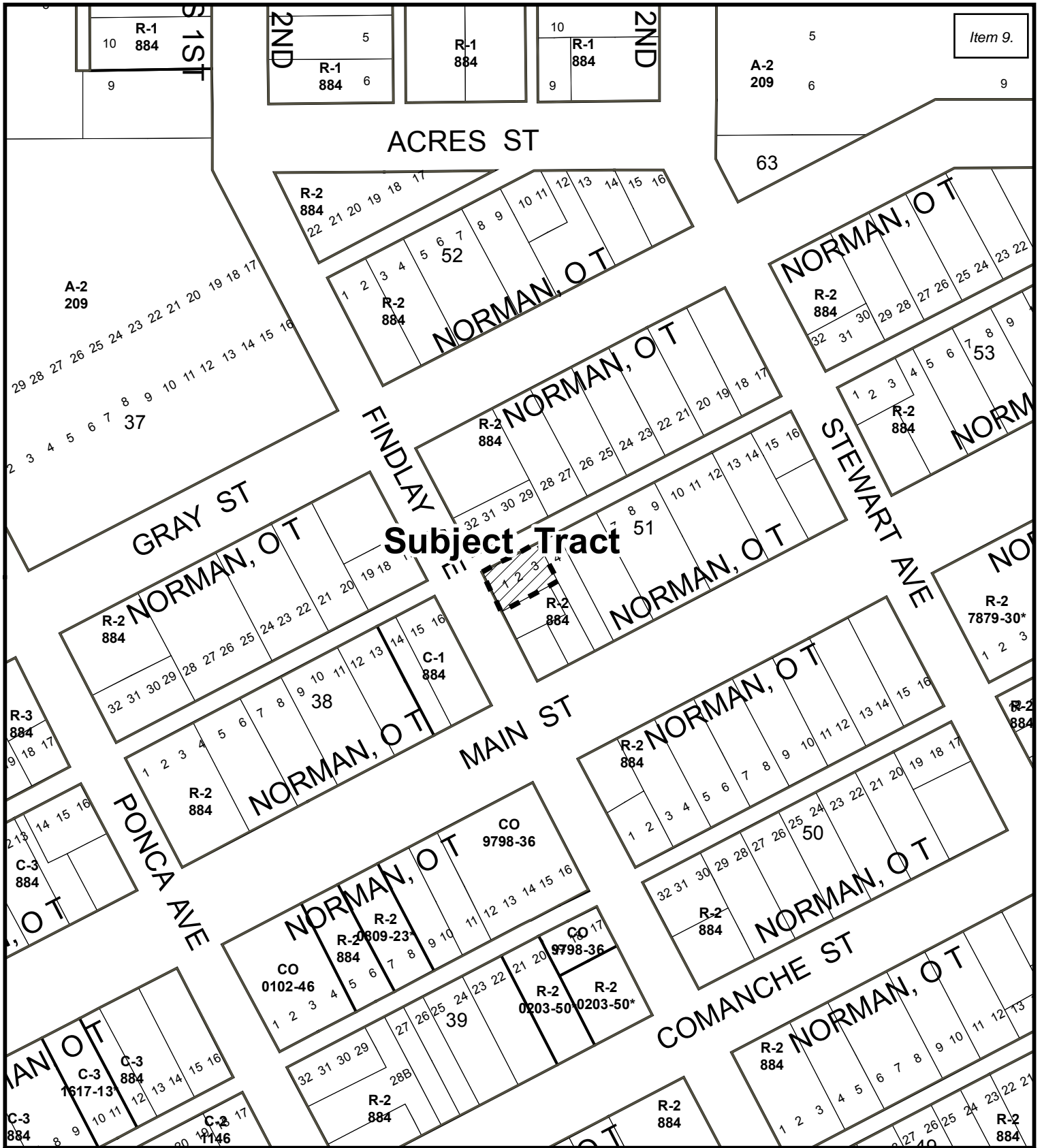
**PRESENTER:** Melissa Navarro, Planner II

**ITEM TITLE:** Consideration of Approval, Rejection, Amendment, and/or Postponement of BOA-2223-23: Kirk Hays and Samantha Watson request a Variance of 2% to 36-516(c)(6) to allow for building coverage in excess of 40% to add a pergola for property located at 107 N. Findlay Avenue.

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**ACTION NEEDED:** Approve, reject, amend, or postpone the Variance to building coverage for BOA-2223-23.

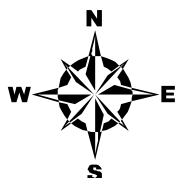




# Location Map



Map Produced by the City of Norman  
Geographic Information System.  
The City of Norman assumes no  
responsibility for errors or omissions  
in the information presented.



June 4, 2020

0 75 150 Ft.



Subject Tract



Zoning





# office memorandum

**Date:** June 22, 2023

**To:** Board of Adjustment

**From:** Melissa Navarro, Planner II

**Subject:** Item No. 2: Postponement of BOA-2223-23

The applicants, Kirk Hays and Samantha Watson, have requested postponement of the request for a variance to the building coverage maximum in the R-2, Two-Family Dwelling District. An additional variance to the Limit on buildings section will be required to allow a duplex on a lot with less than 7,000 square feet.

Staff recommends that the Board of Adjustment postpone this item to their July 26, 2023 meeting.