

CITY OF NORMAN, OK
BOARD OF ADJUSTMENT MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Wednesday, June 25, 2025 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, relation, 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 call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

ROLL CALL

MINUTES

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

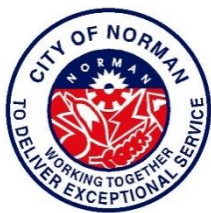
BOARD OF ADJUSTMENT MEETING MINUTES OF MAY 28, 2025.

ACTION ITEMS

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-15: RUSSELL AND EMILY KAPLAN REQUEST A VARIANCE TO 36-514(C)(4) OF 5' TO THE REQUIRED 50' MINIMUM LOT WIDTH TO ALLOW FOR A LOT 45' IN WIDTH AT THE PROPERTY LOCATED AT 816 MILLER AVENUE
3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-16: GLENN SECREST REQUESTS A VARIANCE TO 36-514(C)(2)(A) OF 3' TO THE REQUIRED 5' MINIMUM SIDE YARD SETBACK TO ALLOW FOR A GARAGE ADDITION 2' FROM THE EAST SIDE PROPERTY LINE FOR THE PROPERTY LOCATED AT 2682 BRENTWOOD DRIVE.

MISCELLANEOUS COMMENTS

ADJOURNMENT



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

MINUTES

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

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

ROLL CALL

BOARD MEMBERS PRESENT

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

STAFF PRESENT

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

GUESTS PRESENT

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

MINUTES

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

BOARD OF ADJUSTMENT MEETING MINUTES OF FEBRUARY 26, 2025.

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

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

ACTION ITEMS

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

Staff Presentation

Justin Fish, Planner I, presented the staff report.

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

Applicant Presentation

Annette Wood, Applicant, explained the proposed project.

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

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

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

Public Comments

There were no public comments.

Board of Adjustment Discussion

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

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

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

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

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

Staff Presentation

Justin Fish, Planner I, presented the staff report.

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

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

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

Applicant Presentation

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

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

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

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

Public Comments

There were no public comments.

Board of Adjustment Discussion

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

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

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

Staff Presentation

Justin Fish, Planner I, presented the staff report.

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

Applicant Presentation

Teresa Borum, Applicant, explained the proposed project.

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

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

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

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

Public Comments

There were no public comments.

Board of Adjustment Discussion

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

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

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

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

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

Item 1.

Staff Presentation

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

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

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

Public Comments

There were no public comments.

Board of Adjustment Discussion

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

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

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

MISCELLANEOUS COMMENTS

There were no miscellaneous comments.

ADJOURNMENT

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

Passed and approved this _____ day of _____ 2025.

Secretary, Board of Adjustment



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/25/2025

REQUESTER: Russell and Emily Kaplan

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-15: RUSSELL AND EMILY KAPLAN REQUEST A VARIANCE TO 36-514(C)(4) OF 5' TO THE REQUIRED 50' MINIMUM LOT WIDTH TO ALLOW FOR A LOT 45' IN WIDTH AT THE PROPERTY LOCATED AT 816 MILLER AVENUE

APPLICANT	Russell and Emily Kaplan
LOCATION	816 Miller Ave.
ZONING	R-1, Single-Family Dwelling District
REQUESTED ACTION	Variance of 5' to the required 50' minimum lot width.
SUPPORTING DATA	Location Map Application with attachments Site Plan

SYNOPSIS: The applicant is requesting a single variance as part of a separate lot line adjustment application. The variance requested is as follows:

1. A variance of 5' to the required minimum 50' side yard setback.

The application, site plan, and the variance justification 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;

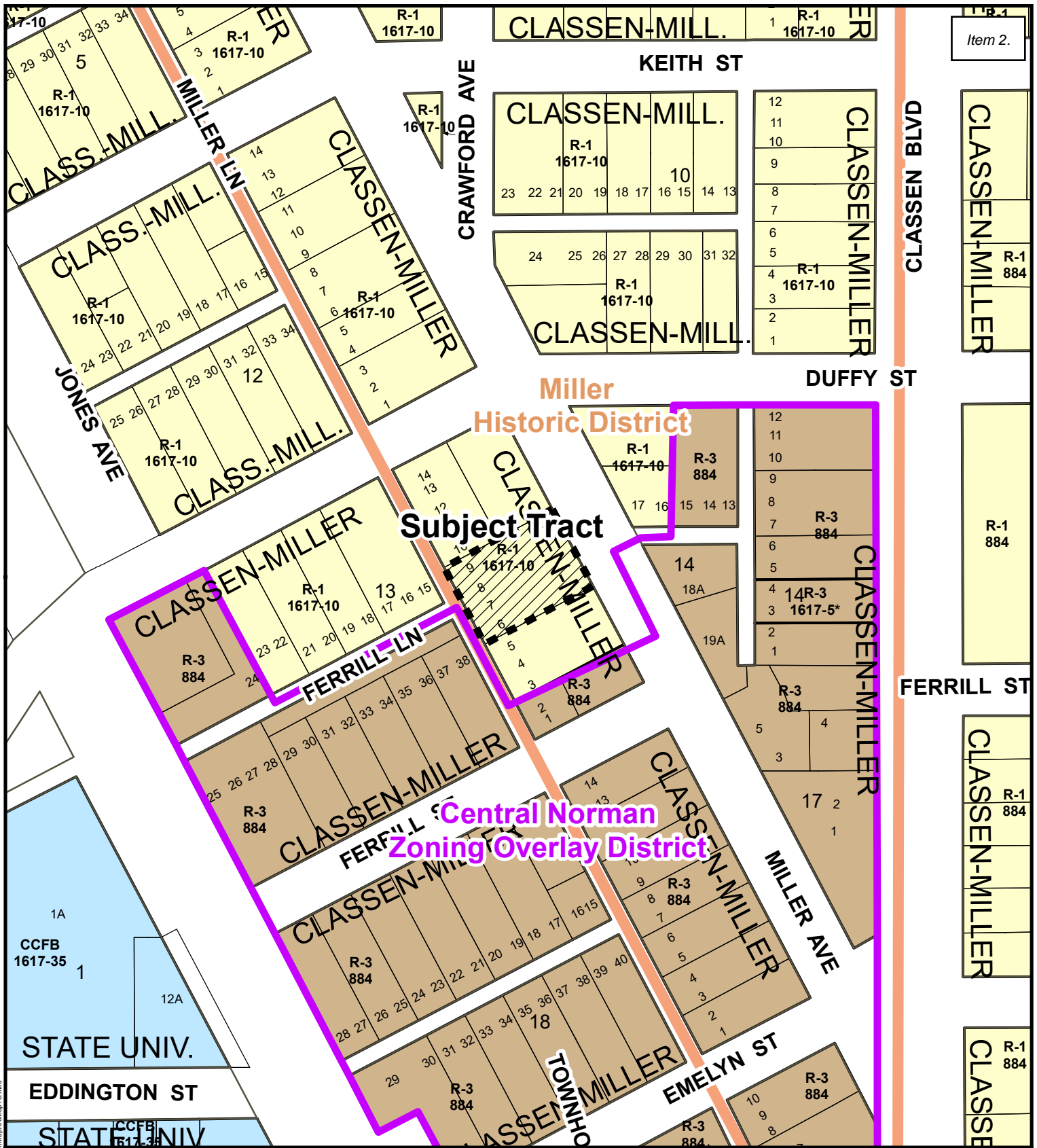
- (b) That the literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
- (c) That the special conditions and circumstances do not result from the actions of the applicant;
- (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.

DISCUSSION: 816 Miller Ave is currently comprised of four 25' wide lots. The applicant is requesting a variance from the Board of Adjustment as a requirement for a lot line adjustment application through the City of Norman where the applicant plans to move the lot line between Lot 7 and Lot 8 five feet to the north. Under that same application, the applicant is requesting to combine Lot 6 and Lot 7 into a single 55' wide lot, Lot 6A, and is requesting to combine Lot 8 and Lot 9 into one 45' wide lot, Lot 8A.

There is an existing single-family dwelling, which sits approximately 2' 6" from the south side lot line of Lot 8, and a 10' wide sewer easement running east to west between Lot 7 and Lot 8. By moving the south lot line of Lot 8 five feet to the north, the dwelling will sit approximately 7' 6" from the side yard property line of proposed lot 8A. Further, the sewer easement would mostly be contained on the proposed lot 6A, as shown on the attached exhibits.

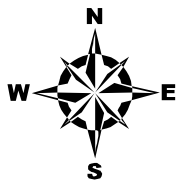
CONCLUSION: Staff forwards this request for a variance and BOA-2425-15 to the Board of Adjustment for consideration.



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 9, 2025

0 75 150 Ft.



Subject Tract



Zoning



Application for Variance or Special Exception
BOARD OF ADJUSTMENT

Case No. BOA

Item 2.

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

APPLICANT(S)
Russell Kaplan and Emily Kaplan

ADDRESS OF APPLICANT
Rieger Sadler Joyce LLC, Attorney for Applicant
136 Thompson Dr.,
Norman, OK 73069

NAME AND PHONE NUMBER OF CONTACT PERSON(S)
Libby Smith, Attorney for Applicant
405-310-5274

EMAIL ADDRESS
lsmith@rsjattorneys.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)

Lots 6, 7, 8, and 9 in Block 13 of the Classen-Miller Addition, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Requests Hearing for:

☒ VARIANCE from Chapter 36, Section 514(c)(4)

☐ 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 exhibits.

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

SIGNATURE OF PROPERTY OWNER(S):

ADDRESS AND TELEPHONE:

E. Smith
Libby Smith, Attorney for Applicant

136 Thompson Dr.
Norman, OK 73069
405-310-5274

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- ☐ 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:



BOARD OF ADJUSTMENT

DETAILED JUSTIFICATION OF VARIANCE REQUEST

Item 2.

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

Revised 08/23

Please attach additional sheets, as necessary.

Special conditions or 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:

Due to unique conditions created by the placement of the existing 1940s house, built on Lot 6 and Lot 7 and encroaching into Lot 8, the applicant would not be permitted to build their desired development on the remaining vacant property. Please see attached letter for additional information.

Attest

E. Smith

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

It is common in the older residential neighborhoods of Norman to use two 25' wide platted lots in order to meet the 50' lot width requirement for R-1. Due to the location of the existing house, it would be impossible for the applicant to build an additional house on the remaining two lots without this adjustment. Please see attached documents for additional information.

Attest

E. Smith

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

The existing house and sewer line both pre-date the applicant's ownership of the Property. Please see attached letter for additional information.

Attest

E. Smith

Granting of the Variances requested will not confer on the applicant any special privilege that is denied to other lands, structures, or buildings in the same district:

Granting this Variance would allow the Applicant to separately develop two large and usable parcels which provides a more practical residential use of the Property and corrects issues caused by this existing house. Please see attached documents for additional information.

Attest

E. Smith



June 2, 2025

Board of Adjustment
City of Norman
201 W. Gray St.
Norman, OK 73069

RE: Application for Variance from Minimum Lot Width Requirements

Russell Kaplan and Emily Kaplan (collectively, the “**Applicant**”) respectfully request that the Board of Adjustment (the “**Board**”) authorize a variance from the minimum lot width requirement under Section 36-514 of the Norman Zoning Ordinance for the property located at 816 Miller Avenue, Norman, Oklahoma 73069 (the “**Property**”). The Property is zoned R-1, Single-Family Dwelling District, and is comprised of Lots 6, 7, 8, and 9 in Block 13 of the Classen-Miller Addition.

The Applicant is requesting this variance as the preliminary step of a Lot Line Adjustment Application to the City of Norman (the “**LLA**”) wherein the lot line between Lot 7 and Lot 8 of the Property will be moved five feet (5’) to the North, as shown on the attached surveys. Additionally, as a part of the LLA, the Applicant plans to combine Lot 6 and Lot 7, which were each originally 25’ wide, into one fifty-five foot (55’) wide lot (“**Lot 6A**”) and Lot 8 and Lot 9, also each originally 25’ wide, into one forty-five foot (45’) wide lot (“**Lot 8A**”). Accordingly, the Applicant must request a five-foot (5’) variance from the minimum lot width requirement of fifty feet (50’) for R-1, Single Family Dwelling, zoned property, for Lot 8A (the “**Variance**”).

The Applicant is requesting this LLA and Variance in order to allow the Applicant to construct a single-family residence on Lot 8A. Due to conditions created by the existing single-family residence on the Property (the “**House**”), which is located across Lots 6 and 7, the Applicant would be unable to pursue the desired development of their Property without the LLA and Variance.

The House was originally constructed in 1940 and is set back only approximately two and a half feet (2.5’) from the property line between Lot 7 and Lot 8. The House also has an attached concrete A/C Unit base that encroaches approximately two and a half feet (2.5’) into Lot 8. Additionally, there is a ten foot (10’) wide sanitary sewer easement running between Lot 7 and Lot 8 (the “**Sewer Easement**”) which further restricts the Property. The purpose of the proposed LLA is to bring the existing House into conformance with the setback requirements laid out in the Norman Zoning Ordinance and to better accommodate the existing Sewer Easement. By moving the lot line between Lot 7 and Lot 8 five feet (5’) to the North, the existing House will have the required minimum five-foot (5’) side yard setback and the majority of the Sewer Easement will be contained within the new Lot 6A.

The lots on the Property, as adjusted, will still be very large residential lots at one hundred forty feet (140') deep. Lot 8A will still meet the minimum R-1, Single Family Dwelling, lot size at approximately 6,300 square feet. Granting this Variance will not cause any hardship or detriment to the neighbors due to the remaining size of the lots and that the use of the Property will not be any more intense than what would be allowed under the current zoning.

Additionally, approval of this Variance will not contravene the intent of the zoning code because it simply allows for the practical and reasonable use of the Property by correcting the issues caused by the location of the House and the Sewer Easement. This LLA and Variance provides a more practical lot layout for the existing House while also facilitating the potential development and sale of Lot 6A and Lot 8A as separate parcels in the future.

The unique conditions on the Property caused by the House and Sewer Easement currently restrict the Applicant from building on a large portion of the Property. If granted, the LLA and Variance would allow the Applicant to separately develop two large and usable parcels. Accordingly, the Applicant respectfully requests the Board approve this Variance request which will allow the Applicant to submit its Lot Line Adjustment Application to City Staff for approval.

Sincerely,

RIEGER SADLER JOYCE LLC

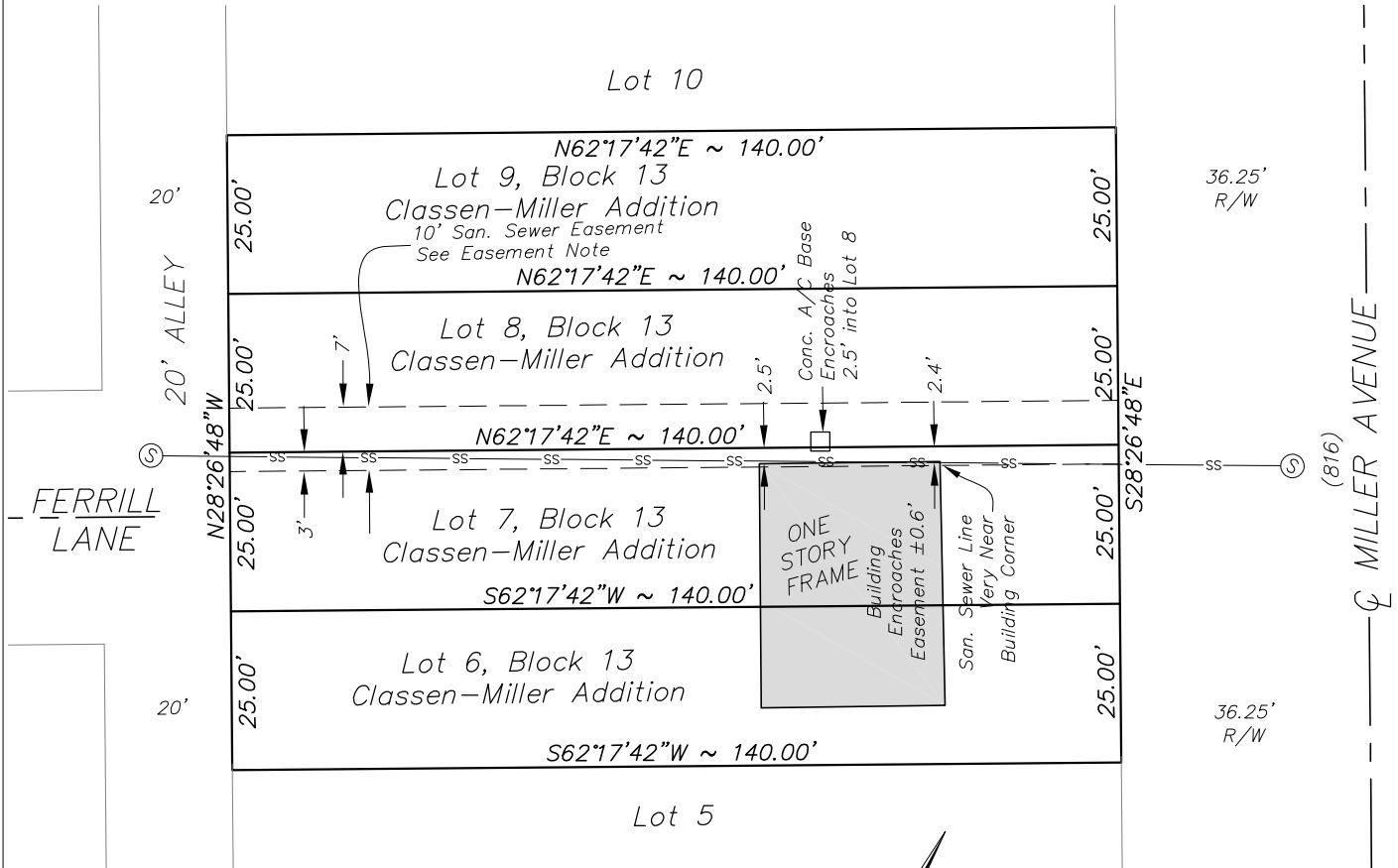


Libby Smith
Attorney at Law

EXHIBIT A

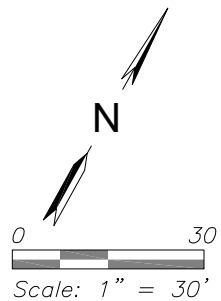
EXISTING LOTS

Lots SIX (6), SEVEN (7), EIGHT (8), and NINE (9), in Block THIRTEEN (13), of CLASSEN-MILLER ADDITION, to Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.



LEGEND

- Ⓢ Sanitary Sewer Manhole
- ss — Sanitary Sewer Gravity Line



SANITARY SEWER EASEMENT NOTE:

Easement Placement & Configuration Determined by:

- Deed of Easement Filed for Record on October 18, 1923, at 8:00 a.m. - Book 60, Page 113
- Partial Release of Easement Filed for Record on January 30, 1961, at 11:30 a.m. - Book (not legible), Page (not legible).
- Grant of Easement Filed for Record on March 6, 1961, at 9:00 a.m. - Book (not legible), Page (not legible).

BASIS OF BEARING:

Grid North of the Oklahoma State Plane Coordinate System - NAD83 South Zone and Based on Boundary Survey by Lemke Land Surveying dated August 8, 2024.



3228 EAST CONNER DRIVE,
NORMAN, OK 73072
PH: (405) 366-8541
FAX: (405) 366-8540
OK # 8975
http://www.lemke-ls.com

Surveyed By:	Project:
Drawn By:	EXISTING CONDITIONS LOT LINE ADJUSTMENT
Approved By: SKL	Project Location:
Date: 06/02/2025	T-9-N, R-2-W, CLEVELAND Co., OKLAHOMA
Scale: 1" = 30'	Client:
Project No: 04365324	RUSS KAPLAN

Sheet
Number

1

Sheet 1 of 3

LOTS AS ADJUSTED

The map shows Lot 6A, Block 13, Classen-Miller Addition, which is a rectangular lot with the following dimensions and bearings:

- North boundary: $N62^{\circ}17'42''E \sim 140.00'$
- South boundary: $S62^{\circ}17'42''W \sim 140.00'$
- East boundary: $S28^{\circ}26'48''E$ (55.00')
- West boundary: $N28^{\circ}26'48''W$ (55.00')

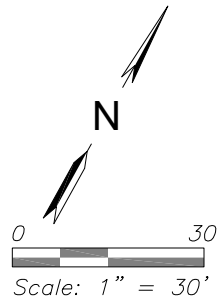
Adjacent lots and features include:

- Lot 10** to the north, with a north boundary of $N62^{\circ}17'42''E \sim 140.00'$.
- Lot 5** to the south, with a south boundary of $S62^{\circ}17'42''W \sim 140.00'$.
- Lot 8A, Block 13, Classen-Miller Addition** to the northeast, with a north boundary of $N62^{\circ}17'42''E \sim 140.00'$.
- FERRILL LANE** to the west, with a 20' ALLEY.
- MILLER AVENUE** to the east, with a 36.25' R/W.

Key features and easements on Lot 6A:

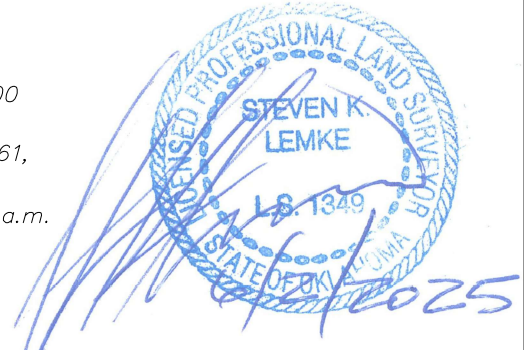
- ONE STORY FRAME** building with a **Building Encroaches Easement $\pm 0.6'$** .
- San. Sewer Line** running east-west, with a **San. Sewer Easement** and a **San. Sewer Line Very Near Building Corner**.
- Conc. A/C Base** located near the center of the lot.
- 10' San. Sewer Easement** See Easement Note, located near the north boundary.
- 8'** and **2'** dimensions indicating specific easement widths.
- SS** (San. Sewer) lines running east-west across the lot.

(S) Sanitary Sewer Manhole
 —ss— Sanitary Sewer Gravity Line



Easement Placement & Configuration Determined by:

- *Deed of Easement Filed for Record on October 18, 1923, at 8:00 a.m. - Book 60, Page 113*
- *Partial Release of Easement Filed for Record on January 30, 1961, at 11:30 a.m. - Book (not legible), Page (not legible).*
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Grid North of the Oklahoma State Plane Coordinate System – NAD83 South Zone and Based on Boundary Survey by Lemke Land Surveying dated August 8, 2024.



3226 BART CONNER DRIVE,
NORMAN, OK 73072
PH. (405) 366-8541
FAX (405) 366-8540
CA # 6975
<http://www.lemke-ls.com>

Surveyed By:	Project:	LOTS AS ADJUSTED
Drawn By:		LOT LINE ADJUSTMENT
Approved By: SKL	Project Location:	PT OF NW/4, SECTION 32
Date: 06/02/2025		T-9-N, R-2-W, CLEVELAND Co., OKLAHOMA
Scale: 1" = 30'	Client:	
Project No: 04365324		RUSS KAPLAN

Sheet
Number

2

Sheet 2 of 3

EXHIBIT A

LEGAL DESCRIPTION – LOT 6A, BLOCK 13, CLASSEN-MILLER ADDITION

A parcel of land comprising Lot 6, Lot 7 and part of Lot 8, Block 13, CLASSEN-MILLER ADDITION to Norman, Cleveland County, Oklahoma according to the recorded plat thereof, being more particularly described by perimeter metes and bounds as follows:

BEGINNING at the Southeast Corner of said Lot 6;

THENCE South 62° 17' 42" West, along the south line of said Lot 6, a distance of 140.00 feet to the southwest corner of said Lot 6;

THENCE North 28° 26' 48" West, along the west line of said Lot 6, Lot 7 and Lot 8, a distance of 55.00 feet;

THENCE North 62° 17' 42" East, parallel with the south line of said Lot 8, a distance of 140.00 feet to a point on the east line of said Lot 8;

THENCE South 28° 26' 48" East, along the east line of said Lot 8, Lot 7 and Lot 6, a distance of 55.00 feet to the POINT OF BEGINNING and containing 7,700 square feet, more or less.

LEGAL DESCRIPTION – LOT 8A, BLOCK 13, CLASSEN-MILLER ADDITION

A parcel of land comprising Lot 9 and part of Lot 8, Block 13, CLASSEN-MILLER ADDITION to Norman, Cleveland County, Oklahoma according to the recorded plat thereof, being more particularly described by perimeter metes and bounds as follows:

BEGINNING at the Northeast Corner of said Lot 9;

THENCE South 28° 26' 48" East, along the east line of said Lot 9 and Lot 8, a distance of 45.00 feet;

THENCE South 62° 17' 42" West, parallel with the south line of said Lot 8, a distance of 140.00 feet to a point on the west line of said Lot 8;

THENCE North 28° 26' 48" West, along the west line of said Lot 8 and Lot 9, a distance of 45.00 feet to the northwest corner of said Lot 9;

THENCE North 62° 17' 42" East, along the north line of said Lot 9, a distance of 140.00 feet to the POINT OF BEGINNING and containing 6,300 square feet, more or less.



3228 EAST CONNER DRIVE,
NORMAN, OK 73072
PH (405) 866-8541
FAX (405) 866-8540
OK # 6975
http://www.lemke-ls.com

Surveyed By:	Project:
Drawn By:	LOTS AS ADJUSTED LOT LINE ADJUSTMENT
Approved By: SKL	Project
Date: 06/02/2025	PT OF NW/4, SECTION 32
Scale: n/a	T-9-N, R-2-W, CLEVELAND Co., OKLAHOMA
Project No: 04365324	Client:
	RUSS KAPLAN

Sheet
Number

3

Sheet 3 of 3



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/25/2025

REQUESTER: Glenn Secrest

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-16: GLENN SECREST REQUESTS A VARIANCE TO 36-514(C)(2)(A) OF 3' TO THE REQUIRED 5' MINIMUM SIDE YARD SETBACK TO ALLOW FOR A GARAGE ADDITION 2' FROM THE EAST SIDE PROPERTY LINE FOR THE PROPERTY LOCATED AT 2682 BRENTWOOD DRIVE.

APPLICANT	Glenn Secrest
LOCATION	2682 Brentwood Dr.
ZONING	R-1, Single-Family Dwelling District
REQUESTED ACTION	Variance of 3' to the required 5' minimum side yard setback.
SUPPORTING DATA	Location Map Application with attachments Site Plan

SYNOPSIS: The applicant is requesting a single variance to construct a garage addition on the east side of their existing Single-Family home. The variance being requested is as follows:

1. A variance of 3' to the required minimum 5' side yard setback.

The application, site plan, and the variance justification 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:

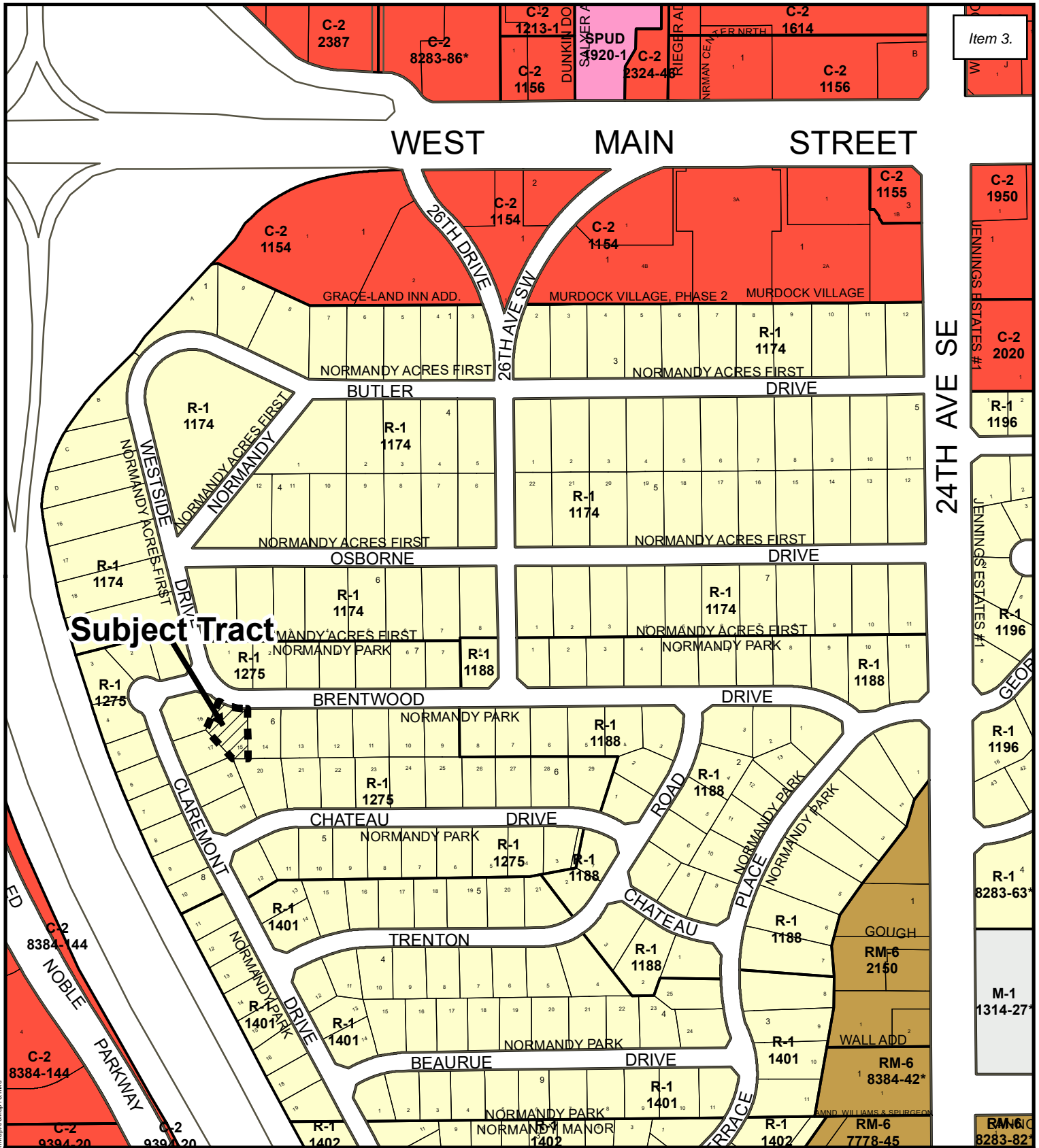
- (1) An applicant shall submit to the Board of Adjustment a written application indicating:

- (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.

DISCUSSION: The proposed garage addition on the east side of the house would provide parking space for two cars side by side, allowing for ease of use and protection from the elements. The home does not currently have a garage that is accessible by vehicle. The request for a 3' variance to the required 5' side yard setback would require that the portion of the building within the 5' side yard setback be fire-rated. The proposed garage would also necessitate the removal of several doors and windows, triggering additional requirements from the building code to maintain an adequate amount of egress and ingress.

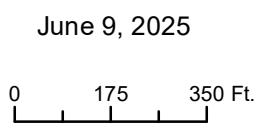
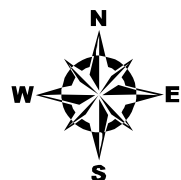
CONCLUSION: Staff forwards this request for a variance and BOA-2425-16 to the Board of Adjustment for consideration.





Item 3.



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.



 Subject Tract
 Zoning

Location Map

June 9, 2025



Application for Variance or Special Exception
BOARD OF ADJUSTMENT

Case No. BOA- Item 3.

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

APPLICANT(S) Glenn Shannon Secrest	ADDRESS OF APPLICANT 2682 Brentwood Drive
--	---

NAME AND PHONE NUMBER OF CONTACT PERSON(S) Glenn Secrest 405-606-1979	EMAIL ADDRESS glenn.secreste@sbcglobal.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)
NORMANDY PARK LOT 15 BLK 6

Requests Hearing for:
☒ VARIANCE from Chapter 36, Section 514(C)(2)(a)
☐ SPECIAL EXCEPTION to _____

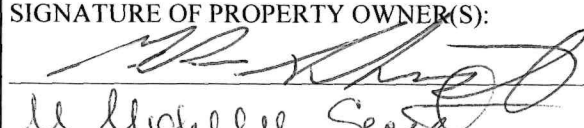
Detailed Justification for above request (refer to attached Review Procedures and justify request according to classification and essential requirements therefor). For any variance, the "Detailed Justification of Variance Request" form must be completed and attached:

Proposing a variance of 3' to the required 5' side yard setback minimum to allow for a

larger garage door and widening the garage by 3'. This would result in

the garage having a 2' side yard setback. This extension will allow

the homeowner's to park two vehicles side by side
thereby eliminating the need to continually pull cars in
& out to enter & exit.

SIGNATURE OF PROPERTY OWNER(S):

Michelle Secrest

ADDRESS AND TELEPHONE:
2682 Brentwood Dr.
Norman, OK 73069
(405) 606-1979

OF
FI
CE
U
SE
O
NL
Y

- ☐ Application & Detailed Justification Form
- ☐ 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: _____



BOARD OF ADJUSTMENT
DETAILED JUSTIFICATION OF VARIANCE REQUEST

Item 3.

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

Revised 08/23

Please attach additional sheets, as necessary.

Special conditions or 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:

When this home was purchased by the current owners, the previous owner had turned the garage into a living area. As a result of this remodel, the current owners have never had covered parking for their vehicles.

Attest

TDE

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

Unlike other homeowners in this neighborhood, the current owners cannot protect their vehicles (or themselves) from inclement weather (severe thunderstorms, hail, excessive heat, or even excessive cold and/or snow storms.)

Attest

TDE

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

The applicant did not re-model the home and convert the garage to a living space.

Attest

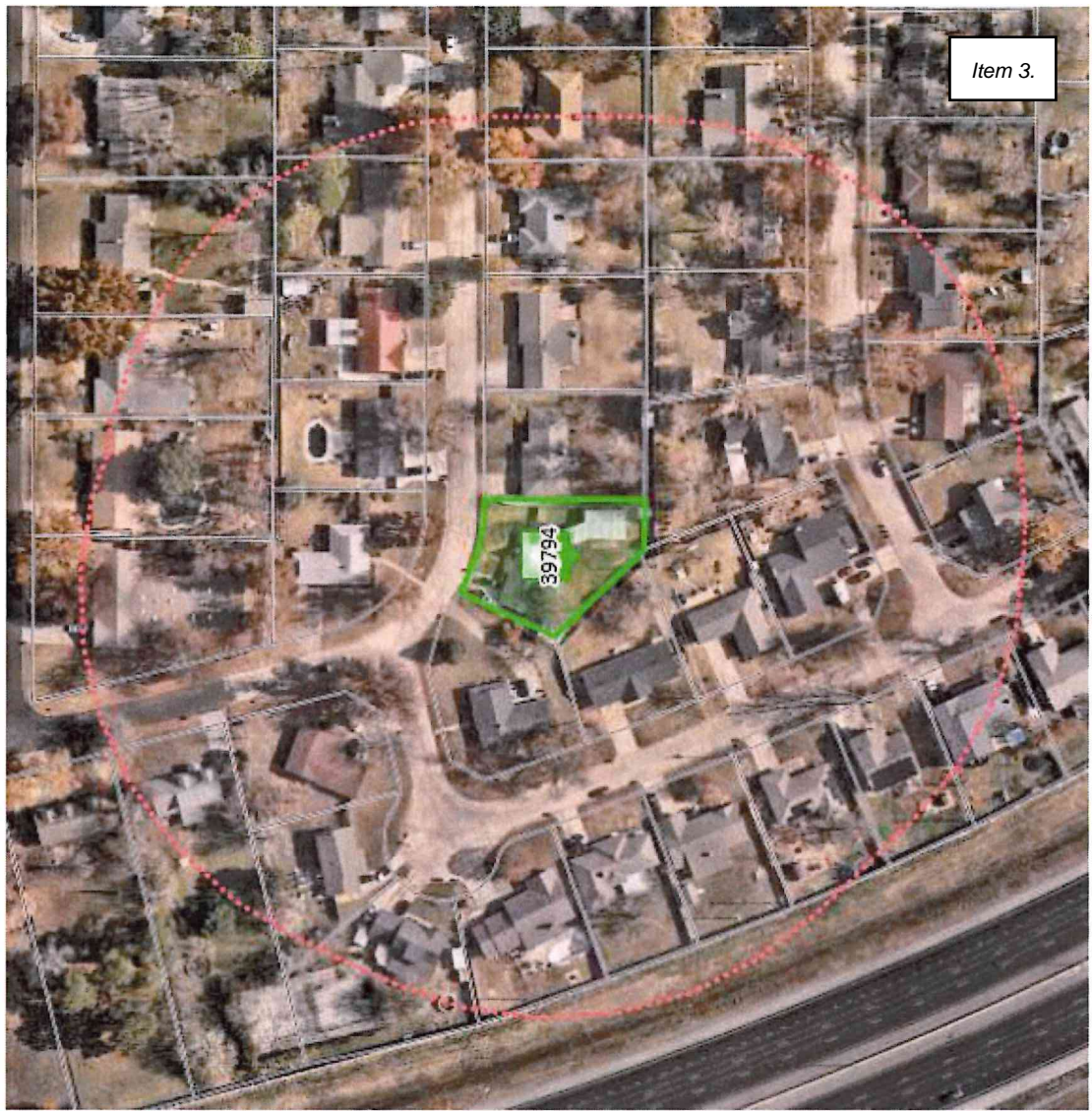
TDE

Granting of the Variances requested will not confer on the applicant any special privilege that is denied to other lands, structures, or buildings in the same district:

Whether utilized or not, it appears the overwhelming number of houses in the neighborhood have the option of covered parking.

Attest

TDE



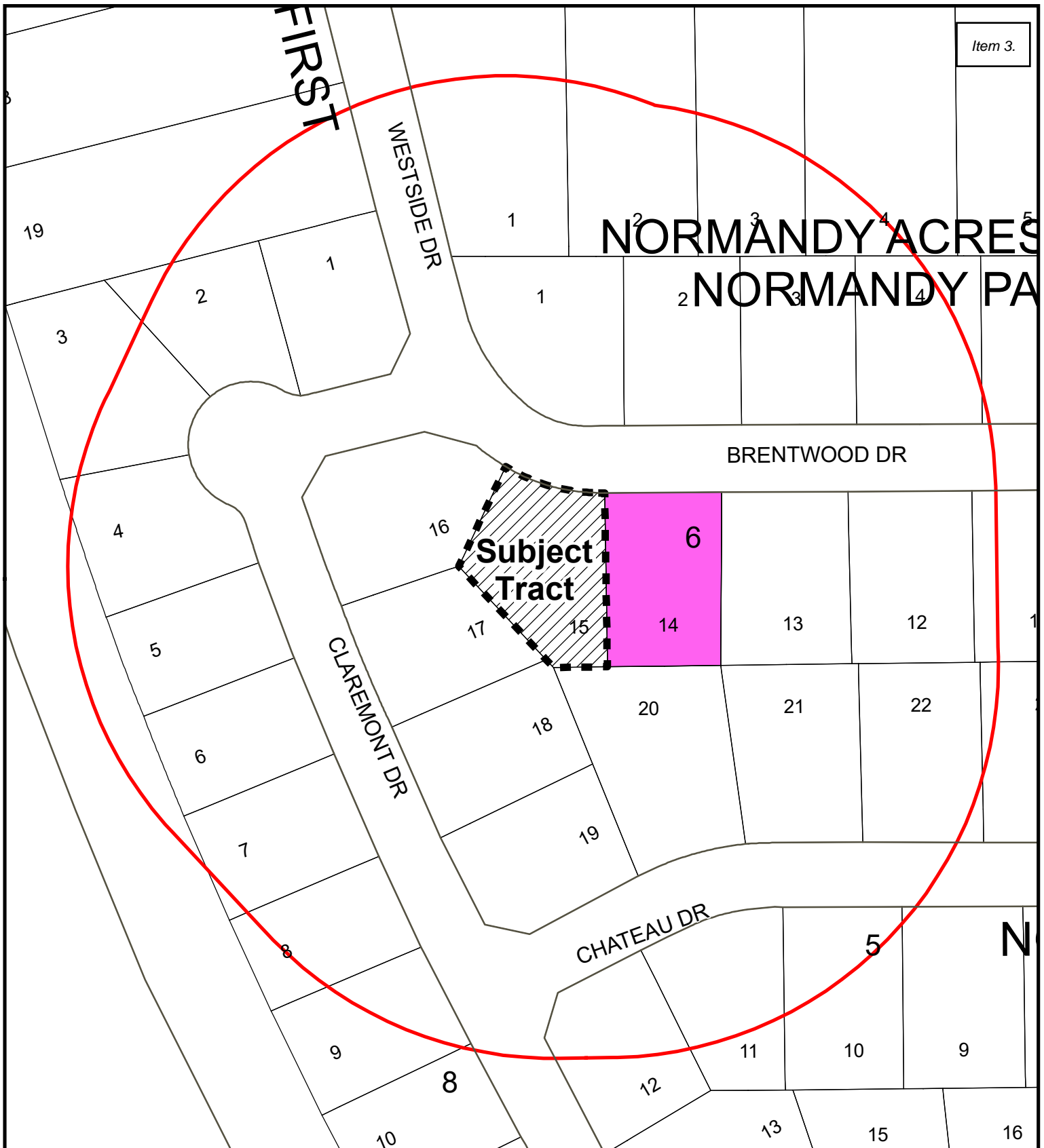
Item 3.

**GARAGE ADDITION AT 2682 BRENTWOOD DR.
NORMAN, OKLAHOMA**

	INDEX OF DRAWINGS
	ARCHITECTURAL
0001	COVER, INDEX & SITE PLAN

[illegible]

SECRET ADDITION
2682 BRENTWOOD DR.
NORMAN, OK. 73069



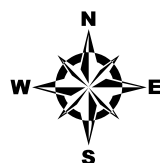
Item 3.

Protest Map





3.5% Protest Within Notification Area

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.



0 50 100 Feet

June 20, 2025

-  Subject Tract
-  Notification Area
-  Protest
-  Protest Outside Notification Area

June 17, 2025

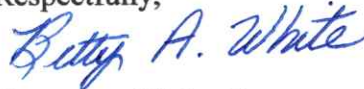
City of Norman
Planning Service Manager
225 N. Webster Ave
Norman, Oklahoma 73069

Re: Request for Variance

Dear Lora Hoggatt AICP,

I own the property at 2674 Brentwood Drive. I am the next door neighbor of 2682 Brentwood Drive. My son will be moving into that house sometime this summer/fall. We do not want them putting a garage and driveway encroaching on the property line. Perhaps, they could build a smaller garage and driveway on that side on the property that will not encroaching on my property line. This variance could effect my property values and also may make it difficult for us to sell the house in the future. Therefore, I am protesting this variance. If you have further questions, please contact Betty White, 2205 Regis Court, Norman, OK 73071 at 405-364-2454.

Respectfully,



Betty Ann White, Owner
2674 Brentwood Drive
Norman, Oklahoma 73069

FILED IN THE OFFICE
OF THE CITY CLERK
ON 06/20/25-RW