

CITY OF NORMAN, OK BOARD OF ADJUSTMENT MEETING

Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069 Wednesday, February 26, 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 JANUARY 22, 2025..

ACTION ITEMS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-10: MICHELLE MILLER REQUEST A VARIANCE TO 36-514(C)(3) OF 5' TO THE 20' REAR YARD SETBACK TO ALLOW FOR AN ADDITION AT THE PROPERTY LOCATED AT 325 KEITH ST.

MISCELLANEOUS COMMENTS

ADJOURNMENT





CITY OF NORMAN, O'N BOARD OF ADJUSTMENT MEETING - AMENDED

Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069 Wednesday, January 22, 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 the Conference Room A at the Development Center, on Wednesday, January 22, 2025 at 4:30 PM and notice of the agenda of the meeting was posted at the Development Center at 225 N Webster Ave, Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

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

ROLL CALL

PRESENT Curtis McCarty Ben Bigelow Brad Worster James Howard

ABSENT Micky Webb

STAFF PRESENT Justin Fish, Planner I Beth Muckala, Assistant City Attorney Whitney Kline, Admin Tech IV

GUESTS PRESENT Danny Gamble, DP Gambles Connor McCaffrey, 4607 Winners Circle, Norman, OK Chris McGregor, DP Gambles

1. ELECTION OF OFFICERS FOR 2025.

Motion by Mr. Howard to re-elect the current slate of officers: Chair-Curtis McCarty, Vice Chair-James Howard, and Secretary-Brad Worster, for 2025; **Second** by Mr. Bigelow.

The motion passed unanimously with a vote of 4-0.

MINUTES

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

BOARD OF ADJUSTMENT MEETING MINUTES OF DECEMBER 4, 2024.

Item 1.

Motion by Mr. Howard to approve the minutes from the December 4, 2024 Board of Adjustment regular meeting; **Second** by Mr. Bigelow.

The motion passed unanimously with a vote of 4-0.

ACTION ITEMS

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-09: DP GAMBLE HOMES REQUEST A VARIANCE TO 36-514(C)(3) OF 10' TO THE 20' REAR YARD SETBACK FOR AN ATTACHED COVERED PATIO FOR THE PROPERTY LOCATED AT 4607 WINNER CIRCLE.

ITEMS SUBMITTED FOR THE RECORD:

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

Staff Presentation

Justin Fish, Planner I, reviewed the staff report.

Applicant Presentation

Danny Gamble, Applicant, presented a presentation as well as site plans for the board to review.

Mr. Howard asked if the proposed house has similar sqft as the previous house on the property. Connor McCaffrey, Property Owner, explained that it about 100 sqft larger.

Chris McGregor, DP Gambles, explained that there would be no issues with utilities with the addition of this attached patio.

Public Comments

There were no public comments.

Board of Adjustment Discussion

Mr. Bigelow expressed his concern for setting a precedent.

Mr. Howard explained that with the difficult lot size there is not any other ways to accommodate the patio without this variance. He also mentioned that covered, attached patios bring value to the home.

Mr. McCarty stated he has nothing against this and is in full support if this variance.

Motion by Mr. Worster to approve BOA-2425-09; **Second** by Mr. Howard.

The motion passed unanimously with a vote of 4-0.

MISCELLANEOUS COMMENTS

Item	1
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There were no miscellaneous comments.

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The meeting was adjourned at 4:48 p.m.	
	Secretary, Board of Adjustment



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/26/2025

REQUESTER: Michelle Miller

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR

POSTPONEMENT OF BOA-2425-10: MICHELLE MILLER REQUEST A VARIANCE TO 36-514(C)(3) OF 5' TO THE 20' REAR YARD SETBACK TO ALLOW FOR AN ADDITION AT THE PROPERTY LOCATED AT 325

KEITH ST.

APPLICANT Michelle Miller

LOCATION 325 Keith St

ZONING R-1, Single-Family Dwelling District

REQUESTED ACTION Variance of 5' to the required 20' minimum rear

yard setback to construct a laundry room and staircase on the rear of the existing home

SUPPORTING DATA Location Map

Application with attachments

Site Plan

SYNOPSIS: The applicant is seeking approval for a variance to construct an addition on the rear of the home to be used as a laundry room. The laundry room will contain changes to the existing dual staircase used to access the home and basement. This addition is part of a larger project the applicant is proposing for their home. As a result, the applicant is seeking a single variance, as follows:

1. A variance of 5' to the required 20' rear 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;

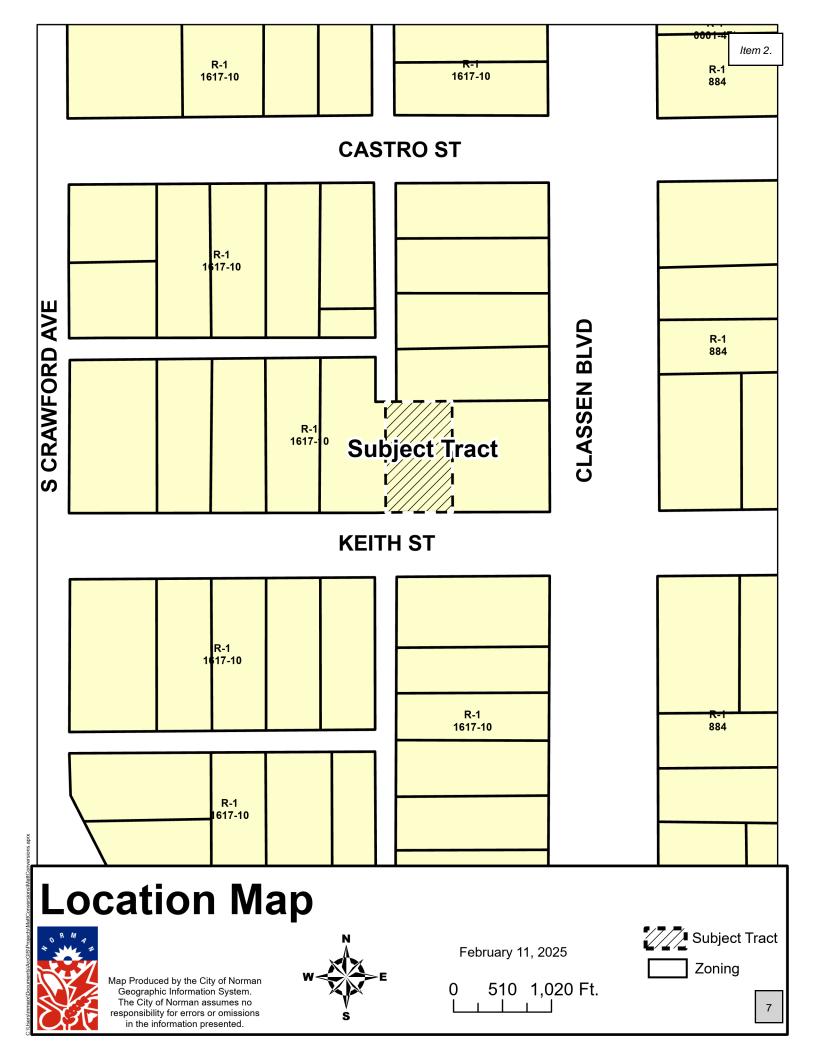
No non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

<u>DISCUSSION</u>: There is a dual staircase and an existing laundry room on the rear of the structure. This staircase is used to access the laundry room and the basement from the rear. The existing staircase does not have any safety measures. There is a narrow walkway that divides both staircases and no form of safety railing. The current staircase cannot be modified and expanded in compliance with the current building codes without approval of a variance. The proposed rear addition will increase the size of the laundry room allowing a new staircase to be installed. The applicant is proposing two separate staircases on opposite sides of the laundry room.

The existing structure sits 22' 9" from the rear property line and 9' 4" from the west property line. The proposed rear addition will extend 7' 9" towards the rear property line leaving 15' of space between the addition and the rear property line.

The structure will meet all other setbacks and coverage requirements.

CONCLUSION: Staff forwards this request for a variance and BOA-2425-10 to the Board of Adjustment for consideration.





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

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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:

The property's Unique layout and setback constraints, prevent a safe and structurally sound basement entry, we require the variance to have a compliant stairs system without compromisis the structural integrity.

Attest

Attest Affillably

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

strict application of the ordinance restricts sale basement access, denying a right commonly enjoyed by other properties in the district.

Attest CANGGUH

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

the need for the variance arises from the property's existing layout and setback constrains, not from they actions taken by the Applicant. These conditions were present prior to the variance request and purchased with property.

Attest

Attest Will will

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:

the Variance ensures sale Access and aligns with ristus enjoyed by others, granting no special privilege whatsoever.

Attest Helleuff

PROPERTY LINES PROPERTY LINE = 110' - 10" ADDITION 22' - 9 1/2" 32' - 0" **EXISTING BUILDING** EXISTING DECK ADDITION 89 SF 158SF 15' - 0"

3/16" = 1'-0"

GENERAL NOTES - PROPOSAL

- A. DATA PRESENTED IN THESE DRAWINGS ARE AS ACCURATE AS SURVEYS AND PLANNING CAN DETERMINE, BUT ABSOLUTE ACCURACY IS NOT GUARANTEED. FIELD VERIFICATION OF THE PLANS IS THE RESPONSIBILITY OF THE CONTRACTOR SINCE FINAL DISTANCES, LOCATIONS AND HEIGHTS WILL BE GOVERNED BY ACTUAL FIELD CONDITIONS. CONTRACTOR TO FIELD VERIFY EXISTING CONDITIONS IN AREAS TO BE RENOVATED PRIOR TO BID IN ORDER TO PROVIDE AN ACCURATE BID AND BE AWARE OF ALL CONSTRUCTION METHODS NEEDED TO PROVIDE THE FINISHED PRODUCT AS SHOWN ON THE PLANS. DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT FOR A DECISION TO RESOLVE CONFLICTS PRIOR TO BID.
 - CONTRACTOR SHALL FINISH ALL EXPOSED ITEMS IN NEW CONSTRCUTION.
- CONSTRUCTION IN AREAS TO BE RENOVATED SHALL BE CAREFULLY COORDINATED WITH THE OWNER AND ARCHITECT PRIOR TO CONSTRUCTION. EXISTING EQUIPMENT WILL BE RENOVATED SHALL BE CAREFULLY COORDONATED WITH THE OWNER AND ARCHITECT PRIOR TO CONSTRUCTION. EXISTING EQUIPMENT WILL BE RELOCATED OR STORED AS PER OWNER'S DIRECTION. EQUIPMENT AND FURNISHINGS TO BE STORED SHALL BE PROTECTED FROM DAMAGE AND VANDALISM IN LOCATIONS ACCEPTABLE TO THE OWNER.
- DASHED LINES ON DEMOLITION PLANS/ ELEVATIONS INDICATE EXISTING MATERIALS TO BE REMOVED, UNLESS OTHERWISE NOTED. EQUIPMENT TO BE REUSED SHALL BE STORED AND PROTECTED FROM DAMAGE DURING CONSTRUCTION, ANY DAMAGE RESULTING FROM CONSTRUCTION WILL BE REPAIRED TO ITS ORIGINAL STATE.
- ITEMS TO REMAIN AND TO BE PROTECTED ARE DESIGNATED WITH LIGHT CONTINUOUS LINES. IF DAMAGE OCCURS, PATCH, REPAIR, REFINISH OR REPLACE DAMAGED ITEMS AT NO COST TO OWNER.
- REPAIR SOFFITS, CEILING. WALL AND FLOOR FINISHES LEFT VOID OR DAMAGED BY DEMOLITION WORK TO MATCH EXISTING ADJACENT FINISHES.
- G. REPAIR ALL EXIST. CONSTRUCTION DAMAGED BY DEMOLITION TO LIKE NEW APPEARANCE.

GENERAL NOTES - PROPOSAL

OPERATIONS OF THE FACILITY.

- H. REPAIR WALLS DAMAGED BY DEMOLITION TO PROVIDE SMOOTH SURFACE, WITH PATCHES DRESSED FLUSH, SMOOTH AND READY TO RECEIVE FINISH MATERIAL.
- I. COORDINATE DEMOLITION AND CONSTRUCTION OPERATIONS WITH OWNER WHERE THEY EFFECT EXISTING WORK AREAS AND NORMAL OPERATING PROCEDURES.
- J. DEMOLITION EXPOSING THE INTERIOR OF THE BUILDING TO THE OUTSIDE ELEMENTS OR TO THE PUBLIC SHALL BE PROPERLY SEALED AND PROTECTED TO DAMAGE FROM VANDALISM OR WEATHER DURING CONSTRUCTION
- TO DAMAGE FROM VANDALISM OR WEATHER DURING CONSTRUCTION.

 K. PROVIDE SCREENING FROM DUST, FUMES, SMOKE, WATER, AND NOISE WHERE DEMOLITION REQUIRES CONSTRUCTION TO BE TO BE EXPOSED TO NORMAL
- L. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO THE DEMOLITION WORK. PROBLEMS OR DISCREPANCIES IN THE PLAN SHALL BE REPORTED AT ONCE TO THE ARCHITECT AND ALL WORK INVOLVED AT SAID QUESTIONED AREA SHALL BE HALTED UNTIL ARCHITECT GIVES NOTICE TO
- PROTECT ALL EXISTING FLOORING FROM DAMAGE & REPAIR ANY DAMAGE TO LIKE NEW APPEARANCE UNLESS NOTED W/ NEW FLOORING.
- PATCH SURFACES AS REQUIRED TO MATCH EXISTING WHERE PLUMBING, MECHANICAL, AND ELECTRICAL ITEMS OR EQUIPMENT HAVE BEEN REMOVED.
- GENERAL CONTRACTOR TO PROPERLY DISPOSE, DONATE, AND/OR RECYCLE ALL DEMO ITEMS, UNLESS OTHERWISE NOTED "RETURN TO OWNER". COORD. W/ ARCH. & OWNER.
- COORDINATE ALL HVAC DUCTWORK, RETURNS & SYSTEM SPECS W/ HVAC SUB-CONTRACTOR & ARCHITECT.
- SECURE & LEVEL ALL FLOOR & SUB-FLOOR, TYP.
- INSTALL ALL APPLIANCES (SELECTED & SUPPLIED BY OWNER) & PRODUCTS AS PER MANUFACTURE'S SPECIFICATIONS, REWORK PLUMBING & ELECTRICAL, COORD W/ OWNER & ARCHITECT, RE: POWER PLAN.
- ALL EXTERIOR WALLS & SOFFITS WILL HAVE A MIN. OF R-19 INSULATION TO COMPLY W/ CITY IN WHICH CONSTRUCTION IS BEING DONE COORD. W/ ARCHITECT & OWNER WHERE NECESSARY.
- ATTICS SHALL INCLUDE INSULATION W/ A MIN OF R-30 & RADIANT BARRIER BACKED OSB AT ALL NEW ROOF DECKING, COORD. W ARCHITECT & OWNER-WHERE NECESSARY.
- U. ALL GLASS IN WINDOWS & DOORS TO BE COMPLIANT W/ IRC 2021, E.G. U-FACTOR, SOLAR HEAT GAIN COEFFICIENT, ETC., COORD. ALL SELECTIONS W/ ARCHITECT
- V. DOORS/WINDOWS TO BE RE-USED IN NEW CONSTRUCTION (COORD.
- W. ALL NEW WALLS TO RECEIVE A LEVEL 4 TEXTURE AND TO BE PAINTED TO MATCH EXISTING WHERE APPLY.
- X. ADD SMOKE DETECTORS & CO2 DETECTORS PER CURRENT CODE.
- Y. DOORS @ 45° ARE EXISTING TO REMAIN & 90° ARE NEW.

WALL TYPE LEGEND:

INDICATES EXISTING STUD WALL W/ BRICK VENEER TO REMAIN.

INDICATES NEW 2X4(6) WOOD STUD WALL W/ GWB BOTH SIDES (OR MATCH EXISTING CONDITION WHEN APPLICABLE). APPROXIMATE LOCATION OF T&B, TEXTURE (TO MATCH EXISTING), & PAINT, COORD COLOR SECTION W/ SEPTIC LATERAL LINES OWNER PER FIELD LOCATE & ARCHITECT. INDICATES NEW 2X4(6) WOOD STUD WALL W/ BRICK VENEER

@ EXTERIOR, GWB INTERIOR (OR MATCH EXISTING CONDITION WHEN APPLICABLE). T&B, TEXTURE (TO MATCH EXISTING), & PAINT, COORD COLOR SECTION W/ OWNER & ARCHITECT

INDICATES NEW 2X4(6) WOOD STUD WALL W/ HARDIBOARD.

INDICATES NEW 2X4(6) WOOD STUD WALL W/ HARDIBOARD PRODUCT (PAINT) @ EXTERIOR, GWB INTERIOR (OR MATCH EXISTING CONDITION WHEN APPLICABLE). T&B, TEXTURE (TO MATCH EXISTING), & PAINT, COORD COLOR SECTION W/ OWNER & ARCHITECT.

KEY NOTE SYMBOL LEGEND:

- REFER TO BUBBLE NOTE WITHOUT ARROWS APPLIES TO ENTIRE ROOM IN WHICH IT IS LOCATED UNLESS SHOWN OTHERWISE.
- REFER TO BUBBLE NOTE WITH ARROWS APPLIES TO OBJECT INDICATED.

KEY NOTES:

- 1 NEW BUILDING ADDITION.REFER SHEET A202, A203 AND A204.
- 2 NEW STAIRS ADDED.REFER SHEET A202.

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SCHEMATIC DESIGN SET 1.13.2025

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CFC

MLK

SHEET TITLE:

ARCHITECTURAL

SITE PLAN

SHEET NO:

A101