



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:

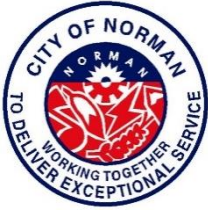
BOARD OF ADJUSTMENT MEETING MINUTES OF JANUARY 22, 2025..

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, OK
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.

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

There were no miscellaneous comments.

ADJOURNMENT

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;

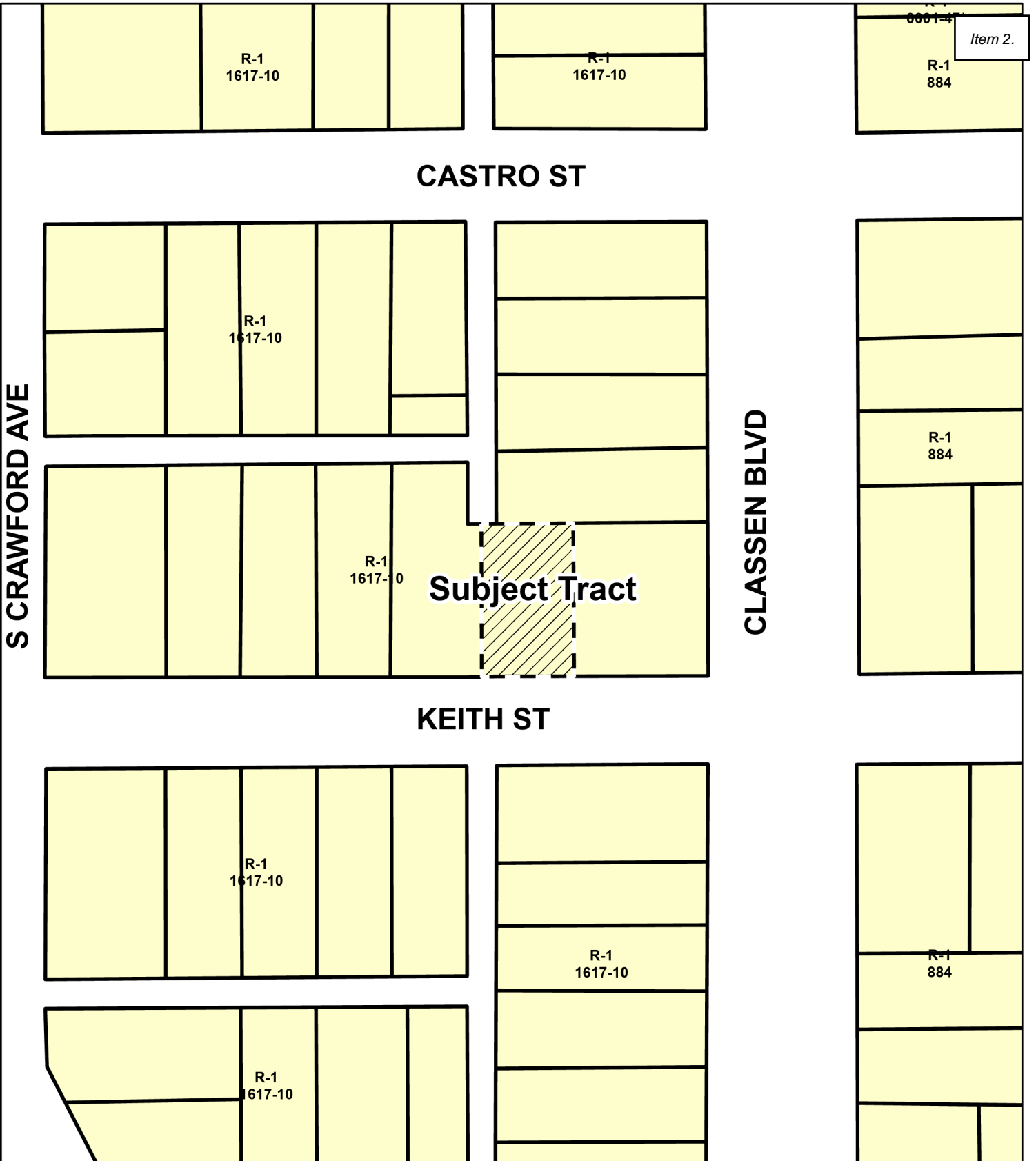
No non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

DISCUSSION: 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.

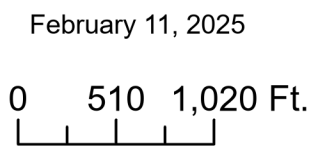
CONCLUSION: Staff forwards this request for a variance and BOA-2425-10 to the Board of Adjustment for consideration.





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.



-  Subject Tract
-  Zoning

C:\Users\mnorman\Documents\GIS\Projects\Map\Conversions\Map\Conversions.aprx



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) MITCHELLE, MILLER	ADDRESS OF APPLICANT 325 KEITH ST, NORMAN OK 73069
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NAME AND PHONE NUMBER OF CONTACT PERSON(S) MICHELLE, MILLER (214) 435. 42 48 CATHERINE, EILARLANZ (405) 513. 3129	EMAIL ADDRESS michelle.realty.ok@gmail.com catherine.g@karc-llc.com
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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)

THE west 50 Feet of lots (1),(2) and (3) and (4) in block (7), of classen - miller Addition to norman, cleveland county, Oklahoma, according to the recorded plat thereof. together with the east half (E/2) of the vacated alley lying adjacent to and immediately west thereof.

Requests Hearing for:
 VARIANCE from Chapter 36, Section 514(C)(3)
 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:

Reduce the rear setback from 20 Feet to 15', essential need to accommodate a existing basement entrance and stairs. this modification ensures safe and effective access while preventing dangerous conditions posed by the stairs and allow code compliance. More importantly the design will not compromise the structural integrity of the stairs and will not have a significant impact to the neighbors properties or rear yard.

SIGNATURE OF PROPERTY OWNER(S):

ADDRESS AND TELEPHONE:
 325 Keith St, Norman OK, 73069
 (214) 435.42 48

OFFICE USE ONLY

- 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: _____



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 compromising the structural integrity.

Attest
[Signature]

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 safe basement access, denying a right commonly enjoyed by other properties in the district.

Attest
[Signature]

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 constraints, not from any actions taken by the applicant. these conditions were present prior to the variance request and purchased with property.

Attest
[Signature]

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 safe Access and aligns with rights enjoyed by others, granting no special privilege whatsoever.

Attest
[Signature]

