



**CITY OF NORMAN, OK**  
**BOARD OF ADJUSTMENT MEETING**  
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069  
Wednesday, April 23, 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 FEBRUARY 27, 2025.

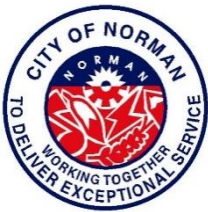
### ACTION ITEMS

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.
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.
4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPOMENT 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.

#### **MISCELLANEOUS COMMENTS**

#### **ADJOURNMENT**



**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

---

## MINUTES

The Board of Adjustment of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in the Conference Room A at the Development Center, on Wednesday, February 26, 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

#### PRESENT

Curtis McCarty  
Micky Webb  
James Howard  
Brad Worster

#### ABSENT

Ben Bigelow

#### STAFF PRESENT

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

#### GUESTS PRESENT

Mark Krittenbrink, 119 W. Main St.  
Catherine Gilarranz, 119 W. Main St.

### 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.

**Motion** by Mr. Worster to approve the minutes from the January 22, 2025 Board of Adjustment regular meeting; **Second** by Mr. Howard

***The motion passed with a vote of 3-0. Mr. Webb abstained.***

### ACTION ITEMS

- Item 1.
2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/C 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.

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.

Application Presentation

Mark Krittenbrink, Representative of Applicant, presented a presentation as well as site plans for the board to review.

Mr. Howard asked if there was a utilities easement. Mr. Krittenbrink explained it was located on the west side of the property.

Mr. McCarty asked what is located in the basement. Mr. Krittenbrink explained that it was unfinished and would be used for storage and a playroom.

Public Comments

There were no public comments.

Board of Adjustment Discussion

There was no additional discussion among the board.

**Motion** by Mr. Webb to approve BOA-2425-10; **Second** by Mr. Worster,

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

**MISCELLANEOUS COMMENTS**

Board members discussed the recent vote by City Council to increase the board to 7 seats.

**ADJOURNMENT**

The meeting was adjourned at 4:44 p.m.

---

Secretary, Board of Adjustment





## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 04/23/2025

**REQUESTER:** Annette Wood

**PRESENTER:** Justin Fish, Planner I

**ITEM TITLE:** 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.

<b>APPLICANT</b>	Annette Wood
<b>LOCATION</b>	9610 E Alameda Dr
<b>ZONING</b>	A-2, Rural Agricultural District
<b>REQUESTED ACTION</b>	Variance to Section 36-512(d)(1) of 12' to the required 100' minimum front yard setback from the center line of a public road. Variance to Section 36-512(d)(3) of 20' to the required 50' minimum rear yard setback. Variance to Section 36-512(d)(3) of 35' to the required 50' rear yard setback.
<b>SUPPORTING DATA</b>	Location Map Application with attachments Site Plan

**SYNOPSIS:** The applicant is requesting three variances to aid in redeveloping the subject lot. The applicant proposes constructing a new single-family home and a large detached accessory structure. Several buildings, with the exception of two existing sheds, will be removed from the subject property as part of the redevelopment process. As a result, the applicant is seeking three variances, as follows:

1. A variance to Section 512(d)(1) of 12' to the required minimum 100' front setback from the center line of the Public Street or road.
2. A variance to Section 36-512(d)(3) of 20' to the required minimum 50' rear yard setback.
3. A variance to Section 36-512(d)(3) of 35' to the required minimum 50' rear yard setback.

The application, site plan, and variance justification form are attached for your review.

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

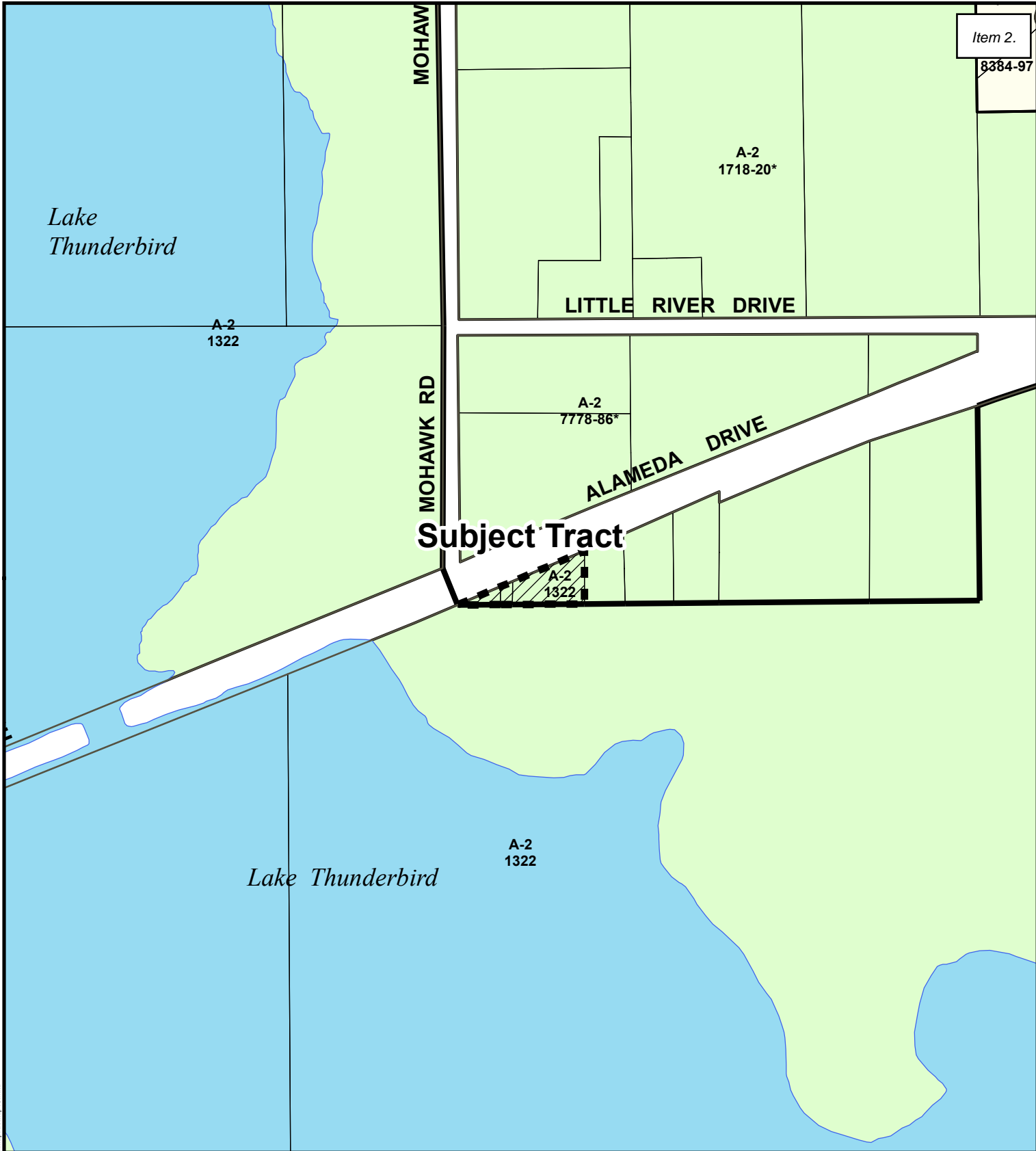
A variance from the terms of this ordinance shall not be granted by the Board of Adjustment unless and until:

- (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 triangular shape and relatively small size, is a unique physical feature of the subject lot that, when considering the required setbacks of the A-2, Rural Agricultural District, leaves less than average buildable area for a lot in this zoning district. To the west and south of the subject property are conservation easements for Lake Thunderbird State Park, land owned by the Federal Government.

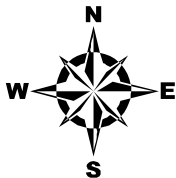
**CONCLUSION:** Staff forwards this request for variances to Section 36-512 and BOA-2425-11 to the Board of Adjustment for consideration.



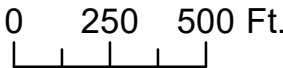
# Location Map



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.



April 7, 2025



- Subject Tract
- Zoning



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> Annette K. Wood	<b>ADDRESS OF APPLICANT</b> 9610 Ahmela Dr. Norman, OK 73026
<b>NAME AND PHONE NUMBER OF CONTACT PERSON(S)</b> (405) 574-5687	<b>EMAIL ADDRESS</b> dreamerzph@aol.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)

27-9-1W 1.04 AC W/2 E/2 E/2 NW/4 NW/4 LYING S HWY 9 LESS E17' & LESS S280' AND E/2 W/2 E/2 NW/4 NW/4 LYING S HWY 9 & LESS S280' AND W35' E/2 W/2 E/2 NW/4 NW/4 LYING S HWY 9 & LESS S280' AND W/2 W/2 E/2 NW/4 NW/4 LYING S HWY 9 LESS S280'

Requests Hearing for:

☒ VARIANCE from Chapter 36, Section 512(d)(1) 512(d)(3)  
☐ SPECIAL EXCEPTION to \_\_\_\_\_

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

Rebuilding existing structures that encroach the property line that the existing building stood on. I am requesting a 12' Variance to the front 100' setback from the corner of Ahmela Dr. A Rear Variance of 20' to the 50' rear yard setback and a variance of 35' to the 50' setback for the existing shed located near the rear of the property.

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

SIGNATURE OF PROPERTY OWNER(S):

ADDRESS AND TELEPHONE:

Annette K. Wood  
 \_\_\_\_\_  
 \_\_\_\_\_

9610 Ahmela Dr  
Norman, OK 73026  
 \_\_\_\_\_

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: \_\_\_\_\_



**BOARD OF ADJUSTMENT**  
FUNCTION AND REVIEW PROCEDURES

Item 2.

(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:

Shape of Lot makes it difficult to  
conform to existing codes

Attest

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

others in general area have a easier time  
because of size and shape of Lot to  
conform

Attest

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

The shape of the Lot was created to  
to topography and the lake was plotted  
prior to 1973 and was same at my  
date of purchase

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:

would allow me the opportunity to build a  
structure that conforms to code  
and is an allowed use

Attest





## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 04/23/2025

**REQUESTER:** William Sheppard

**PRESENTER:** Justin Fish, Planner I

**ITEM TITLE:** 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.

<b>APPLICANT</b>	William Sheppard
<b>LOCATION</b>	618 N Crawford Avenue
<b>ZONING</b>	R-3, Multifamily Dwelling District
<b>REQUESTED ACTION</b>	Variance to Section 36-550(b)(3) of 2' to the required 10' minimum driveway width to allow for a driveway width of 8'
<b>SUPPORTING DATA</b>	Location Map Application with attachments Site Plan

**SYNOPSIS:** The applicant requests a 2' variance to the required 10' minimum driveway width to construct a new driveway using the existing 10' approach off N Crawford Avenue. This driveway would run along the north property line, starting at the approach and ending at the existing detached garage. As a result, the applicant is seeking a single variance as follows:

1. A variance to Section 36-550(b)(3) of 2' to the required 10' minimum driveway width.

The application, site plan, and 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;

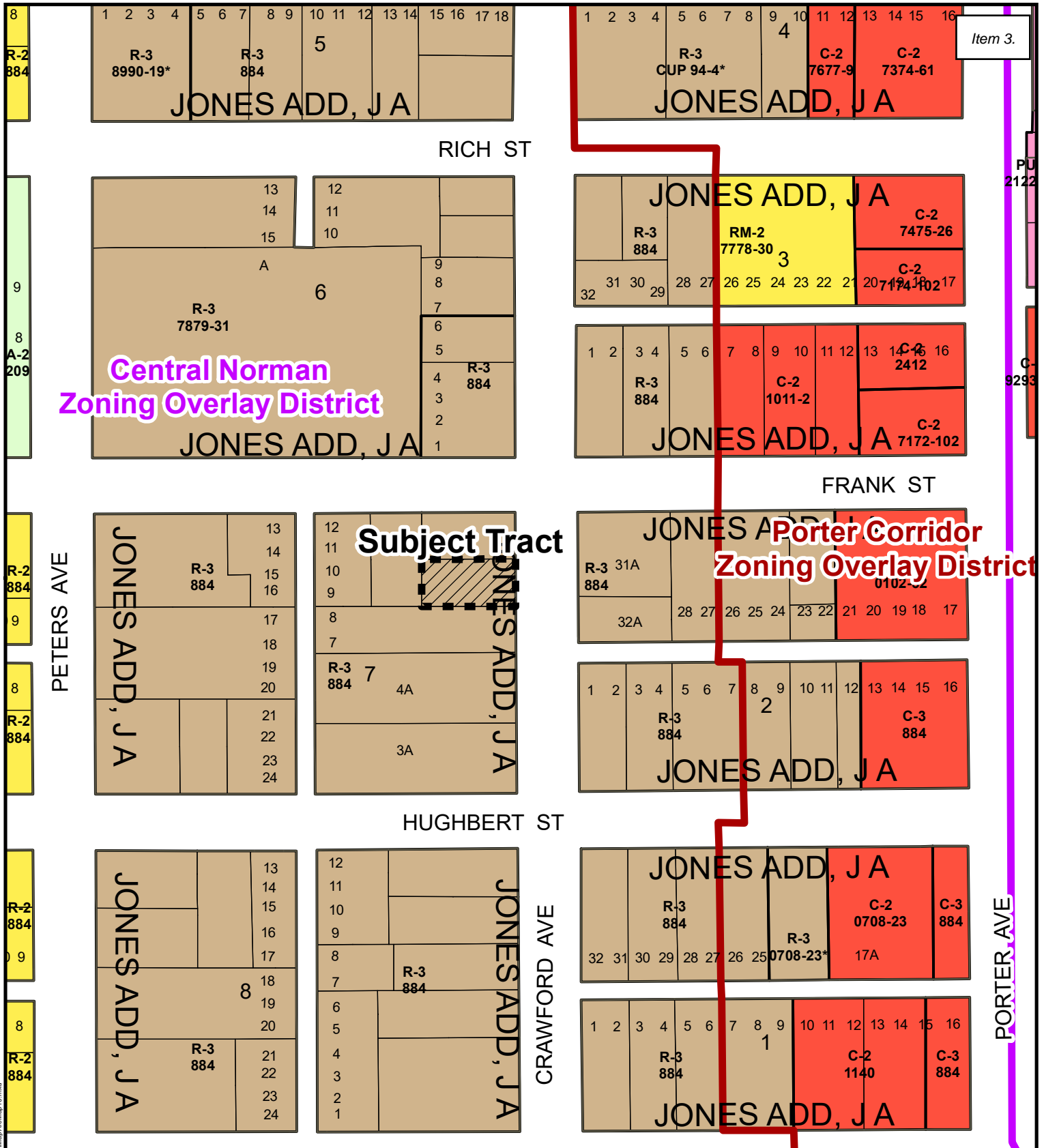
No non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

**DISCUSSION:** The existing driveway on the subject property appears to be the remnants of concrete runners. These runners likely ran from the approach to the detached garage, similar to the concrete runners on the property just south of the subject property. Concrete runners are currently only allowed in designated Historic Districts. The existing concrete runners have been in disrepair for more than two years. The applicant would not be allowed to reinstall concrete runners. Due to these circumstances and the existing fence along the subject property's north property line, the applicant has requested to construct a driveway that is 8' in width. This 8' wide driveway would allow the owner to access the existing detached garage with their vehicle if needed. Because the approach and the proposed driveway are different widths, tapering would be necessary to ensure a safe transition from the approach to the proposed driveway. The proposed 8' wide driveway leaves approximately 6" of space between the drive and the existing fence at the closest point.

The applicant has included a second proposal, with the proposed driveway starting at a width of 10' to match the preexisting approach and taper as it connects to the garage, ending with an 8' width. This second proposal is attached as proposal B.

**CONCLUSION:** Staff forwards this request for a variance to Section 36-550(b)(3) and BOA-2425-12 to the Board of Adjustment for consideration.

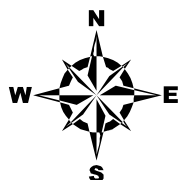




# Location Map



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.



April 7, 2025

0 70 140 Ft.



Subject Tract



Zoning



**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) <u>William Sheppard</u> <u>Sheppard Concrete</u>	ADDRESS OF APPLICANT <u>2004 SE 34th St</u> <u>Moore, OK 73160</u>
--	--

NAME AND PHONE NUMBER OF CONTACT PERSON(S) <u>William Sheppard</u> <u>(405) 973-8988</u>	EMAIL ADDRESS <u>shepstone 1952@gmail.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](mailto:CURRENT.PLANNING@NORMANOK.GOV))

Jones E 100' Lots 9-10 BLK 7

**Requests Hearing for:**  
☒ VARIANCE from Chapter 36, Section 550 (B)(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:

There is insufficient room for a 10' wide driveway to  
connect approach with garage. Therefor we are requesting a  
variance to the 10' wide minimum in order to build 8' wide  
driveway to afford this homeowner the same ability to connect  
approach to Garage like other homes in neighborhood.

(Detailed Justification form attached)

SIGNATURE OF PROPERTY OWNER(S):

ADDRESS AND TELEPHONE:

618 N. Crawford Ave  
Norman, OK 73069  
(405) 473-7554

- 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: \_\_\_\_\_



# 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:

There is a wooden fence down the side of the house that is 11' from the side of house at widest point & it tapers down to 8'8" from house at narrowest point. This does not allow room for a 10' wide driveway down the side of the house. I will detail this on Plot Plan (Drawing).

Attest

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

This homeowner is having to park in the grass next to his house. The homeowner can't park in the garage in the back of the house like the other homeowners in this area. This is why he wants to build a driveway to connect his approach to back garage like everyone else.

Attest

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

The homeowner is not at fault for the house and fence line being so close together. The house was built many years ago and the fence as well. The homeowner did not construct either.

Attest

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 will only allow the homeowner to connect his concrete approach to his garage like the other homeowners in this area. (Via 8' wide driveway).  
(or 10' wide that tapers down).

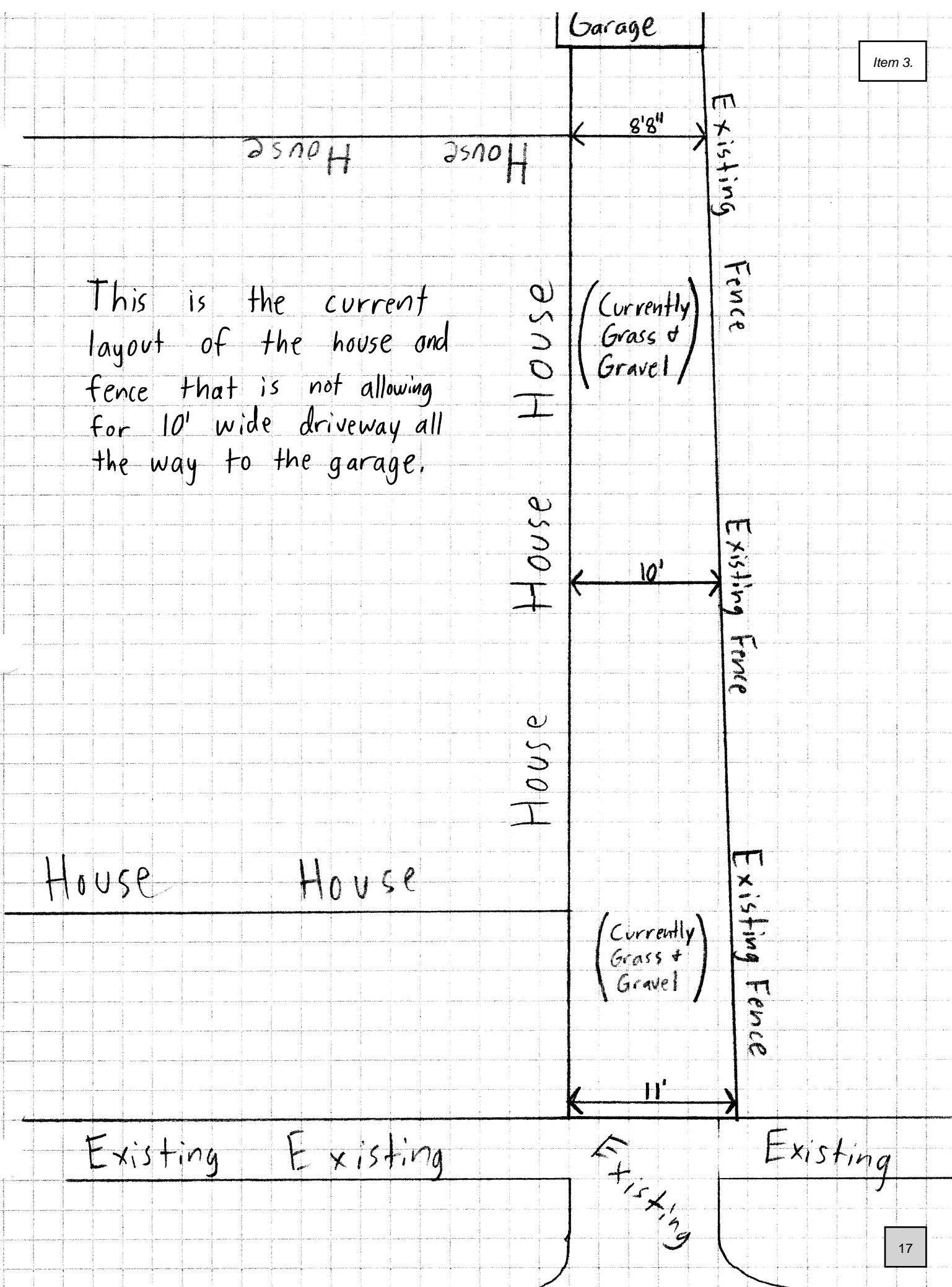
Attest

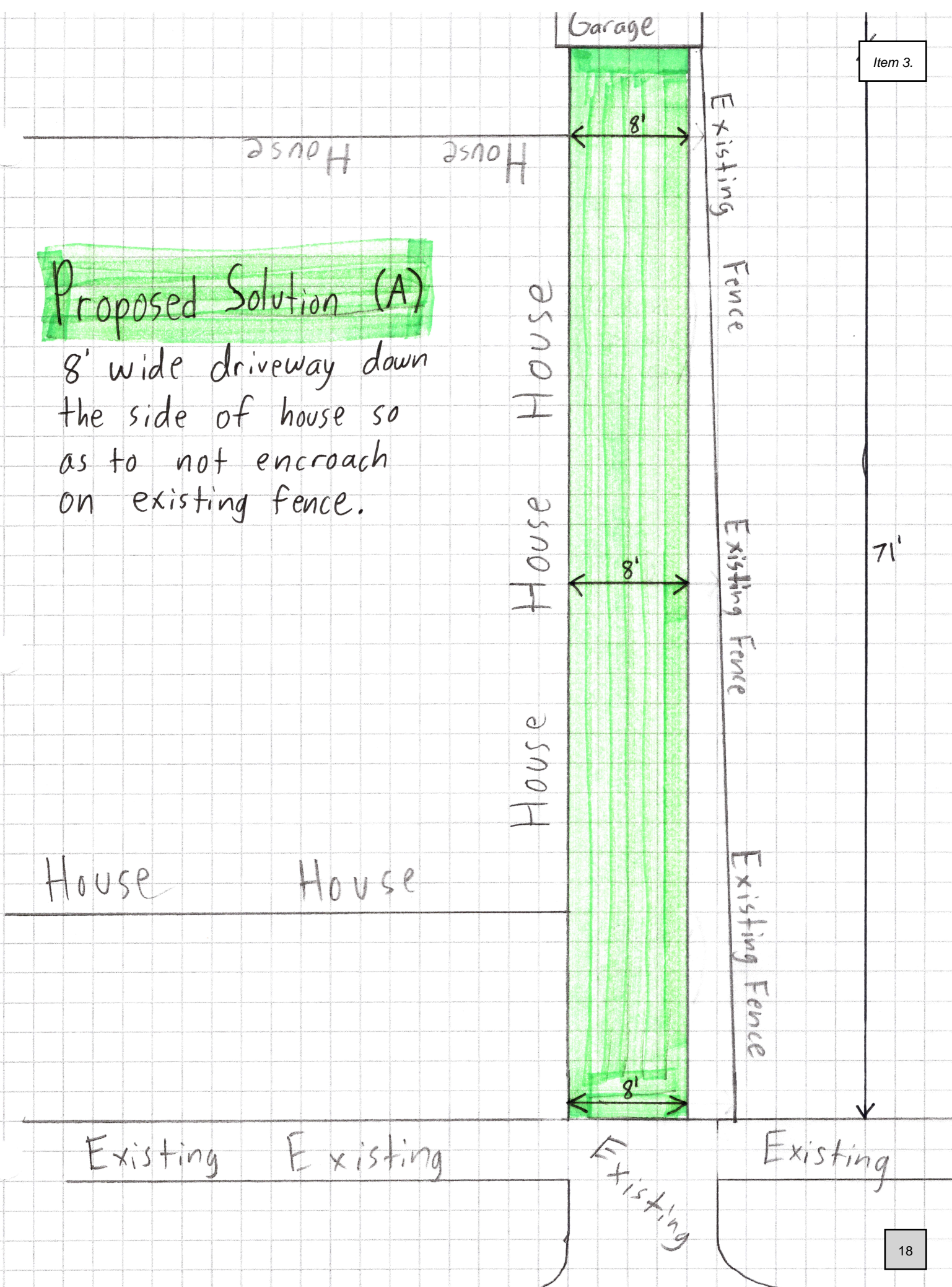
Summary of Project at **618 N Crawford**

The Homeowner wants to build a concrete driveway to connect his approach to his garage in the back. He wants to build an 8' wide driveway 71' long. He is unable to build a 10' wide driveway because there is an existing fence that tapers down to 8'8" wide at the skinniest point between house and fence. We are requesting a variance to the 10' wide minimum so he can build this driveway to connect his approach and garage like other homes in this area.



This is the current layout of the house and fence that is not allowing for 10' wide driveway all the way to the garage.

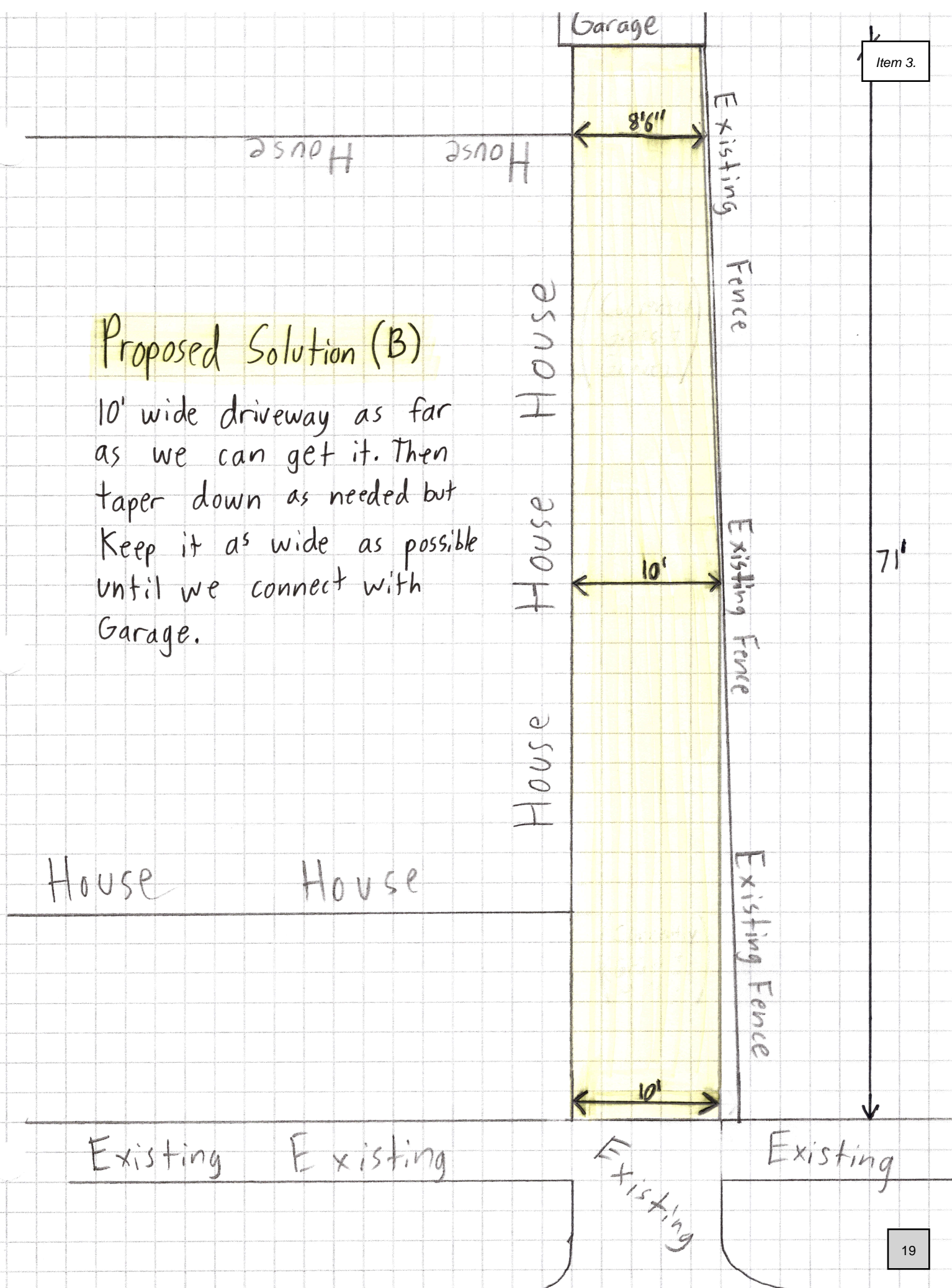






## Proposed Solution (B)

10' wide driveway as far as we can get it. Then taper down as needed but keep it as wide as possible until we connect with Garage.





## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 04/23/2025

**REQUESTER:** Teresa Borum

**PRESENTER:** Justin Fish, Planner I

**ITEM TITLE:** 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.

<b>APPLICANT</b>	Teresa Borum
<b>LOCATION</b>	602 E Acres St
<b>ZONING</b>	R-2, Two-Family Dwelling District
<b>REQUESTED ACTION</b>	Variance to Section 36-544(e) of 17' 3" to the required 20' minimum side yard setback for a corner lot. Variance to Section 36-516(c)(1) of 20' to the required 25' minimum front yard setback. Variance to Section 36-516(c)(1) of 10' to the required 25' front yard setback.
<b>SUPPORTING DATA</b>	Location Map Application with attachments Site Plan

**SYNOPSIS:** The applicant is requesting three variances in order allow further development of the subject lot. The applicant proposes constructing a detached wrap-around covered walkway and a single shed. The variances requested are as follows:

1. A variance to Section 36-544(e) of 17' 3" to the required minimum 20' side yard setback for a corner lot.



2. A variance to Section 36-516(c)(1) of 20' to the required minimum 25' front yard setback.
3. A variance to Section 36-516(c)(1) of 20' to the required minimum 25' front 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 subject lot sits on the corner of E Acres St and Findlay Ave, where an existing duplex constructed in 1920 is located. This duplex does not meet the current setbacks for the R-2, Two-Family Dwelling District; however, due to its time of construction, it is considered a legal, non-conforming structure. The applicant is requesting three variances to conduct a series of improvements to the property. The applicant is requesting one variance of 20' to the required 25' front yard setback so they may construct a 12' x 24' shed on the east side of the property. The two remaining variances are requested to support the construction of a detached covered walkway. This detached walkway will wrap around the perimeter of the dwelling and redirect water from the dwelling.

The triangular shape of the lot is a unique physical feature that, when considering the required setbacks, leaves less than average buildable area for a lot of its size. Due to the narrowing of the subject property from west to east, much of the eastern portions cannot meet the required setbacks under the current zoning district.

**CONCLUSION:** Staff forwards this request for variances to Section 36-544(e) and Section 36-516(c)(1) and BOA-2425-13 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)  Teresa S. Borum	ADDRESS OF APPLICANT  602 1/2 E. Acres St. Norman, OK 73071
NAME AND PHONE NUMBER OF CONTACT PERSON(S)  Teresa S. Borum (405) 512-4520	EMAIL ADDRESS  tssteele99@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](mailto:CURRENT.PLANNING@NORMANOK.GOV))

Lot 17-22 Block 52 of The Original Town of Norman, Cleveland County, Oklahoma

**Requests Hearing for:**

- ☒ VARIANCE from Chapter 36, Section 544 (e) and 516 (c) (1)  
☐ SPECIAL EXCEPTION to Setbacks

**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:

The setbacks for my property lines are keeping me from protecting my home, heat pump and entryways from inclement weather; directing water away from my foundation to keep my crawl space dry; accessing my laundry room under cover from the elements and using the vast majority of my back yard. I'm asking for a 17' 3" variance for my west property line and a 20 feet variance for my north property line. I am asking that I be allowed to build a 3' 6" deep unattached, covered walkway around the perimeter of my house extending from the pre-existing wrap around porch. I would also like to place a 12 x 24 feet shed on the east end of my property, where my property is in the middle of the block, and where the normal setback for a side yard is 5 feet. To accommodate the shed I am requesting a variance of 10' to the 25' setback

SIGNATURE OF PROPERTY OWNER(S):

Teresa S. Borum

ADDRESS AND TELEPHONE:

602 1/2 E. Acres St

Norman, Ok 73071

(405) 512-4520

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:



# CERTIFICATION OF OWNERSHIP

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

Item 4.

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

DATE: 3-27-25

I, Teresa S. Borum, 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:

Lot 17-22 Block 52 of The Original Town of Norman, Cleveland County, Oklahoma (602 E. Acres Street)

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

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

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

Teresa S. Borum

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

602 E. Acres St.

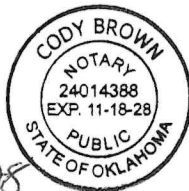
Agent's Signature: \_\_\_\_\_

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

## NOTARY

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this 27<sup>th</sup> day of March, 2025, personally appeared Teresa S. Borum, 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: 11-18-2028

Cody Brown  
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



**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:**

It is neither parallel to Findlay nor Acres because those streets are not perpendicular to each other. A portion of my home is 25 feet behind my west and north property lines but that distance narrows to 6.3 feet at the southwest corner of my home and 8.5 feet at the northeast corner of my home. To further complicate matters, my property is on a corner. If you will allow that the front of my property faces Findlay, the setback for the north side of my property now becomes 20 feet in from my north, side property line. However, my property is 6 lots and my backyard extends, to the east, down over half the block of Acres. My home is also wood framed and has a crawl space. Since my purchase of the home in 2014, I have been having issues with the ground under my home being too wet, causing structural damage. I have had to replace multiple floor joists and flooring due to rotting. I have to crawl under my home periodically to inspect for mold. The ground under my house is often too wet. I also put in minisplits to heat and cool my home. Their outside condensers / heatpumps have to be dug out when we receive any significant snow. My laundry room is also only accessible by a door at the back of my home. I have to leave my residence and walk outside to that door, at the back of my house, to enter the laundry room. Finally, I have no overhang for both my back door and my laundry room door on the east side of my home. I recently had to replace the flooring at the back door, and the back door itself because of rotting due to water damage from rain. My laundry room door is also starting to rot and will have to be replaced soon although I replaced it just 5 or so years ago.

Attest



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

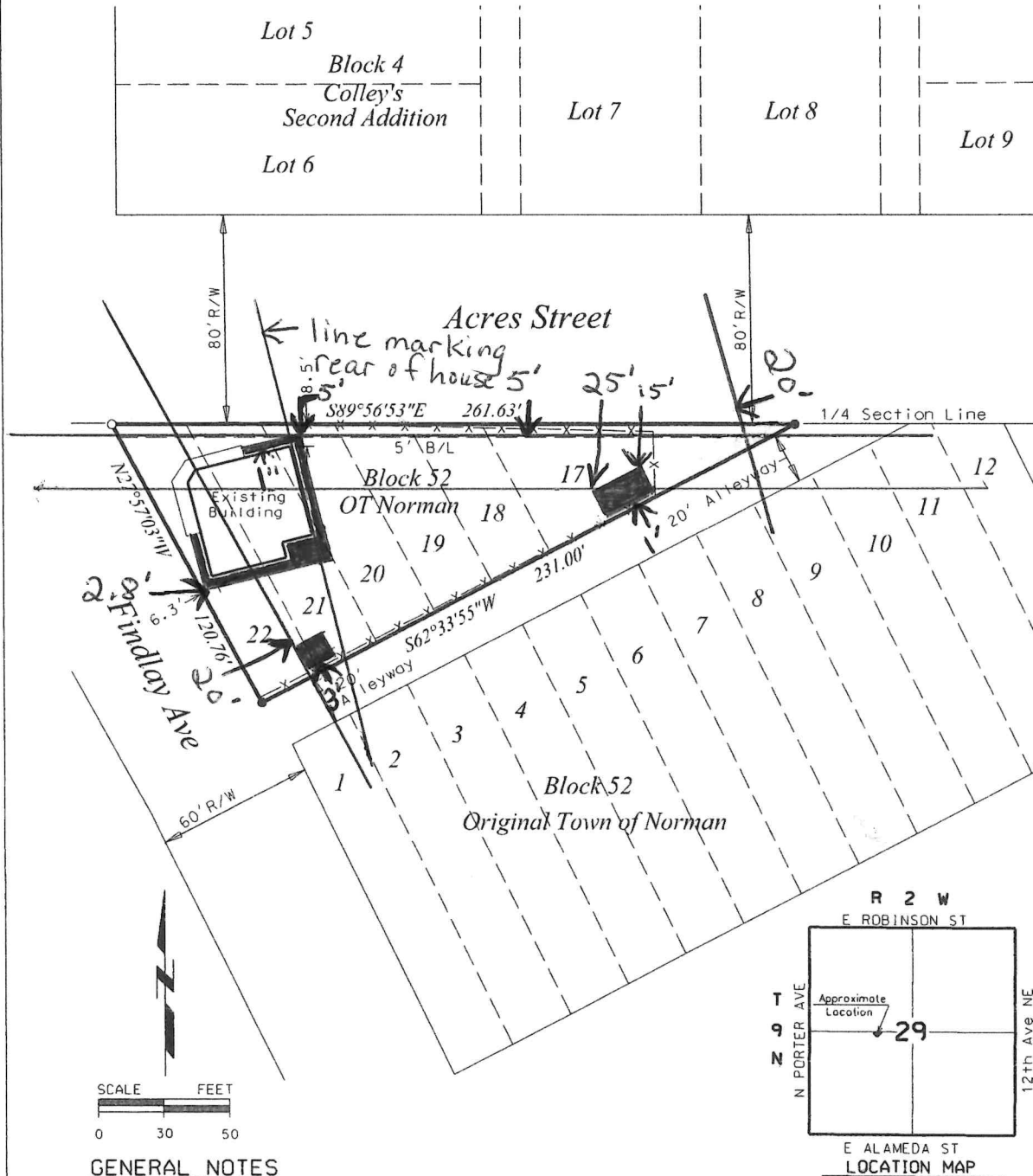
In addition, the property which is directly north of my house across Acres St., lot 5 and 6 block 4 Colley's Second Addition, also faces west toward Findlay. It has the same 20 feet setback; however, half of my back yard extends an alley and 2 houses east beyond their rear property line making that section nowhere near the corner or where a corner property line normally would end. The normal setback for a side yard is 5 feet. In regards to the covered walkway, newer houses are built with overhangs over exterior doors to protect the door and entryway and direct water away from the foundation.

Attest



# CERTIFICATE OF SURVEY

LOT 17-22 BLOCK 52 OF THE ORIGINAL TOWN OF  
NORMAN, CLEVELAND COUNTY, OKLAHOMA  
{602 E. Acres Street}



## GENERAL NOTES

Bearings Are Based On An Arbitrary Bearing Of S89°56'53"E Between Existing Monuments on the North Line Of Block 52 OT Norman, Cleveland County, Oklahoma as filed in Plat Book 1 at Page 27, dated December 8, 1890 in the Cleveland County Clerk's records.

(●) - Indicates Existing 3/8" Iron Pin Or Monument as Noted.

(O) - Indicates Set 1/2" Iron Pin With Plastic Cap Marked "PLS 1474".

(R/W) - Indicates Right-of-way.

(-X-X-X-X-) - Indicates Existing Fence Line.

POLLARD & WHITED SURVEYING INC.

2514 TEE DRIVE NORMAN, OKLAHOMA 73069

(405)366-0001

CA 2380 exp. 6-30-25

tim@pwsurveying.com

Teresa Borum

Certificate of Survey

Part of Lot 17-22 of Block 52 OT Norman

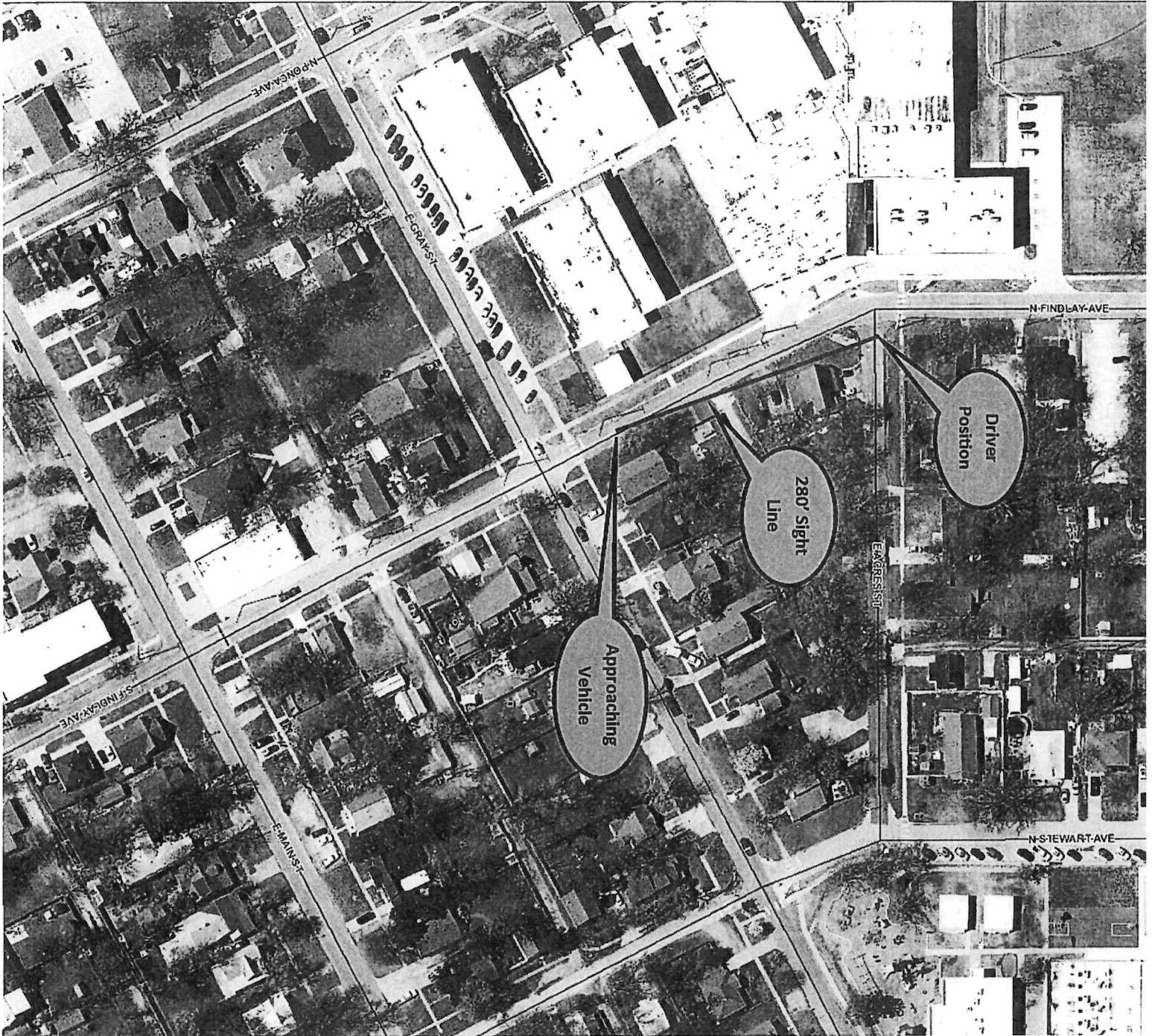
Cleveland, Norman County, Oklahoma

July 22, 2024

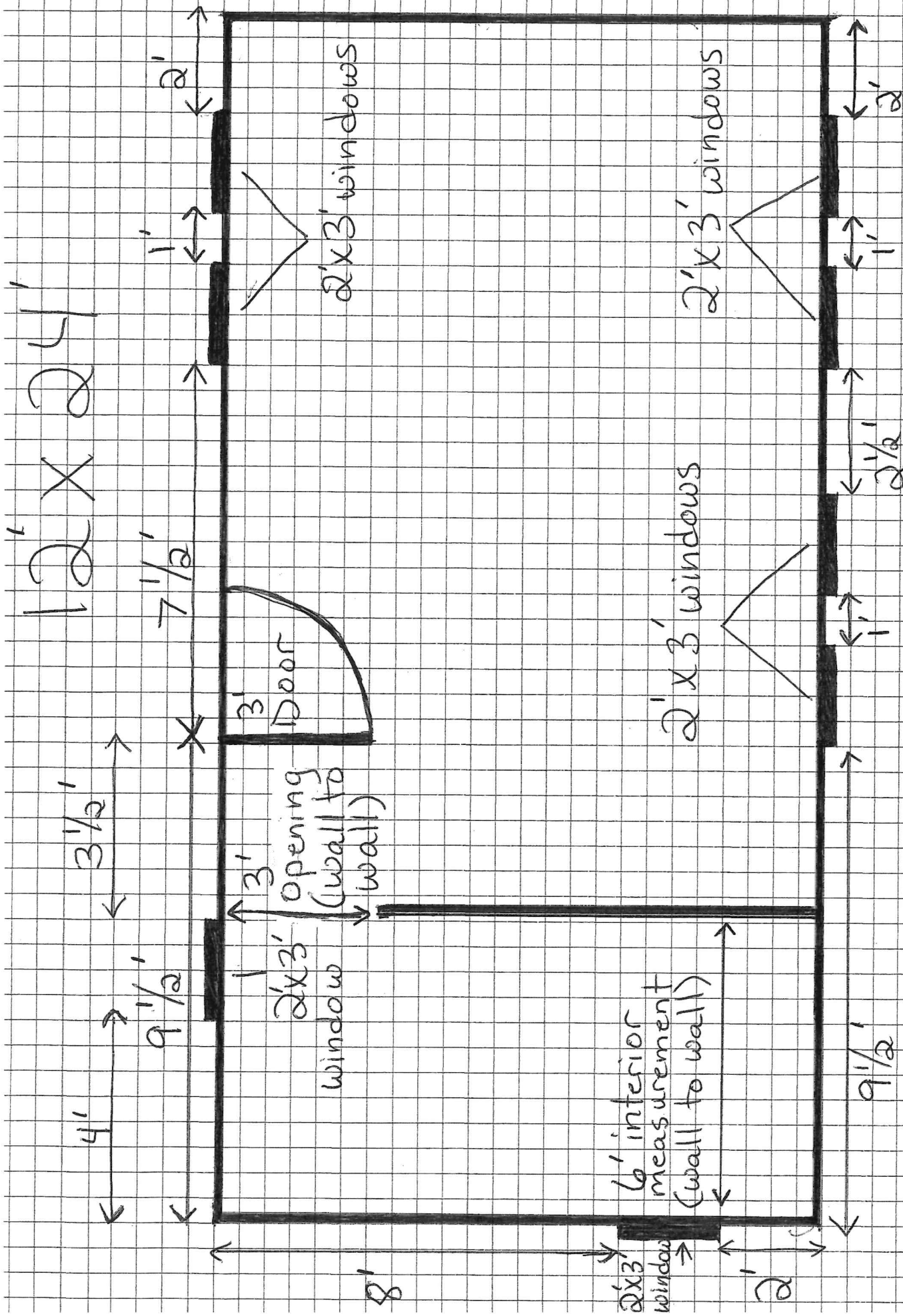
Drawn By: J. Sanders

Lot17-21OTNorman.dwg GPS Sheet 1 of 2









Exterior Measurements