



CITY OF NORMAN, OK BOARD OF ADJUSTMENT MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Wednesday, May 27, 2026 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:

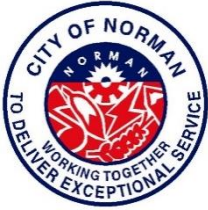
BOARD OF ADJUSTMENT MEETING MINUTES OF APRIL 22, 2026.

DISCUSSION ITEMS

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2526-13: JOHN & KELLY POISSON REQUEST A SPECIAL EXCEPTION TO PERMIT A MOBILE HOME TO SERVE AS A TEMPORARY SECOND DWELLING TO RELIEVE A MEDICAL HARDSHIP FOR THE PROPERTY AT 16410 KASEY DRIVE.

MISCELLANEOUS COMMENTS

ADJOURNMENT



CITY OF NORMAN, OK BOARD OF ADJUSTMENT MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Wednesday, April 22, 2026 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 Council Chambers at the Municipal Building, on Wednesday, April 22, 2026 at 4:30 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

Brad Worster called the meeting to order at 4:31 p.m.

ROLL CALL

PRESENT

Board Member Ben Bigelow
Secretary Brad Worster
Vice Chair James Howard
Board Member Eric Williams
Board Member Matt Graves
Board Member Taylor Davis

ABSENT

Chairman Curtis McCarty

STAFF PRESENT

Laci Witcher, Permit Technician
Beth Muckala, Assistant City Attorney III
Logan Gray, Planner II

Board Member James Howard arrived late at 4:36 p.m.

GUEST PRESENT

Kaitlyn Turner, 525 NW 11th St., Oklahoma City, OK

MINUTES

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

BOARD OF ADJUSTMENT MEETING MINUTES OF MARCH 25, 2026.

Motion made to approve by Board Member Graves, **Seconded** by Board Member Bigelow. Voting Yea: Secretary Worster, Board Member Bigelow, Board Member Davis, Board Member Graves, Board Member Williams.

The motion was approved.

DISCUSSION ITEMS

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2526-12: VICKSBURG AFFORDABLE LP REQUESTS FOUR VARIANCES TO SECTION 519(D) OF CHAPTER 36 (ZONING ORDINANCE): A) 4.8-FOOT VARIANCE TO THE REQUIRED 25-FOOT FRONT SETBACK, SECTION 36-519(D)(1), FOR A BUILDING ALONG VICKSBURG AVENUE, B) 5.03-FOOT VARIANCE TO THE REQUIRED 25-FOOT FRONT YARD SETBACK, SECTION 36-519(D)(1), FOR A BUILDING ALONG VICKSBURG AVENUE, C) 5.03-FOOT VARIANCE TO THE REQUIRED 25-FOOT FRONT YARD SETBACK, SECTION 36-519(D)(1), FOR A BUILDING ALONG VICKSBURG AVENUE, D) 1.8-FOOT VARIANCE TO THE REQUIRED 5-FOOT SIDE YARD SETBACK, SECTION 36-519(D)(2), FOR AN ACCESSORY BUILDING.

Staff Presentation

Logan Gray, Planner II, presented the staff report.

Beth Muckala, Assistant City Attorney III, outlined the variance criteria for the Board.

Mr. Bigelow asked how the voting process would work, given staff's recommendation of approval of the accessory building be contingent on successfully vacating the 5' utility easement.

Ms. Muckala explained the Board's motion would be conditional on additional approval since it is zoning specific and requires separate action through City Council to vacate the easement.

Mr. Worster asked if the easement was actively used for utilities or just platted without any utilities.

Mr. Gray replied staff were unaware which utilities, if any, were located in the utility easement.

Ms. Muckala stated she did not see the contingency language in the agenda title, which they typically rely on. She clarified a contingency allows the applicant to proceed with seeking approval for vacation of the utility easement while keeping certain conditions or adjustments in place if needed.

Applicant Presentation

Kaitlyn Turner, the applicant's representative, stated they are working to correct encroachments and ensure compliance with code requirements. She added they have begun coordinating with the City Clerk's office regarding the vacation of the northern utility easement into which the accessory structure is encroaching.

Board of Adjustment Discussion

Mr. Worster stated he thinks the Board needs to make a motion contingent on vacating the utility easement for item F. Then he suggested to the applicant they may consider adding an extra inch on their distances in the event the surveyor was up.

Motion made to approve items A-E, plus or minus an inch and approve item F pending their vacation of the easement by Board Member Bigelow, **Seconded** by Vice Chair Howard. Voting Yea: Board Member Bigelow, Secretary Worster, Vice Chair Howard, Board Member Williams, Board Member Graves, Board Member Davis.

The motion passed unanimously.

MISCELLANEOUS COMMENTS

Mr. Bigelow asked Ms. Muckala if there was any critical information the Board needed to know about an email from Ms. Muckala regarding an appeal related to 2640 Osborne Drive.

Ms. Muckala replied no, it is pending litigation and she was providing the information to the Board.

ADJOURNMENT

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

Passed and approved this _____ day of _____ 2026.

Secretary, Board of Adjustment _____



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/27/2026

REQUESTER: Tyler and Shea Poisson

PRESENTER: Logan Gray, Planner II

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2526-13: JOHN & KELLY POISSON REQUEST A SPECIAL EXCEPTION TO PERMIT A MOBILE HOME TO SERVE AS A TEMPORARY SECOND DWELLING TO RELIEVE A MEDICAL HARDSHIP FOR THE PROPERTY AT 16410 KASEY DRIVE.

APPLICANT	Tyler and Shea Poisson
LOCATION	16410 Kasey Dr
ZONING	A-2, Rural Agricultural District
REQUESTED ACTION	A special exception to permit a mobile home to serve as a temporary second dwelling to relieve a medical hardship.
SUPPORTING DATA	Location map and aerials Application with attachments Site Plan

SYNOPSIS:

This application is for a special exception to permit a mobile home to serve as a temporary second dwelling to relieve a medical hardship on the applicants' father and property owner, John Poisson.

The application and site plan provided by the applicant are attached for review. Also attached, and provided by City Staff, are available aerials relating to the property.

SPECIAL EXCEPTION CRITERIA PER SECTION 3-570(g):

Special exceptions defined and enumerated.

- (1) The term "special exception" means a use that would not be appropriate generally or without restriction throughout the zoning district but which if controlled as to number,

area, location, or relation to the neighborhood, would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity, or general welfare. Such uses may be permitted in such zoning districts as special exceptions if specific provision for such special exceptions is made hereafter.

- (2) The Board of Adjustment is hereby empowered and authorized to grant the following specific exceptions, to wit:
- a. To permit the extension of a district where the boundary line of a district divides a lot in single ownership as shown of record.
 - b. To interpret the provisions of the ordinance where the street layout actually on the ground varies from the street layout as shown on the map fixing the several districts, which map is attached to and made a part of this ordinance.
 - c. To grant exceptions to the off-street parking requirements as set forth in Article 36, Section 548, when it is determined that the size and shape of the lot to be built on is such that off-street parking provisions could not be complied with, that the proposed use of land is similar in nature to adjacent land uses, and that the proposed use will not create undue traffic congestion in the adjacent streets.
 - d. To permit new structures and substantial improvements to be erected in the designated floodway of the Flood Hazard District on a lot of one-half acre or less in size contiguous to and surrounded by lots of existing structures constructed below the base flood level when (1) good and sufficient cause is shown (2) it is determined that the exception is the minimum necessary (considering the flood hazard) to afford relief, and (3) that the granting of the exception will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing ordinances.
 - e. To allow the continued use of a legal non-conforming gravel driveway and/or parking area within the Central Core Area (as defined) when it can be determined that both of the following conditions are met (1) the parking area has existed since July 1966, and (2) the owner has agreed to install permanent or semi-permanent borders to aid in visually verifying the actual extent of usage.
 - f. **Where an ADU is not already existing on a parcel, to permit a mobile home to serve as a temporary second dwelling to relieve a medical hardship.** The application must include a doctor's statement indicating that the patient is in need of the care of his or her family. The mobile home must meet all City of Norman Building Code requirements and State of Oklahoma requirements for septic systems. The Exception can be approved for up to three years on any lot that is five acres or greater in the A-2 zoning district. The Exception can be renewed every three years by filing an application for an administrative extension, including a new doctor's statement. Only two (2) administrative extensions may be granted. If a third extension is needed, a new application will be required for Board of Adjustment review. Once the need for the mobile home no longer exists, the mobile home must be removed. While an applicant utilizes this special exception, an ADU may not be added to the same parcel.

STANDARD OF REVIEW:

Section 36-570(i):

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

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

DISCUSSION:

The subject property is approximately 10 acres in size, and currently contains one mobile home and multiple accessory structures. The applicants state that their father, who currently lives on the property, requires constant care due to his medical condition. This claim is supported by a letter from Mr. Poisson's physician, which has been provided with the submitted application materials.

Properties within the A-2, Rural Agricultural District, are allowed one primary dwelling and one accessory dwelling unit per lot, subject to area regulations and the size of the two dwellings. However, a mobile home cannot be considered an accessory dwelling unit, per Section 36-101, Definitions. A special exception for medical hardship is the only path to permitting two mobile homes on one lot, albeit on a temporary basis.

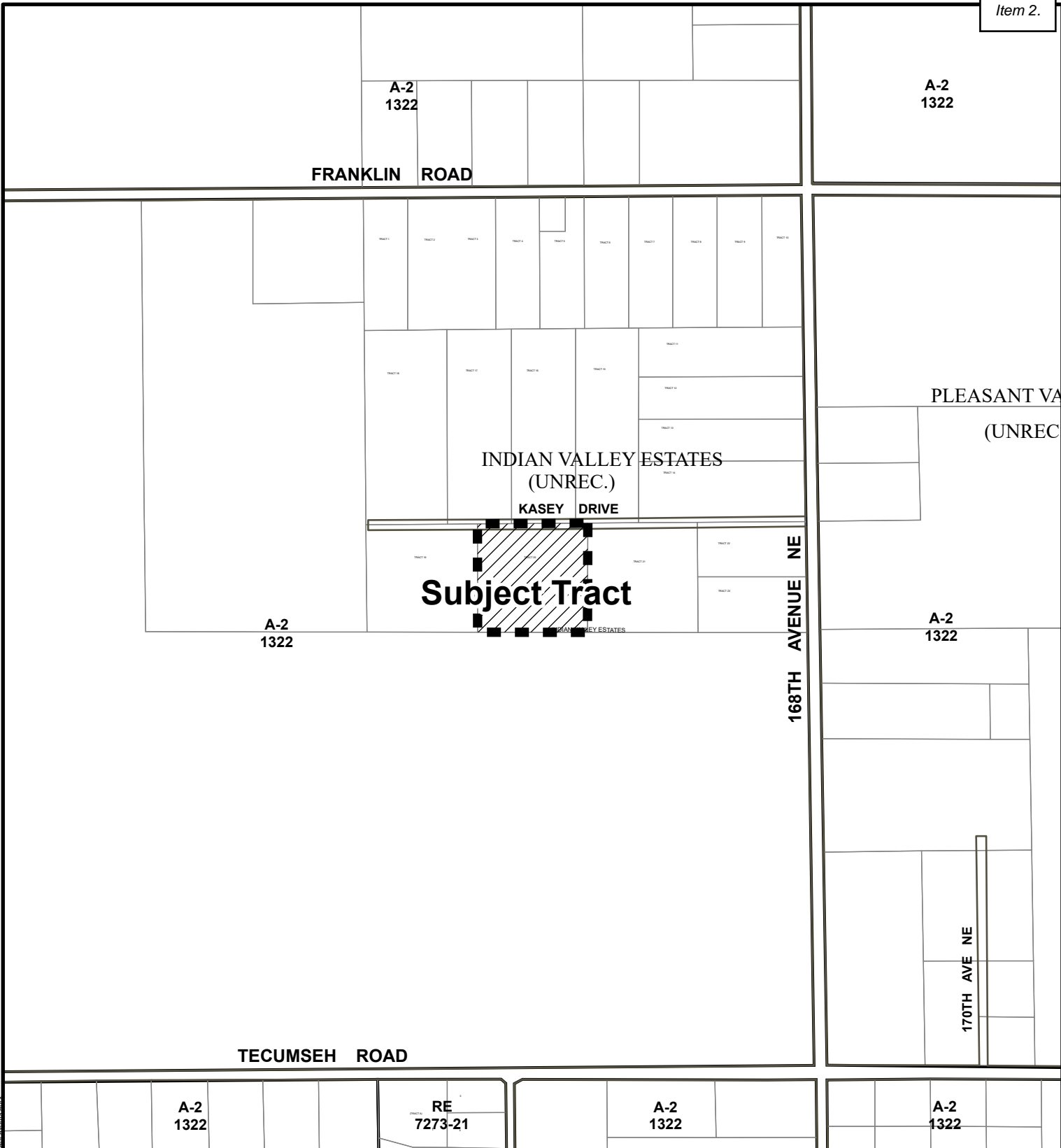
The applicants have provided a site plan showing the proposed location of the temporary mobile home on the lot. The proposed location complies with the setbacks of the A-2, Rural Agricultural District. Should the Board of Adjustment grant this special exception request, a building permit and moving permit must be issued for the mobile home prior to installation on the property.

The Planning Department keeps record of all special exceptions, and tracks the expiration and renewal dates for special exceptions for medical hardships.

CONCLUSION:

Staff recommends approval of this request for a special exception to permit a mobile home to serve as a temporary secondary dwelling to relieve a medical hardship and BOA-2526-13.

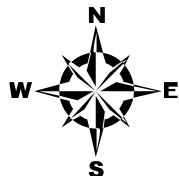
Item 2.



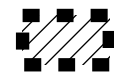
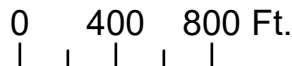
Location Map



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



May 6, 2026

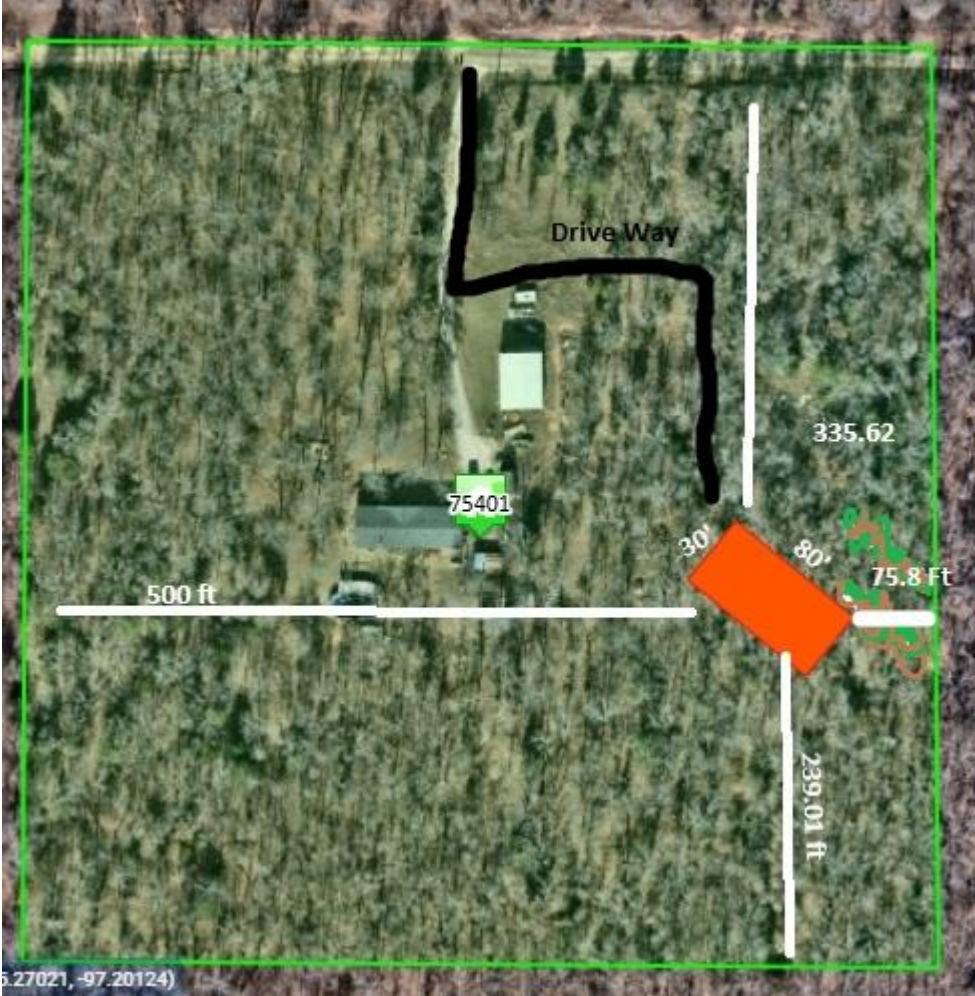


Subject Tract

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Summary of Project

We are moving a trailer home onto the existing 10-acre lot it will be put to the east side of the lot in the back 5 acres. We will install a separate septic and well for the new trailer. The trailer is being placed to help care for a sick parent.



Item 2.

Drive Way

75401

500 ft

335.62

30'

80'

75.8 Ft

239.01 ft

10