



CITY OF NORMAN, OK BOARD OF ADJUSTMENT MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Wednesday, August 26, 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:

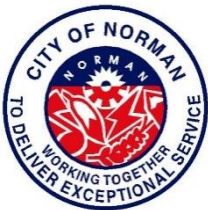
BOARD OF ADJUSTMENT MEETING MINUTES OF JULY 22, 2026.

DISCUSSION ITEMS

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2627-1: NINA PARKER REQUESTS A VARIANCE OF 2' 8 1/2" TO THE REQUIRED 5-FOOT SIDE YARD SETBACK TO SECTION 36-514(C)(2) FOR AN ACCESSORY BUILDING FOR THE PROPERTY LOCATED AT 434 CHAUTAUQUA AVENUE.
3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2627-3: GREG & TRICIA SMITH 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 4300 PUDNER DRIVE.

MISCELLANEOUS COMMENTS

ADJOURNMENT



CITY OF NORMAN, OK BOARD OF ADJUSTMENT MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Wednesday, July 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, July 22, 2026 at 4:30 PM. 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.

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

ROLL CALL

PRESENT

Chairman Curtis McCarty
Board Member Ben Bigelow
Secretary Brad Worster
Board Member Eric Williams
Board Member Taylor Davis

ABSENT

Vice Chair James Howard
Board Member Matt Graves

STAFF PRESENT

Laci Witcher, Permit Technician
Logan Gray, Planner II

MINUTES

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

BOARD OF ADJUSTMENT MEETING MINUTES OF MAY 27, 2026.

Motion to approve made by Board Member Bigelow, **Seconded** by Board Member Davis.

Voting Yea: Chairman McCarty, Board Member Bigelow, Secretary Worster, Board Member Williams, Board Member Davis.

The motion was approved.

DISCUSSION ITEMS

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2627-1: NINA PARKER REQUESTS A VARIANCE OF 2' 8 ½" TO THE REQUIRED 5-FOOT SIDE YARD SETBACK TO SECTION 36-514(C)(2) FOR AN ACCESSORY BUILDING FOR THE PROPERTY LOCATED AT 434 CHAUTAUQUA AVENUE.

The applicant requests postponement to the August 26, 2026 Board of Adjustment meeting.

Board of Adjustment Discussion

Mr. McCarty requested the applicant provide a survey for the August meeting.

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

The motion passed unanimously.

MISCELLANEOUS COMMENTS

There were no miscellaneous comments.

ADJOURNMENT

The meeting was adjourned at 4:36 p.m.

Passed and approved this _____ day of _____ 2026.

Secretary, Board of Adjustment _____



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 8/26/2026

PRESENTER: Logan Gray, Planner II

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2627-1: NINA PARKER REQUESTS A VARIANCE OF 2' 8 ½" TO THE REQUIRED 5-FOOT SIDE YARD SETBACK TO SECTION 36-514(C)(2) FOR AN ACCESSORY BUILDING FOR THE PROPERTY LOCATED AT 434 CHAUTAUQUA AVENUE.

APPLICANT	Nina Parker
LOCATION	434 Chautauqua Ave
ZONING	R-1, Single-Family Dwelling District, Chautauqua Historic District
REQUESTED ACTION	Variance of 2' 4 ½" to the required 5' side yard setback, Section 36-514(c)(2), for an accessory structure
SUPPORTING DATA	Application Site Plan Aerial Photography Building Plans Location Map

SYNOPSIS:

This application is for a variance of 2' 4 ½" to the required 5' side yard setback of the R-1, Single-Family Dwelling District, Section 36-514(c)(2), for a 617 SF detached two-car garage. This variance request of 2' 4 ½" was reduced from 2' 8 ½" as originally noticed. The subject property is located within the Chautauqua Historic District. On July 6, 2026, the Norman Historic District Commission approved the proposed placement and design of the accessory structure, contingent on approval from the Board of Adjustment for this requested variance.

APPLICABLE ZONING ORDINANCE PROVISIONS:

Section 36-514(c)(2)

Side yard.

Except as hereinafter provided in NCC 36-515 and 36-544, there shall be a side yard on each side of a principal building which shall have a width of not less than five feet; **unattached, one-story buildings of accessory use, including ADUs, shall be set back five feet from any side lot line**; provided, however, that accessory buildings shall not be required to set back more than three feet from the interior side lot line when all parts of said building are located not more than 50 feet from the rear property line or rear utility easement line.

VARIANCE CRITERIA PER NCC SECTION 36-570(k):

A variance is a “relaxation of the terms of” the Zoning Ordinance that may be allowed where it is not contrary to the public interest and literal enforcement would result in **unnecessary hardship** to the applicant. From the terms of this ordinance, a variance 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.

Where an applicant has demonstrated an unnecessary hardship, variances should be narrowly tailored by the Board of Adjustment so as to only alleviate the hardship and not confer special privileges upon the applicant.

DISCUSSION:

The applicant wishes to rebuild a 530 SF detached garage, plus an additional 87 SF, resulting in a footprint of 617 SF for the accessory structure. The applicant is requesting a variance of 2' 4 ½" to the required 5' side yard setback of the R-1, Single-Family Dwelling District, as the footprint of the original garage is located 2' 7 ½" from the north side property line, as shown on the submitted site plan. The house and the detached garage on the subject property were built in the 1920s, predating the City's Zoning Code, adopted in 1954.

The subject property, 434 Chautauqua Ave., was platted as Lot 9, Block 1, of Ross's Addition in 1905, and is located in the Chautauqua Historic District. In addition to meeting the

development regulations of the underlying zoning district, any proposed construction within the Historic District must receive a Certificate of Appropriateness from the Norman Historic District Commission. During their July 6, 2026, meeting, the Norman Historic District Commission granted a Certificate of Appropriateness for the location and design of the new garage, contingent on approval from the Board of Adjustment for the encroachment on the 5' side yard setback.

The applicant's variance request references "site constraints" and the historical nature of the property to establish the required unique circumstances and hardship required for approval. Staff agrees that the property is historical and that the current positioning of the garage already creates an unusual angle for front vehicle entry. However, the applicant proposes to demolish and replace the structure, which would allow for a new structure to be positioned closer to the required setback or entirely compliant (by moving the structure roughly southwest). The applicant has acknowledged there is adequate space available on the lot to relocate the garage so as to comply with Norman's adopted Zoning Code.

CONCLUSION:

Staff recommends denial of this request for a 2' 4 ½" variance to Section 36-514(c)(2) and BOA-2627-1. Although the original garage predates Norman's adopted Zoning Code and is historical, the proposal to demolish and rebuild the structure allows for it to be rebuilt in a location that is compliant with the development regulations of the R-1, Single-Family Dwelling District.



**Application for Variance or Special Exception
BOARD OF ADJUSTMENT**

Case No. B

Item 2.

City of Norman Planning & Community Development - 201 W. Gray St., Bldg. A - Norman, OK 73069 — (405) 366-3433 Phone - (405) 366-5274 Fax

APPLICANT(S) Nina Barker (Property Owner) (405) 227-1137	ADDRESS OF APPLICANT 434 Chautauqua Avenue Norman, Oklahoma 73069
NAME AND PHONE NUMBER OF CONTACT PERSON(S) Sara Wemeke (Old Home Rescue) (405) 549-9880	EMAIL ADDRESS Applicant/Prop Own: nina.barker@gmail.com Contact Person: sara@oldhomerescue.com

Legal Description of Property:

ROSS LT 9A AKA LOT 9 & PRT LT 10 BLK 1 BEG SE/C LT 8 BLK 1 W185' S85' E64.50' NELY 31.50' E96' N65' POB

Requests Hearing for:

☒ VARIANCE from Chapter 36, Section 514 (c)(2)

☐ SPECIAL EXCEPTION to

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

The one-story, detached one-car garage/one-car carport has exposed wood framing on the interior with wood siding on the exterior; a deteriorated brick foundation and wood framed floor for the garage section; and wood posts sitting on the ground for the carport section. The whole structure is deteriorated, racking to the south, and unusable as a garage. The structure is 2'-7½" from the north property line and due to the constraints of the site and the adjacent structures, the rebuilt garage will need to be located in the same location as the existing building. Therefore, this application requests a minimum north side yard setback variance of 2'-4½" to allow the existing 2'-7½" setback where a 5-foot setback is required.

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

SIGNATURE OF PROPERTY OWNER(S):

ADDRESS AND TELEPHONE:

Nina Barker

Nina Barker (405) 227-1137

434 Chautauqua Avenue

Norman, Oklahoma 73069

(405) 227-1137

O
F
F
I
C
E

U
S
E

O
N
L
Y

- ☐ Application
☐ Proof of Ownership
☐ Certified Ownership List and Radius Map
☐ Site Plan
☐ Filing Fee of \$

☐ 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:

Please see attached sheet for full justification

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:

Please see attached sheet for full justification

Attest

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

Please see attached sheet for full justification

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:

Please see attached sheet for full justification

Attest

Barker Garage - 434 Chautauqua Avenue, Norman, OK 73069: Board of Adjustment

Barker Garage - 434 Chautauqua Avenue, Norman, OK 73069

Background

The Barker Garage, located at 434 Chautauqua Avenue in the Chautauqua Historic District, is a one-story, single-car garage/carport in the Craftsman/Bungalow architectural style with an asphalt shingled front gable roof and exposed rafter tails. The garage half of the building is clad in wood #117 (double teardrop) siding, 1x wood corner boards and trim, 2 wood fixed windows (1 in the north elevation and 1 in the south elevation), and a 9-lite wood pedestrian door in the south elevation. It also has a non-historic aluminum paneled garage door in the east (front) elevation, plywood floor, and a brick foundation. The carport half of the building is open but for the gable end (facing west) and east third of the exterior which is also clad in wood #117 (double teardrop) siding. In the south wall section, there is an additional 9-lite wood pedestrian door with a Craftsman style exterior wall sconce. The remaining portion of the carport is open on the sides with wood posts and bridging at the bottom. This section has a slightly lower roofline than the enclosed portion of the structure. The drive from the alley to under the carport is gravel.

Built between 1903 and 1940, the Chautauqua Historic District is a tree-lined district of stately residences that once housed university deans, faculty, and other prominent individuals who helped shape the city's early development. Its growth was closely tied to that of the city itself. Architecturally, the district is highly eclectic — bungalows are prominently represented, but Tudor Revival and Minimal Traditional styles are also quite prevalent, alongside fine examples of Prairie, Colonial Revival, Spanish Eclectic, Neoclassical Revival, and even one Queen Anne home. More than 70% of the houses feature paved driveways to the left or right that lead to an outbuilding at the rear of the property, and many share a driveway with a neighboring house. Attached garages or carports are rare, and houses do not sit at a consistent setback from the street. All streets in the district are lined with parkways and sidewalks on both sides, with paved walkways leading from the sidewalk to each front door. Though the Chautauqua Historic District is not listed in the National Register of Historic Places, the district has been determined eligible for listing (Consensus DOE; Criterion C; 07/11/1990).



405.549.9880
401 S Blackwelder Ave,
Oklahoma City, OK 73108

Barker Garage - 434 Chautauqua Avenue, Norman, OK 73069: Board of Adjustment

BOARD OF ADJUSTMENT

DETAILED JUSTIFICATION OF VARIANCE REQUEST

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 existing garage/carport sits approximately 31-inches from the north fence line/presumed property line, roughly 110-feet from Chautauqua Avenue to the east, roughly 50-feet from the alley to the west, and has a 12'-7" x 42'-2" (536 sqft) footprint. The garage/carport is in poor condition; racking to the south, has a framed floor, has a brick "foundation", rotten structural and cladding materials, and is currently unusable for vehicles, necessitating the need for a new garage.

The south wall of the garage/carport is approximately in line with the north wall of the westernmost section of the main house and is only about 7.5-feet from the west edge of the back deck of the main house. The deck stairs project past the east (front) facade of the garage/carport. Additionally, the mass of the main house encroaches to the north, making the driveway off Chautauqua Avenue less than 8-feet wide and from the east, the east (front) facade of the garage is about half-obsured by the northeast projection of the main house. The east (roughly 110-feet) driveway wraps around the main house and eventually angles south and opens up to 10-feet wide to meet the garage door. A 4-foot tall white picket fence lines the short south run of the driveway between the southeast corner of the garage and the northwest corner of the main house. The west gravel driveway off the alley does the same thing, but in a shorter (roughly 50-feet) run.

Due to the site constraints and the need to keep the east (front) facade of the garage in the same plane for historic preservation purposes, we are seeking a variance to keep the garage in the same location, which is inside of the five-foot side property line easement. To accommodate this, the north wall of the new garage will be fire-rated.

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

According to HP City Staff, other property owners have secured variances due to similar situations. As such, not granting this variance would deprive this particular property owner's rights that have been enjoyed by others, even if it is not common.



405.549.9880
401 S Blackwelder Ave,
Oklahoma City, OK 73108

Barker Garage - 434 Chautauqua Avenue, Norman, OK 73069: Board of Adjustment

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

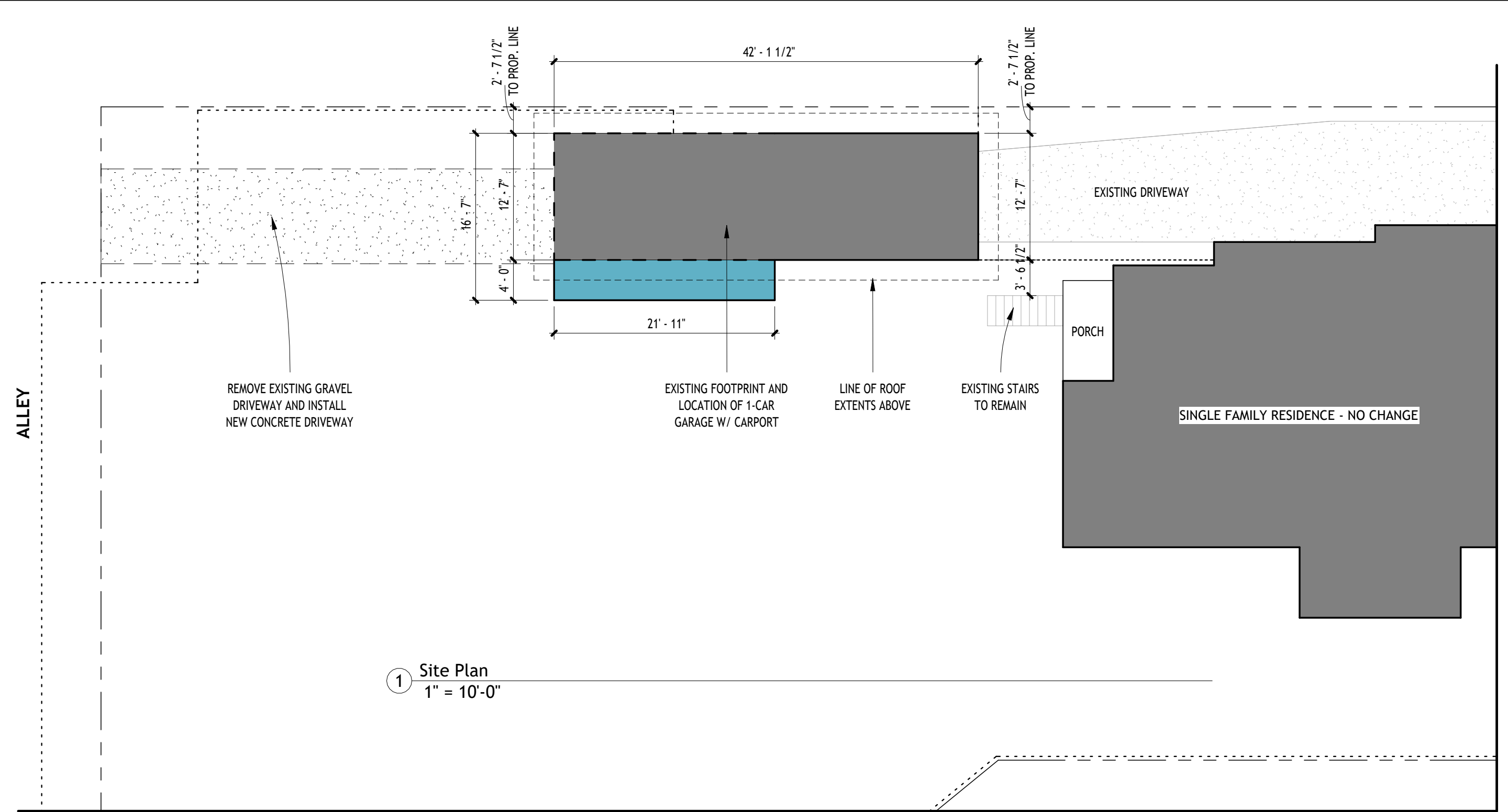
The special conditions and circumstances of the site were established when the property was constructed in 1930 and nothing that the current property owners have done.

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:

According to HP City Staff, other property owners have secured variances due to similar situations. As such, granting this variance would not confer special privileges to this particular property owner.



405.549.9880
401 S Blackwelder Ave,
Oklahoma City, OK 73108



Item 2.



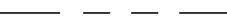
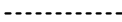
401 S BLACKWELDER AVENUE
OKLAHOMA CITY, OK 73108

p: 405-549-9880
e: info@oldhomerescue.com

BARKER RESIDENCE - GARAGE

434 CHAUTAUQUA AVE
NORMAN, OK 73069

PROJECT NO.:	
DATE:	07/16/26
REVISION NO.:	

SITE PLAN LEGEND	
	PROPERTY LINE
	EXISTING BUILDING FOOTPRINT
	PROPOSED FOOTPRINT ADDITION
	EXISTING 6' TALL FENCE
	EXISTING 4' TALL FENCE

AREAS	
EXISTING GARAGE FOOTPRINT:	530 SF
PROPOSED GARAGE ADDITION:	+87 SF
PROPOSED 2-CAR GARAGE AREA:	617 SF

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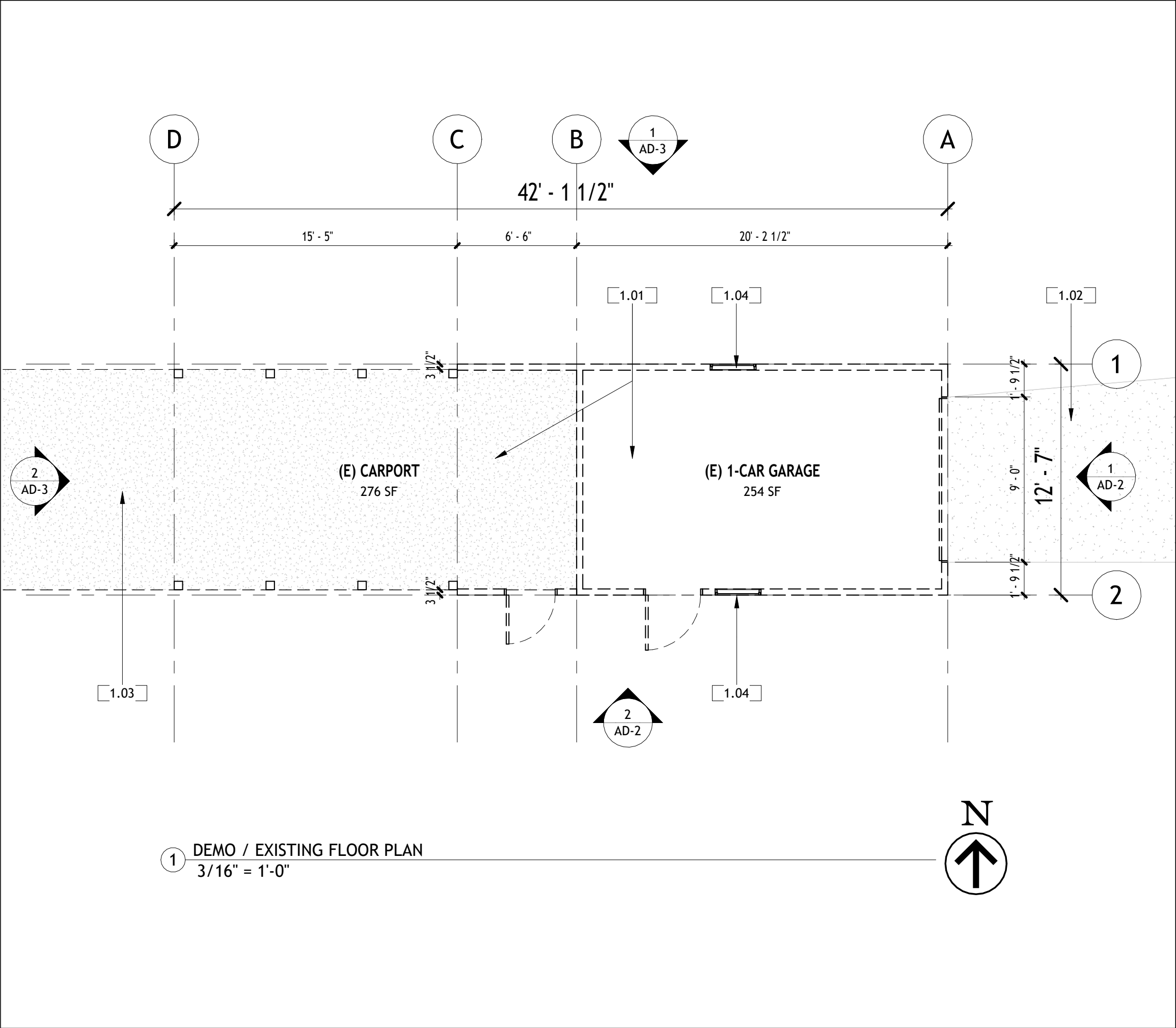
Sheet Index	
AS-1	SITE PLAN
AD-1	EXISTING/ DEMO FLOOR PLAN
AD-2	EXISTING/ DEMO ELEVATIONS
AD-3	EXISTING/ DEMO ELEVATIONS
A-1	PROPOSED FLOOR PLAN
A-2	PROPOSED ELEVATIONS
A-3	PROPOSED ELEVATIONS

SITE PLAN

SHEET NO.

AS-1

13



DEMO NOTES	
1.01	REMOVE AND DISPOSE OF GARAGE AND CARPORT STRUCTURE IN ENTIRETY
1.02	EXISTING FRONT DRIVEWAY TO REMAIN - PROTECT IN PLACE
1.03	EXISTING REAR GRAVEL DRIVEWAY TO BE REMOVED
1.04	SALVAGE AND REPAIR EXISTING WOOD WINDOWS FOR REUSE IN NEW GARAGE

Item 2.

OLD HOME RESCUE

401 S BLACKWELDER AVENUE
OKLAHOMA CITY, OK 73108

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BARKER RESIDENCE - GARAGE
434 CHAUTAUQUA AVE
NORMAN, OK 73069

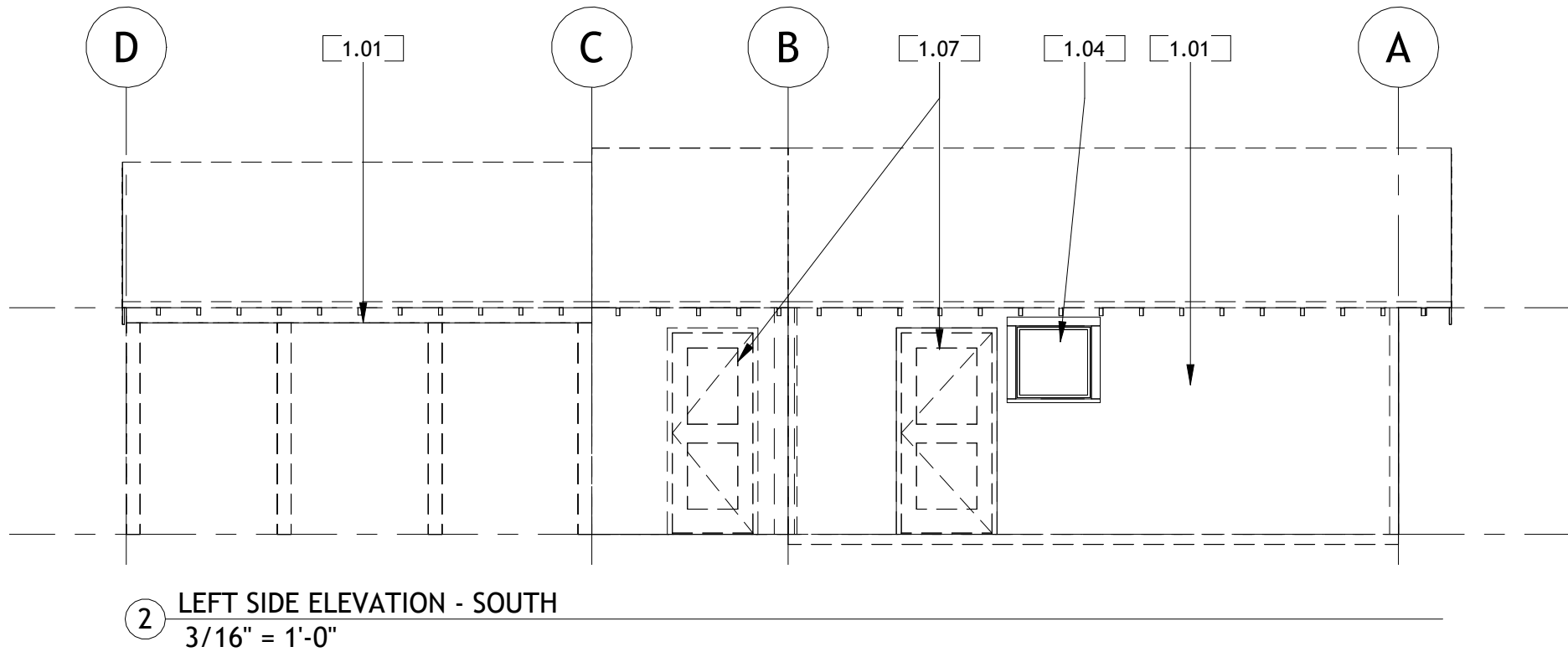
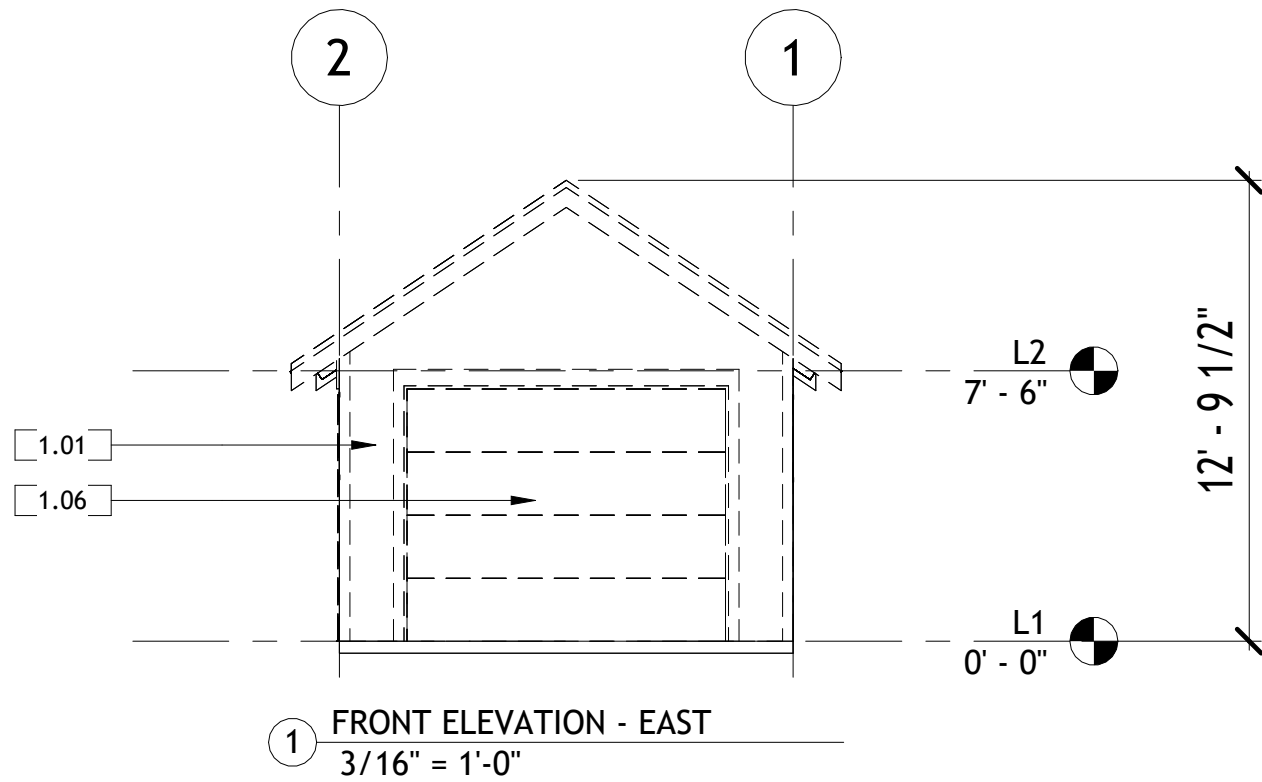
PROJECT NO.:
DATE: 07/16/26
REVISION NO.:

**EXISTING/
DEMO FLOOR
PLAN**

SHEET NO.

AD-1

14



DEMO NOTES

- 1.01 REMOVE AND DISPOSE OF GARAGE AND CARPORT STRUCTURE IN ENTIRETY
- 1.04 SALVAGE AND REPAIR EXISTING WOOD WINDOWS FOR REUSE IN NEW GARAGE
- 1.06 REMOVE AND DISPOSE OF EXISTING METAL SECTIONAL GARAGE DOOR
- 1.07 REMOVE AND DISPOSE OF EXISTING EXTERIOR DOOR

Item 2.

OLD HOME RESCUE

401 S BLACKWELDER AVENUE
OKLAHOMA CITY, OK 73108

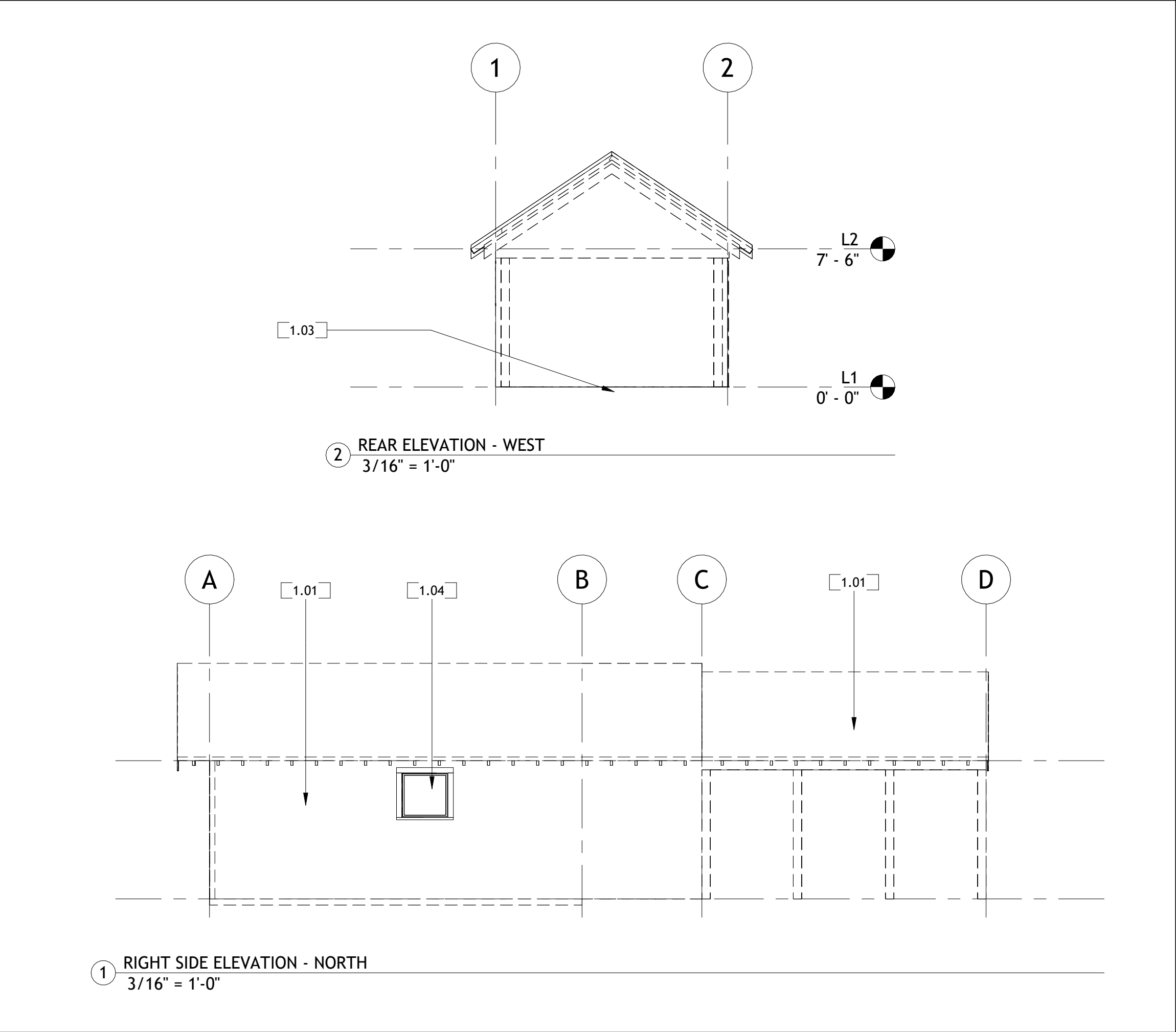
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BARKER RESIDENCE - GARAGE
434 CHAUTAUQUA AVE
NORMAN, OK 73069

PROJECT NO.:
DATE: 07/16/26
REVISION NO.:

EXISTING/
DEMO
ELEVATIONS

SHEET NO.
AD-2



ELEVATION NOTES	
1.01	REMOVE AND DISPOSE OF GARAGE AND CARPORT STRUCTURE IN ENTIRETY
1.03	EXISTING REAR GRAVEL DRIVEWAY TO BE REMOVED
1.04	SALVAGE AND REPAIR EXISTING WOOD WINDOWS FOR REUSE IN NEW GARAGE

Item 2.

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BARKER RESIDENCE - GARAGE

434 CHAUTAUQUA AVE
NORMAN, OK 73069

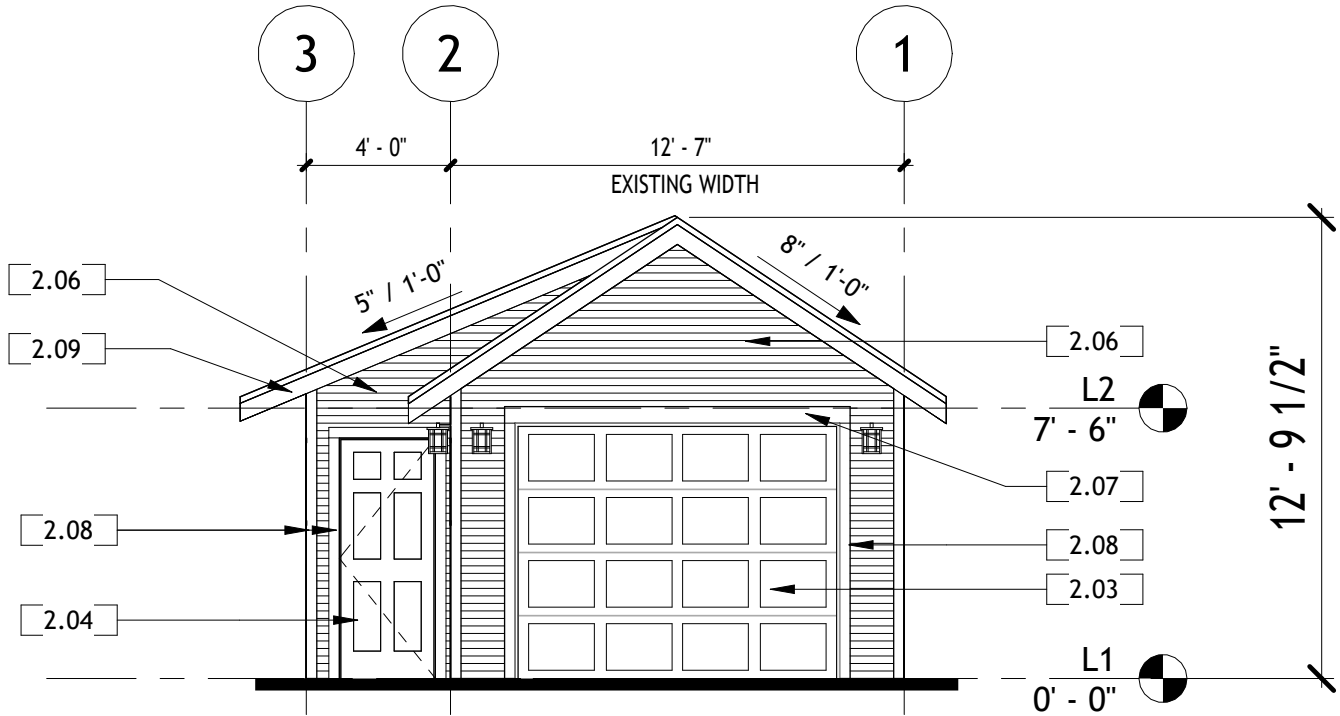
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REVISION NO.:	

EXISTING/
DEMO
ELEVATIONS

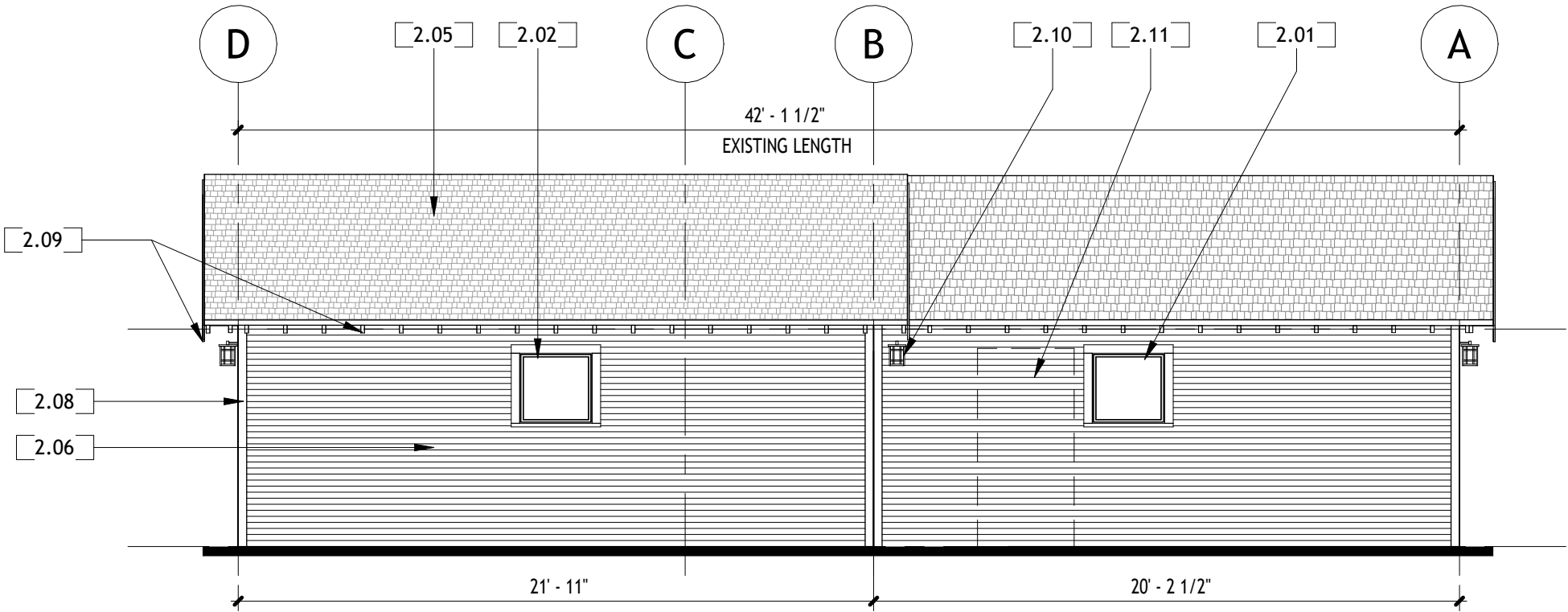
SHEET NO.

AD-3

16



1 FRONT ELEVATION - EAST
3/16" = 1'-0"



2 LEFT SIDE ELEVATION - SOUTH
3/16" = 1'-0"

ELEVATION NOTES

- 2.01 INSTALL RESTORED, ORIGINAL WOOD FIXED WINDOWS IN THE SAME LOCATION
- 2.02 INSTALL RESTORED, ORIGINAL WOOD FIXED WINDOWS IN NEW LOCATION
- 2.03 ALUMINUM, INSULATED, PANELED, OVERHEAD GARAGE DOOR. PAINT TO MATCH EXISTING COLOR (SW2833, Roycroft Vellum).
- 2.04 METAL ENTRY DOOR. PAINT TO MATCH EXISTING COLOR (SW2833, Roycroft Vellum).
- 2.05 ROOF SHINGLES TO MATCH EXISTING RESIDENCE.
- 2.06 DOUBLE TEAR DROP WOOD SIDING. PAINT TO MATCH EXISTING COLOR (SW2842, Roycroft Suede).
- 2.07 1X6 TRIM. PAINT TO MATCH EXISTING COLOR (SW2833, Roycroft Vellum).
- 2.08 1X4 TRIM/CORNER BOARDS. PAINT TO MATCH EXISTING COLOR (SW2833, Roycroft Vellum).
- 2.09 1X6 BARGE BOARD/EXPOSED RAFTER TAILS. PAINT TO MATCH EXISTING COLOR (SW2833, Roycroft Vellum).
- 2.10 PROPOSED EXTERIOR SCNCE
- 2.11 PATCH AND REPAIR W/ DOUBLE TEAR DROP WOOD SIDING. PAINT TO MATCH EXISTING COLOR (SW2842, Roycroft Suede).

Item 2.

OLD HOME RESCUE

401 S BLACKWELDER AVENUE
OKLAHOMA CITY, OK 73108

p: 405-549-9880
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BARKER RESIDENCE - GARAGE

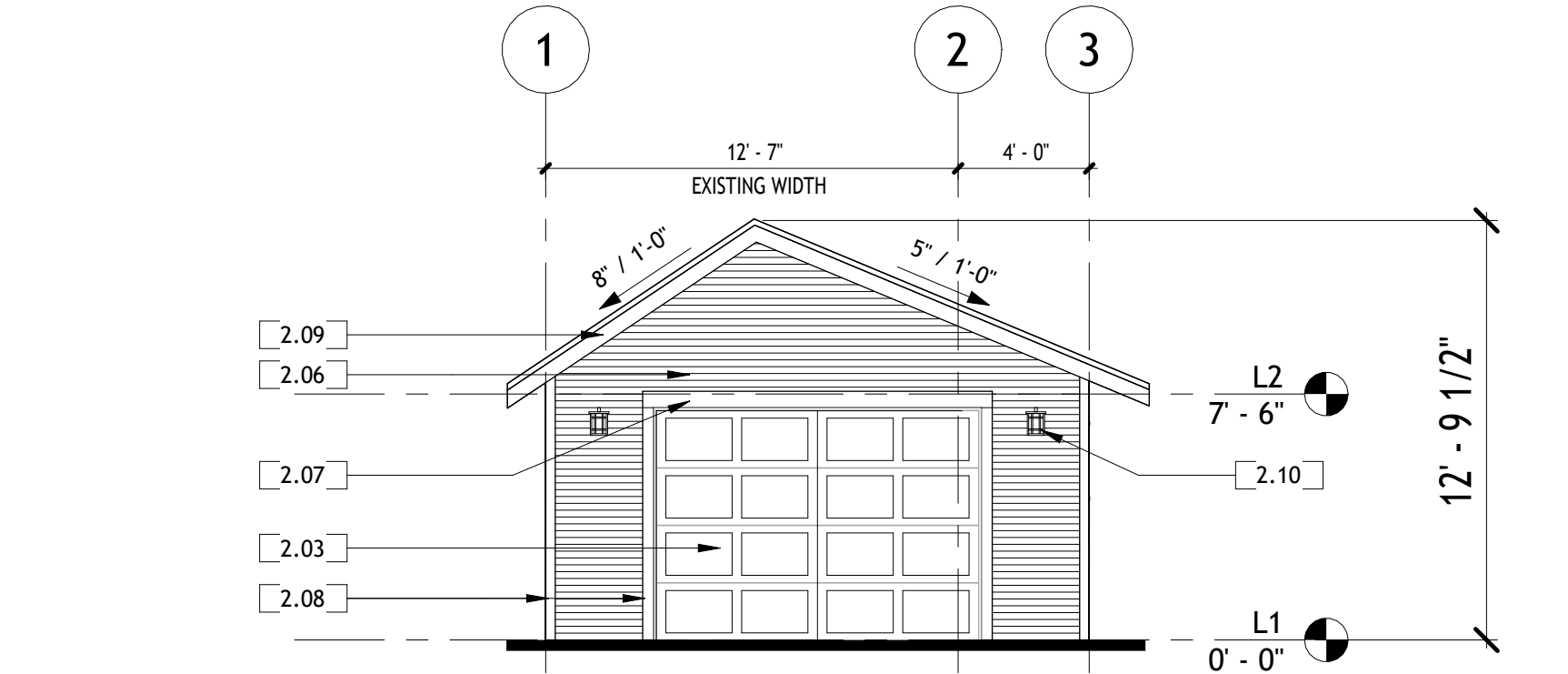
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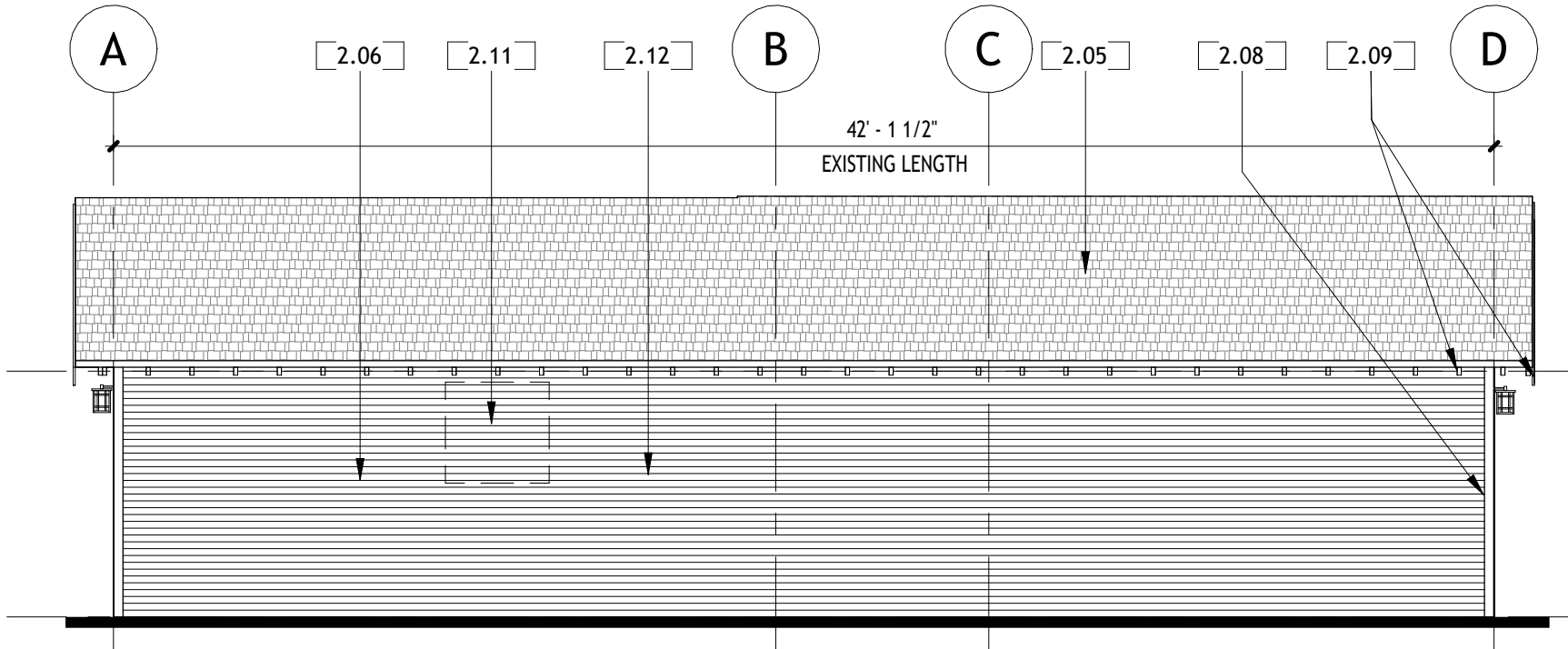
PROPOSED ELEVATIONS

SHEET NO.

A-2



3 REAR ELEVATION - WEST
3/16" = 1'-0"



4 RIGHT SIDE ELEVATION - NORTH
3/16" = 1'-0"

ELEVATION NOTES

- 2.03 ALUMINUM, INSULATED, PANELED, OVERHEAD GARAGE DOOR. PAINT TO MATCH EXISTING COLOR (SW2833, Roycroft Vellum).
- 2.05 ROOF SHINGLES TO MATCH EXISTING RESIDENCE.
- 2.06 DOUBLE TEAR DROP WOOD SIDING. PAINT TO MATCH EXISTING COLOR (SW2842, Roycroft Suede).
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- 2.10 PROPOSED EXTERIOR SCONCE
- 2.11 PATCH AND REPAIR W/ DOUBLE TEAR DROP WOOD SIDING. PAINT TO MATCH EXISTING COLOR (SW2842, Roycroft Suede).
- 2.12 NORTH WALL TO BE 1-HOUR FIRE-RATED WALL ASSEMBLY. PROVIDE OR ADD 5/8" TYPE X GYPSUM BOARD TO MEET REQUIREMENT.

Item 2.

OLD HOME RESCUE

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OKLAHOMA CITY, OK 73108

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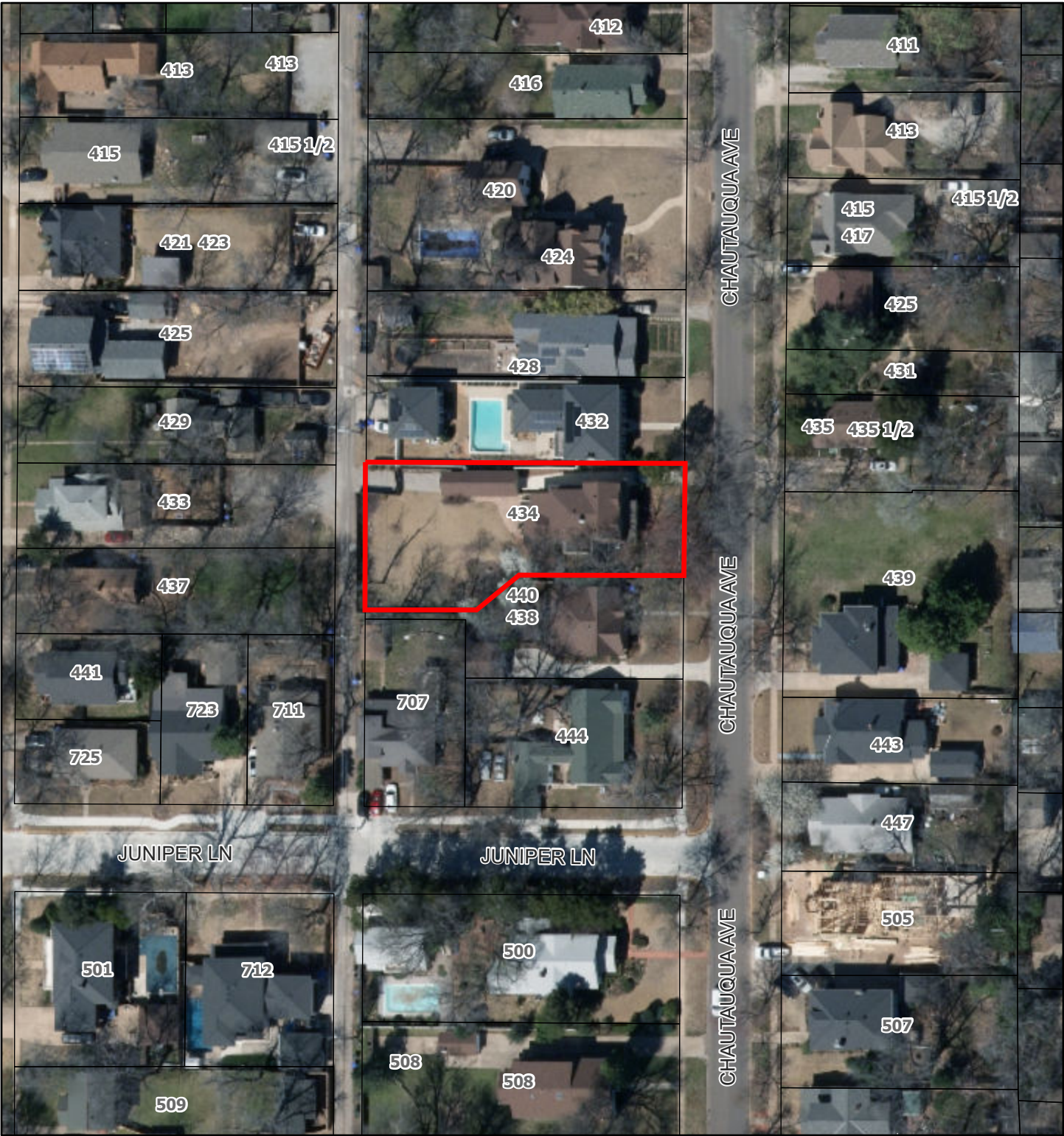
PROPOSED
ELEVATIONS

SHEET NO.

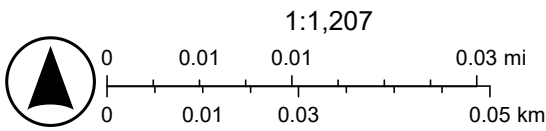
A-3

434 Chautauqua Ave

Item 2.



7/16/2026, 2:23:09 PM



City of Norman GIS Services Division, City of Norman GIS Services

July 16, 2026

Norman Board of Adjustment
c/o Planning and Community Development Department
225 N. Webster Avenue
Norman, Oklahoma 73069

FILED IN THE OFFICE
OF THE CITY CLERK
ON 07/17/26-RW

Re: Written Protest of Variance Request for 434 Chautauqua Avenue

Dear Members of the Norman Board of Adjustment:

We are the owners and residents of 712 Juniper Lane and are submitting this letter in formal opposition to the requested variance for the proposed accessory dwelling unit/accessory building at 434 Chautauqua Avenue.

Although we have broader concerns about the rapid proliferation of accessory dwelling units within Norman's historic neighborhoods, our objection in this matter is directed specifically toward the proposed placement of this structure and the substantial reduction of the required side-yard setback.

The applicant is requesting a variance of 2 feet, 8½ inches from the required 5-foot side-yard setback. If granted, the structure would be located only approximately 2 feet, 3½ inches from the property line. This is not a minor adjustment. It would eliminate more than half of the required separation between the proposed building and the neighboring property.

Setback requirements serve an important purpose in a densely developed historic neighborhood. They help preserve adequate separation between buildings, access for maintenance, privacy, light and open space, drainage, and the established spatial relationship between primary homes and accessory structures.

A variance should be reserved for circumstances in which unique conditions of the property create an unnecessary hardship and prevent the owner from making reasonable use of the land. Based upon the information provided in the notice and location map, we have not been shown any peculiar condition of this property that

makes compliance with the 5-foot setback impossible. The materials do not explain why the structure cannot be shifted, reduced in size, or redesigned to comply with the existing requirement.

A preference for a larger structure or a particular placement is not the same as a hardship inherent to the property. Granting an exception for design convenience would confer an advantage that neighboring property owners who comply with the required setbacks do not receive.

We are also concerned about the cumulative effect of repeatedly relaxing development standards within the historic district. The character of this neighborhood is not defined solely by the appearance of its front façades. It also depends upon the scale and spacing of structures, the openness of rear yards, and the traditionally subordinate relationship between primary homes and secondary buildings. Those characteristics can be lost gradually, one oversized or poorly placed structure at a time.

We respectfully request that the Board deny this variance because the information provided does not demonstrate:

- A property-specific hardship requiring the encroachment;
- That the requested variance is the minimum relief necessary;
- That reasonable, code-compliant alternatives have been exhausted; or
- That placing the structure this close to the property line would be compatible with the surrounding historic neighborhood.

Should the Board not deny the request, we ask that the matter at least be continued until neighboring residents and the Board have been provided with the complete site plan and building elevations, including the structure's height, total square footage, window and balcony placement, drainage plan, mature-tree impacts, access arrangements, status of Historic District Commission review, and an explanation of the code-compliant alternatives that were considered.

Historic-district regulations and ordinary setback requirements have little meaning if they are routinely relaxed to accommodate the maximum possible development

of individual properties. We ask the Board to uphold the existing 5-foot setback and require the proposed structure to be redesigned or relocated accordingly.

Thank you for considering our concerns and for protecting the integrity and livability of Norman's historic neighborhoods.

Sincerely,

Handwritten signatures of Amber Parks and Terry Parks. The signature for Amber Parks is on the left, and the signature for Terry Parks is on the right.

Amber and Terry Parks

712 Juniper Lane

Norman, Oklahoma 73069

405-965-5824

amberwparks@gmail.com







CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 8/26/2026

REQUESTER: Greg & Tricia Smith

PRESENTER: Logan Gray, Planner II

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2627-3: GREG & TRICIA SMITH 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 4300 PUDNER DRIVE.

APPLICANT	Greg & Tricia Smith
LOCATION	4300 Pudner 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	Application Site Plan Aerial Photography Application Location Map

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 for one of the property owners.

The application and site plan provided by the applicant are attached for review. Also attached, and provided by City Staff, are available aeriels 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 single-family dwelling. A letter from Mrs. Smith's physician, provided to staff by the applicant, states that due to changes in her health, she would benefit from additional assistance for her health and home duties.

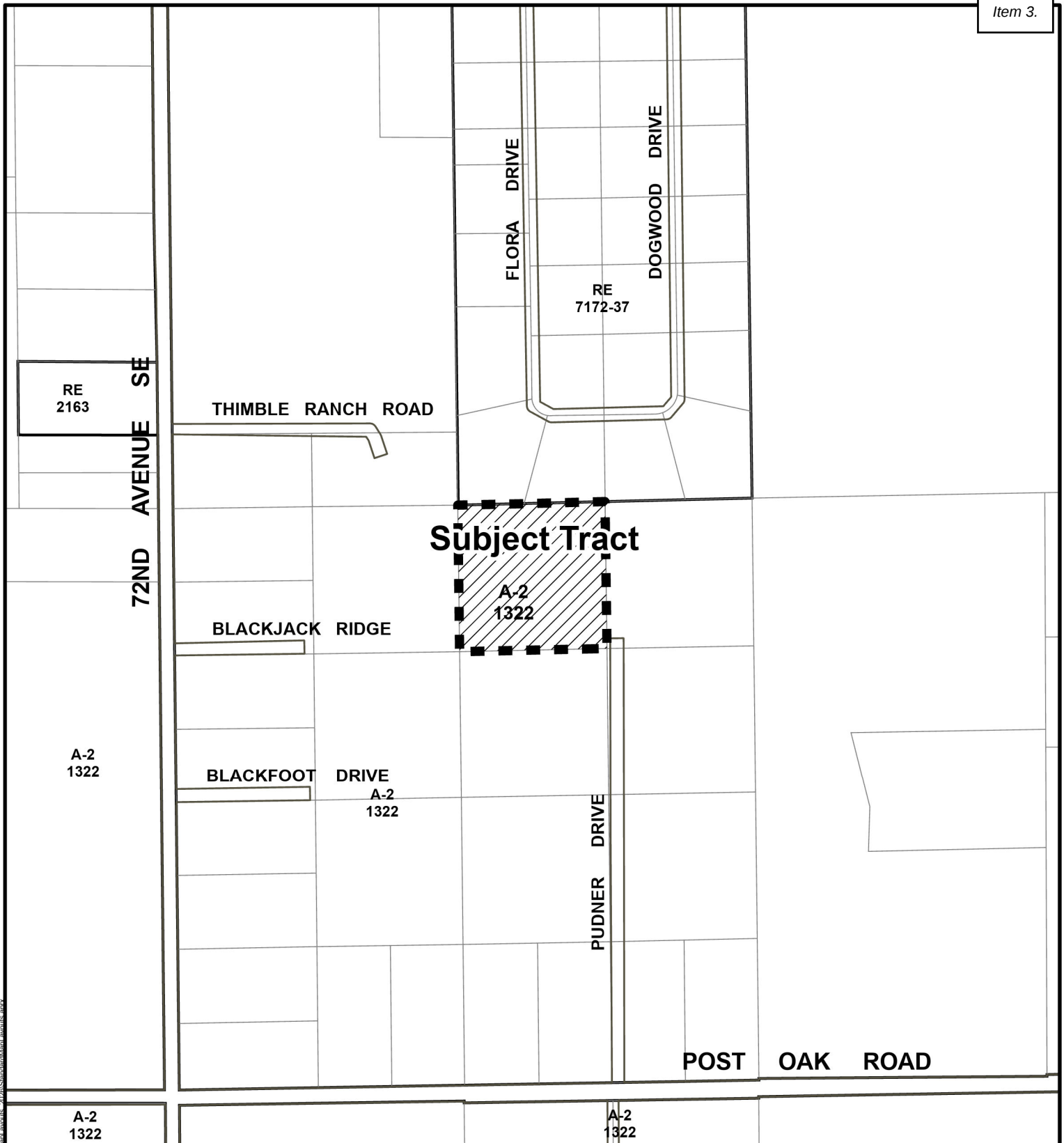
Properties within the A-2, Rural Agricultural District, are allowed one primary dwelling and one accessory dwelling unit per lot, subject to area regulations and the size of the two dwellings. However, a mobile home cannot be considered an accessory dwelling unit, per Section 36-101, Definitions. A special 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 structure 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:

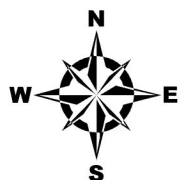
Staff recommends approval of this request for a special exception to permit a mobile home to serve as a temporary secondary dwelling to relieve a medical hardship and BOA-2627-3.



Location Map

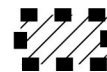


Map Produced by the City of Norman
Geographic Information System.
The City of Norman assumes no
responsibility for errors or omissions
in the information presented.



August 5, 2026

0 300 600 Ft.



Subject Tract





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)

Greg & Tricia Smith

ADDRESS OF APPLICANT

4300 Pudner Dr. Noble, OK. 73068

NAME AND PHONE NUMBER OF CONTACT PERSON(S)

Brittany Smith 405-323-2718

EMAIL ADDRESS

Isiahsmom1022@icloud.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)

THE Northwest Quarter of the Northeast Quarter of the Southwest Quarter of Section 17, Township 8 North,
Range 1 West of the Indian Meridian, Cleveland County, Oklahoma

Requests Hearing for:

- ☐ VARIANCE from Chapter _____, Section _____
- ☐ SPECIAL EXCEPTION to _____

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

We are requesting review for hardship, DUE to MEDICAL AND Disability

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

SIGNATURE OF PROPERTY OWNER(S):

X Tricia Smith
X Greg Smith

ADDRESS AND TELEPHONE:

4300 Pudner Dr. Noble OK. 73068

- ☐ 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: _____



CERTIFICATION OF OWNERSHIP

Case No. BOA _____

Item 3.

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

DATE: 7-29-26

I, Tricia Smith, 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:

THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 17, TOWNSHIP 8 NORTH, RANGE 1 WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA

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

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

Owner's Signature: X Tricia Smith

Address: 4300 DODNER DR. NORMAN OK 73068

Agent's Signature: _____

Address: _____

NOTARY

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this 29 day of July, 2026, personally appeared Greg & Tricia Smith, 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:

Paula Rudloff
Notary Public

I hereby accept this Certification of Ownership in lieu of a deed or other legal document showing proof of ownership.

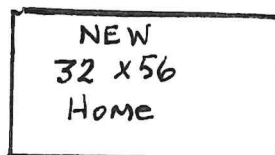
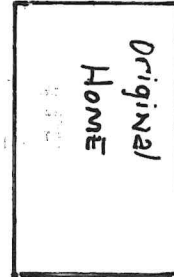
Signature: _____

Title: _____

CITY OF NORMAN

N

Plot Plan
4300 PUDNER DR.
NOBIE, OK. 73068



475.70
↑

←
440.04

→
171.38

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152.63

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