



CITY OF NORMAN, OK
BOARD OF ADJUSTMENT MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Wednesday, September 24, 2025 at 4:30 PM

MINUTES

The Board of Adjustment of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room A at the Development Center, on Wednesday, September 24, 2025 at 4:30 PM. 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

BOARD MEMBERS PRESENT

Brad Worster
Curtis McCarty
Matt Graves
Ben Bigelow
James Howard
Eric Williams

BOARD MEMBERS ABSENT

Micky Webb

STAFF PRESENT

Jane Hudson, Planning & Community Development Director
Brenda Wolf, Manager of Operations - Planning
Lora Hoggatt, Planning Services Manager
Anais Starr, Planner II
Beth Muckala, Assistant City Attorney III
Whitney Kline, Admin Tech IV
Laci Witcher, Permit Technician
Jason Murphy, Stormwater Program Manager

GUESTS PRESENT

Catherine Gilarranz, 119 W. Main Street, Norman, OK
Mark Krittenbrink, 119 W. Main Street, Norman, OK
Stephen Teel, 490 Elm Avenue, Norman, OK
Sean Rieger, 136 Thompson Drive, Norman, OK

MINUTES

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

BOARD OF ADJUSTMENT MEETING MINUTES OF AUGUST 27, 2025.

Motion by Mr. Worster to approve the minutes of the August 27, 2025, Board of Adjustment regular meeting; **Second** by Mr. Bigelow.

The motion passed with a vote of 5-0. Mr. Howard abstained.

DISCUSSION ITEMS

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2526-2: HOME CREATIONS, INC., APPEALS THE DENIAL OF FLOODPLAIN PERMIT APPLICATION NO. 716 FOR THE PROPOSED BURN PIT IN THE BISHOP CREEK FLOODPLAIN NEAR EAGLE CLIFF WEST SUBDIVISION.

The applicant requests postponement to the March 25, 2026, Board of Adjustment meeting.

Motion by Mr. Worster to postpone BOA-2526-2 to the March 25, 2026, Board of Adjustment meeting; **Second** by Mr. Howard.

The motion passed unanimously with a vote of 6-0.

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2526-4: STEPHEN TEEL REQUESTS A VARIANCE TO SECTION 36-514(D)(1) OF 5' TO THE REQUIRED 10' SIDE YARD SETBACKS ADJACENT TO A THREE-STORY ADDITION ON THE SOUTHWEST PORTION OF THE PROPERTY LOCATED AT 490 ELM AVENUE.

Staff Presentation

Lora Hoggatt, Planning Services Manager, presented the staff report.

Mr. Bigelow inquired whether the lot line at the rear of the property had been moved. Ms. Hoggatt responded a Lot Line Adjustment was completed in 2023.

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

Mr. Worster stated that while he appreciated Ms. Muckala's presentation, he intended to consider the variance in the same manner he had handled previous variances prior to the implementation of the policy. Ms. Muckala responded her presentation was intended to outline the applicable law, not to influence how members should vote.

Mr. Bigelow asked whether the two adjacent property owners were aware of the project or if the City had received response from them. Ms. Hoggatt stated the City sends letters to everyone within a 350' radius of the property.

Mr. Bigelow noted that part of the existing structure appeared to have a third story and questioned why the setback requirement didn't apply. Ms. Hoggatt explained the existing portion is set back 10' from the property line.

Mr. McCarty clarified that a variance isn't required if the third story begins 10' from the property line, as it already meets the setback requirement.

Mr. Howard asked about the original intent of the ordinance, whether it was related to access the sky views, sunlight, or privacy. Staff confirmed it addressed all these concerns. Mr. Howard followed up noting that granting the request could potentially infringe on the rights of neighboring property owners, current and future, by limiting the use of their own property.

There was discussion amongst staff and Board Members regarding the required 10' setback and the requested height of the proposed addition. Staff stated the applicants requested height would be permitted if they met the 10' setback.

Applicant Presentation

Stephen Teel, the applicant, and Mark Krittenbrink, the applicant's representative, presented the proposed project. Mr. Teel stated he had received support from a surrounding property owner, and the proposed project would not have a negative impact on the neighborhood. Mr. Krittenbrink expressed his agreement with Mr. Teel's statement and overall presentation.

Mr. Teel stated he owned 485 College Ave. and 490 Elm Ave.; his original goal was to combine the two lots because he wanted to do something unique and interesting with the property. Once he learned 485 College Ave. was in the Chautauqua Historic District, his plans changed. Mr. Teel further stated being in the Chautauqua Historic District was a hardship which caused him to start over with new plans. The new plans brought him to the Board of Adjustment.

Mr. McCarty asked the height of the Hillel building. Catherine Gilarranz, the applicant's representative, responded the height was approximately 28-29'. Staff confirmed the height submitted and approved with the building permit was 23'.

Mr. Howard sought clarification on whether the subject property was in the Historic District. Mr. Krittenbrink confirmed it was not.

Mr. McCarty asked how the 2023 Lot Line Adjustment affected the existing shop, noting it appears to be just a foot or two from the property line. Mr. Krittenbrink clarified that the shop is a freestanding structure located three feet from the property line.

Mr. Bigelow asked whether the subject property is zoned R-1 or R-3. Ms. Hoggatt confirmed the property is zoned R-1.

Mr. Howard asked whether there were any other three-story residences in the surrounding neighborhoods and about their setbacks. Mr. Krittenbrink confirmed there are some but was unsure of their specific setbacks.

Mr. Howard asked whether a 10' setback on the northwest corner of the addition could be considered, given its proximity to residential neighbors. Mr. Krittenbrink responded that moving the structure by 6" would resolve the setback issue.

Ms. Gilarranz explained that before the Lot Line Adjustment, the property was only 1'1" from the previous setback. By adjusting the lot lines, the non-conforming condition was eliminated. However, the current building frame on the existing house does not meet the required 5'

setback. The new site plan addresses both the side yard encroachment and rear yard issues to bring the property into compliance.

Mr. Bigelow asked when the applicant spoke with Hillel and what site plan was presented to ensure they agreed to an addition twice the height of their building. Ms. Gilarranz responded that Hillel is aware of and agrees with the proposed height. She also noted that the ground floor façade has few windows, and the proposed library at the back will have no windows to maintain privacy and airflow.

Mr. Howard noted that variances are approved based on the submitted plans and suggested reviewing them again to ensure accuracy, particularly regarding the corner.

Public Comments

There were no public comments.

Board of Adjustment Discussion

Mr. McCarty stated his primary concern was the height of the structure next to the existing building and stated he also had concerns about the neighbor that is diagonal behind this location. Mr. McCarty further stated three stories are typically 30-35' tall and this project is at 47-48' tall.

Mr. Worster responded the height and mass would remain, but it would be set back.

Mr. Howard asked whether they preferred to postpone the decision or vote today. Mr. Teel replied if there is already a majority against the proposal, postponing might not change the outcome.

Mr. Krittenbrink stated they can likely adjust the northwest corner to avoid needing a variance, making it compliant with minor changes. The only variance needed would be for the south side yard setback.

Motion by Mr. Bigelow to approve BOA-2526-4 for the south side yard setback only; **Second** by Mr. Worster.

Mr. Bigelow said that while a 47' building in a residential area is not ideal, given the rules allowing a 5' setback before building upward, he was willing to approve it to avoid creating a bigger issue.

The motion passed unanimously with a vote of 6-0.

MISCELLANEOUS COMMENTS

There were no miscellaneous comments.

ADJOURNMENT

The meeting was adjourned at 5:34 p.m.

Passed and approved this _____ day of _____ 2025.

Secretary, Board of Adjustment