



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 1/28/2026

REQUESTER: City of Norman

PRESENTER: Lora Hoggatt, Planning Services Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF: A RATIFICATION OF THE DECEMBER 10, 2025 BOARD OF ADJUSTMENT VOTE APPROVING A VARIANCE TO SECTION 36-513(D)(1)(A) OF 28' TO THE REQUIRED 50' FRONT YARD SETBACK FOR THE PROPERTY LOCATED AT 7338 BRENDA (BERENDA) CIRCLE.

APPLICANT	City of Norman
LOCATION	7338 Brenda Circle
ZONING	RE, Residential Estate Dwelling District
REQUESTED ACTION	Ratification of Variance to Section 36-513(d)(1)(a) of 28' to the required 50' front yard setback
SUPPORTING DATA	Location Map December 10, 2025 BOA Staff Report Application with Attachments Variance Request Survey Cleveland County Clerk Ownership Certification 1973 Plat of East Oaks No. 1 Addition Minutes from December 10, 2025 Meeting

SYNOPSIS:

This application concerns a single-family dwelling that was constructed in 1974. The dwelling was constructed 22.15' from the street right-of-way line; however, the applicable front setback for this parcel is 50' from the street right-of-way line. The placement of the dwelling has resulted in an encroachment of 27.85' from the street right-of-way line. The dwelling has changed owners

several times since construction in 1974, and at least four times since 2007, as demonstrated by available public county records. To bring the dwelling into conformity with the Zoning Ordinance, the applicant requested a variance from the Board of Adjustment.

The variances originally requested and advertised was:

1. A variance to Section 36-513(d)(1)(a) of 2.85' to the required 50' front yard setback.

However, upon further review of this application, it was discovered that the original advertisement was incorrectly based on the dwellings' location from the property line, rather than from the street right-of-way line located 25' deep into the northern portion of the subject lot (see Survey). Thus, in order to address the correct setback line, on December 10, 2025 the BOA ultimately granted a variance as follows:

1. A variance to Section 36-513(d)(1)(a) of 28' to the required 50' front yard setback conditioned upon corrected noticing and a ratification at the next regular BOA meeting.

APPLICABLE ZONING ORDINANCE PROVISIONS:

The December 10, 2025 staff report, setting forth applicable regulations, is included for review with this item.

DISCUSSION:

Since the December 10, 2025 grant of a 28' variance as set forth above, corrected notices have been advertised and sent to surrounding property owners in compliance with City Code. This matter is placed upon this, the next regular BOA agenda, for the referenced ratification vote.

CONCLUSION:

Staff recommends the ratification of the December 10, 2025 vote to approve BOA-2526-6, a variance of 28' to the front building line for the principal dwelling on the subject property, subject to Section 36-513(d)(1)(a).