



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 05/28/2025

**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.

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<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.

This agenda item was set to be heard at the April 23<sup>rd</sup>, 2025 Board of Adjustments meeting, however, due to an insufficient amount of Board members present, there was no quorum.

**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.