



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 _____