



office memorandum

DATE: September 29, 2023

TO: Kathryn Walker, City Attorney
Rone Tromble, Administrative Technician IV
Ken Danner, Subdivision Manager
Chris Mattingly, Director of Utilities
Jane Hudson, Director of Planning and Community Development

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Request to Close a Portion of a Public Alley

I am in receipt of a request to close a portion of a public alley located along the eastern portion of Lots 4 and 5 in Block 1 in the Prairie Creek Addition. The alley in question is 30-feet wide and is located thirty feet west of the west boundary of Lots 4 and 5. The public utility easement designation will remain the same. The application fee has been paid.

In accordance with Resolution No. R-8182-66, I am forwarding the request, location map, and radius map with ownership list to be submitted as soon as possible by applicant per the Planning Department. Once the ownership list has been submitted to your office we request that your office send notice to the furnished list of property owners and has the necessary ordinance prepared. If further action is needed from my office, please notify me.

BH:jsm
attachments



RUBBS CONSULTING, LLC

CIVIL ENGINEERING & LAND PLANNING

1800 S. Sara Road
Yukon, OK 73099
Phone: (405) 265-0641
Fax: (405) 265-0649

September 28, 2023

To: Brenda Hall, City Clerk
City of Norman
201 West Gray
Norman, OK 73070
(405) 366-5406

From: Mark Grubbs
mark.grubbs@gc-okc.com
405-265-0641 x 109

TRANSMITTAL LETTER

Via: Hand Deliver

**Re: Alley Closing Application for Campbell Investments, LLC on property located at 2281 36th Avenue
NW**

Attachments:

- 1 Petition Requesting Alley Closing
- 1 Copy of Legal Description of Alley Area to be Closed
- 1 Copy of Certified Ownership List with map depicting owners names
- 3 Copies of Exhibit 1 Depicting Alley Area to be Closed (Prairie Creek Sec 5)
- 3 Copies of Exhibit 2 Depicting Alley Area to be Closed (Lot Line Adjustment, Campbell Square)
- 1 Check in the amount of \$400 for filing fee

Comments: Please accept the enclosed documents for consideration by the Planning Commission at their November 9, 2023, meeting. Feel free to contact me if you have any questions or if additional information is needed.

Thank you,

**FILED IN THE OFFICE
OF THE CITY CLERK
ON 9-29-23**

September 28, 2023

Brenda Hall, City Clerk
City of Norman
201 West Gray
Norman, OK 73070

RE: Request to close a portion of a platted alley in the Prairie Creek Addition, located at 2281
36th Avenue NW

Dear Ms. Hall,

As owner of the property located at 2281 36th Avenue NW, I would like to submit this letter as petition to close that part of the 30 foot alley located along the eastern portion of Lots 4 and 5 in Block 1 in the Prairie Creek Addition. This property is also known as Lot 5A via Lot Line Adjustment No. 1383 approved by the City of Norman on July 20, 2009 and recorded in Record Book 4647 Pages 14-17 in the office of the Cleveland County Clerk.

The alley in question is 30 feet wide and is located thirty feet west of the east boundary of Lots 4 and 5. A multi-family development is planned for the eastern portion of Lots 4 and 5 (aka Lot 5A) and the parking lot drive aisle on the east side of the site will tie into the car wash access drive to the north, providing access through the site from 36th Avenue NW to Rock Creek Road. Due to this unique design of the project, it is necessary to modify the north/south layout of the existing alley and provide a more curvilinear design.

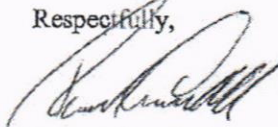
The public utility easement designation will remain. It is only the alley designation that needs to be removed. If closing of alley described on the attached exhibit is approved by the City Council, an application to vacate said portion via District Court will be pursued.

Attached are the documents required to be submitted with this petition:

Legal Description of Portion of Alley Easement to be Closed
Certified List of Property Owners within 300 feet (3 copies)
Check in the amount of \$400 for filing fee
Exhibit depicting that portion of the alley to be closed (3 copies)

Please do not hesitate to contact me if you need additional information or if I can answer any questions.

Respectfully,



Robert Campbell
Campbell Investments LLC

cc: Fred Thomas IV
Mark Grubbs

FILED IN THE OFFICE
OF THE CITY CLERK
ON 9-29-23

LEGAL DESCRIPTION

ALLEY CLOSING

2281 36TH AVENUE NW

THE WEST THIRTY FEET (30') OF THE EAST SIXTY FEET (60') of a tract of land being a part of Lots 4 and 5, Block 1 of the Prairie Creek Addition Section 5 to the City of Norman, Cleveland County, Oklahoma.

