City of Edmond

Notice of Public Meeting

The City of Edmond encourages participation from all its citizens. To request an accommodation due to a disability, please contact the ADA Coordinator at least 48 hours prior to a scheduled meeting. The ADA Coordinator can be contacted by email: ADAcoordinator@edmondok.gov or phone: 405-359-4518.

Board of Adjustment
Regular Meeting Agenda
City Hall Council Chamber, 22 E. Main Street, Edmond, Oklahoma
5:30 p.m., Monday, March 2, 2026

Notice to the Public

Official action can only be taken on items which appear on the agenda. The Board of Adjustment may discuss, adopt, approve, amend, reject, deny, strike or continue any item listed on the agenda. When more information is needed to act on an item, the Board of Adjustment may refer the matter to the Board of Adjustment staff. Under certain circumstances, items are deferred/continued to a specific later date or stricken from the agenda entirely.

1. Call to Order.

2. Consideration of Approval of Meeting Minutes: October 6, 2025

3. Case No.VA26-00002; Public Hearing and Consideration of a variance to the side yard setback for the property located at 1300 Leawood Drive. (Adam Lee)

4. Citizen Comments.

   This is an opportunity for residents and non-residents to address the Board of Adjustment on Board of Adjustment related matters not on the agenda or scheduled for a public hearing. All remarks must be directed to the Chair of the meeting, are limited to three minutes or less, and must otherwise be made in accordance with Section I of the City Council / Public Works Authority rules, available here and upon request at City Hall.

   Please note that members of the Board of Adjustment cannot respond to issues brought up in Citizen Comments if they are not on the agenda, in accordance with state law.

5. Comments from the Board of Adjustment Chair and Members.

6. Adjournment.

Board of Adjustment **2.**

Meeting Date: 03/02/2026

Ward :

Information

Item

Consideration of Approval of Meeting Minutes: October 6, 2025

Attachments

October 6 2025 Minutes

EDMOND BOARD OF ADJUSTMENT

Monday, October 6, 2025 5:30 P.M.

The Edmond Board of Adjustment was called to order by Chairperson Kay Bickham at 5:30 p.m., Monday, October 6, 2025, in the Edmond City Council Chambers, 22 East Main Street. Other members in attendance were Luke Munson, Brian Blundell, and Ronnie Williams. Representing the City were Kristi McCone, Principal Planner; and Avery Geist, Associate Planner. Board member David DuCom was absent.

The second item on the agenda was approval of the minutes from the September 4, 2025 Special Meeting.

Motion by Ronnie Williams seconded by Luke Munson, to approve as written. Motion carried by a vote of 3-0 as follows:

AYES: Members: Ronnie Williams, Luke Munson, and Chairperson Kay Bickham
NAYES: Members: None

Brian Blundell arrived at the meeting.

The third item on the agenda was Case No.VA25-00012; Public Hearing and Consideration of a variance to the rear yard setback for the property located at 6316 Canopy Lane. (Allison Build, LLC)

Subject Property: 6316 Canopy Lane; legally described as Lot One (1), in Block Thirty-Five (35), of Oak Tree Blocks 30-35.

The applicant is requesting a variance to Section 22.5.1 (A) Base Standards-rear yard setback: which requires a 20-foot rear yard setback for properties in the "A" Single Family Dwelling District. The applicant is requesting to reduce the rear yard setback on the east side of the property to 10 feet.

Section 22.3.7(C) Variance Review Criteria states that a variance shall be granted upon an affirmative finding by the Board of Adjustment that all of the following exist:
(1) The application of the ordinance to the particular piece of property would create an unnecessary physical (not economic) hardship because the property cannot be used for an otherwise allowed use without coming into conflict with applicable site development standards.
(2) Such conditions are peculiar to the particular piece of property involved and are not a result of the owner's intentional action.
(3) Relief, if granted, would not cause substantial detriment to the public good, or impair the purposes and intent of the ordinance or the Edmond Plan.
(4) The variance desired shall not adversely affect the public health, safety or welfare or impair the purposes or intent of this Title or the Edmond Plan.
(5) The granting of the permit for the variance shall not adversely affect the rights of adjacent property owners or residents.
(6) The variance, if granted, would be the minimum necessary to alleviate the unnecessary hardship.

Steve Allison was present to represent the application. The Board found that the application met the above criteria and moved for approval.

Motion by Ronnie Williams, seconded by Brian Blundell, to approve. Motion carried by a vote of 4-0 as follows:

AYES: Members: Ronnie Williams, Brian Blundell, Luke Munson, and Chairperson Kay Bickham
NAYES: Members: None

The fourth item on the agenda was approval of the 2026 meeting dates for the Board of Adjustment.
The Edmond Board of Adjustment will hold eleven scheduled meetings on the first Monday of each month for 2026, except for September due to the Labor Day holiday. Special meetings can be scheduled as needed. Meetings will be held in the City Center Complex Council Chambers at 22 East Main Street.

The dates for 2026 are as follows:

01/05/2026
02/02/2026
03/02/2026
04/06/2026
05/04/2026
06/01/2026
07/06/2026
08/03/2026
10/05/2026
11/02/2026
12/07/2026

Motion by Brian Blundell, seconded by Ronnie Williams, to approve. Motion carried by a vote of 4-0 as follows:

AYES: Members: Brian Blundell, Ronnie Williams, Luke Munson, and Chairperson Kay Bickham
NAYES: Members: None

The fifth item on the agenda was Citizen Comments. There were no comments during this time.

The sixth item on the agenda was Comments from the Board of Adjustment Chair and Members. There were no comments during this time.

Motion by Brian Blundell, seconded by Ronnie Williams, to adjourn. Motion carried by a vote of 4-0 as follows:

AYES: Members: Brian Blundell, Ronnie Williams, Luke Munson, and Chairperson Kay Bickham
NAYS: Members: None

The meeting was adjourned at 5:41 p.m.

_____	_____
Kay Bickham, Chairperson	Ken Bryan
Edmond Board of Adjustment	Secretary

Board of Adjustment **3.**

Meeting Date: 03/02/2026

Ward :

Information

Item

Case No.VA26-00002; Public Hearing and Consideration of a variance to the side yard setback for the property located at 1300 Leawood Drive. (Adam Lee)

Attachments

VA26-00002

Office of the City Planner
PO Box 2970
Edmond, Oklahoma 73083-2970
(405) 359-4790
current.planning@edmondok.gov

TO: The Edmond Board of Adjustment

FROM: Kristi McCone, Principal Planner

DATE: March 2, 2026

RE: Case No.VA26-00002; Public Hearing and Consideration of a variance to the side yard setback for the property located at 1300 Leawood Drive. (Adam Lee)

Subject Property: 1300 Leawood Drive; legally described as Lot Ten (10), in Block Two (2) of Leawood Addition.

The applicant is requesting a variance to Section 22.06.040 (2)(a) Area Regulations-side yard setback: which requires a 20-foot side yard setback for properties in the "R-2" Urban Estate Dwelling District. The applicant is requesting to reduce the side yard setback on the north side of the property to five feet.

Section 22.3.7(C) Variance Review Criteria states that a variance shall be granted upon an affirmative finding by the Board of Adjustment that all of the following exist:

(1) The application of the ordinance to the particular piece of property would create an unnecessary physical (not economic) hardship because the property cannot be used for an otherwise allowed use without coming into conflict with applicable site development standards.

(2) Such conditions are peculiar to the particular piece of property involved and are not a result of the owner's intentional action.

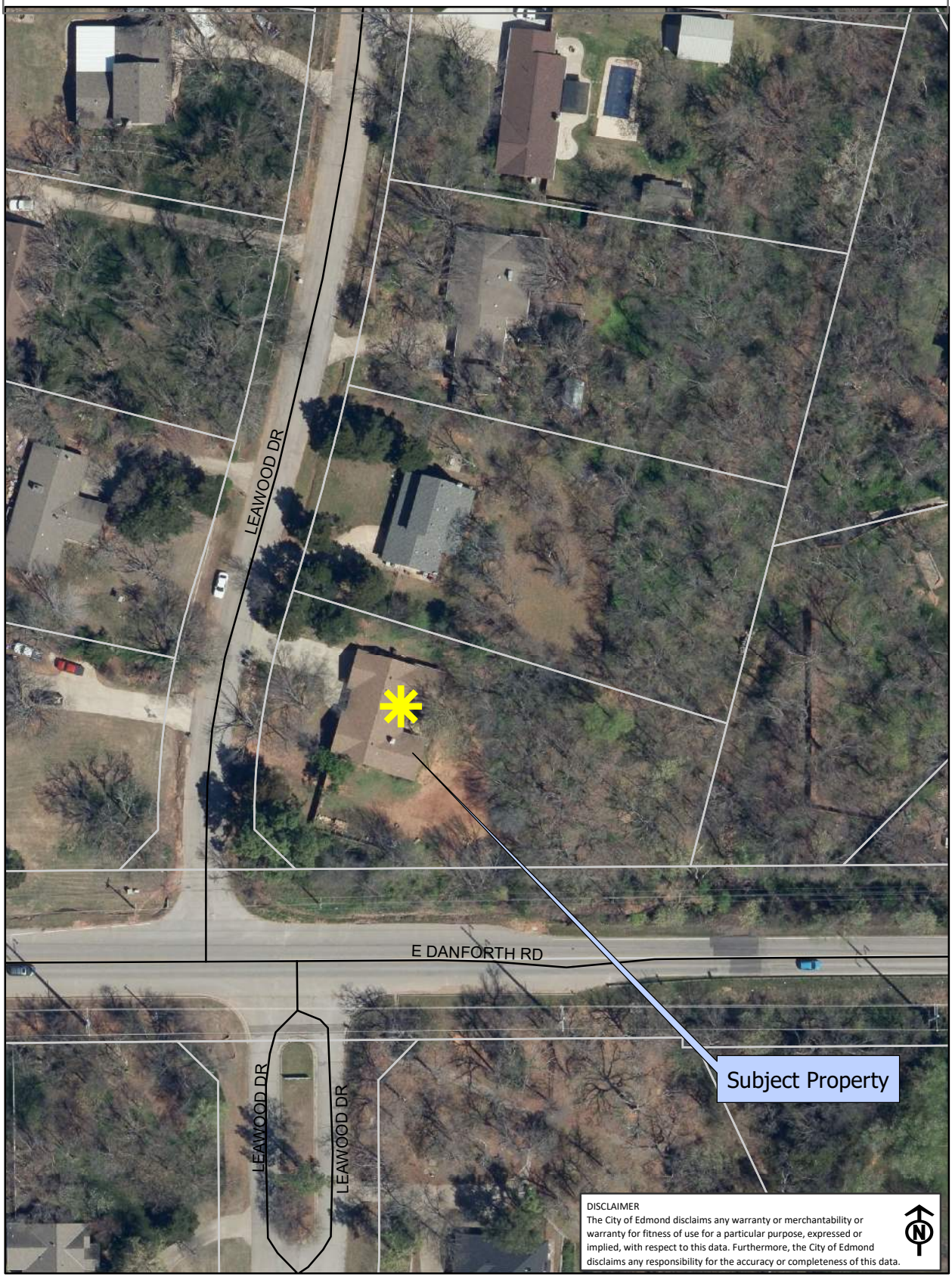
(3) Relief, if granted, would not cause substantial detriment to the public good, or impair the purposes and intent of the ordinance or the Edmond Plan.

(4) The variance desired shall not adversely affect the public health, safety or welfare or impair the purposes or intent of this Title or the Edmond Plan.

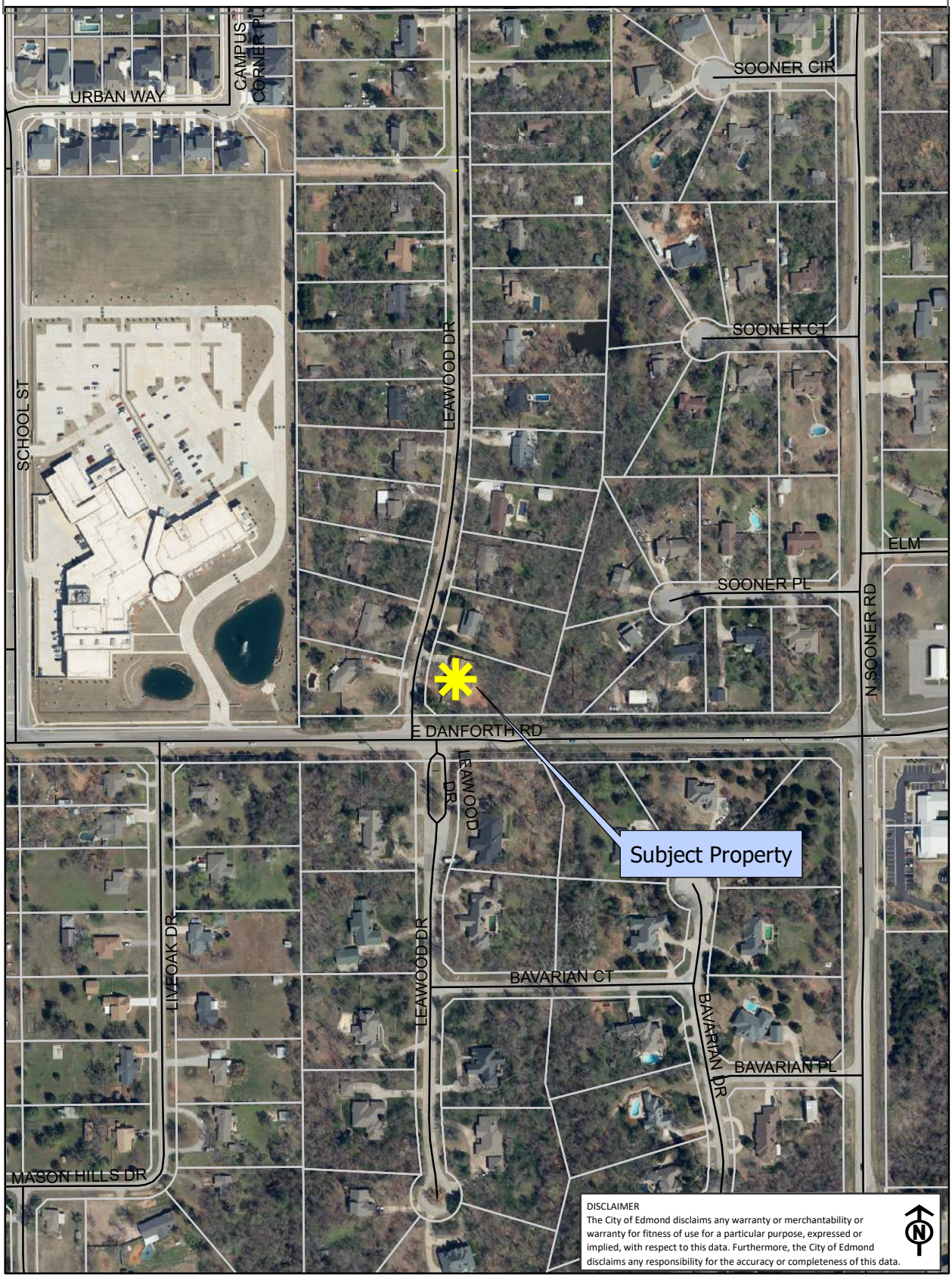
(5) The granting of the permit for the variance shall not adversely affect the rights of adjacent property owners or residents.

(6) The variance, if granted, would be the minimum necessary to alleviate the unnecessary hardship.

Location Map
1300 Leawood BOA
VA26-00002



Location Map
1300 Leawood BOA
VA26-00002



Board of Adjustment
Application for a Variance

APPLICANT INFORMATION

APPLICANT NAME: Adam Lee

APPLICANT ADDRESS: 1300 Leawood Dr.

APPLICANT PHONE [redacted]

APPLICANT EMAIL: [redacted]

PROPERTY OWNER INFORMATION (IF DIFFERENT THAN APPLICANT)

OWNER NAME: Adam & Christine Lee

OWNER ADDRESS: same

OWNER PHONE: same

OWNER EMAIL: same

REPRESENTATIVE INFORMATION (IF DIFFERENT THAN APPLICANT)

REPRESENTATIVE NAME:

REPRESENTATIVE ADDRESS:

REPRESENTATIVE PHONE:

REPRESENTATIVE EMAIL:

PROPERTY INFORMATION

PROPERTY ADDRESS: 1300 Leawood Dr.

PHYSICAL LOCATION DESCRIPTION: Lot TEN (10), Block TWO (2), LEAWOOD ADDITION

Board of Adjustment
Application for a Variance

Statement of Unnecessary Physical Hardship

All sections are required. Applicant is responsible for presenting their case to the Board of Adjustment and ensuring that their variance request meets the following requirements.

Variance Requested

[Please be specific, e.g. Reduce the side yard setback from 25 ft to 18 ft.]

Reduce the side yard setback to 5ft (from 20 ft)

Specific conditions that are applicable to the subject property. Clarify that these conditions are not a result of the owner's intentional action.

The lot contains several mature trees, some which appear to be 80-100 feet+ in height, along with established vegitation. Since purchasing the property 3 years ago, I have cleared smaller trees and underbrush to establish a habitable yard, and seeded with fescue and rye. I have preserved all major, mature trees that make up the bulk of the canopy and provide stability to the existing topography. I also have brought in dirt to improve grading without digging up existing dirt, and done so in a way that reinforced existing drainage patterns on the property. I have not taken any steps that have impacted the large, mature trees on the lot or that have impacted the major, prevailing drainage patterns.

The lot experiences significant drainage from westward and northward lots, conditions present before I purchased the property, and contains several large, mature trees, including native oak. Strict application of the side setback would dictate a build site that required damage or removal of mature trees and grading that materially impacts existing drainage patterns, all in an area of "High" priority for tree preservation according to the most recent Edmond Plan (see figure 7.6 on p. 52)

Describe how the variance, if granted, would not cause substantial detriment to the public health, safety or welfare, or impair the purposes and intent of the ordinance or the Edmond Plan.

The requested variance would would not only avoid substantial detriment--it would strongly advance the intent of the Edmond Plan and improve safety and welfare of the community relative to the necessary building site if no variance is granted. Specifically, Edmond Plan section 7.6 on Urban Forestry, which states "Development in these areas should limit disturbance to existing trees and forest ecosystems," goal GUT04 in section 7.7 which states "Edmond will use modern approaches to rain water management that are designed to capture rain as a valuable resource, improve water quality, and reduce erosion" and section 7.5 which states "Our streams and lakes are subject to the impacts of runoff from parking lots, roofs, lawns, roads, and other surfaces that concentrate contaminants...This program relies on multiple departments and encourages public participation to implement best management practices that ultimately help reduce pollutant runoff and improve water quality."

The reason for selecting this building site and size are due to my shared goals with the City of Edmond: I want to minimize impact to the canopy, and minimize more disruptive forms of earthwork that would increase erosion and sedimentation during storm runoff.

edmond
A GREAT PLACE TO GROW

Board of Adjustment
Application for a Variance

Describe how the variance, if granted, would not adversely affect the rights of adjacent property owners or residents.

I have communicated with my only neighbor I share a direct property line with, and the only neighbor to whom the structure would be clearly visible from their property. She expressed no adverse opinion about the project based on aesthetics or other rights. And, after consulting with a relative who is a realtor and concluding the proposed project would not negatively impact her property value, she told me she approved of the project.

Verify that the requested variance is the minimum necessary to alleviate the unnecessary hardship.

The proposed building site, and building size, has been selected based on the maximum footprint that could be accommodated in this general area of the lot without felling mature trees or significantly impacting the existing vegetation, forest ecosystem, and natural watershed.

If the variance were not to be granted, I would have to locate the building on a portion of the lot that would require substantial regrading to redirect heavy water flow. This grading would disturb vegetation and increase near-term erosion. It would also require grading in areas that would necessitate the felling of mature trees, or potentially cutting through mature trees root systems, risking the premature death of those trees.

If a lesser variance were granted, I would either have to partially pursue the higher impact work outline above, or I would be forced to build a building that is smaller than what is otherwise allowed on my property.

Compliance without a grant of variance, or with a lesser grant of variance, is not physically feasible without violating other adopted policy priorities outlined in the Edmond Plan.

Board of Adjustment
Application for a Variance

PROPERTY OWNER AUTHORIZATION/AFFIRMATION

STATE OF OKLAHOMA)
)§
COUNTY OF OKLAHOMA)

I, Adam Lee, affirm that the ownership list submitted as a part of this application contains the names and addresses of all owners of record of property which are within 300 feet (or greater, if required) of the property described in the attached exhibit.

AND, I further affirm and certify that I am the owner of the described property.

AND, I further affirm and certify that the included legal description accurately describes the subject property.

Owner's Signature: Adam Lee
Date: 1/5/26
Address: 1300 Leawood Dr. Edmond, OK 73034

(if applicable)
Representative's Signature: _____
Date: _____
Address: _____

NOTARY

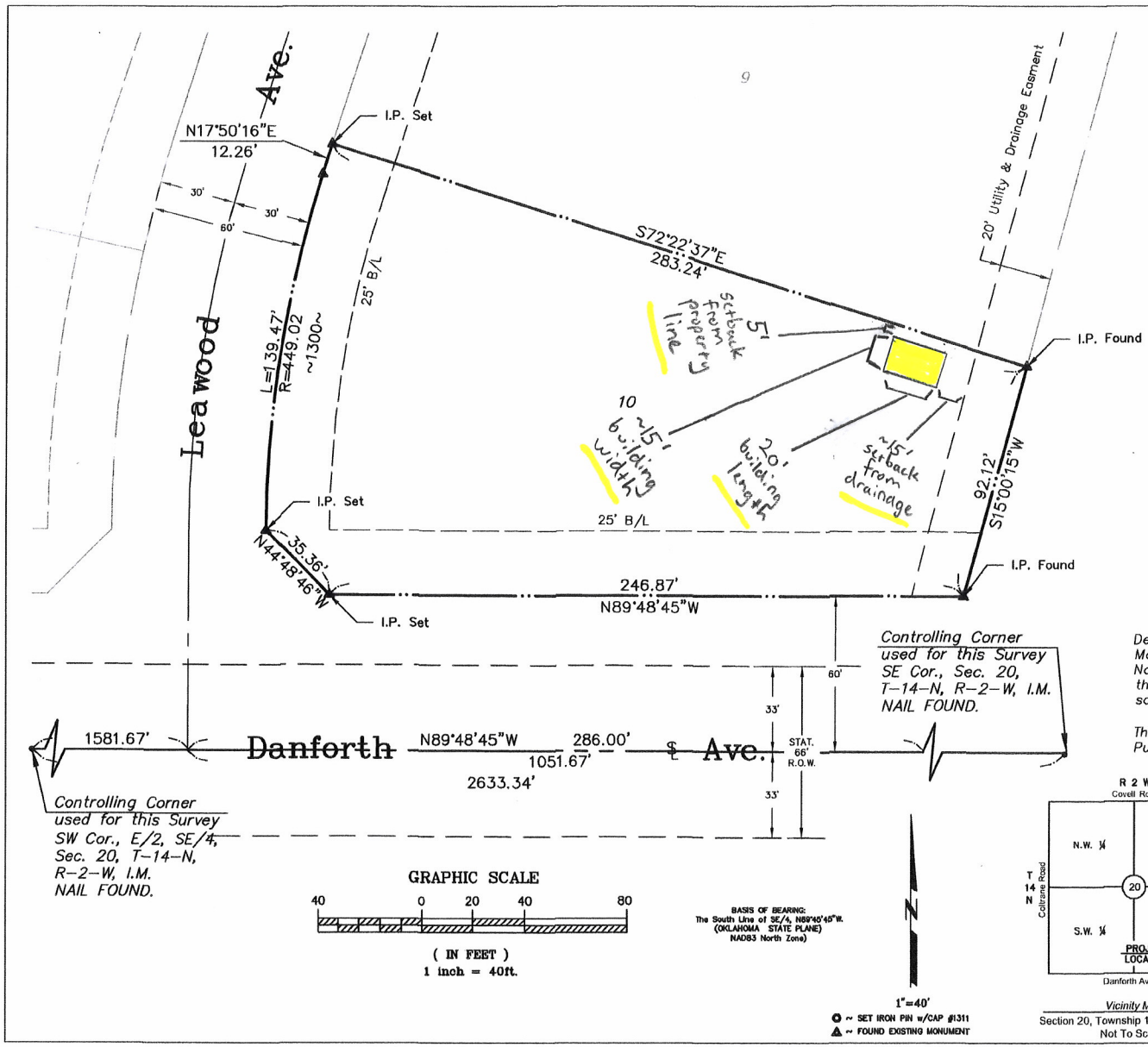
Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this 5th day of January, 2026, personally appeared Adam Lee, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

(SEAL)

S. TARANGO NOTARY PUBLIC STATE OF OKLAHOMA # 25013389 EXP. 11/20/29

My commission expires:

_____
Notary Public



LEGAL DESCRIPTION

A tract of land lying in the East Southeast Quarter (SE/4) of Section TWENTY (20), Township FOURTEEN (14) North, Range Two (2) West of the Indian Meridian, Edmond, Oklahoma County, Oklahoma, being more partucularly described as follows:

Lot TEN (10), Block TWO (2), LEAWOOD ADDITION to Edmond Oklahoma County as per the recoreded plat thereof.
AKA: 1300 Leawood Drive, Edmond, OK.

Containing 37,308.3158 Square Feet or 0.8564 Acres, more or less.
Subject to all easements, restrictions and covenants of record.

This property description was prepared on 11/09/2023 by Raymond Lee Prescott, IV, Licensed Prefessional Land Surveyor No. 1311.

This plat of survey meets the Oklahoma Minimum Standards for the practice of land surveying as adopted by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors.

NOTE: This survey was performed without the benefit of a Title Commitment.

Raymond Lee Prescott, IV, P.L.S.
#1311, CA #1046 PRESCOTT IV

Date of signature: 11/13/2023

Date of last site visit: 11/02/2023

Said described property is located within an area having a Zone Designation "Zone X" (Non-Shaded) by the Federal Emergency Management Agency (FEMA), on Flood Insurance Rate Map No. 40109C0070H, in Oklahoma County, State of Oklahoma, which is the current Flood Insurance Rate Map for the community in which said premises is situated.

The property has direct access to Leawood Avenue a dedicated Public Road serving as access.

PRESCOTT SURVEYING CO.
A PROFESSIONAL CORPORATION
P.O. Box 6033 ~ Edmond, Oklahoma 73083 ~ (405) 202-4043
CA# 1746 EXPIRATION: 6/30/2025

REV.	DESCRIPTION	BY	DATE

JOB NAME: Site Survey, 1300 Leawood Drive.
LOCATION: A part of the E/2 of the SE/4 of Sec. 20, T-14-N, R-2-W, of the I.M. Edmon d,Oklahoma County, OK.
DESCRIPTION: Lot 10, Block 2 of Leawood Add. NE Corner of Danforth & Leawood.

DRAWN BY: W.J. CHECKED BY: R.L.P.
SCALE: 1"=40'
DATE: 11/09/2023
JOB NUMBER
SHEET 1 of 1