



# **CITY OF NORMAN, OK CITY COUNCIL BUSINESS & COMMUNITY AFFAIRS COMMITTEE MEETING**

**Municipal Building, Executive Conference Room, 201 West Gray, Norman,  
OK 73069**

**Thursday, January 04, 2024 at 4:00 PM**

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## **MINUTES**

The City Council Business & Community Affairs Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 4<sup>th</sup> day of January, 2024, at 4:00 p.m. and notice of the agenda of the meeting were posted at the Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

### **CALL TO ORDER**

Acting Chairman Schueler called the meeting to order at 4:00 p.m.

### **MEMBERS PRESENT:**

Councilmember Ward 2 Lauren Schueler (Chair)  
Councilmember Ward 4 Helen Grant  
Councilmember Ward 5 Michael Nash

**ABSENT:** Councilmember Ward 8 Matthew Peacock

### **OTHERS PRESENT:**

Councilmember Ward 7 Stephen Holman  
Ms. Beth Muckala, Assistant City Attorney III  
Mr. Chris Mattingly, Utilities Director  
Mr. Darrel Pyle, City Manager  
Ms. Jane Hudson, Planning and Community Development Director  
Mr. Jason Olsen, Parks and Recreation Director  
Ms. Kathryn Walker, City Attorney  
Ms. Lisa Krieg, Community Development Block Grant /Grants Manager  
Mr. Scott Sturtz, Interim Public Works Director  
Ms. AshLynn Wilkerson, Assistant City Attorney I  
Ms. Shaakira Calnick, Internal Auditor  
Ms. Veronica Tracy, Recreations Manager  
Ms. Sandra Simeroth Administrative Tech. III

## **1. DISCUSSION REGARDING OPTIONS FOR PATTERN ZONING PROJECTS, INCLUDING POTENTIAL REQUESTS FOR PROPOSALS. (RFP)**

Ms. Jane Hudson, Planning and Community Development Director, discussed options for "Pattern Zoning" and possibly the release of a Request for Proposal (RFP). Pattern Zoning is a method of planning that utilizes the preapproved construction plans for the area. Discussion regarding the existing core area and possible extension to the west to 24<sup>th</sup> Avenue. There are a couple of routes Council could consider. One of those being a By-Right Administrative Approval of these plans. This would be a set of plans that has been reviewed and approved based on adopted building codes. This method creates in-fill opportunities and re-development of lots and is easy to adopt.

How to set up the RFP that will go out: Options could have a parcel by parcel review and have pre-approved plans or require a parcel/site review once plans are selected or approved design of a catalog. A catalog, plans typically fit the area, but still require a parcel site review once the applicant has selected the plans and easements have been reviewed. Talking with staff, with a catalog of plans some are not going to fit on some of the lots. With a parcel to parcel review, Staff will know the plans will fit on the lots, and still create options for development on a smaller scale. In the RFP areas included are zoned R-1, R-2, and R-3 and asked if Council wants to include duplexes and accessory dwelling units (ADU's). There is the Center City Form Base Code area and Historic Districts, which the Historic District would approve. The Central Norman Zoning Overlay Zone (CNZOD) is an overlay district it is requiring more than 4-bedrooms and obtain special use zoning, but if a set of plans that meets the goals are preapproved, it would be an automatic approval. Permits typically are completed in two days and sometimes in the same day.

Councilmembers would like the ADU's to be included and liked different options for different zoning districts and a parcel by parcel review with preapproved plans.

Ms. Hudson said moving past today she would like to get the RFP done as soon as possible and give the RFP thirty days to collect information.

Councilmembers agreed to move this item forward.

Items submitted for the record

1. Pattern Zoning outline.

## **2. Continued Discussion regarding operating policies for the Young Family Athletic Center (YFAC)**

Mr. Jason Olsen, Director of Parks and Recreation, presented photograph updates on the YFAC project and said, the City is working with the Trey Young family on an agreement to operate the retail space. The City rejected the deck work around the pools and working with the contractors to revise. Drainage and swirl patterns are not consistent, which helps with slippage and the issue of wet feet being cut. Staff proposed to remove all the concrete and replace it and the contractor has agreed to do that at no extra charge. The same thing in recreation pool area, contractors in this area will put tile in at their expense and the City will have to purchase the tile and it will give this small area added value and the tile will be around \$20,000. At the last meeting Council requested Staff update the policy on operating hours

## Item 2, continued

and how much time the public has to spend in the facility. Norman residents will have passive activities an average of 70 hours per week and 100 hours of open community time at no cost to the public. Passive times by definition are basic non program activities where someone can come and utilize the facility at leisure in non-programmed times. In addition, Staff is adding in another day of operations in order to be open seven days a week. He said if Council is in agreement and we can take this to the Park Board for approval.

Council requested Seniors/Veterans/Military/First Responders have a discount and this has been implemented for the annual passes for the individual and family passes. Scholarships were also added and will be implemented similar to the Westwood pool. Scholarships will be measured off the federal poverty level and would be the same standard that applies at Norman Public Schools.

Most of the agreements are signed with the exception of Sooner Swim Club. Currently, Staff has a verbal agreement and is waiting on signed agreement. Norman Public Schools and Adidas Store Contracts have been sent, Staff is waiting on signed documents to be returned. Youth basketball leagues are to start on January 15, 2024, the ribbon cutting ceremony is February 19, 2024, art dedication will be at 1 p.m. and ribbon cutting at 3 p.m. Open houses and demonstrations are scheduled for February 21, 2024, through March 1, 2024. YFAC is scheduled to open to the public on March 4, 2024. The City is still working on custom trap doors to hide electrical outlets. The pool area is not ready and Staff hope the pool areas will be open by March 4, 2024.

## **ADJOURNMENT**

The meeting adjourned at 4:56 p.m.