



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

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

Thursday, February 06, 2025 at 4:00 PM

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 6th day of February 2025, 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

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

PRESENT:

Councilmember Ward 2 Matthew Peacock (Chair)
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 8 Scott Dixon

ABSENT:

Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash

OTHERS PRESENT:

Councilmember Ward 7 Stephen Holman
Mr. Anthony Francisco, Director of Finance
Ms. Beth Muckala, Assistant Attorney III
Mr. Darrel Pyle, City Manager
Ms. Shannon Stevenson, Assistant City Manager
Mr. Jason Murphy, Stormwater Program Manager
Mr. Scott Sturtz, Director of Public Works
Ms. Lora Hoggart, Planning Services Manager
Ms. Shaakira Calnick, Internal Auditor
Ms. Whitney Kline, Administrative Technician IV
Mr. William Andres, Communications and Engagement Coordinator
Ms. Anaïs Starr, Planner II
Ms. Kathryn Walker, Center for Economic Development Law
Mr. Dan Schemm, President and CEO of Visit Norman
Ms. Sandra Simeroth, Administrative Technician IV

AGENDA ITEMS

1. CONTINUED DISCUSSION REGARDING CREATION OF A TAX INCREMENT FINANCE (TIF) MASTER PLAN TO INCLUDE A TIF FOR SOUTH NORMAN.

Ms. Kathryn Walker, Center for Economic Development Law, provided an overview of prior TIF discussions and stated that potential South Norman TIF boundaries had been studied. The proposed TIF districts had been combined where boundaries were adjacent to streamline administration and maximize increment potential.

Ms. Walker reviewed potential project areas and increment districts to support infrastructure and economic development. The proposed district would focus on infrastructure and redevelopment along key corridors. Discussed statutory process for TIF creation, including eligibility criteria, increment district boundaries, and financing mechanisms. Stressed the need to “make sure the project plan meets all the eligibility criteria and benefits the broader community. She also, presented estimated timelines and emphasized the need for public engagement.

Mr. Darrel Pyle, City Manager, stated the TIF needs to support the infrastructure and invest these dollars to go into the ground, roads, drainage, utilities; the things that will support long-term growth and improve quality of life for residents.”

Mr. Anthony Francisco, Director of Finance, said from the General fund sales tax perspective you do not want to capture sales tax into a TIF if you know that an area is already going to be developed. A TIF is to encourage development where it would otherwise not occur. He said TIF's can be used for spurring development and emphasize the importance of protecting the General Fund.

Ms. Walker said you always want to encourage additional development within the TIF. It is a balancing act, and a policy question and Council wants to be very careful particularly as to protect the general fund. When starting a project in a TIF you must have revenue to support it or otherwise it is just going to sit there.

Chairman Peacock said he thinks Ms. Walker's approach would be beneficial. Figure out what the potential projects are, the cost of those projects, and see how much increment tax we would have to collect to identify things as priorities.

Item 2

DISCUSSION: PRE-APPROVED RESIDENTIAL DESIGN CATALOG

Ms. Lora Hoggart, Planning Services Manager, said this is a voluntary program and is set up to be a housing supply tool and not an affordability tool. The design catalog has a set of plans that have already been reviewed and approved by our Building Department, so if a builder picks one of those, the permit can move much faster. The catalog would include multiple housing types, and we are also looking at adding accessory dwelling unit options to help with affordability. The catalog would be used as a tool to streamline permitting, reduce costs, and encourage high-quality housing development.

Item 2, continued.

The benefits would be cost savings for residents; shortened review times for catalog-approved plans; increased housing variety and affordability; and improved architectural consistency. Staff discussed how plans would be selected, vetted for code compliance, and made available to builders. Increase architectural variety while ensuring compliance with building codes. Staff thought about the use of incentives for builders, with possible permit fee reductions or expedited approvals for using catalog designs developed by professional architects and vetted before inclusion.

Councilmembers recommended incorporating small home and ADU designs to address affordability and infill housing goals. Questions on how often the catalog would be refreshed to meet evolving building codes and community standards. Pilot approach: Interest in launching the program in select neighborhoods to gauge effectiveness before citywide expansion.

Ms. Hoggatt said Staff is working a RFP for Pattern Zoning/Preapproved plans using new zoning code. Staff's goals are to have Pattern Zoning/pre-approved plans in place and available for public use by summer/fall of 2027.

Mr. Pyle said this was what we were talking about when Council started talking about updating the Comprehensive Land Use Plan. Staff have been instrumental in walking through this process and successful with the Pro Grant fund. Staff wants this to be all encompassing with our master plan documents to be updated. The Pro Grant allows the City to go forward without having to compete with other capital needs. Staff appreciate Council's willingness to proceed with this project.

Councilmembers congratulate staff on securing the Pro Grant fund and agree to move forward.

ADJOURNMENT

Meeting Adjourned at 4:48 p.m.