



CITY OF NORMAN, OK

FLOODPLAIN PERMIT COMMITTEE MEETING

Development Center, Conference Room B, 225 N. Webster Avenue,
Norman, OK 73069

Monday, October 21, 2024 at 3:30 PM

MINUTES

The Floodplain Permit Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on the 21st day of October, 2024, at 3:30 p.m., and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, Development Center at 225 N. Webster and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

The meeting was called to order by Mr. Sturtz at 3:30 p.m. Roll was called and 1 member was absent, Jane Hudson. Others in attendance included, Todd McLellan, Capital Projects Manager; Jason Murphy, Stormwater Program Manager; Kim Freeman, Staff; Gary Keen, Keen Engineering; Mary Eva Cook, Resident; Diana Broms, Resident; Donnie Broms, Resident; Cindee Pichot, Resident; Holly Hawk, Resident; Charles Keeling, Resident; Hunter Thompson, SH Renovations; C. Glass, Resident; Uwem Ekpenyong, Urban James Engineering.

MINUTES

1. Approval of minutes from the September 3, 2024 meeting

Mr. Sturtz asked for any comments on the minutes from the meeting of September 3, 2024. Mr. Sturtz asked for a spelling correction on page 5. The motion was made by Mr. Scanlon and seconded by Ms. Stansel. The minutes were approved 6-0.

ACTION ITEMS

2. Floodplain Permit No. 702

Mr. Sturtz said the Application for Permit 702 is for the proposed elevation of a residential structure in the floodway of a tributary to Bishop Creek. Mr. Sturtz said the Applicant is Jobin Cherian and the Engineer is Urban James Engineering, Uwem Ekpenyong P.E.

Mr. Murphy presented the staff report and reviewed plans and aerial maps of the project location provided to members in their packets.

Mr. Murphy confirmed all ordinance requirements have been met and said staff recommends Floodplain Permit Application No. 702 be approved with the following condition:

- Elevation Certificate provided for the residential structure prior to final acceptance. Elevation of electrical and mechanical components should also be provided and verified by staff. Staff will also confirm that flood venting meets requirements of the ordinance.

Mr. Sturtz called for any questions or comments from the committee. The committee discussed the missing design plans for stairs and a deck to the elevated structure. The committee discussed postponing the application until design plans can be submitted for review.

Mr. Scanlon motioned to postpone Permit 702 until the November 4th meeting. Ms. Stansel seconded the motion. The committee voted to postpone the application 6-0.

3. Floodplain Permit No. 703

Mr. Sturtz said the Application for Permit 703 is for the construction of a patio and replacement of a fence at 3124 Meadow Ave. in the Canadian River floodplain. Mr. Sturtz said the Applicant is Holly Hawk and the Engineer is Gary Keen, P.E.

Mr. Murphy presented the staff report and reviewed plans and aerial maps of the project location provided to members in their packets.

Mr. Murphy confirmed all ordinance requirements have been met and said staff recommends Floodplain Permit Application No. 703 be approved with the following recommendation:

- Photos should be taken before work is started, and during soil removal process, as well as post construction. These photos should be submitted to City staff to help verify that the work was done in accordance with the application.

Mr. Sturtz called for any comments from the Applicant. Holly Hawk, Applicant, discussed wanting to come into compliance anyway the committee says she should.

Mr. Sturtz called for any comments or questions from the committee. Ms. Hoggatt reminded the applicant they still need a permit for the paving.

Mr. Sturtz called for any comments from the Public. Donnie Broms, Resident, shared his concerns about the patio with the committee and discussed elevations of the patio with Mr. Keen.

The committee discussed the items included in the application and determined the plants can remain. The committee discussed amending the conditions to include post construction elevation.

The committee reviewed the modified conditions:

- Photos should be taken before work is started, and during soil removal process, as well as post construction. These photos should be submitted to City staff to help verify that the work was done in accordance with the application.
- Elevations be provided post removal to indicate that 2 inches have been removed.
- The fence will be modified and the edging removed.

Mr. Scanlon made a motion to approve Permit 703 with modified conditions. Ms. Hoggatt seconded the motion. The committee voted to approve the application 6-0.

4. Floodplain Permit No. 704

Mr. Sturtz said the Application for Permit 704 is for the construction of a patio and installation of a fence at 3126 Meadow Ave. in the Canadian River floodplain. Mr. Sturtz said the Applicant is Cynthia Pichot and the Engineer is Gary Keen, P.E.

Mr. Murphy presented the staff report and reviewed plans and aerial maps of the project location provided to members in their packets.

Mr. Murphy confirmed all ordinance requirements have been met and said staff recommends Floodplain Permit Application No. 704 be approved with the following recommendation:

- Images should be taken before any work is started and after work has completed to help City staff verify that the work was done in accordance with the proposal.

Mr. Sturtz asked Mr. Keen for any additional comments. Mr. Keen discussed lowering the edging.

Mr. Sturtz called for any questions from the committee. Hearing none, Mr. Sturtz asked for any comments from the Public. Mr. Broms discussed with the committee and Mr. Keen, a drain that routes water from the roofs of 3124 and 3122 that is no longer working and inquired if a permit is required to move the drain.

Mr. Scanlon made a motion to approve Permit 704 with staff recommendations. Mr. Danner seconded the motion. The committee voted to approve the application 6-0.

5. Floodplain Permit No. 705

Mr. Sturtz said the Application for Permit 705 is for proposed elevation of a residential structure and the installation of a fence in the floodway of Imhoff Creek. Mr. Sturtz said the Applicant is Swift Acquisition Partners, the Builder is SH Renovations and the Engineer is Urban James Engineering, Uwem Ekpenyong P.E.

Mr. Murphy presented the staff report and reviewed plans and aerial maps of the project location provided to members in their packets.

Mr. Murphy confirmed all ordinance requirements have been met and said staff recommends Floodplain Permit Application No. 705 be approved with the following recommendations:

- Elevation Certificate provided for the residential structure prior to final acceptance. Elevation of electrical and mechanical components should also be provided and verified by staff.
- As built drawings need to be provided to verify compensatory storage area requirements have been met for either alternative. Staff will also confirm that flood venting meets requirements of the ordinance.

Mr. Sturtz called for any comments from the Builder. Hunter Thompson, SH Renovations, said he is happy to answer any questions from the committee.

Mr. Sturtz called for any questions from the committee. The committee discussed the floodway section of the ordinance and increasing the useable area in the floodway.

Mr. Scanlon made a motion to postpone Permit 705. Ms. Stansel seconded the motion.

Mr. Thompson asked for the alternative plan to be considered. The committee and Mr. Thompson discussed the material used for the stairs and the landing being slightly larger to meet ADA compliance. Mr. Thompson offered to change the material of the stairs to open flow using the alternative plan.

Mr. Scanlon withdrew his motion to postpone Permit 705. Ms. Stansel withdrew her second to postpone.

Mr. Scanlon made a motion to approve Permit 705 with the modifications discussed.

The committee discussed the pond in the backyard.

The committee reviewed the modified conditions:

- Stair deck size using the alternative plan constructed out of wood or steel to allow open flow through access.
- Recalculate the size of the swell.
- Provide as built drawings to verify compensatory storage area requirements.

Ms. Stansel seconded the motion. The committee voted to approve the application 6-0.

6. Floodplain Permit No. 706

Mr. Sturtz said the Application for Permit 706 is for the installation of a generator for a cellular tower located at 3199 S. Berry Road in the Imhoff Creek floodplain. Mr. Sturtz said the Applicant is Sherry Duff, the Builder is CA Bass Ventures, LLC and the Engineer is Benchmark Services, Inc.

Mr. Murphy presented the staff report and reviewed plans and aerial maps of the project location provided to members in their packets.

Mr. Murphy confirmed all ordinance requirements have been met and said staff recommends Floodplain Permit Application No. 706 be approved with the following recommendation:

- Elevation certificate be required for the top of the steel platform prior to final acceptance.

Mr. Sturtz called for any questions or comments from the committee.

C. Glass, Resident, asked for more clarification on the plans for the generator. Ms. Glass and the committee discussed her property and Imhoff Creek.

Mr. Scanlon made a motion to approve Permit 706 with staff recommendations. Mr. Danner seconded the motion. The committee voted to approve the application 6-0

MISCELLANEOUS COMMENTS

Mr. Sturtz asked for any miscellaneous comments.

ADJOURNMENT

Mr. Scanlon motioned to adjourn. Mr. Sturtz adjourned the meeting at 4:56 p.m.

Passed and approved this 4th day of NOVEMBER, 2024



City of Norman Floodplain Administrator, Scott Sturtz