



# CITY OF NORMAN, OK CITY COUNCIL COMMUNITY PLANNING & TRANSPORTATION COMMITTEE MEETING

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

Thursday, August 24, 2023 at 4:00 PM

## MINUTES

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5446, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

### CALL TO ORDER

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

### PRESENT

Councilmember Ward 2 Lauren Schueler  
Councilmember Ward 7 Stephen Holman, Chair  
Councilmember Ward 8 Matthew Peacock

### ABSENT

None

### OTHERS PRESENT:

Councilmember Ward 4 Helen Grant  
Councilmember Ward 5 Nash  
Mr. Cameron Brewer, Business Development Officer of T-Bank  
Ms. Lora Hoggatt, Planning Services Manager  
Ms. Jane Hudson, Director of Planning and Community Development  
Mr. Taylor Johnson, Transit and Parking Program Manager  
Ms. Beth Muckala, Assistant City Attorney  
Mr. Shawn O'Leary, Director of Public Works  
Mr. Jessie Rush, Assistant Director of Operations, EMBARK  
Ms. Anais Starr, Planner II  
Mr. Scott Sturtz, City Engineer  
Ms. Kathryn Walker, City Attorney

## AGENDA ITEMS

### 1. PUBLIC TRANSIT REPORT INCLUDING SERVICE CHANGES.

Mr. Taylor Johnson, Transit and Parking Program Manager, said the fixed route service transported 28,492 passengers in June 2023, compared to 22,732 in June 2022. The daily average ridership was 1,167 and there were 939 passengers with bicycles and 309 passengers with wheelchairs or other mobility devices transported in June. He said ridership is surpassing pre-pandemic levels.

The paratransit service transported 1,843 passengers in June 2023, compared to 2,110 in June 2022. Average daily ridership was 71, an increase of 12.49% compared to 71 in June 2022.

Saturday service totaled 92 in June 2023, a 6.98% increase over 86 in June 2022.

The fixed route service transported 28,263 passengers in July 2023, compared to 18,906 in July 2022. The daily average ridership was 1,134 and there were 903 passengers with bicycles and 321 passengers with wheelchairs or other mobility devices transported in July.

The paratransit service transported 1,863 passengers in July 2023, compared to 1,791 in July 2022. Average daily ridership was 75, an increase of 4.69% compared to 72 in July 2022.

Saturday service totaled 129 in July 2023, a 19.44% increase over 108 in July 2022.

Mr. Johnson said Staff continues to work closely with the contractor regarding renovation of 320 East Comanche Street into a City Transit Center. He said asbestos has been removed from inside the building so contractors are now working on the interior and outside exterior work is progressing well. He said work on the project during June and July included masonry; interior framing; finalizing internal framing; framing, mechanical, electrical, and plumbing rough-in and inspections; electrical service change over; concrete sidewalk completion; hear and air unit delivery and install; steel delivery and welding; and column removal. He said the ribbon cutting ceremony is being planned for October 13, 2023, and a start of service using the facility is October 16, 2023.

On December 13, 2022, Council approved a resolution to alter bus routes and transit bus services as recommended in the Go Norman Transit Plan to take effect in October 2023. Implementing the newly approved changes included changes to bus stops, signage, and advertising as well as operator training. These route changes are planned to go into effect on October 16, 2023, aligning with the opening of the new Transit Center.

Item 1, continued:

On April 12, 2023, Council approved a grant application to the Federal Transit Administration's (FTA) Bus and Bus Facilities and Low-or No-Emissions Grants to purchase six Compressed Natural Gas (CNG) cutaway buses for fleet replacement. Staff is researching project opportunities for the various Association of Central Oklahoma Governments (ACOG) air quality grants that will be available over the next few months. Mr. Johnson said Staff will continue to research eligible grants to support existing operations, vehicle needs, and future improvements.

The Request for Proposal's (RFPs) for turnkey microtransit service were received on May 5, 2023. The new service proposes to offer service Monday through Saturday from 6:00 a.m. to 12:00 a.m. or 7:00 a.m. to 1:00 a.m. as well as on Sunday from 10:00 a.m. to 6:00 p.m. The proposal from Via Transportation was determined to be the best suited to the needs of Norman and a contract was approved by Council on June 27, 2023. Following interest from the University of Oklahoma (OU), both a proposed contract with OU and a companion amendment to the existing contract with Via Transportation has been drafted to expand this program to include OU's SafeRide Program.

Mr. Johnson said two new electric busses are now in service and the City is anticipating more vehicles in August. He said the City has been able to replace 22 out of 28 aging vehicles through grant funding and thanked Council for their support with matching funds. Chairman Holman said Staff has done a tremendous job of obtaining grants for new busses.

Mr. Johnson said the Fleet Maintenance Division continues to ensure the transit fleet is in operational condition each morning, despite the age of the vehicles. The maintenance includes fueling, cleaning, and sanitizing each transit vehicle daily.

Councilmembers thanked Staff for the update.

Items submitted for the record

1. Memorandum dated August 24, 2023, from Taylor Johnson, Transit and Parking Program Manager, through Shawn O'Leary, P.E., CFM, Director of Public Works, to Council Community Planning and Transportation Committee
2. EMBARK Norman Performance Report for June and July 2023

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2. DISCUSSION REGARDING THE JOHNSON AND JOHNSON ANALYSIS UPDATE ON INFRASTRUCTURE WITHIN THE CENTER CITY TAX INCREMENT FINANCE DISTRICT.

Mr. Scott Sturtz, City Engineer, said Center City Planning began with the Norman City Center Vision in 2014 where citizens were invited to help develop a vision and plan for future development. The Steering Committee held 13 meetings between March 2014 and June 2016, with a public charrette held May 12, May 14, and May 16, 2014, and several other public meetings were held after the charrette.

Item 2, continued:

The Center City Form Based Code (CCFBC) was adopted May 23, 2017, updated July 23, 2019, and again on June 14, 2022, establishing criteria for development. Mr. Sturtz said simultaneous to the CCFBC, Staff recognized that public infrastructure improvements were necessary to support redevelopment. To fund these improvements, the Center City Tax Increment Finance District (CCTIF) was adopted on December 19, 2017, for a term of 25 years on increased ad valorem taxes and included a project plan.

In April 2017, Johnson and Associates completed the Center City Infrastructure Analysis and Center City areas were divided into sectors for consideration and each sector was analyzed for improvements. The total cost of improvements were estimated to be \$44,002,509 in 2017.

Recently, Council requested Staff explore an update to the Infrastructure Analysis and Johnson and Associates submitted a proposal to include priority improvements matrix, updated cost estimates, updated street sections, street condition, and rating map for a fee of \$75,000. Mr. Sturtz said as far as the street rating map, the City already has the Pavement Management System that evaluates and ranks roadways and Staff conducted a citywide evaluation and ranking of alleys. He said Johnson and Associates agreed to update the scope of the analysis to include priority improvements matrix; updated cost estimates; and updated sector maps for \$50,000. He said if Committee members approve of the new scope and fee, Staff would bring the proposal to full Council for consideration.

Mr. Sturtz said the CCTIF currently has \$2,300,000 and projects can be prioritized by selecting locations that contributed funding then move forward basing projects on need. He said options include bringing a contract forward to City Council; continuing to allow CCTIF funding to accrue; providing project rankings as requests or needs are made; allowing \$100,000 in FYE 2023 Capital Funds to roll to FYE 2024 if the update is not needed; and continuing the CCTIF Special Revenue Fund in FYE 2024.

Councilmember Peacock said during the Council Retreat, there was discussion regarding a component for Urban Design and Implementation Plan and asked if Staff had discussed that with Johnson and Associates. He said a portion of the \$100,000 budgeted for the analysis was intended to be used for this Implementation Plan. Mr. Sturtz said that was not discussed for the scoping, but he can request that. Councilmember Peacock said a critical component of the Infrastructure Analysis is the urban design piece so he would like to see information on that piece from Johnson and Associates.

Councilmember Schueler agreed with Councilmember Peacock and said there are many elements to the Infrastructure Analysis and the City needs to get it right the first time.

Mr. Sturtz said a lot of the design information Councilmembers are talking about are included in the Center City Form Based Code (CCFBC).



Item 2, continued:

Mr. Cameron Brewer, Business Development Officer of T-Bank, said the infrastructure analysis needs to be broken down block by block to decide how the street sections will actually look like at the street level and what specific elements need to be designed into the block. He said the implementation side is prioritization of what the CCFBC is trying to achieve thinking through priority streets in order to show developers what the vision could be for each street. He said there has been discussion regarding James Garner Avenue design and University Boulevard as a premier connector between Main Street and Campus Corner. He said Johnson and Associates have a full urban design team so this would be a perfect extension to their scope.

Mr. Sturtz said this is something he was not aware of, but thinks that what Councilmember Peacock and Mr. Brewer are describing is going to be much more detailed and adding that to the scope could cost more than the budget of \$100,000. He is not sure every street could be studied to decide what that street should look like until the City knows what is being developed. He would have to look at it more, understand it more, and talk with Johnson and Associates about this proposal. Mr. Brewer said Staff could look at the Code for each street to determine what development would look like based on that Code. He said CCFBC funds can be allocated for administrative purposes and the Infrastructure Analysis including urban design could be the Master Plan for Center City and is worth spending additional funds.

Councilmember Peacock said the City needs to put more money in areas that will generate more investment and that can be partially done with the ranking of streets, but it is not the full picture so urban design would be another data point used when making decisions.

Councilmember Grant suggested a sliding scale ranking and possibly creating equity for affordable housing.

Chairman Holman said Councilmembers would like a more detailed scope or discussion with Johnson and Associates about what a street level detail would look like given their expertise as well as costs for a more detailed scope.

Items submitted for the record

1. PowerPoint presentation entitled, "Center City Form Based Code Infrastructure Committee," dated August 24, 2023

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## ADJOURNMENT

The meeting was adjourned at 4:38 p.m.

ATTEST:

  
City Clerk



  
Mayor