



CITY OF NORMAN, OK
FLOODPLAIN PERMIT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Monday, January 06, 2025 at 3:30 PM

AGENDA

The Floodplain Permit Committee of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in Conference Room B at the Development Center, on Monday, January 06, 2025 at 3:30 PM 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.

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 call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

ROLL CALL

MINUTES

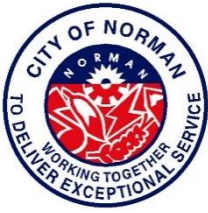
1. Approval of Minutes from the November 4, 2024 meeting.

ACTION ITEMS

2. **Floodplain Permit Application No. 709** - This permit application is for the proposed installation of a deck and pergula at 3105 Millbury Rd. in the floodplain of Woodcrest Creek.

MISCELLANEOUS COMMENTS

ADJOURNMENT



CITY OF NORMAN, OK FLOODPLAIN PERMIT COMMITTEE MEETING

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

Monday, November 4, 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 4th day of November, 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 3:31 p.m. Roll was called and 2 members were absent, Tim Miles and Sherri Stansel. Others in attendance included, Todd McLellan, Capital Projects Manager; Jason Murphy, Stormwater Program Manager; Amy Shepard, Staff; Uwem Ekpenyong, Urban James Engineering.

MINUTES

1. Approval of minutes from the October 21, 2024 meeting

Mr. Sturtz asked for any comments on the minutes from the meeting of October 21, 2024. The motion was made by Mr. Scanlon and seconded by Mr. Danner. The minutes were approved 5-0.

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 this permit was postponed from the October 21st, 2024 meeting. 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 conditions:

- 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.
- Survey elevations taken of compensatory storage before construction and as-built drawings with elevations taken after to confirm volume should be provided to Staff.

Mr. Sturtz asked the Engineer if he had any comments. Uwem Ekpenyong, Urban James Engineering, said he is available to answer any questions the committee has.

Mr. Sturtz asked for any questions or comments from the committee. The committee discussed with Mr. Ekpenyong designs for venting and the requirements for a Building permit.

Mr. Sturtz called for any comments from the public. Mr. Danner motioned to approve Permit 702. Mr. Scanlon seconded the motion. The committee voted to approve the application 5-0.

MISCELLANEOUS COMMENTS

Mr. Sturtz asked for any miscellaneous comments.

ADJOURNMENT

Ms. Hudson motioned to adjourn. Mr. Danner seconded the motion. Mr. Sturtz adjourned the meeting at 3:41 p.m.

Passed and approved this _____ day of _____, 2024

City of Norman Floodplain Administrator, Scott Sturtz

STAFF REPORT

01/06/2025

PERMIT NO. 709

ITEM: This Floodplain Permit Application is for the proposed installation of a deck with pergola and fireplace at 3105 Millbury Rd. in the Woodcrest Creek Floodplain.

BACKGROUND:

APPLICANT: Randy and Holly Bristol
ENGINEER: Jim Speck PE, PLS, CFedS

The applicant is requesting a permit to install a deck on the rear of the existing residential dwelling. The deck will consist of a pergola and a masonry fireplace. While the residential structure is not in the floodplain, the entire backyard of the property is located in the 100 year floodplain. Plans indicate that material will be excavated from the area directly adjacent to the existing residential structure and extend westward into the yard underneath the area will the deck will be installed, as seen on the attached plans. The applicant’s engineer as provided calculations for all material to be installed below the BFE and has indicated that a total volume of 5.2 CY of fill be used to complete the project and that amount or greater of compensatory storage will be provided.

STAFF ANALYSIS:

Site located in Little River Basin or its Tributaries? Yes No

According to the latest FIRM, the site of the proposed work is located in the Woodcrest Creek (Trib of Rock Creek) Floodplain (Zone AE). At the proposed site, the BFE is 1134.5’.

Applicable Ordinance Sections:	Subject Area:
36-533	(e)2(a)..... Fill restrictions
	(e)2(e)..... Compensatory storage
	(f)(3)(8) No rise considerations

(e)2(a) and (e)2(e) Fill Restrictions in the Floodplain and Compensatory Storage – Fill is restricted because storage capacity is removed from floodplains, natural drainage patterns are adversely altered, and erosion problems can develop. Compensatory storage must be provided within the general location of any storage that is displaced by fill or other development activity and must serve the equivalent hydrologic function as the portion which is displaced with respect to the area and elevation of the floodplain.

The applicant has indicated that 5.2 cubic yards of volume will be occupied by the material for the deck and fireplace (the pergola will be installed above the BFE). The plans indicated that 5.2 or greater cubic yards of material will be removed to create compensatory storage.

(f)3(a)(8) No Rise Considerations – For proposed development within any flood hazard area (except for those designated as regulatory floodways), certification that a rise of no more than 0.05 ft. will occur in the BFE on any adjacent property as a result of the proposed work is required. For proposed development within a designated regulatory floodway, certification that no increase in the BFE on any adjacent property as a result of the proposed work is required.

The project engineer has submitted a No Rise statement and floodplain analysis report indicating that this project will not cause a rise in the BFE at this location, meeting the ordinance requirements.

RECOMMENDATION: Staff recommends Floodplain Permit Application #709 be approved with the following condition:

1. The applicant shall provide evidence that appropriate compensatory storage has been provided.

ACTION TAKEN: _____

3105 Millbury Rd.

Item 2.



City of Norman
Floodplain Permit
Application

Floodplain Permit No. 709

Building Permit No. _____

Date 1/6/2025

FLOODPLAIN PERMIT APPLICATION
(\$100.00 Application Fee Required)

SECTION 1: GENERAL PROVISIONS (APPLICANT to read and sign):

1. No work may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Occupancy is issued.
5. The permit will expire if no work is commenced within 2 years of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements and must be included with this floodplain permit application.
7. Applicant hereby gives consent to the City of Norman or his/her representative to access the property to make reasonable inspections required to verify compliance.
8. The following floodplain modifications require approval by the City Council:
 - (a) A modification of the floodplain that results in a change of ten percent (10%) or more in the width of the floodplain.
 - (b) The construction of a pond with a water surface area of 5 acres or more.
 - (c) Any modifications of the stream banks or flow line within the area that would be regulatory floodway whether or not that channel has a regulatory floodplain, unless the work is being done by the City of Norman staff as part of a routine maintenance activity.
9. All supporting documentation required by this application is required along with the permit fee by the submittal deadline. Late or incomplete applications will not be accepted.
10. I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

SECTION 2: PROPOSED DEVELOPMENT (To be completed by APPLICANT.)

APPLICANT: _____ ADDRESS: _____

TELEPHONE: _____ SIGNATURE: _____

BUILDER: _____ ADDRESS: _____

TELEPHONE: _____ SIGNATURE: _____

ENGINEER: Jim Speck ADDRESS: 8500 Bethel Road

TELEPHONE: 405-964-2910 SIGNATURE: 

PROJECT LOCATION

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, subdivision addition, lot number or legal description (attach) and, outside urban areas, the distance to the nearest intersecting road or well known landmark. A sketch attached to this application showing the project location would be helpful.

Lot 5, Block 6, Vineyard Phase II (3105 Millbury Road)

DESCRIPTION OF WORK (Check all applicable boxes):

A. STRUCTURAL DEVELOPMENT

ACTIVITY

STRUCTURE TYPE

- | | |
|---|---|
| <input checked="" type="checkbox"/> New Structure | <input checked="" type="checkbox"/> Residential (1-4 Family) |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Residential (More than 4 Family) |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Non-Residential (Flood proofing? <input type="checkbox"/> Yes) |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Combined Use (Residential & Commercial) |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Manufactured (Mobile) Home |
| <input type="checkbox"/> Replacement | <input type="checkbox"/> In Manufactured Home Park? <input type="checkbox"/> Yes |

ESTIMATED COST OF PROJECT \$_____ Work that involves substantial damage/substantial improvement requires detailed cost estimates and an appraisal of the structure that is being improved.

B. OTHER DEVELOPMENT ACTIVITIES:

- Fill Mining Drilling Grading
- Excavation (Beyond the minimum for Structural Development)
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Work) Road, Street or Bridge Construction
- Subdivision (New or Expansion) Individual Water or Sewer System

In addition to items A. and B. provide a complete and detailed description of proposed work (failure to provide this item will be cause for the application to be rejected by staff). Attach additional sheets if necessary.

Deck addition to existing house and deck.

C. ATTACHMENTS WHICH ARE REQUIRED WITH EVERY APPLICATION:

The applicant must submit the documents listed below before the application can be processed. If the requested document is not relevant to the project scope, please check the Not Applicable box and provide explanation.

A. Plans drawn to scale showing the nature, location, dimensions, and elevation of the lot, existing or proposed structures, fill, storage of materials, flood proofing measures, and the relationship of the above to the location of the channel, floodway, and the regulatory flood-protection elevation.

B. A typical valley cross-section showing the channel of the stream, elevation of land areas adjoining each side of the channel, cross-sectional areas to be occupied by the proposed development, and high-water information.

Not Applicable:

C. Subdivision or other development plans (If the subdivision or other developments exceeds 50 lots or 5 acres, whichever is the lesser, the applicant **must** provide 100-year flood elevations if they are not otherwise available).

Not Applicable:

D. Plans (surface view) showing elevations or contours of the ground; pertinent structure, fill, or storage elevations; size, location, and spatial arrangement of all proposed and existing structures on the site; location and elevations of streets, water supply, sanitary facilities; photographs showing existing land uses and vegetation upstream and downstream, soil types and other pertinent information.

Not Applicable:

E. A profile showing the slope of the bottom of the channel or flow line of the stream.

Not Applicable:

F. Elevation (in relation to mean sea level) of the lowest floor (including basement) of all new and substantially improved structures.

Not Applicable:

G. Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development.

Not Applicable:

- H. For proposed development within any flood hazard area (except for those areas designated as regulatory floodways), certification that a rise of no more than five hundredths of a foot (0.05') will occur on any adjacent property in the base flood elevation as a result of the proposed work. For proposed development within a designated regulatory floodway, certification of no increase in flood levels within the community during the occurrence of the base flood discharge as a result of the proposed work. All certifications shall be signed and sealed by a Registered Professional Engineer licensed to practice in the State of Oklahoma.
- I. A certified list of names and addresses of all record property owners within a three hundred fifty (350) foot radius of the exterior boundary of the subject property not to exceed 100 feet laterally from the Special Flood Hazard Area. The radius to be extended by increments of one hundred (100) linear feet until the list of property owners includes not less than fifteen (15) individual property owners of separate parcels or until a maximum radius of one thousand (1,000) feet has been reached.
- J. A copy of all other applicable local, state, and federal permits (i.e. U.S. Army Corps of Engineers 404 permit, etc).

After completing SECTION 2, APPLICANT should submit form to Permit Staff for review.

SECTION 3: FLOODPLAIN DETERMINATION (To be completed by Permit Staff.)

The proposed development is located on FIRM Panel No.: 40027C0195J, Dated: 2/20/13

The Proposed Development:

- Is NOT located in a Special Flood Hazard Area
(Notify the applicant that the application review is complete and NO FLOODPLAIN PERMIT IS REQUIRED).
- Is located in a Special Flood Hazard Area.
- The proposed development is located in a floodway.
- 100-Year flood elevation at the site is 1134.5 Ft. NGVD (MSL) Unavailable

See Section 4 for additional instructions.

SIGNED: [Signature] DATE: 1/2/2025

SECTION 4: ADDITIONAL INFORMATION REQUIRED (To be completed by Permit Staff.)

The applicant must also submit the documents checked below before the application can be processed.

- Flood proofing protection level (non-residential only) _____ Ft. NGVD (MSL). For flood proofed structures applicant must attach certification from registered engineer.
- Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the 100-year flood (Base Flood Elevation). A copy of all data and calculations supporting this finding must also be submitted.
- Certification from a registered engineer that the proposed activity in a regulatory flood plain will result in an increase of no more than 0.05 feet in the height of the 100-year flood (Base Flood Elevation). A copy of all data and calculations supporting this finding must also be submitted.
- All other applicable federal, state, and local permits have been obtained.

Other: _____

SECTION 5: PERMIT DETERMINATION (To be completed by Floodplain Chairman.)

The proposed activity: (A) **Is**; (B) **Is Not** in conformance with provisions of Norman’s City Code Chapter 22, Section 429.1. The permit is issued subject to the conditions attached to and made part of this permit.

SIGNED: _____ DATE: _____

If BOX A is checked, the Floodplain committee chairman may issue a Floodplain Permit.

If BOX B is checked, the Floodplain committee chairman will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Floodplain committee or may request a hearing from the Board of Adjustment.

APPEALS: Appealed to Board of Adjustment: Yes No
Hearing date: _____

Board of Adjustment Decision - Approved: Yes No

Conditions:

SECTION 6: AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Certificate of Occupancy is issued.)

1. FEMA Elevation Certificate
and/or
2. FEMA Floodproofing Certificate

NOTE: The completed certificate will be reviewed by staff for completeness and accuracy. If any deficiencies are found it will be returned to the applicant for revision. A Certificate of Occupancy for the structure will not be issued until an Elevation and /or Floodproofing Certificate has been accepted by the City.

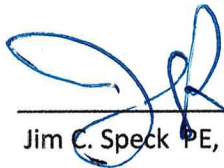


8500 Bethel Road
Shawnee, OK 74804

FLOODPLAIN ANALYSIS
For PROPOSED DECK
LOT 5, BLOCK 6, VINEYARD PH II
(3105 MILLBURY ROAD)

The owner of Lot 5, Block 6, Vineyard Ph II (3105 Millbury) is attempting to construct a deck on the rear of the existing residential dwelling. The area of construction is currently in the 0.1% Special Flood Hazard Area (SFHA). The deck along with a masonry fireplace will be located just below the Base Flood Elevation (BFE). The deck will also have a pergola but the pergola will be above the BFE. The BFE for Rock Creek taken from the City of Norman's Flood Insurance Study (FIS) for Cross Section G (which crossed the lot) is 1034.5. While the deck will be below the BFE, there would be no hydraulic impedence of floodwaters due to the existence of multiple residential fences extending both sides of deck that would alleviate any flow thru the area of the structure. The floodwater will be caused by backwater from Rock Creek. The only impact will be the displacement of the floodwater due to the actual volume of the structural materials.

The volume of the structural materials were calculated and shown on the attached drawing. To offset this impact, soil will be removed from the SFHA adjacent to the existing deck to provide compensatory storage for the floodwaters. As a result, there will be no impact on floodwater and, more importantly the BFE, due to this construction.

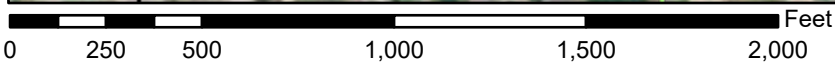
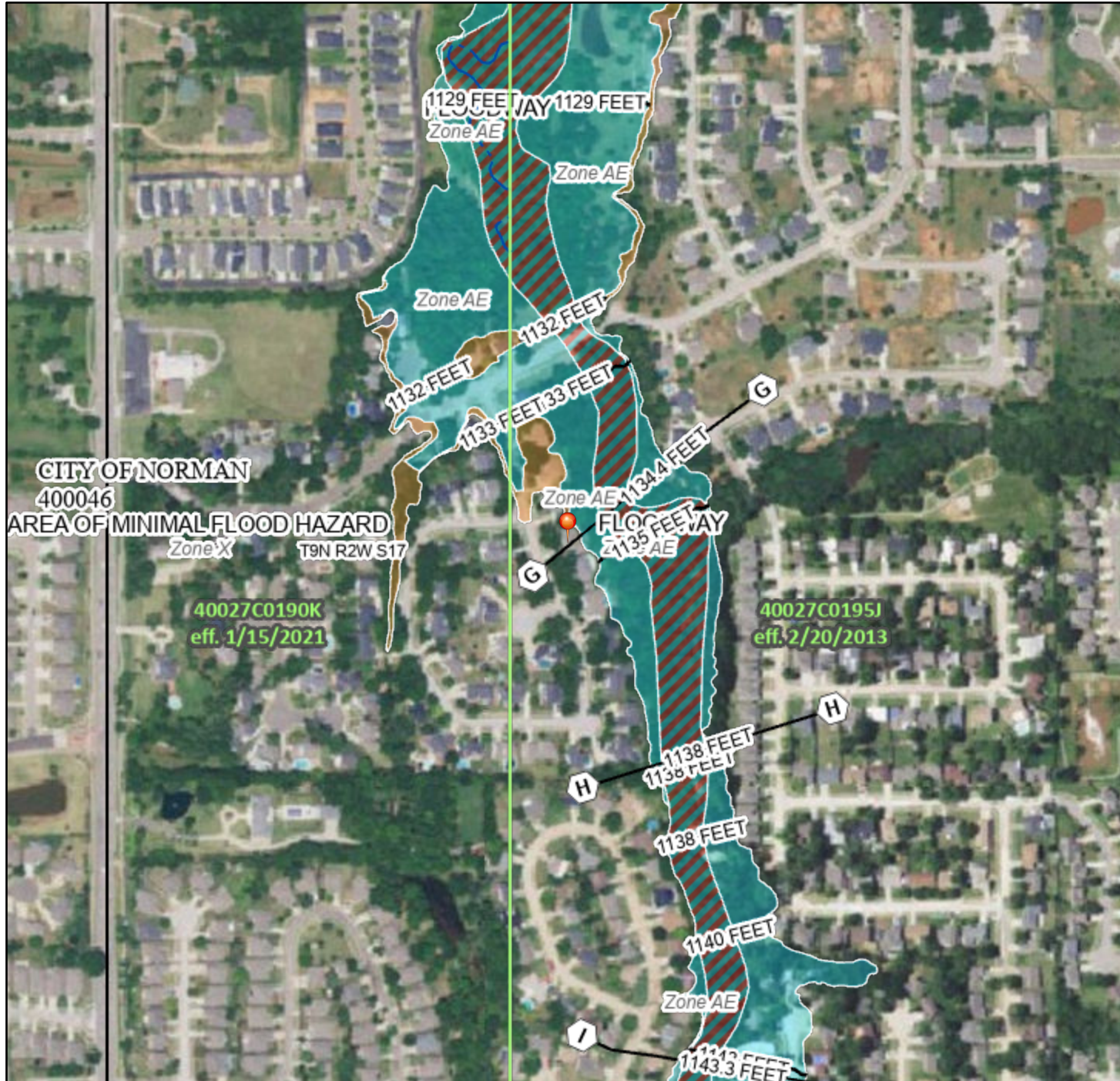

Jim C. Speck PE, PLS, CFedS



National Flood Hazard Layer FIRMMette



97°26'32"W 35°15'38"N



1:6,000 97°25'54"W 35°15'8"N

Basemap Imagery Source: USGS National Map 2023

Legend

Item 2.

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM

- | | |
|------------------------------------|---|
| SPECIAL FLOOD HAZARD AREAS | <ul style="list-style-type: none"> Without Base Flood Elevation (BFE) Zone A, V, A99 With BFE or Depth Zone AE, AO, AH, VE, AR Regulatory Floodway |
| OTHER AREAS OF FLOOD HAZARD | <ul style="list-style-type: none"> 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X Future Conditions 1% Annual Chance Flood Hazard Zone X Area with Reduced Flood Risk due to Levee. See Notes. Zone X Area with Flood Risk due to Levee Zone D |
| OTHER AREAS | <ul style="list-style-type: none"> NO SCREEN Area of Minimal Flood Hazard Zone X Effective LOMRs Area of Undetermined Flood Hazard Zone D |
| GENERAL STRUCTURES | <ul style="list-style-type: none"> Channel, Culvert, or Storm Sewer Levee, Dike, or Floodwall |
| OTHER FEATURES | <ul style="list-style-type: none"> Cross Sections with 1% Annual Chance Water Surface Elevation Coastal Transect Base Flood Elevation Line (BFE) Limit of Study Jurisdiction Boundary Coastal Transect Baseline Profile Baseline Hydrographic Feature |
| MAP PANELS | <ul style="list-style-type: none"> Digital Data Available No Digital Data Available Unmapped |

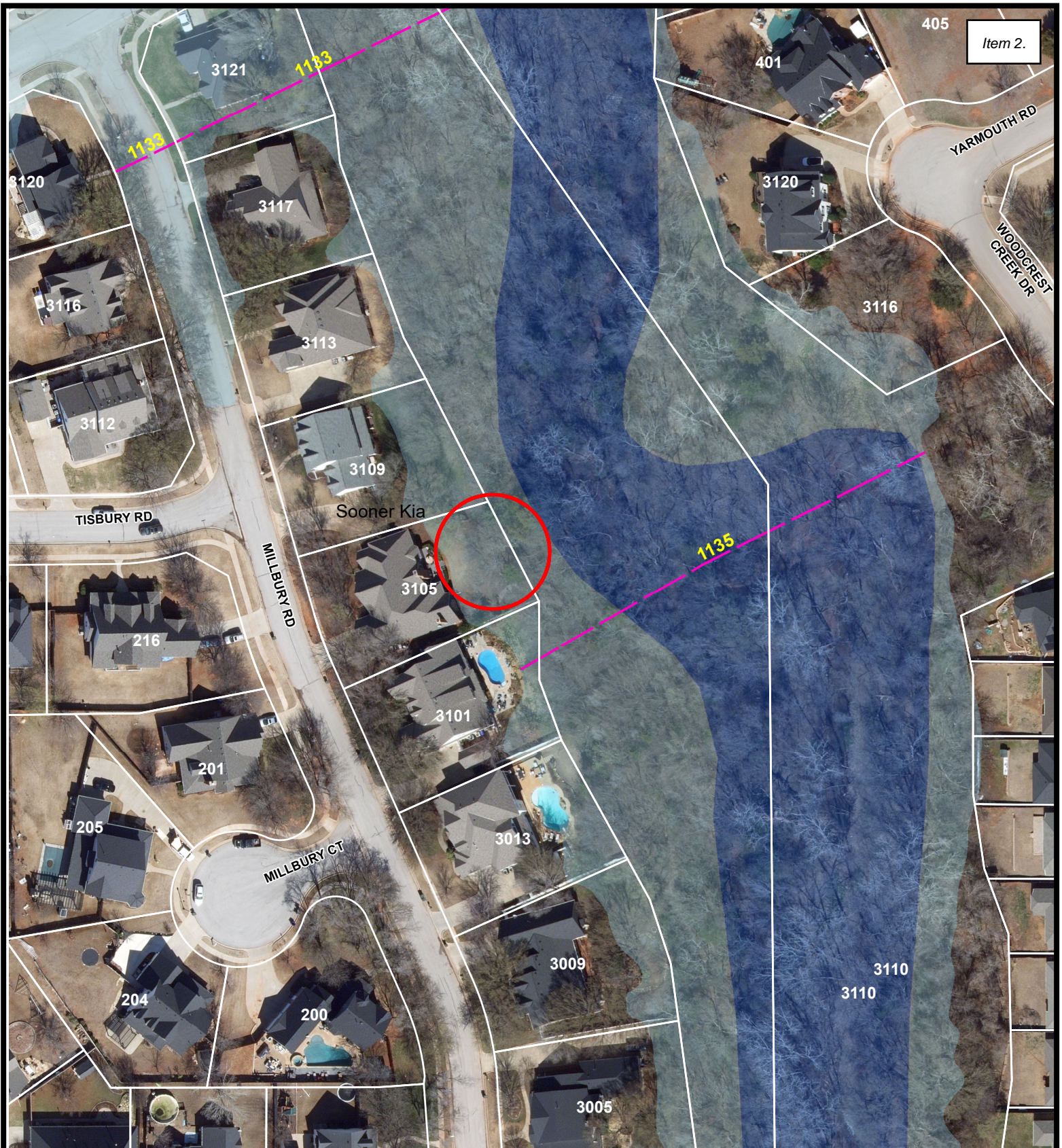


The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/2/2025 at 2:57 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifier, FIRM panel number, and FIRM effective date. Map in unmapped and unmodernized areas cannot be used for regulatory purposes.



3105 Millbury Rd.



The City of Norman assumes no

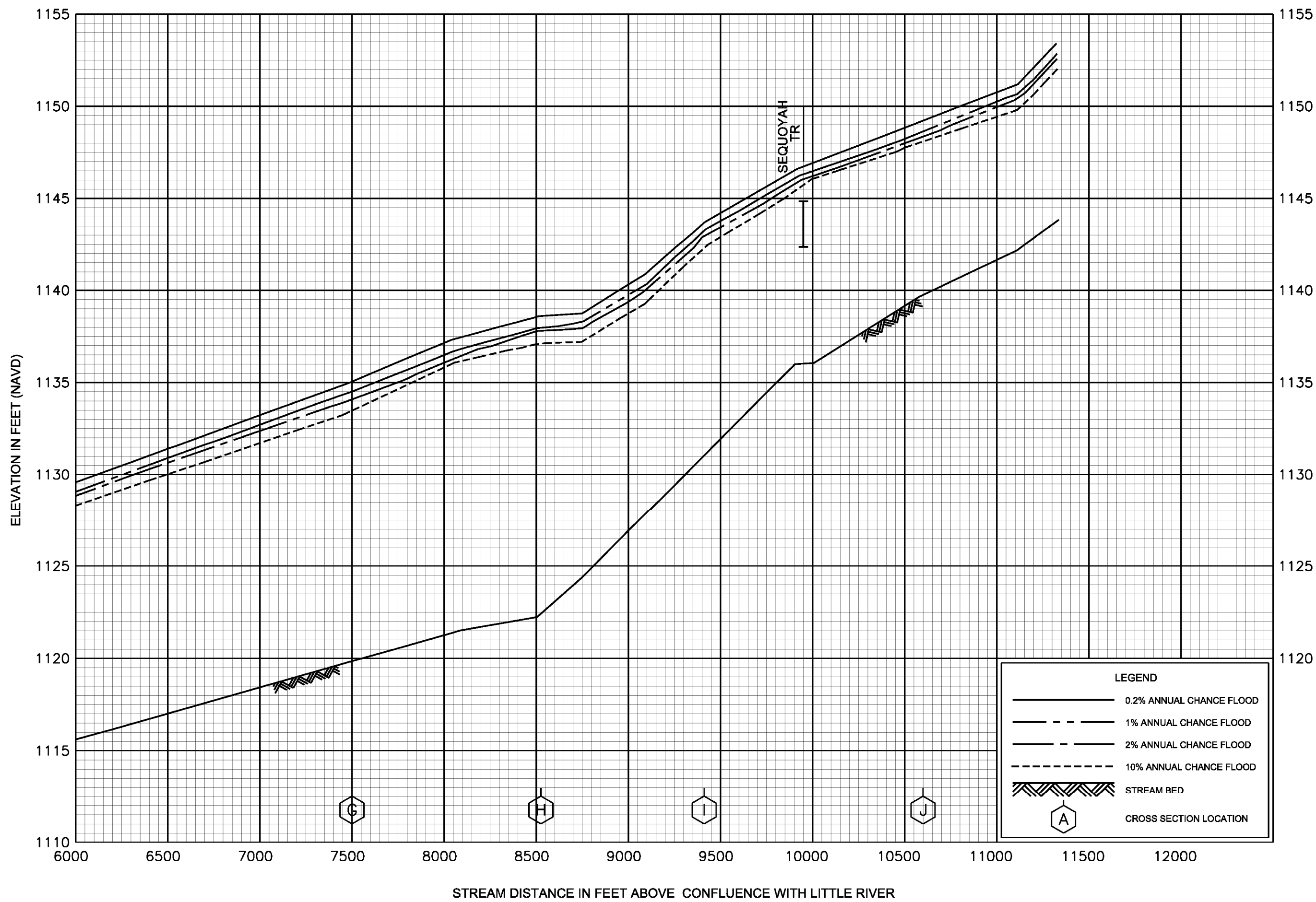
responsibility for errors or omissions
in the information presented.



1 inch = 96 feet

Legend

- — — BFE 2021
- 1% Chance Floodplain
- Floodway
- Parcel

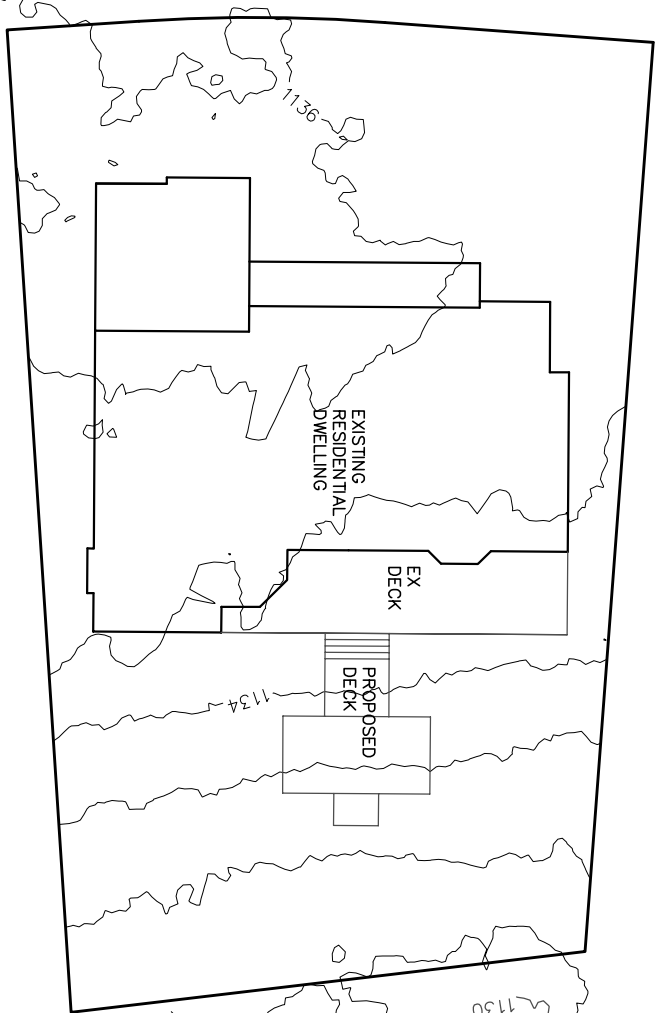


FLOOD PROFILES
ROCK CREEK

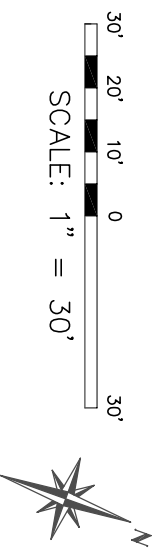
FEDERAL EMERGENCY MANAGEMENT AGENCY
CLEVELAND COUNTY, OK
AND INCORPORATED AREAS

107P

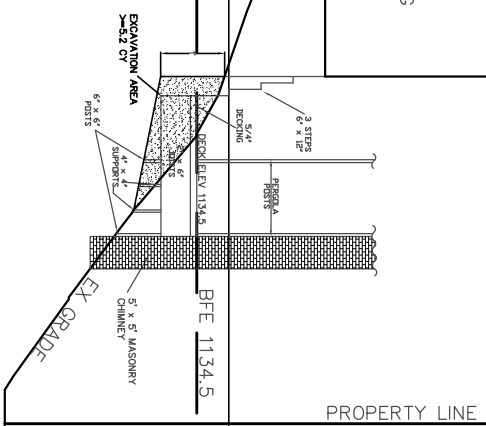
LOT 5, BLOCK 6 VINEYARD PH II
 (3105 MILLBURY ROAD)



MILLBURY RD



- DECK CONSTRUCTION MATERIALS**
- 13- 2"x6"x10"=8.33 CF
 - 17- 2"x6"x12"=17.0 CF
 - 2- 2"x6"x20"=3.33 CF
 - 21- 4"x4"x1.5"=3.50 CF
 - 4- 6"x6"x2.5"=2.50 CF
 - 406 SF-5/4"x6"=42.29 CF
 - 5'X5'X2.5' MASONRY FP=62.50 CF
 - TOTAL VOLUME = 139.45 CF = 5.2 CY



SCALE:
 1"=30' HOR
 1"=3' VERT

1125 0+00.00 1+00.00 2+00.00 3+00.00 4+00.00 4+90.00

1130

1135

1140

CL. MILLBURY

1140

CL MILLBURY

1135

SCALE:
1"=20' HOR
1"=2' VERT

EX RESIDENTIAL DWELLING

EX FFE 1136.5

DECK CONSTRUCTION MATERIALS

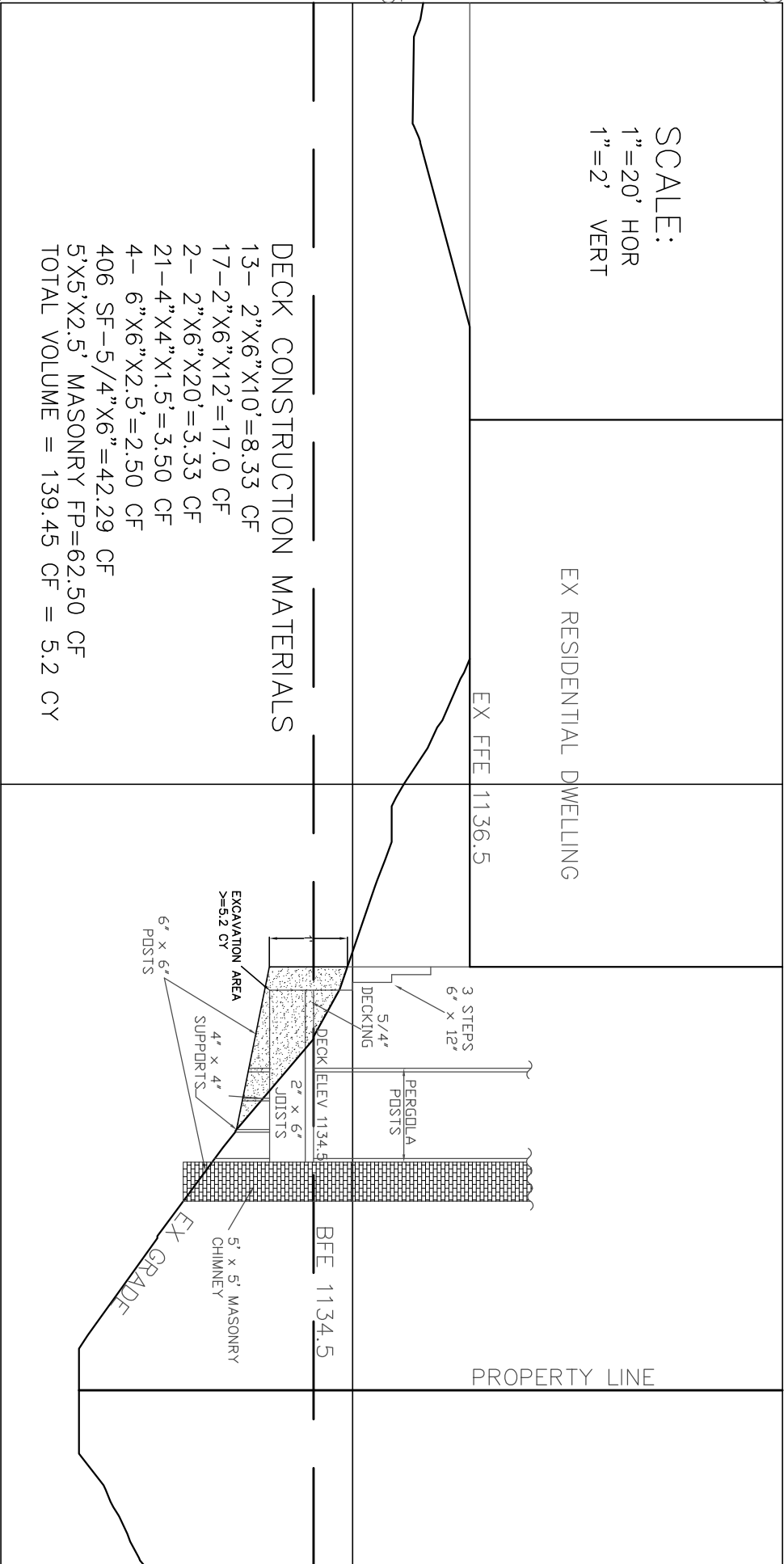
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1130

0+00.00

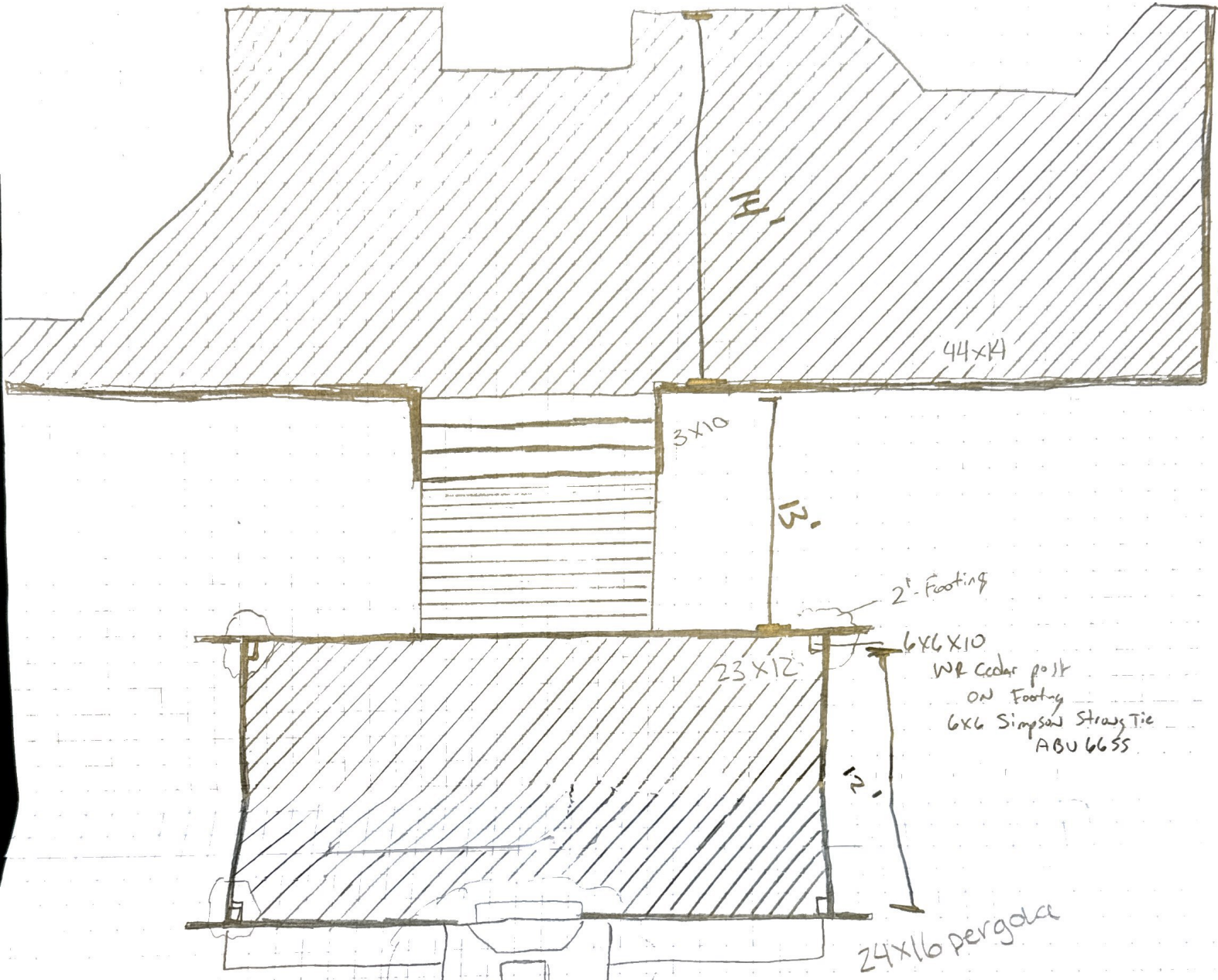
1+00.00

2+00.00



Existing House

Item 2.



Masonry Fireplace
w/ Drystack Stove
and Clay Flue-Tiles
Copper Cap

7x5' Footing
w/ Steel Re-bar

2' Footing

6x6x10
w/ Cedar post
ON Footing
6x6 Simpson Strong Tie
ABU 6655

24x16 pergoled

