



CITY OF NORMAN, OK
FLOODPLAIN PERMIT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Monday, July 20, 2026 at 3:30 PM

AGENDA

AMENDED

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

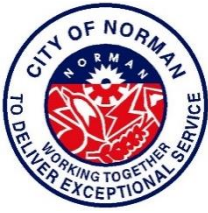
1. Approval of Minutes from the June 15, 2026 Meeting.

ACTION ITEMS

2. **Floodplain Permit Application No. 745** - This floodplain permit application is for the removal of a dilapidated structure at Andrews Park located at north of 201 W. Daws in the Imhoff Creek floodplain.

MISCELLANEOUS COMMENTS

ADJOURNMENT



CITY OF NORMAN, OK

FLOODPLAIN PERMIT COMMITTEE MEETING

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

Monday, June 15, 2026, 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 15th day of June, 2026, 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 taken. Committee members in attendance included Bill Scanlon, Resident Member; Sherri Stansel, Resident Member; Scott Sturtz, Floodplain Administrator; Tim Miles, City Engineer; Ken Danner, Subdivision Development Manager; Jane Hudson, Director of Planning; and Lora Hoggatt, Planning Services Manager. Other staff in attendance included Jason Murphy, Stormwater Program Manager; Roxsie Stephens, Administrative Technician; and Brandon Brooks, Development Engineer. Citizens in attendance included Pam Moore, Trent Moore, Richard Walker, Becca Vermelis, Imants Vermelis, Valorie Wakefield, Ed Copelin, Dee Greninge, Frank Kates, Susan Kates, and Armando Rosell.

MINUTES

Approval of minutes of the May 18th, 2026, meeting

Mr. Sturtz asked for corrections or comments.

Mr. Scanlon motioned to approve the minutes. Ms. Hudson seconded the motion. Minutes were approved with a vote of 7-0.

ACTION ITEMS

1. Floodplain Permit No. 743

Mr. Sturtz stated that the floodplain permit application is for the interior remodel of a commercial building at 600-618 West Main Street.

Mr. Murphy provided the staff report detailing the request with respect to the floodplain permit requirements and potential impacts.

Mr. Murphy stated staff recommends approval of Floodplain Permit Application No. 743.

Mr. Sturtz asked if the committee had any questions. Ms. Stansel asked for clarification for a difference in the presentation and the packet related to County Assessor records for the property.

Mr. Murphy provided confirmation part of the information was not included in the meeting pack and that the information provided in the staff presentation was correct.

Mr. Sturtz asked for comments from the public, hearing none, he asked for a motion.

Committee Action:

Mr. Danner motioned to ratify the permit. Mr. Scanlon seconded the motion. Floodplain Permit No. 743 was ratified with a vote of 7-0.

2. Floodplain Permit No. 744

Mr. Sturtz stated this is a permit application for the installation of a barb-wired fence around the lot located west of I-35 and south of the Lindsey Street Extension.

Mr. Murphy provided the staff report detailing the request with respect to the floodplain permit requirements and potential impacts.

Mr. Murphy stated staff recommends approval of Floodplain Permit Application No. 744.

Mr. Sturtz asked for comments from the committee. Ms. Stansel asked how the materials gathered from the brush hogging would be disposed of. The applicant explained it would be hauled off by a contractor.

Mr. Sturtz asked for comments from the public. Mr. Kates asked if they planned to use the neighborhood for access to the property. The applicant confirmed the entrance to the property would be accessed by using the neighborhood roadway.

Ms. Stansel asked the applicant if a fence was the best plan for preventing trespassers and encampments from forming. Mr. Scanlon asked for the applicant to confirm if they would be monitoring the fence line often to prevent encampments and biohazards from being put on the land. The applicant confirmed and explained a multi part approach planned to mitigate the potentials of future encampments and hazards from developing.

Committee Action:

Mr. Danner motioned to approve the permit. Mr. Scanlon seconded the motion. Floodplain Permit No. 744 was approved with a vote of 7-0.

MISCELLANEOUS DISCUSSION

- The July 6th meeting is expected to be cancelled due to lack of applications.

ADJOURNMENT

Mr. Danner motioned to adjourn. Mr. Scanlon seconded the motion. The motion to adjourn passed 7-0. Mr. Sturtz adjourned the meeting at 3:53 p.m.

Passed and approved this ____ day of _____, 2026

City of Norman Floodplain Administrator, Scott Sturtz

PERMIT NO. 745

DATE: 7/20/2026

STAFF REPORT

ITEM: Floodplain Permit Application for demolition and removal of the existing Andrews Park Building, including removal of the existing foundation and restoration of the site within the Lower Imhoff Creek floodplain.

APPLICANT: City of Norman Parks and Recreation Department

ENGINEER: City of Norman Public Works Department – Brandon Brooks, P.E., CFM

BACKGROUND

The applicant requests approval of a floodplain permit to demolish and remove the existing Andrews Park Building located between the playground and splash pad within Andrews Park at approximately 201 W. Daws Street. The project includes demolition of the existing structure, removal of the building foundation, grading the site to match surrounding elevations, and establishment of sod upon completion. The estimated project cost is approximately \$10,000.

STAFF ANALYSIS

- The subject property is located within the mapped Lower Imhoff Creek regulatory floodplain.
- The proposed project consists solely of demolition and removal of the existing building and foundation followed by restoration of the site to surrounding grade. No new structures, fill placement, or floodplain encroachments are proposed.
- Following removal of the existing foundation, the site will be graded to match surrounding elevations and stabilized with sod. The project will restore the disturbed area without altering the stream channel, stream banks, or existing drainage patterns.
- A Public Works Staff Engineer provided a No-Rise Certification stating that removal of the existing foundation will create additional floodplain storage, all construction debris will be removed from the project site, and the project will not result in any increase in the Base Flood Elevation.

Proposed Development Characteristics

- Demolition and removal of existing park building
- Removal of existing concrete foundation
- Site grading to surrounding elevations
- Sod establishment for site stabilization

- No new structures
- No fill placement
- No alteration of stream channel or banks
- Increased floodplain storage volume

APPLICABLE ORDINANCE SECTIONS (36-533)

(e)(2)(a) – Floodplain Modification and Fill Restrictions

(e)(2)(e) – Compensatory Storage

(f)(3)(a)(8) – No-Rise Condition Requirements

DETAILED ORDINANCE ANALYSIS

(e)(2)(a) and (e)(2)(e) – Floodplain Fill Restrictions and Compensatory Storage

The proposed project consists of demolition and removal of an existing building and foundation followed by restoration of the site to surrounding grade. No fill placement is proposed. Removal of the existing foundation will increase available floodplain storage volume, and all construction debris will be removed from the project site. Because the project increases rather than decreases floodplain storage, compensatory storage is not required.

(e)(7) – General Standards for New Construction and Substantial Improvements

The proposed fencing is located within the regulatory floodway. The applicant has demonstrated that the proposed development will not adversely affect flood conveyance capacity or increase flood elevations. The fencing consists of open barbed-wire strands supported by posts and is generally aligned parallel to anticipated flood flows. No fill, buildings, or other significant encroachments are proposed within the floodway.

(f)(3)(a)(8) – No-Rise Requirement

Engineer provided a No-Rise Certification.

RECOMMENDATION

Staff recommends approval of floodplain permit application #745.



City of Norman

Floodplain Permit Application

Floodplain Permit No. 745

Building Permit No. _____

Date 5/1/26 7/20/2026

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: Wade Thompson ADDRESS: 225 N Webster Ave Norman OK 73069

TELEPHONE: 405-366-5478 SIGNATURE: _____

BUILDER: N/a ADDRESS: _____

TELEPHONE: _____ SIGNATURE: _____

ENGINEER: Brandon Brooks ADDRESS: 225 N. Webster Ave, Norman

TELEPHONE: 405-366-5453 SIGNATURE: Brandon Brooks

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.

To remove the foundation for the old Andrews Building Location between the Playground and the Splash Pad near the center of the Andrews Park Physical Address is 201 W Daws located North of the City Courts Building.

DESCRIPTION OF WORK (Check all applicable boxes):

A. STRUCTURAL DEVELOPMENT

ACTIVITY

STRUCTURE TYPE

- | | |
|--|---|
| ☐ New Structure | ☐ Residential (1-4 Family) |
| ☐ Addition | ☐ Residential (More than 4 Family) |
| ☐ Alteration | ☐ Non-Residential (Flood proofing? ☐ Yes) |
| ☐ Relocation | ☒ Combined Use (Residential & Commercial) |
| ☒ Demolition | ☐ Manufactured (Mobile) Home |
| ☐ Replacement | ☐ In Manufactured Home Park? ☐ Yes |

ESTIMATED COST OF PROJECT \$ 10,000 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.

Once the foundation is removed the ground will be leveled with surrounding area and sodded over.

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.

Plan Sheet is attached

- 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.: 0280J, Dated: 1/15/2021

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 1167.0' Ft. NGVD (MSL) ☐ Unavailable

See Section 4 for additional instructions.

SIGNED: _____

DATE: _____

7/10/2026 ^{5/1/26}

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 36, Section 533. 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.)

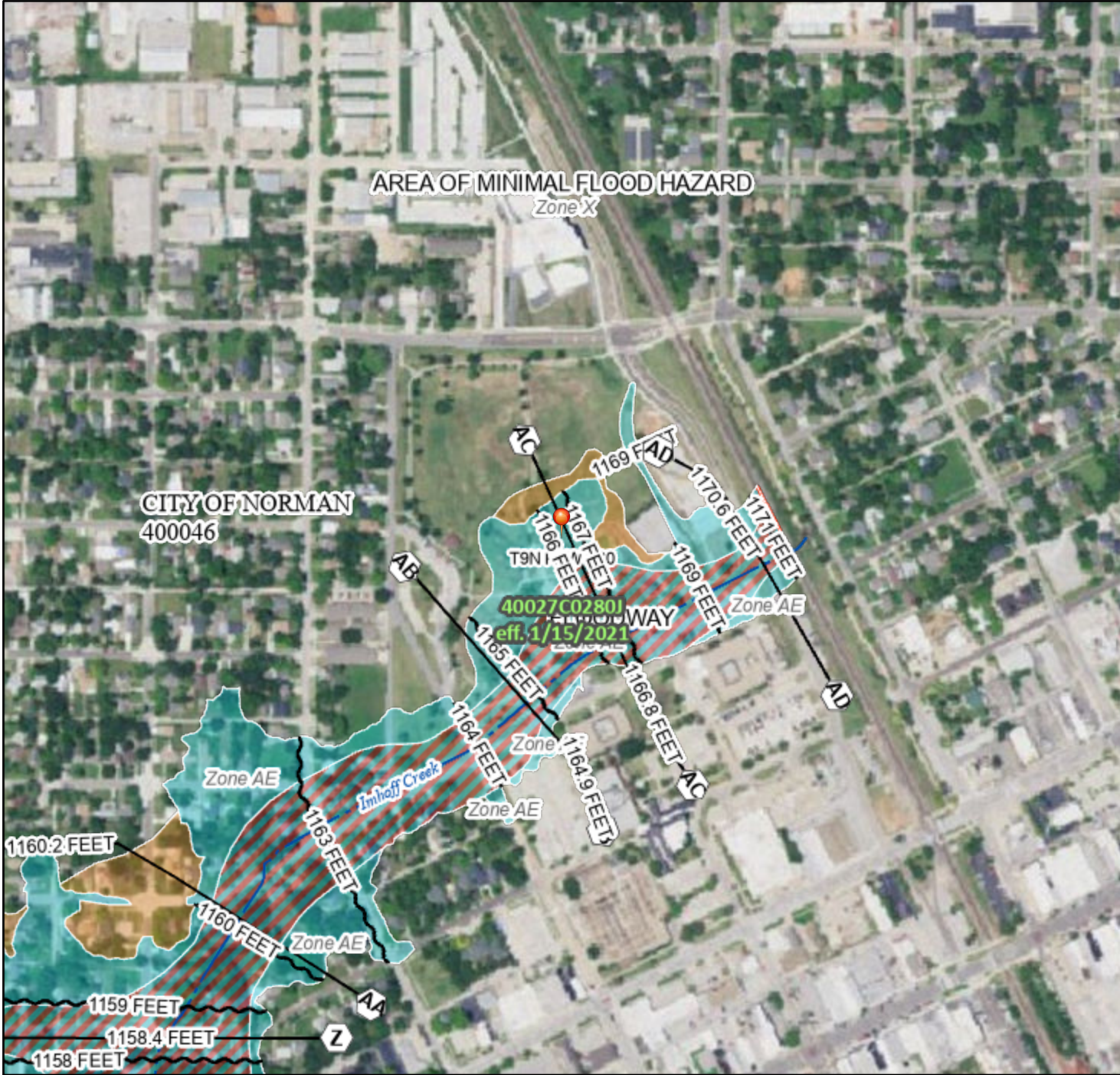
1. FEMA Elevation Certificate
and/or
2. FEMA Floodproofing Certificate

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.

National Flood Hazard Layer FIRMeTte



97°27'10"W 35°13'41"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

97°26'33"W 35°13'12"N

Basemap Imagery Source: USGS National Map 2023

Legend

Item 2.

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM UT

SPECIAL FLOOD HAZARD AREAS		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		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		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
OTHER FEATURES		Levee, Dike, or Floodwall
		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
MAP PANELS		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 7/10/2026 at 9:00 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.



The City of NORMAN

201 West Gray, Bldg. A • P.O. Box 370
Norman, Oklahoma 73069 • 73070

PUBLIC WORKS DEPARTMENT

Phone: 405-366-5452
Fax: 405-366-5418

Item 2.

July 2, 2026

Mr. Scott Sturtz, P.E., CFM
Floodplain Administrator
City of Norman

Re: No Rise Certification
Andrews Park Demolition
Norman, OK

Dear Mr. Sturtz:

This project involves the demolition and removal of an existing building in Andrews Park to include the foundation which currently sits proud of the surrounding ground. This section of Andrews Park is located in the Lower Imhoff Creek floodplain. After the foundation is removed, the ground will be graded to match the surrounding elevations.

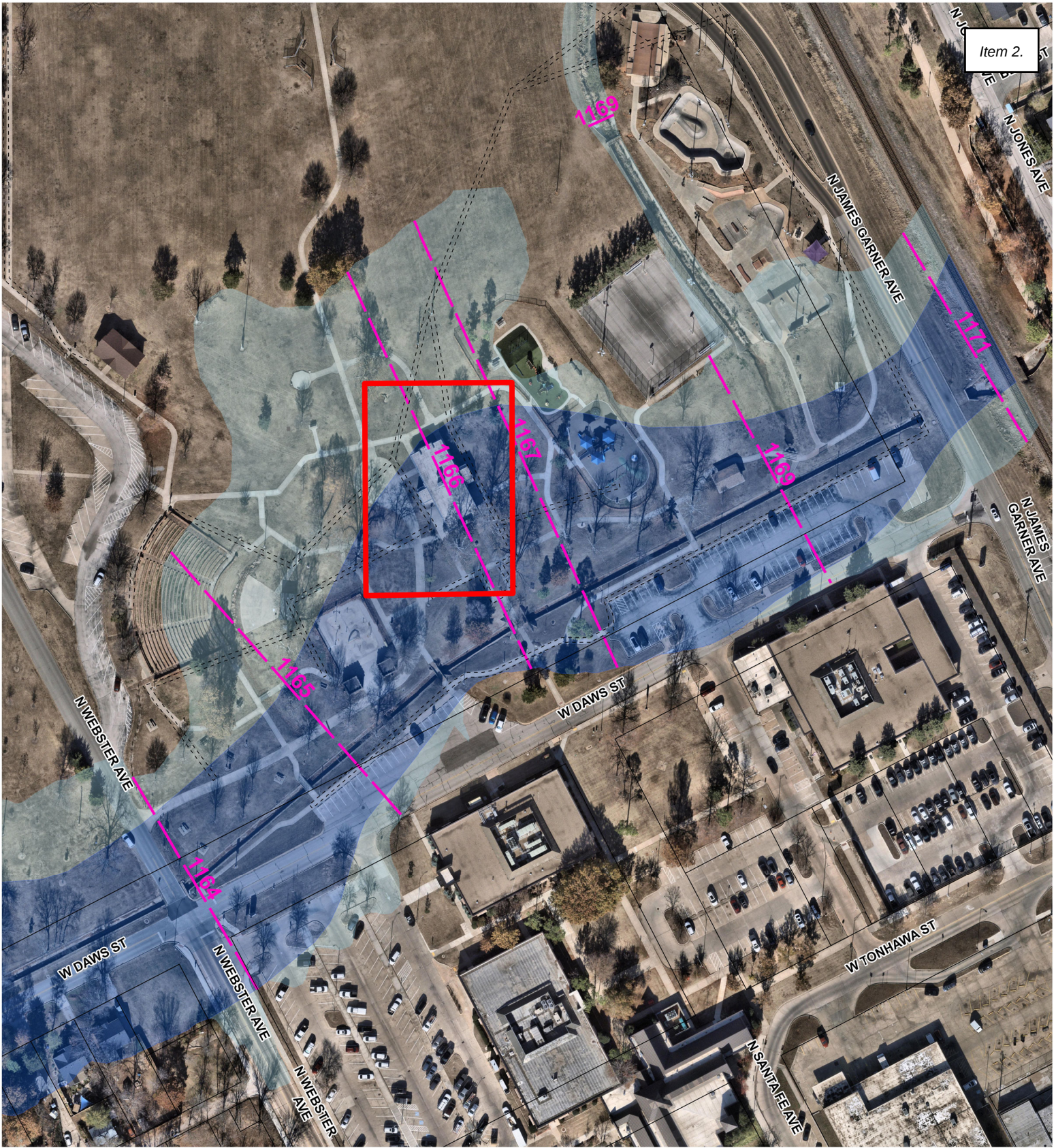
The channel flow line or banks will not be altered at this site. The removal of the existing foundation will create additional storage in the floodplain. All generated construction waste will be removed from the project site. There will not be any increase in the Base Flood Elevation at this location.

Please contact me at 405-217-7704 if you have any questions or need further information.

Sincerely,

Brandon Brooks, P.E., CFM
Development Engineer





Andrews Park

Legend

- Easement
- Parcel
- BFE 2021

Flood Hazard Zone (2021)

- 1% Chance Floodplain
- Floodway

16







