



**CITY OF NORMAN, OK**  
**BOARD OF PARKS COMMISSIONERS MEETING**  
Development Center Conference Room A 225 N. Webster Ave, Norman,  
OK 73069  
Thursday, November 06, 2025 at 5:30 PM

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## **AGENDA**

*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. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

BOARD OF PARK COMMISSIONERS REGULAR MEETING MINUTES OF  
SEPTEMBER 4, 2025

### **DISCUSSION ITEMS**

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED CITY COUNCIL ITEMS

### **ACTION ITEMS**

3. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE STERLING FIELDS PUD ADDITION
4. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE LIBERTY POINT PUD ADDITION
5. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECLASSIFICATION OF SEVERAL NEIGHBORHOOD PARKS TO COMMUNITY PARKS

### **MISCELLANEOUS ITEMS**

## **PUBLIC COMMENT**

**This is an opportunity for citizens to address the Norman Board of Parks Commissioners. Due to Open Meeting Act regulations, the Commissioners are not able to participate in discussion during public comments. Remarks should be directed to the Commissioners as a whole and limited to three minutes or less.**

- [6.](#) RECOMMENDATION FROM THE PARKS AND RECREATION STAFF TO TOUR THE SOONER THEATRE AFTER ADJOURNING THE BOARD OF PARK COMMISSIONERS MEETING

## **ADJOURNMENT**



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 11/06/2025

**REQUESTER:** Jason Olsen

**PRESENTER:** Jason Olsen, Director of Parks & Recreation

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

BOARD OF PARK COMMISSIONERS REGULAR MEETING MINUTES OF SEPTEMBER 4, 2025

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The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met in a Regular Session in the Development Center Conference Room A, on the 4th day of September, 2025, at 5:30 p.m., and notice of the agenda of the meeting was posted at the Development Center Building at 225 N. Webster Avenue and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

Present: Chair Sheriff and Commissioners Isacksen, Nanny, Tedder-Loffland, Usry, and Wyckoff

Absent: Commissioners Davison, Fagin, and Wright

City Officials

Present: Jason Olsen, Director of Parks and Recreation  
James Briggs, Park Development Manager  
Jeff Moody, Special Events & Multimedia Supervisor  
Megan Phelan, Park Planner  
Mitchell Richardson, Recreation Manager  
Colin Zink, City Forester  
Karla Sitton, Administrative Technician IV

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ITEM 1, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF MINUTES FROM THE REGULAR PARK BOARD MEETING JUNE 5, 2025, AND MINUTES FROM THE SPECIAL PARK BOARD MEETING OF JULY 3, 2025

Commissioner Isacksen made the motion, and Commissioner Nanny seconded to approve the Regular Park Board minutes of June 5, 2025, and the Special Park Board minutes of July 3, 2025. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Isacksen, Nanny, Tedder-Loffland, Usry, and Wyckoff

NAY: None

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ITEM 2, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED COUNCIL ACTIONS

Mr. Jason Olsen, Director of Parks and Recreation, highlighted the previously approved Council actions pertaining to the Parks and Recreation Department as follows:

K-2526-3: Contract with Clean Freaks 405, LLC to provide custodial services for various City buildings in the amount of \$22,182.00 per month.

K-2425-67: Contract with Chloeta for Professional Community Wildfire Protection Plan services and final payment of \$3,689.88.

K-2526-54: Contract with Musco Sport Lighting LLC in the amount of \$98,000 for the Westwood Tennis Court Lighting System Project.

R-2526-38: Resolution consenting to the assignment of all obligations of Healthy Living Center Norman LLC set forth in Contract K-2223-130 to the Healthy Living Center Norman Inc.

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ITEM 3, being:

**CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM SOONER THEATRE**

Ms. Jennifer Baker, Executive Director of the Sooner Theatre, delivered an annual presentation to the Board, accompanied by a written report that included financial information, which was provided to the Board prior to the meeting. She stated that more than 12,000 audience members attended Sooner Theatre events during FY 2024 and spent an average of \$49.36 per person in the community, resulting in an economic impact of \$576,000. Ms. Baker said 1,276 enrolled in camps and classes, up 12% from last year, and the Sooner Theatre gave \$60,902 in scholarships to 286 students, maintaining a policy of never turning a child away due to financial need. She highlighted the programs, special events, and rental activities, and mentioned that Sooner Theatre's youth company won top honors at the Junior Theater Festival in Atlanta. Ms. Baker said she received the Freddy G Fellowship Award, a national recognition for excellence in theatre education, which included a professional development trip to New York City and \$5,000 she could use towards theatre-related staff development. She said Sooner Theatre has a new partnership with DreamWorks and was selected to premiere a new children's musical in collaboration with iTheatrics and DreamWorks. Representatives from Broadway and DreamWorks will visit Norman in December. Students have been invited to perform with the Oklahoma City Philharmonic on September 21 and will also perform at Allied Arts Opus and the United Way Celebrity Sing. Ms. Baker said Sooner Theatre will partner with the Norman Adult Wellness and Education (AWE) Center to launch "Theatre 55", a senior theatre program, beginning with Guys and Dolls in June 2026.

Commissioner Isacksen asked if the Sooner Theatre had found an auditor, and Ms. Baker replied that Eide Bailey had been hired to assist with accounting and financial software transition challenges following the migration to QuickBooks online. Ms. Baker said the audit is nearly complete, and she will forward it to City Staff.

The Board congratulated Ms. Baker on national recognition and commended the organization's continued impact on local youth and community engagement. Ms. Baker said she would love to schedule a site tour for the Board to view accessibility updates and facility improvements. Staff suggested adding the Sooner Theatre to the fall Park Tour, and the Board agreed.

Staff recommended that the Board accept the annual report from Sooner Theatre and recommend submitting it to the City Council.

Commissioner Isacksen made the motion, and Commissioner Wyckoff recommended accepting the Sooner Theatre annual report and submitting it to the City Council. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Isacksen, Nanny, Tedder-Loffland, Usry, and Wyckoff

NAY: None

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ITEM 4, being:

**CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE COLERAINE MULTI-FAMILY PUD ADDITION**

Mr. James Briggs, Park Development Manager, said the Coleraine Multi-family PUD Addition is located on the north side of Imhoff Road, between Classen Boulevard and 24<sup>th</sup> Avenue SE, and will be situated in an area where several apartment communities have been built since 2000. He said the plat contains 456 units of RM-6 zoning (apartment/multi-family housing) and, when developed, would yield \$34,200 in Neighborhood Park Development Fees and the same in Community Park Development Fees once all the building permits have been issued. He said a private park would need to be twice as large as the public park, would waive the collection of Neighborhood Park Development Fees, and instead require that the same amount of funds be spent at a minimum when developing the private park for the addition. Mr. Briggs stated that the proposed plat features several on-site recreation areas, including pickleball courts, a playground, outdoor basketball

courts, picnic areas, two swimming pool areas, and a clubhouse for resident use. He said there is a large amount of undeveloped land around a detention pond on the north end, adjacent to Woodcreek Park, and noted that the swimming pools, clubhouse, and detention pond cannot be considered parkland if a request for private parkland is made. Mr. Briggs said the proposed plat shows a physical (sidewalk) connection to the adjacent residential neighborhood to the east via the existing Twisted Oaks Drive; however, the streets do not connect due to zoning restrictions on the length of collector streets. As a result, residents of the Coleraine Addition could walk to the nearest public park (Oakhurst) as well as other public parks within walking distance, such as Woodcreek and Colonial Estates Parks. Mr. Briggs said a fee-in-lieu-of-land could be used to help improve any of these parks and would have the most positive impact on the existing public parks. He said the residents of the proposed Coleraine Addition would have access to those parks and a variety of on-site recreation opportunities provided by the developer/builder. Accessing the public parks would require exiting the addition and driving along city streets to the chosen park, due to the emergency gate at the border of this property on Twisted Oak Drive, as per zoning requirements.

Commissioner Tedder-Loffland asked whether there was a trail through the trees that the residents could use, and staff said no, that it was private property. Mr. Briggs mentioned that a sidewalk is available, and the park is just a couple of blocks away. Commissioner Tedder-Loffland inquired about the transportation options for residents to reach Woodcreek Park, and staff responded that they would exit at Imhoff or the Oakhurst neighborhood.

Staff recommends the Park Board accept a fee-in-lieu-of-land decision for the Coleraine Multi-family PUD Addition.

Commissioner Isacksen made the motion, and Commissioner Wyckoff seconded it to accept a fee-in-lieu of land for the Coleraine Multi-family PUD Addition. The vote was taken with the following results:

YEAH:	Chair Sheriff and Commissioners Isacksen, Nanny, Tedder-Loffland, Usry, and Wyckoff
NAY:	None

ITEM 5, being:

**CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE TULL TRAILS SPUD ADDITION**

Mr. James Briggs, Park Development Manager, said the Tull Trails SPUD (Simple Planned Unit Development) Addition is located on the south side of Rock Creek Road, on the west side of Porter Avenue, just immediately east of Norman North High School's athletic fields. The plat contains 360 units of RM-6 (apartment/multi-family housing) and RM-2 (senior living duplexes). The commercial buildings on the plat do not require any parkland dedication. The development would yield \$27,000 in Neighborhood Park Development Fees and the same in Community Park Development Fees once all the residential building permits have been issued. A private parkland decision would waive the collection of Neighborhood Park Development Fees and instead require a minimum amount of funds to be spent on developing the private park for the addition. Community Park Development Fees would still be collected. The proposed plat features a substantial amount of green space and walking trails surrounding the pond, as well as several wider open areas and the lake trail, where park amenities could be constructed. The open space on the plat shows that the single-family house in the northeast corner will remain in private ownership.

There is a public park within walking distance, just southwest of the proposed addition, Tulls Park, located south of Norman North High School's land, closer to Robinson Street. Sutton Place and Highland Village Parks are nearby; however, they are accessed by crossing busy collector streets at signaled crosswalk intersections.

The developer has requested, and City Staff recommended that the Park Board accept a Private Park Land Decision for the Tull Trails SPUD Addition.

Chair Sheriff asked about the location of the proposed picnic pavilion, and staff clarified that it is situated on the small peninsula north of the south cul-de-sac, not in the northwest corner near commercial development. Mr. Briggs said the north and east sides of the park area are zoned commercial, while residential units (apartments and duplexes) are located south of the lake. Commissioner Tedder-Loffland inquired whether the sidewalks are constructed, and Mr. Briggs replied that the sidewalks and trails shown along Rock Creek and Porter Avenue are proposed improvements to be constructed by the developer. The developer intends to build additional amenities beyond the minimum requirement, including a trail around the lake, green space, and picnic areas. It was noted that the trails and amenities would be accessible to the public, not just residents of the development. However, no details were provided on potential gating or fishing access. Commissioner Nanny asked if the southwest corner trails would connect to Norman North High School property. Mr. Sean Rieger, Developer, confirmed that discussions with Norman North are ongoing to determine potential connections. The two small green "bump-out" areas along the property line are city-owned, but currently inaccessible except by water. Staff stated there is no intention to develop those areas at this time. Existing trails on the west side do not currently exist, but the City hopes Norman North may extend its trail system to connect around the pond.

Commissioner Wright made the motion, and Commissioner Tedder-Loffland recommended accepting a private parkland decision for the Tull Trails SPUD Addition. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Isacksen, Nanny, Tedder-Loffland, Usry, and Wyckoff

NAY: None

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ITEM 6, being:

**CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM HEALTHY LIVING NORMAN**

Ms. Katherine Leidy, Director of Healthy Living Norman, presented the Adult Wellness and Education (AWE) Center's annual report and provided financial information to the Board before the meeting. She highlighted the programs and activities, stating that there were 2,455 fitness classes (with attendance exceeding 34,000), 678 art classes (with attendance exceeding 4,000), and 660 educational, social, and game events in FY 2024-25. Ms. Leidy stated that the current membership exceeds 3,500, but AWE's goal is to reach 4,000 members by December 2026. She said additional goals are to expand technology literacy and brain fitness programming, and support tech education using funds from the National Council on Aging/AT&T grant (recently applied for). She highlighted several events and special programming, including participating in the Mardi Gras Parade, hosting Summer Olympics, Wellness Expo, Beach Bash, and more! She said ongoing grant-supported cultural programming through the OKC Community Foundation featured Japanese cultural workshops, Hispanic Heritage Month, Black History Month, Juneteenth, Women's History Month, and the Indian Holi celebration. Ms. Leidy stated that a 2024 participant survey revealed high satisfaction and positive wellness outcomes.

Ms. Leidy said net revenue for FY 2024-2025 was \$16,387 and said expenditures increased slightly but remained balanced. She told the year-to-date actuals show the AWE on target to exceed annual net income projections. Ms. Leidy said she is hopeful that the AWE can participate in Norman Forward (NF) 2 to add a new gymnasium, which will include an indoor pickleball court and an expanded walking track (potentially relocating the current track in the weight room to the gymnasium).

Chair Sheriff asked whether the NF Art piece had ever been lit yet, and Mr. Jason Olsen, Director of Parks and Recreation, said not yet, as we are waiting on a part manufactured in Australia. Commissioner Nanny inquired about the factors driving the growth of the insurance group(s) membership category, while the individual, family, and "other" membership categories appeared to be maintaining consistent levels. Ms. Leidy believed the individual and family memberships were saturated. She said the AWE added Silver and Fit (insurance) last year, while other gyms were not accepting it, which she felt has contributed to the

growth in insurance membership. Ms. Leidy mentioned that AWE markets to doctors' offices, resulting in numerous referrals, and plans to conduct some strategic planning to increase community awareness, attract more members, and grow the "other" membership category. Commissioner Tedder-Loffland said she toured the AWE and is very impressed with it. Commissioner Isacksen noted the statement of activity was very blurry and asked if Ms. Leidy could resend it. Chair Sheriff asked if the AWE applied for Certified Healthy Oklahoma, stating it could lead to grant opportunities, and Ms. Leidy said no, not yet; however, Norman has been added to the Age-Friendly Cities and Communities program, which is a significant honor, and AWE intends to make the most of it. Chair Sheriff asked how many full-time employees worked at the AWE, and Ms. Leidy said the AWE has approximately 40 employees, but only four are full-time.

Commissioner Tedder-Loffland made the motion, and Commissioner Wyckoff seconded to accept the Healthy Living Norman annual report and recommend submitting the report to the City Council. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Isacksen, Nanny, Tedder-Loffland, Usry, and Wyckoff

NAY: None

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ITEM 7, being:

**CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED URBAN FOREST MASTER PLAN**

Mr. James Briggs, Park Development Manager, said that in 2024, the City of Norman hired DAVEY Resource Group (DAVEY) to produce an Urban Forest Master Plan (UFMP). The project for the UFMP included a process of assessing the current state of the Forestry Division and Norman's urban forest, gathering input from a steering committee, several stakeholders and public meetings, comparing Norman's current forestry programming to towns of similar size and location, as well as national averages, and making recommendations for how to move forward based on all of this information. DAVEY worked in close partnership with City staff from several Departments to find how the Forestry Division of the Parks and Recreation Department interacts with their tasks and how to strengthen the work of each part of the City to best achieve a strong UFMP for the next 15 to 20 years.

Mr. Briggs introduced Dana Karcher and Sandra Albro to Davey. Ms. Karcher said the plan outlines a 20-year vision for Norman's trees, with clear goals and actionable steps, emphasizing adaptive management. She said the Citywide canopy is 36%, and 5,775 public trees were inventoried; however, trees within natural areas, along streets, or on private property were not included in the inventory. Ms. Karcher said Norman's public trees contribute to the citywide ecosystem in the amount of \$23,000+ annually (air quality, carbon sequestration, stormwater runoff, etc.). She said an abundance of eastern redcedar and elm within the public tree population is at or near recommended limits for tree diversity. Ms. Karcher said the current Norman Forestry division operates with three staff, including only one full-time City forester. She said the City uses contractors for large/emergency jobs that can cost 50-300% more than in-house labor. The current Forestry budget is \$450,000, with pruning/removal consuming the largest portion. Ms. Karcher said if the Norman Forestry budget were increased to \$1.4 million, it would meet the national averages. She said that 40% of citizen requests are related to debris/storm cleanup, utility damage, and sidewalk lifting; however, these concerns can be mitigated with proactive management.

Ms. Karcher said the UFMP highlights six key recommendations: 1) Growing the Forestry Division; 2) Prioritizing Tree Maintenance; 3) Protecting the Urban Forest; 4) Planning for Sustainable Growth; 5) Promoting the Right Tree/Right Place; and 6) Establishing Partnerships and Implementation Strategies. The plan also includes detailed analyses of species vulnerability to pests, diseases, ice storms, and climate impacts, and provides species lists for both current and climate-resilient trees.

Mr. Briggs stated that the UFMP plan was formatted to serve as a companion document to the recently approved AIM Norman Parks, Recreation, and Culture Master Plan, which was completed earlier this year.

The work in the UFMP is also aligned with the Community Wildfire Protection Plan, which was adopted by the City Council earlier this summer. The findings included in the Norman UFMP will be used to help the Forestry Division plan for staffing, budget, equipment, and programming needs at a higher level as Norman continues to grow its population and expand its built environment while managing its forest canopy. We will use this information to help us plan updates and improvements to Norman's Park system, which includes the protection and expansion of trees as a high-value natural resource.

Commissioner Tedder-Loffland said she is excited about the UFMP, noting it has been anticipated for a long time. She appreciates that Norman is not only protecting the tree canopy now but also planning for its future, and the Board agreed. Commissioner Wyckoff asked if the City should consider prescribed burns to mitigate potential fire risks associated with the abundance of redcedar trees, and Ms. Karcher agreed, to a certain extent, that they do need to be managed. City Forester Colin Zink agreed, saying that wildfire risk is very low for trees that were inventoried in managed areas. Commissioner Nanny inquired if Norman should proactively replace trees due to potential stress or death from climate change over the next 10 to 25 years, and Ms. Karcher advised against tree removal and replacement since the current trees provide critical benefits, but instead suggested diversification of the types of trees planted to see which thrives best in Norman. Ms. Sandra Albro, with Davey, agreed, noting that the UFMP recommendations include comprehensive details regarding the vulnerability of tree species to ice storm damage and climate change factors. Additionally, the UFMP lists several actions for learning from urban foresters across Oklahoma, northern Texas, and neighboring states to adapt species selection, which will help curate tree species lists that include new climate- and pest-resilient tree species for Norman. Ms. Albro said these lists should be shared with developers and homeowners.

Mr. Briggs said Davey is also working with the staff to review Norman's tree ordinance, clarifying the City's roles and responsibilities. He said this aligns with the City's education goals to make policies and duties clear to residents. Mr. Briggs said that staff recommends the Board approve and forward the proposed Urban Forest Master Plan (UFMP) to the City Council for their consideration and approval. He mentioned that if the Board endorses the proposed UFMP, it will be presented at a Council Study Session on September 8, 2025, and will seek Council approval in October 2025.

Commissioner Tedder-Loffland expressed strong support for the proposed UFMP, suggesting that the City hire more staff and increase funding for the forestry budget, and the Board agreed. Mr. Jason Olsen, Director of Parks and Recreation, stated that staff can draft a letter of support from the Park Board, have it signed by the Chair, and submit it to Council (along with the proposed UFMP) for their consideration and potential adoption in October.

Commissioner Tedder-Loffland made the motion, and Commissioner Wyckoff seconded to recommend the proposed Urban Forest Master Plan to the City Council for their consideration and approval. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Isacksen, Nanny, Tedder-Loffland, Usry, and Wyckoff

NAY: None

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ITEM 8, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED CHANGES TO PARK HOURS OF OPERATION

Mr. Jason Olsen, Director of Parks and Recreation, said the City owns and operates 67 parks, and two (2) new parks will be constructed within the next year. He said a few years ago, the Norman Police Department (NPD) requested that the Parks and Recreation Department set hours at Sutton Wilderness Nature Park. After testing dusk-to-dawn closures at Sutton Wilderness, the NPD recently requested that Parks and Recreation set and clearly state park hours to align with curfews for individuals under 18. He said updated hours will

also assist NPD with shift changes. Mr. Olsen said the staff is working on a new signage package, and we would like to include the proposed hours of operation on the new park signs. He said generally, parks are closed at night; Community Park hours are 6:00 a.m. to 12:00 a.m., and Neighborhood Parks hours are 6:00 a.m. to 11:00 p.m.

Mr. Olsen said after discussion, the staff would like to propose changes to park hours in Community, Neighborhood, and Special Use Parks as follows:

- Community Parks: Daily 6:00 am to 11:00 pm
- Neighborhood Parks: Daily 6:00 am to 9:00 pm
- Special Use Parks:
  - ❖ Creekside Bike Park
 

April-October	6:00 am - 9:00 pm
November – March	8:00 am - 6:00 pm
  - ❖ Edwards Park
 

Daily	6:00 am - 11:00 pm
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  - ❖ Sutton Wilderness Nature Park
 

April-October	6:00 am - 9:00 pm
November – March	8:00 am - 6:00 pm
  - ❖ Legacy Park
 

Daily	6:00 am - 11:00 pm
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  - ❖ Westwood Park
 

Seasonal Hours as Set by the Director	
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  - ❖ Bishop Creek Eco Park
 

April-October	6:00 am – 9:00 pm
November – March	8:00 am – 6:00 pm

Commissioner Wyckoff inquired about the effect on the homeless community. Staff explained that if homeless individuals are found in the park after hours, the NPD will ask them to leave instead of arresting or citing them. Most homeless people have complied and left the park after dark when asked. If they resist, trespassing charges may be considered.

Commissioner Isacksen inquired about how different closing times would benefit NPD, and Mr. Olsen explained that most neighborhood parks are dark at the current closing times (10:00 pm and later). He said neighborhood parks, which are not lit after dark like community parks, become prone to vandalism and noise, and closing neighborhood parks before dark would help reduce these issues. Commissioner Usry inquired about neighborhood input, and Mr. Olsen noted that, although no survey had been conducted, numerous complaints had been received from citizens about people in parks after dark.

Chair Sheriff asked if Lions Park is a neighborhood or community park, and Mr. Olsen confirmed it is a neighborhood park; however, several annual events are held there. He also mentioned that staff will propose reclassifying some neighborhood parks as community parks at a future meeting, based on the recommendation of the recently adopted AIM Norman Parks, Recreation, and Culture Facilities Master Plan. The Chair Sheriff inquired if the time changes would impact the 12th Avenue Outdoor Pickleball Courts, and Mr. Olsen stated that they would not, as these courts are part of a facility, not a park. He said there are no lights at the pickleball courts and suggested that hours of operation could be posted at the Rec Center or the pickleball courts.

Staff recommends that the Board support the proposed changes to park hours of operation.

Commissioner Wyckoff made the motion, and Commissioner Isacksen seconded to support the proposed changes to park hours of operation. The vote was taken with the following results:

- YEAH: Chair Sheriff and Commissioners Isacksen, Nanny, Tedder-Loffland, Usry, and Wyckoff
- NAY: None

ITEM 9, being:

**CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED CHANGES TO YOUNG FAMILY ATHLETIC CENTER OPERATING HOURS**

Mr. Jason Olsen, Parks and Recreation Director, stated that prior to the opening of the Young Family Athletic Center (YFAC), a resolution was adopted, granting the Park Board the responsibility of setting hours of operation at the YFAC.

Mr. Mitchell Richardson, Recreation Manager, The Young Family Athletic Center (YFAC) has been open for two years and currently operates under the following schedule:

- ❖ Monday - Friday: 6:30 am to 8:00 pm
- ❖ Saturday: 10:00 am to 8:00 pm
- ❖ Sunday: 12:00 pm to 4:00 pm

Mr. Richardson said Special Holiday hours are currently 12:00 pm to 6:00 pm (MLK Day, Memorial Day, Juneteenth, and Labor Day), and YFAC is closed on New Year's Day, Independence Day, Thanksgiving Day & Black Friday, Christmas Eve, and Christmas Day.

Mr. Richardson presented visitor data usage from August 2024 to the present, which reflected day pass and membership usage. He said the data does not reflect single versus family membership, i.e., it does not distinguish between visitor usage for a family of four versus a family of two and individuals who visit the facility. Mr. Richardson said the data reflected that visitor usage really didn't start to increase until 7:00 a.m. and decreased after 6:00 p.m. He said operating the facility requires multiple staff members (front desk, lifeguards, supervision) and reminded the Board that when staff worked on special holidays, they received holiday pay or overtime, which increased labor costs, all while visitor numbers were low on those days. After reviewing facility usage patterns, staffing considerations, and public feedback, staff recommend adjusting the hours to better align with community needs, increase efficiency, and provide consistency across facility spaces. The proposed changes differentiate pool hours from gym hours to better reflect operational demands:

- ❖ Monday – Friday
  - Pool: 7:00 am to 7:00 pm
  - Gym: 8:00 am to 8:00 pm
- ❖ Saturday
  - Pool: 10:00 am to 4:00 pm
  - Gym: 10:00 am to 6:00 pm
- ❖ Sunday
  - 12:00 pm to 4:00 pm
- ❖ Holidays: Close on all holidays recognized by the City of Norman

Commissioner Nanny asked why the gym opens at 8:00 am during the week when the pool opens at 7:00 am. Mr. Richardson explained that this schedule balances staffing needs since the pool is more popular in the morning and the gym in the evening. Having two to three staff for an extra hour daily adds up, so staffing is focused on peak times.

Staff recommends that the Park Board of Commissioners support the proposed changes to the Young Family Athletic Center's operating hours.

Commissioner Nanny made the motion, and Commissioner Usry seconded to support the proposed changes to the Young Family Athletic Center's operating hours. The vote was taken with the following results:

YEAH:	Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Tedder-Loffland, Wright, and Wyckoff
NAY:	None

ITEM 10, being:

**DISCUSSION REGARDING THE ADVISORY COMMITTEE FOR PARKS AND RECREATION  
POLICY AND PROCEDURES**

Mr. Jason Olsen, Parks and Recreation Director, stated that the Board has several subcommittees in place, including an Advisory Committee for Parks and Recreation Policy & Procedures, which is convened to help update the Policies and Procedures for the Parks and Recreation Department. The Commissioners appointed to the Advisory Committee at the January 2, 2025, meeting included Chair Sheriff and Commissioners Davison, Isacksen, and Usry.

Mr. Olsen said the Parks & Recreation Department Rule and Policy Manual has not been updated since 1991. The Advisory Committee for Parks and Recreation Policy & Procedures will review the current policies, assess recent community needs and feedback, and research current best practices and regulations, including the Rules and Regulations Governing Open Space and Facilities, the Facility Use Policy, the Facilities Description, the Facility Rental Fee, and the Facility Fee Schedule. Two or three meetings will likely be held within the next 60 days, either in person or online. Commissioner Nanny agreed to replace Commissioner Isacksen on the Advisory Committee due to scheduling conflicts.

Mr. Olsen mentioned that staff will soon present several items related to the Parks and Recreation Policy and Procedures. These will include Special Events in City Parks, whether organized by the City or by citizens, as well as the Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation, which our department aims to achieve.

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ITEM 11, being:

**NORMAN FORWARD UPDATE**

Mr. Jason Olsen, Director of Parks and Recreation, stated regarding the NF Saxon Park Project, we have received notice from Public Works that they will begin constructing the road, which we have been anticipating. Since Public Works is undertaking this task, it will save the NF Saxon Park Project a significant amount of money, not only for the portion of the road in front of the park but also for the utilities that need to be installed beneath the road, such as sewage and water. He said it is beneficial for the overall project to proceed at a measured pace, allowing the 6 to 9 months required for these installations before advancing with our designs. We expect substantial progress this fall and aim to secure funding accordingly. Mr. Olsen said that staff will begin working on Northeast Lions Park once the land swap with Norman Public Schools is completed, allowing them to acquire the parcel between High Meadows Park and Northeast Lions, thereby making the two parks one contiguous area. The new area will be the location for the new play equipment, aiming to reduce vandalism and conflicts with disc golf activities in the current playground.

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ITEM 12, being:

**DIVISIONAL UPDATE**

Mr. James Briggs said staff collaborated with Public Works on the recent Main Street/Merkle Creek Bridge Project near Panera Bread, resulting in a new landscape plan that is expected to be installed soon. He said Forestry efforts include significant tree care and removal of invasive species at Sutton Wilderness, revealing previously obscured features like an additional pond viewable from the trail. Mr. Briggs said preliminary tree removals have begun, with plans for boardwalk construction, pond excavation, and related tasks at Bishop Creek Eco Park. He announced that new lighting and fencing work are underway at Westwood Tennis; the Firehouse Art Studio Project was recently completed, adding a new jewelry studio. Repairs to the chimney and flooring are planned at the Lindsay Moore Historic House, and the Sooner Theater has scheduled stage enhancements that will begin soon.



Mr. Mitchell Richardson said the City will open the Timeout Cafe at YFAC in October, following a mutual separation with the previous concessionaire. He said the outdoor pickleball and volleyball courts at YFAC are nearing completion, with a dedication ceremony planned soon. Additionally, the Westwood swimming season concluded successfully over Labor Day. Mr. Richardson said Legacy Fest is September 13th, featuring four bands in a "battle of the bands" format, headlined by last year's winner, Kai Dawson and The Experience. He said tickets are also available for the Screen to Plate Ratatouille Event at YFAC, featuring cuisine by Scratch. Upcoming events include the United Way golf tournament on September 26th, mini art sessions at the 12<sup>th</sup> Avenue Rec Center, and activities for 4th to 8th-graders with Trae Young. Our youth volleyball league registration remains open until September 16th, alongside the TOTS program, which focuses on movement and sports for children aged three to six, at YFAC. Mr. Richardson said staff is exploring new programming strategies, such as rebranding parents' night out events to emphasize fun and engagement, rather than merely providing childcare. Programs will target various age groups, providing structured activities during school breaks.

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MISCELLANEOUS ITEMS

None.

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PUBLIC COMMENT

None.

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ADJOURNMENT

Chair Sheriff adjourned the meeting at 8:03 p.m.

Passed and approved this \_\_\_\_\_ of \_\_\_\_\_ 2025

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Sherrel Sheriff, Chair



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 11/06/2025

**REQUESTER:** Karla Sitton, Administrative Tech IV

**PRESENTER:** Jason Olsen, Director of Parks & Recreation

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED CITY COUNCIL ITEMS

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### **DISCUSSION:**

The City of Norman City Council met at a Regular meeting on October 14, 2025, and October 28, 2025, to consider several items pertaining to the Parks and Recreation Department. Staff have included those previously approved City Council agenda items to keep you informed and up to date.

# City of Norman, OK

*Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069*



## **Meeting Agenda**

***Amended***

**Tuesday, October 14, 2025**

**6:30 PM**

## **DIRECTOR OF PARKS AND RECREATION**

**City Council, Norman Utilities Authority, Norman Municipal  
Authority, and Norman Tax Increment Finance Authority**

## **City Council**

**David Gandesbery, Ward 1, Matthew Peacock, Ward 2, Vacant, Ward 3,  
Helen Grant Ward 4, Brandon Nofire, Ward 5, Joshua Hinkle, Ward 6,  
Kimberly Blodgett, Ward 7, Scott Dixon, Ward 8,  
Mayor Stephen Tyler Holman.**

**File Attachments for Item:**

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM FIREHOUSE ART CENTER TO THE BOARD OF PARK COMMISSIONERS



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/14/2025

**REQUESTER:** Karla Sitton, Administrative Tech IV

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM FIREHOUSE ART CENTER TO THE BOARD OF PARK COMMISSIONERS

### BACKGROUND:

The Norman Firehouse Art Center (FAC) is a non-profit 501(c)(3) corporation and was founded in 1970 as a community arts center, operating out of a vacated, city-owned building, which previously served as a fire station. The facility has since been transformed into a house of professionally working visual arts studios, which accommodate both adult and youth art education programming, a gift shop, and dedicated exhibition gallery space. The FAC provides art education programming in Norman public elementary schools and serves as a partner to many community events.

### DISCUSSION:

The City has Contract K-2324-41 with Firehouse Art Center (FAC) to assist with the operation of the FAC to include the visual arts studios, adult and youth art education programs, a gift shop and exhibition gallery space. FAC gave its annual presentation to the Board of Park Commissioners on June 5, 2025. Their presentation included information about their events, programming, rentals, and 2023-2024 financials.

### RECOMMENDATION:

It is recommended that the City Council accept the Firehouse Art Center (FAC) annual report for the 2024 calendar year



**FIREHOUSE  
ART CENTER**

The Norman Firehouse Art Center's

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# 2025 Organization Annual Report

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Fiscal Year: September 1, 2023 – August 31, 2024  
City of Norman and Parks and Recreation Board

## ANNUAL REPORT

01. Organization Mission Statement and Strategic Plan
02. Current Board of Directors, Staff, and Faculty
03. Narrative of Annual Activities
04. Financial Information and Budget
05. Other Sources of Income
06. How Past Funding was Used
07. Financial Statement and Tax Statements for the Past Year
08. New Requests for FYE 2026
09. Charges and Fees for Services Provided
10. Number of Participants
11. Board of Directors' Actions to Generate Income

## ATTACHMENTS

Three-year Profit and Loss  
Breakdown of Revenues by Category 23-24  
FY 23-24 Form 990  
FY 23-24 Statement of Activity  
FY 23-24 Statement of Financial Position  
FY 24-25 Budget

Donation Acceptance 1  
Donation Acceptance 2  
Strategic Plan 2022

**File Attachments for Item:**

6. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, AMENDMENT AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM MOORE-LINDSAY HISTORICAL HOUSE MUSEUM TO THE BOARD OF PARK COMMISSIONERS



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/14/2025

**REQUESTER:** Karla Sitton, Administrative Tech IV

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, AMENDMENT AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM MOORE-LINDSAY HISTORICAL HOUSE MUSEUM TO THE BOARD OF PARK COMMISSIONERS

### BACKGROUND:

The Moore-Lindsay Historical House Museum (MLHHM) opened in 1975 and is operated by the Cleveland County Historical Society. The MLHHM, located at 508 N. Peters Street, is a beautiful Victorian home that depicts the history of Norman from approximately 1890 to 1910. In the 1970s, when citizens in cities and towns across the United States became concerned about the deteriorating condition of older historical homes in their areas, many state and city governments formed historical preservation committees to help organize the preservation of homes and designate historic districts. Norman was one of those communities. The mayor of Norman set up the "Mayor's Committee on Historic Preservation" with the goal to back citizen's efforts to preserve the history of Norman through its architecture. Working with members of the Historical Society, the city of Norman purchased the Moore-Lindsay House at 508 N. Peters in 1973. Soon after the purchase, the City allocated funds to renovate the House to its original Victorian style, which represents the early settlement and statehood of Oklahoma.

### DISCUSSION:

The City has a contract with the Norman and Cleveland County Historical Society to operate the Moore-Lindsay Historical House Museum (MLHHM) and maintain artifacts, displays, and offer guided tours, programming and education related to the early days and historical development of the City of Norman and of Cleveland County. MLHHM gave its annual presentation to the Board of Park Commissioners on August 7, 2025. Their presentation included information about their events, programming, rentals, and 2023-2024 financials.

### RECOMMENDATION:

It is recommended that the City Council accept the Moore-Lindsay Historical House Museum annual report for the 2024 calendar year



Item 2.  
Item 6.

# Cleveland County Historical Society Moore-Lindsay Historical House Museum

508 N. Peters Avenue • Norman, OK 73069

405-321-0156 • mlhbmuseum@gmail.com

www.normanmuseum.org • www.clevelandcountyhistoricalsociety.com

## FY 2024-25 Annual Report

prepared August 2025

### Board of Directors

Riley Million  
President

John Hughes  
Vice-President

Ashley Evans  
Treasurer

Carley Veal  
Secretary

Barbara Million  
Historian

Malia Bennett

Dawn Jackson

Robertson Million

Mae D. Cox  
Board Member Emeritus

Vernon Maddux  
Board Member Emeritus

Sue Schrems  
Board Member Emeritus

James Briggs  
Ex-officio, City Staff

### Staff

Amy Pence  
Museum Manager

The Moore-Lindsay Historical House Museum (MLHHM) celebrated 50 years of serving as Norman's local history museum in May 2025. The museum opened in 1975 as the Norman-Cleveland County Historical Museum, the result of a collaboration between the City of Norman and the Cleveland County Historical Society (CCHS). The museum is housed in a beautiful Victorian-style home that was built in 1899 and is a prime example of the success that middle-class families found in Oklahoma Territory. The Historical Society is proud to continue to serve as stewards of the historical house, which is listed on the National Register of Historic Places.



**File Attachments for Item:**

31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-61: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY TRANSFERRING \$725,537.91 TO TECHNOLOGY PLACE STREET EXTENSION FROM VARIOUS PROJECTS AS OUTLINED IN THE STAFF REPORT FOR THE SAXON INDUSTRIAL PARK IMPROVEMENT PROJECT.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/14/2025

**REQUESTER:** Joseph Hill, Streets Program Manager

**PRESENTER:** Scott Sturtz, Director of Public Works

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-61: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY TRANSFERRING \$725,537.91 TO TECHNOLOGY PLACE STREET EXTENSION FROM VARIOUS PROJECTS AS OUTLINED IN THE STAFF REPORT FOR THE SAXON INDUSTRIAL PARK IMPROVEMENT PROJECT.

### BACKGROUND:

The City of Norman and Norman Economic Development Coalition (NEDC) have been collaborating since 2015 in support of an economic development project in Saxon Industrial Park, intended to make approximately 47.43 acres available for industrial development. This project was originally intended to capitalize on federal funds to expand the City infrastructure in this industrial area to allow for expansion of existing businesses and/or promote new businesses.

NEDC in coordination with SMC Consulting, P.C. (SMC) developed a Preliminary Plat for approximately 47.43 acres of land generally located south of State Highway 9 and between Technology Place and Saxon Park. The Preliminary Plat passed through Planning Commission in May of 2020 and was approved by Council in April of 2020.

In April of 2020, City Council approved Contract K-1920-121 with SMC Consulting P.C. for preparation of the Final Plat and detailed engineering plans for public infrastructure for the Saxon Industrial Park Project. The purpose of this plat was to subdivide 47.43 acres into five parcels and put the infrastructure in place for industrial development of these parcels. Planned street improvements include a new east-west street that begins at the south end of Technology Place and will continue east to 36<sup>th</sup> Avenue SE at the current Saxon Park entrance. This new street will also intersect with John Saxon Boulevard providing connectivity for both emergency and truck access within the industrial park. Water, sewer and stormwater improvements were also designed to serve the project.

The Final Plat for this project was approved by City Council on August 26, 2025.

**DISCUSSION:**

This project was initially intended to be funded by an Economic Development Authority grant, an ODOT Industrial Road Program grant and a City share, in partnership with the Norman Economic Development Coalition (NEDC). After several attempts to secure funding for this improvement, staff received direction to identify alternative means to complete the project. Public Works staff has identified the opportunity to construct this project utilizing in-house, Public Works Department staff, with the exception of some subcontract work that will come with utility installation, subgrade stabilization and curb installation. It is recommended that the project be funded from the Capital Sales Tax Fund for the portions within Saxon Industrial Park, and from the Norman Forward Fund for the portions within Saxon Community Park.

The estimated cost for construction on this project is \$1,700,000. This estimate includes storm water infrastructure, roadway construction, striping and signage. This estimate excludes future installation of sanitary sewer or waterline improvements which will be funded through the Norman Utilities Authority. Funding to begin work on this project has been identified in the transfer table below; with \$550,169.25 (75.9%) proposed to be re-allocated from Capital Sales Tax/Street Maintenance projects and \$175,368.66 (24.1%) proposed to be allocated from the Norman Forward Fund, Traffic and Roadway project:

Project #	Account From:	Account To:	Total:
SC0748	Street Maintenance, Construction (50595511-46101)	Street Extension, Construction (Account 50593357-46101; Project TR0120)	\$123,450.00
SC0749	Construction (50595511-46101)	50593357-46101; TR0120	\$144,865.48
SC0751	Materials 50595511-46301	50593357-46101; TR0120	\$55,568.22
SC0752	Materials 50595511-46301	50593357-46101; TR0120	\$97,551.32
SC0671	Construction (50597718-46101)	50593357-46101; TR0120	\$78,734.23
SC0726	Construction (50590051-46101)	50593357-46101; TR0120	\$50,000.00
NFP120	51594405-46101	50593357-46101; TR0120	\$171,641.00
NFP120	51590405-46201	50593357-46101; TR0120	\$3,727.66
		Total:	\$725,537.91

The Technology Place Street Extension project (TR0120) currently has \$412,791.17 available: \$373,500 in Construction (46101) and \$39,291.17 in Design (46201). With the proposed transfers into the Construction account, the project will have funding in the amount of \$1,138,329.08 to move forward with initial construction to include but not limited to clearing of the site, rough grading of roadway, installation of stormwater infrastructure and concrete curb installation. Additional funding may be needed in order to complete the project in full. If additional funding is needed, project staff will work with the Finance Department to identify possible funding sources or submit for additional project funding via the FYE 2027 budget process.

**RECOMMENDATION:**

Staff recommends approval of Resolution R-2526-61 transferring funds as outlined in the staff report for the construction of the Technology Place street extension in Saxon Industrial Park and Saxon Community Park.

# Resolution

R-2526-61

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY TRANSFERRING \$725,537.91 TO TECHNOLOGY PLACE STREET EXTENSION FROM VARIOUS PROJECTS FOR THE SAXON INDUSTRIAL PARK IMPROVEMENT PROJECT.

- § 1. WHEREAS, the Saxon Industrial Park Improvement Project was initially intended to be funded by an Economic Development Authority grant, an ODOT Industrial Road Program grant and a City share, in partnership with the Norman Economic Development Coalition (NEDC); and
- § 2. WHEREAS, planned street improvements include a new east-west street that begins at the south end of Technology Place and will continue east to 36<sup>th</sup> Avenue SE at the current Saxon Park entrance and intersect with John Saxon Boulevard providing connectivity for both emergency and truck access within the industrial park; and
- § 3. WHEREAS, after several attempts to secure funding for this improvement, Staff received direction to identify alternative means to complete the project.

NOW, THEREFORE, BE IT RESOLVED BY THE NORMAN MUNICIPAL AUTHORITY:

- § 4. That the following transfers be made for the reasons stated above:

Project #	Account From:	Account To:	Total:
SC0748	Street Maintenance, Construction (50595511-46101)	Street Extension, Construction (Account 50593357-46101; Project TR0120)	\$123,450.00
SC0749	Construction (50595511-46101)	50593357-46101; TR0120	\$144,865.48
SC0751	Materials 50595511-46301	50593357-46101; TR0120	\$55,568.22
SC0752	Materials 50595511-46301	50593357-46101; TR0120	\$97,551.32
SC0671	Construction (50597718-46101)	50593357-46101; TR0120	\$78,734.23
SC0726	Construction (50590051-46101)	50593357-46101; TR0120	\$50,000.00
NFP120	51594405-46101	50593357-46101; TR0120	\$171,641.00
NFP120	51590405-46201	50593357-46101; TR0120	\$3,727.66
		Total:	\$725,537.91

PASSED AND ADOPTED this 14<sup>th</sup> day of October, 2025.

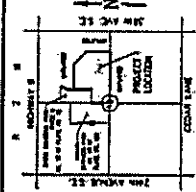
ATTEST:

Chairman

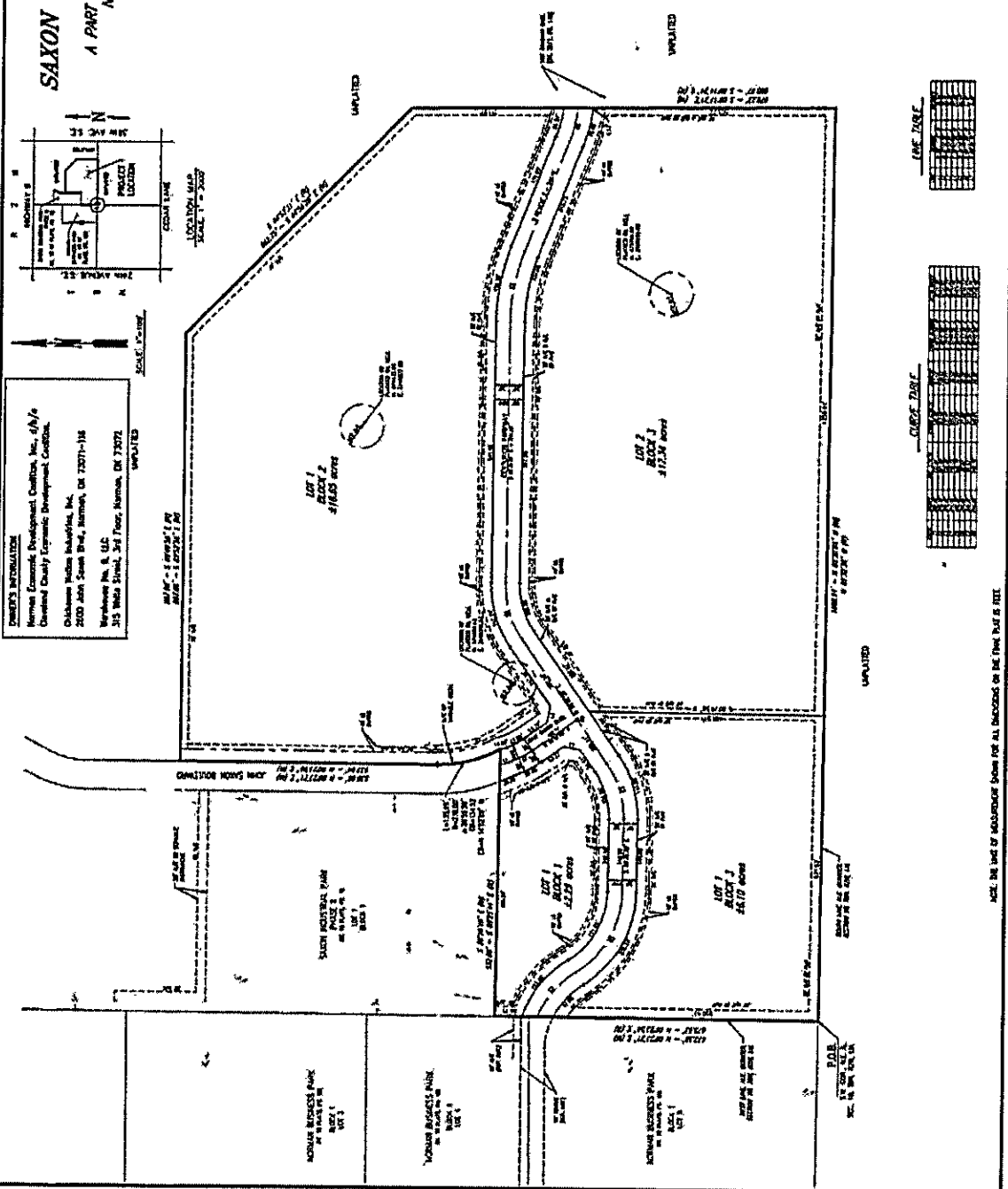
Secretary



**FINAL PLAT**  
**SAXON INDUSTRIAL PARK PHASE III**  
**A PLANNED UNIT DEVELOPMENT**  
**A PART OF THE N.E. 1/4, SECTION 10, T8N, R2W, 14M.**  
**NORMAN, CLEVELAND COUNTY, OKLAHOMA**



**DRAWN'S INFORMATION**  
Norman Economic Development, Oklahoma, Inc. (NED)  
Cleveland County Economic Development, Oklahoma  
Cleveland County Industrial, Inc.  
2000 John Street Blvd., Norman, OK 73071-1116  
Norman, Ok. 73071  
315 West Street, 3rd Floor, Norman, OK 73072



**LEGAL DESCRIPTION**

A part of the N.E. 1/4 of the Section 10, T8N, R2W, 14M, of the 1936 Meridian, Cleveland County, Oklahoma, being more particularly described as follows:

1. Lot 1, 316.85 acres, being the N.E. 1/4 of the Section 10, T8N, R2W, 14M, of the 1936 Meridian, Cleveland County, Oklahoma, being more particularly described as follows:

2. Lot 2, 316.85 acres, being the N.E. 1/4 of the Section 10, T8N, R2W, 14M, of the 1936 Meridian, Cleveland County, Oklahoma, being more particularly described as follows:

3. Lot 3, 316.85 acres, being the N.E. 1/4 of the Section 10, T8N, R2W, 14M, of the 1936 Meridian, Cleveland County, Oklahoma, being more particularly described as follows:

**NOTICE TO THE PUBLIC**

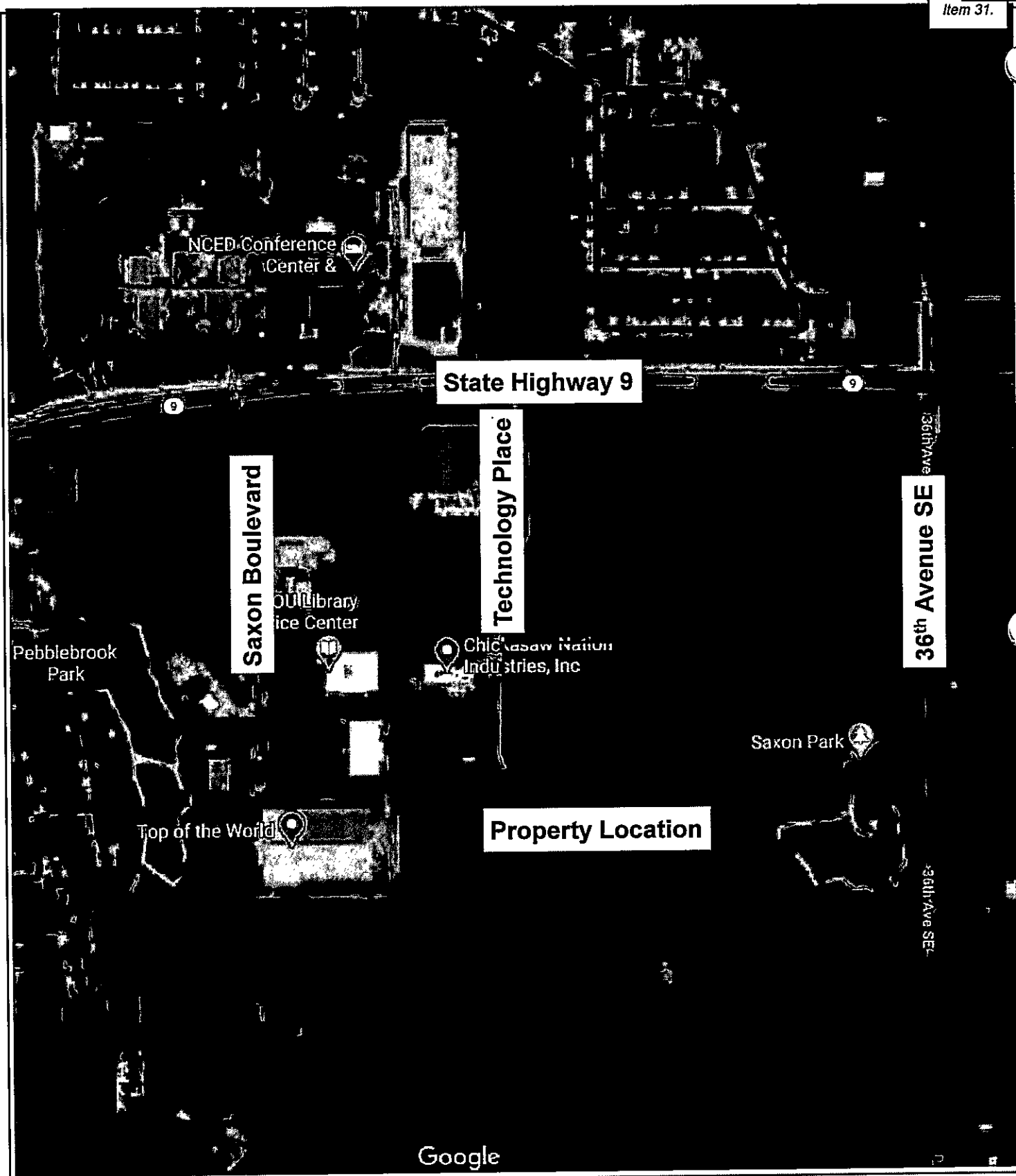
NOTICE TO THE PUBLIC: The undersigned, Norman Economic Development, Oklahoma, Inc. (NED), is the owner of the above-described land and is offering the same for sale. The land is being offered for sale as a part of the Saxon Industrial Park Phase III. The land is being offered for sale as a part of the Saxon Industrial Park Phase III. The land is being offered for sale as a part of the Saxon Industrial Park Phase III.

SAXON INDUSTRIAL PARK PHASE III	
LOT	ACRES
LOT 1	316.85
LOT 2	316.85
LOT 3	316.85
TOTAL	950.55

DEED BOOK 1	1
DEED BOOK 2	2

RECORDED: 10/17/07 BY CLERK OF DISTRICT COURT, CLEVELAND COUNTY, OKLAHOMA  
FILED: 10/17/07 BY CLERK OF DISTRICT COURT, CLEVELAND COUNTY, OKLAHOMA  
DATE: 10/17/07  
BY: CLERK OF DISTRICT COURT, CLEVELAND COUNTY, OKLAHOMA  
FILED: 10/17/07 BY CLERK OF DISTRICT COURT, CLEVELAND COUNTY, OKLAHOMA  
DATE: 10/17/07  
BY: CLERK OF DISTRICT COURT, CLEVELAND COUNTY, OKLAHOMA

NOTE: THE DATE OF MEASUREMENT SHOWN FOR ALL MEASUREMENTS ON THIS PLAT IS 10/17/07.



**Saxon Industrial Park Project  
Location Map**





# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069



## Meeting Agenda - Amended

Tuesday, October 28, 2025

6:30 PM

### DIRECTOR OF PARKS AND RECREATION

City Council, Norman Utilities Authority, Norman Municipal  
Authority, and Norman Tax Increment Finance Authority

### City Council

*David Gandesbery, Ward 1, Matthew Peacock, Ward 2, Vacant, Ward 3,  
Helen Grant Ward 4, Brandon Nofire, Ward 5, Joshua Hinkle, Ward 6,  
Kimberly Blodgett, Ward 7, Scott Dixon, Ward 8,  
Mayor Stephen Tyler Holman.*

**File Attachments for Item:**

9. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM HEALTHY LIVING NORMAN TO THE BOARD OF PARK COMMISSIONERS



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/28/2025

**REQUESTER:** Karla Sitton, Administrative Tech IV

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM HEALTHY LIVING NORMAN TO THE BOARD OF PARK COMMISSIONERS

### BACKGROUND:

Healthy Living Norman operates the Adult Wellness and Education (AWE) Center, a 32,000 square foot facility located at 602 N. Findlay Avenue that serves as a hub of wellness activities.

The AWE furthers the citizen-initiated Norman Forward mission to fund and create quality of-life projects for the Community. The goal of the wellness center is to embody and provide programs under one roof to improve the quality of life for adults 50 and above in the Norman Community. The AWE has a natatorium; arts and crafts rooms; a demonstration kitchen; fitness center; and outdoor pickleball and offers health screenings and seminars and events.

### DISCUSSION:

The City of Norman has an agreement with Healthy Living Center Norman to operate the Adult Wellness and Education (AWE) Center and promote wellness, education, and community engagement. Healthy Living Norman gave its annual presentation to the Board of Park Commissioners on September 9, 2025. Their presentation included information about their events, programming, rentals, and 2023-2024 financials.

### RECOMMENDATION:

It is recommended that the City Council accept the Healthy Living Norman annual report for the 2024 calendar year.

# HEALTHY LIVING NORMAN

**Annual Report to the City of Norman**  
**Board of Parks Commissioners**

**September 4, 2025**

**File Attachments for Item:**

10. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM SOONER THEATRE TO THE BOARD OF PARK COMMISSIONERS



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/28/2025

**REQUESTER:** Karla Sitton, Administrative Tech IV

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM SOONER THEATRE TO THE BOARD OF PARK COMMISSIONERS

### BACKGROUND:

The Sooner Theatre opened its doors for the first time in 1929 as the first movie theatre in the region built to show talking pictures. Local architect Harold Gimeno spared no expense while building the Spanish Gothic-style building, spending over \$200,000. For nearly 50 years, The Sooner Theatre was the most popular movie theatre in the area until the mid-1970s, when multiplexes gained popularity and the single-screen Sooner could no longer meet the demand. In 1975, the Sooner Theatre closed and remained dark – nearly lost to the wrecking ball – until 1979, when a dedicated group of citizens refused to let the theater be lost and appealed to the City of Norman under the auspices of the non-profit organization The Sooner Theatre of Norman, Inc. The City agreed to purchase the theatre and lease it to the organization. After the first phase of restoration, the Sooner Theatre opened its doors again in 1982 as a community performing arts center.

The Sooner Theatre has become a beacon of light in the community's historic downtown Walker Arts District, impacting the lives of audiences and children each year.

### DISCUSSION:

The City has Contract K-0203-146 with Sooner Theatre, Inc., to operate the vibrant performing arts venue, which offers a diverse range of productions and events and adult and youth programs throughout the year. Sooner Theatre gave its annual presentation to the Board of Park Commissioners on September 4, 2025. Their presentation included information about their events, programming, rentals, and 2023-2024 financials.

### RECOMMENDATION:

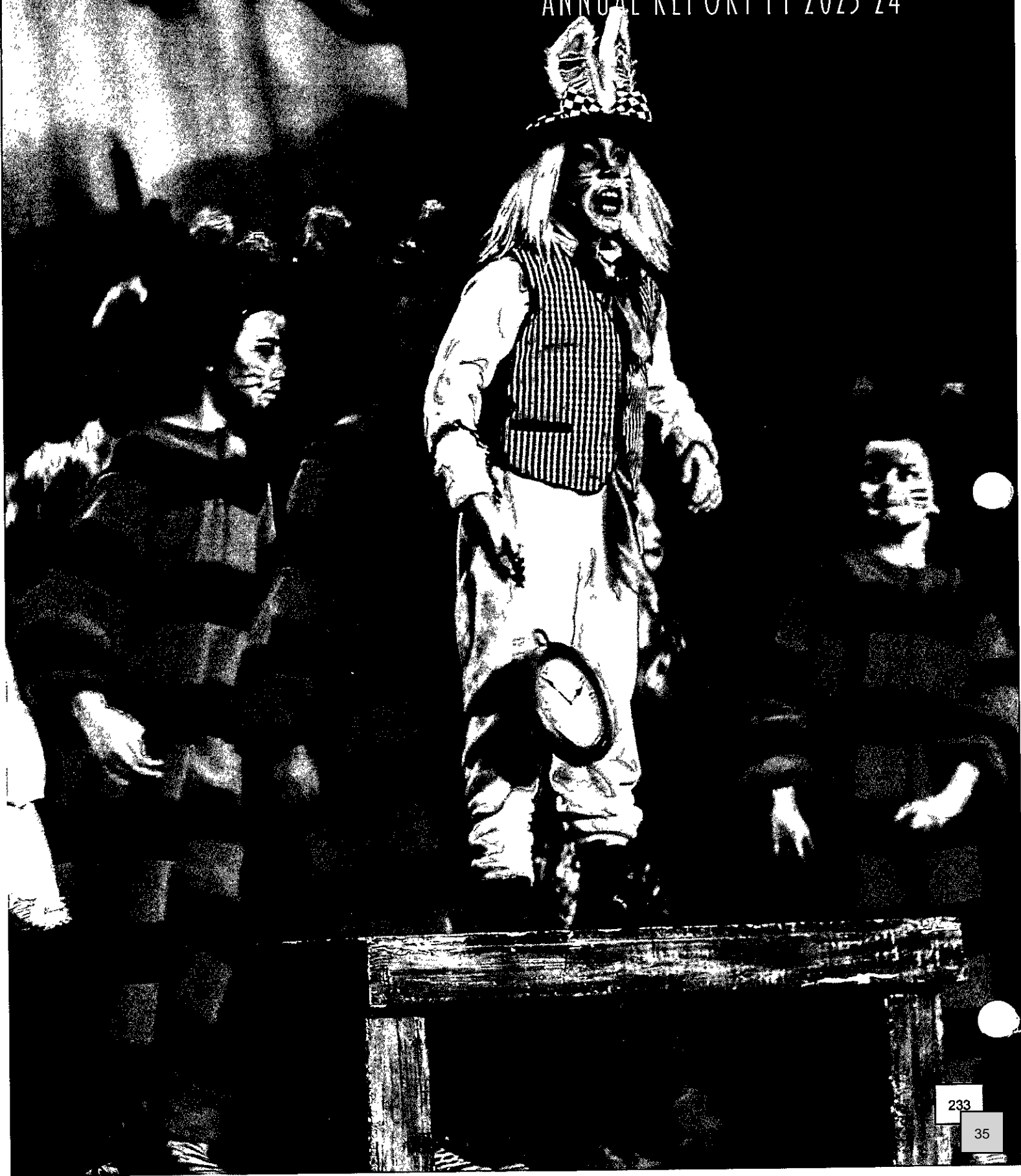
It is recommended that the City Council accept the Sooner Theatre FYE 2024 annual report.

Item 2.

Item 10.

# THE SOONER THEATRE OF NORMAN, INC.

ANNUAL REPORT FY 2023-24





**File Attachments for Item:**

11. CONSIDERATION OF ADOPTION, APPROVAL, REJECTION, AMENDMENT OR POSTPONEMENT OF THE WESTWOOD PARK GOLF AND TENNIS FACILITIES MASTER PLAN PROJECT.





## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/28/2025

**REQUESTER:** James Briggs, Park Development Manager

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF ADOPTION, APPROVAL, REJECTION, AMENDMENT OR POSTPONEMENT OF THE WESTWOOD PARK GOLF AND TENNIS FACILITIES MASTER PLAN PROJECT.

### **BACKGROUND:**

The 2023-24 Capital Improvement Plan included the Room Tax Fund funding a project to hire a design consultant to create a Master Plan for Westwood Park Golf and Tennis Facilities at 24<sup>th</sup> Avenue and West Robinson Street. This is a 137-acre special-use park home to an 18-hole golf course, a United States Tennis Association (USTA)-Accredited Tennis facility, and our Westwood Family Aquatics Center (WFAC). Westwood has served the community for over 60 years and is one of Norman's most visited parks, especially in summer.

The Aquatics Center Reconstruction project was one of the first things completed as part of the Norman Forward Quality of Life Initiative passed by voters in 2015. It has been successful since its opening day and set the standard for the other extensive park system improvements that have been repeated with the projects at Griffin Soccer Complex, Reaves Baseball/Softball, and the Andrews Park Skatepark, among others. The Parks Department also completed the construction of a two-court indoor tennis facility at Westwood, which has greatly increased the number of plays in the hot summer months.

Recently, Norman cut the ribbon on the Adult Wellness and Education Center and the Young Family Athletic Center (YFAC), which have also helped mark the beginning of a new level of service offered by the City of Norman through the Parks Department. To prepare for any future package of additional Quality of Life projects, we need to create master plans for those facilities that need improvement. At Westwood, the golf pro shop, grill building, and the golf maintenance facilities at the park entry have operated since the 1960's. They have had minor upgrades over the decades but are now reaching the end of their functional life versus constant maintenance costs.

Similarly, the tennis pro shop was built in phases but is nowhere near large enough to meet the needs of the growing number of paddle sport players, especially with the increasing popularity of pickleball and the continued growth of tennis programs. The tennis shop needs additional restroom facilities and would greatly benefit from adding lockers and showers. The parking lot

could also benefit from a redesign, similar to the Aquatics Center parking lot improvements as part of the Norman Forward project. After decades of use for daily activity, which can be hundreds of people and vehicles per day, the Staff has determined that it is time to plan for the next 60 years at Westwood Golf and Tennis—starting with this design phase.

### **DISCUSSION:**

In February 2024, Parks staff advertised a Request for Proposal RFP-2324-44 for Professional Design Services for the Westwood Park Golf & Tennis Facilities (WWPGT) Master Plan. The Review Committee selected the services of the team led by GSB, Inc., from Oklahoma City for this project. The GSB team is comprised of GSB, Inc. (Architects), along with Wallace Design Collective (Engineers and Landscape Architects), Tom Hoch Designs (Clubhouse and Sports Pro Shop Design Specialists), Craig + Coyne Designs (Golf Course Designers), and White & Associates (Cost Estimators).

On May 28, 2024, the City Council appropriated funds for \$29,240 from the Community Park Development Fund Balance into the Westwood Park Master Plan Project and approved Contract K-2324-184 to GSB, Inc., in the total amount of \$54,240 for the WWPGT Master Plan project. Staff selected local citizens and/or professionals to give input and assist with the design of the WWPGT Master Plan.

The process used to develop the master plan included utilizing a project steering committee, a public input process, Parks and Recreation Staff, and a review by the Norman Board of Park Commissioners. The Board of Park Commissioners approved the WWPGT Master Plan at the June 5, 2025, Park Board meeting.

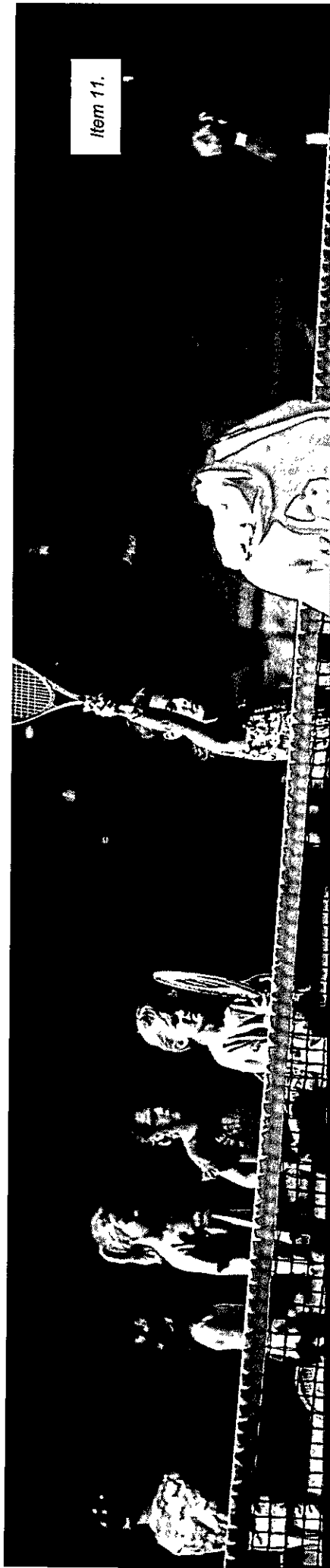
City Council's Business and Community Affairs Committee (BACA) discussed the proposed WWPGT Master Plan at its September 4, 2025, meeting. Specifically, use LED lighting to reduce light pollution, set reasonable hours, & install guardrails at the driving range; support for on-street parking along Fairway Drive versus constructing additional parking lots elsewhere in the park; reposition the 12 outdoor tennis courts from south to north starting at the aquatics center and add raised sidewalks to maintain pedestrian circulation in the center and vehicle traffic along the perimeter; Merkle Creek, the golf course ponds for irrigation remains a priority, emphasizing returning waterways to a natural state; support for a traffic study for new entry and entrances along Robinson to include the idea of a south exit from Westwood at Tee Circle; and a commitment to not connect to Fairway Drive as a southbound exit from Westwood Park.

### **RECOMMENDATION #1:**

It is recommended that the City Council adopt the Westwood Park Golf & Tennis Facilities Master Plan.

### **RECOMMENDATION #2:**

It is further recommended that the City Council amend the 2025 AIM Norman Parks, Recreation and Culture Master Plan to include the Westwood Park Golf & Tennis Facilities Master Plan as adopted.



Item 11.



**Smyers Craig & Coyne**  
American Society of Golf Course Architects

# WESTWOOD PARK MASTER PLAN

City of Norman RFP 2324-44

City Council Meeting | October 14, 2025



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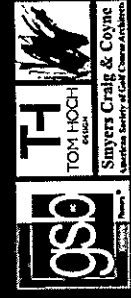
Item 2.

**EVENT**

**DATE**

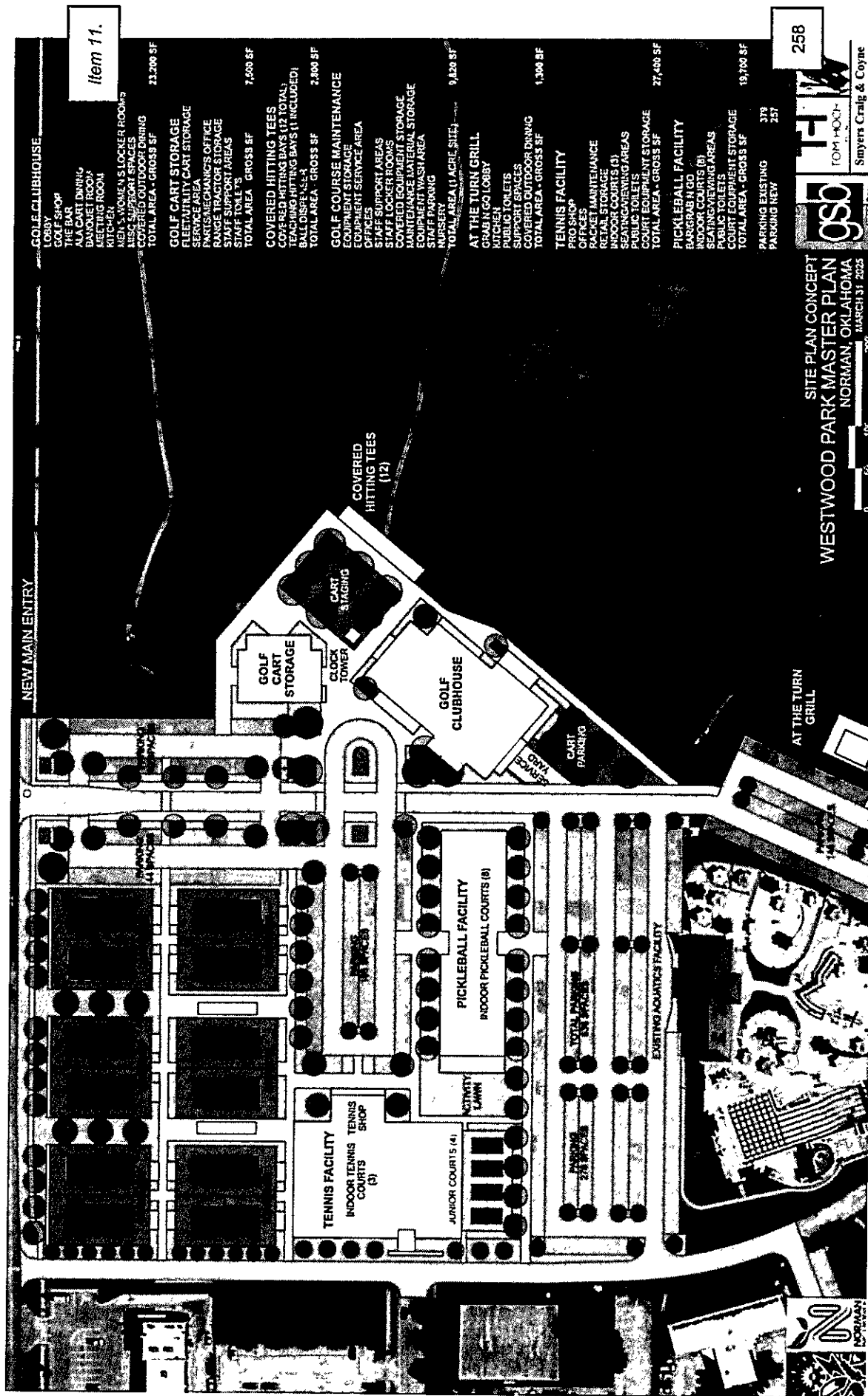
Item 11.

<b>Project Kickoff</b> City Staff/ Steering Committee (stake holders)	June 21, 2024
<b>Site Analysis / Space Programming / Concept Design</b> Detailed Topographic Boundary & Utility Survey of the Larger Project Area / Due Diligence	June 24 – August 9, 2024
<b>Design Review Meeting 1</b> City Staff / Steering Committee (stake holders)	September 13, 2024
<b>Public Distribution of Conceptual Plan</b> (City website, social media, local news media)	March 31 – April 14, 2025
<b>Design Review Meeting 2</b> 50% Plan Review City Staff / Steering Committee (stake holders)	April 18, 2025
<b>Present Master Plan to Park Board Commissioners</b>	June 5, 2025
<b>Present Master Plan to City Council</b>	June 10, 2025
<b>Master Plan Adoption by City Council</b>	October 14, 2025



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Item 2.



## MEETING AGENDA

1. Review of Comments (Public, Committee, BACA)
  2. Master Plan Site
  3. Site / Civil Considerations
  4. Golf Course Renovation Design
  5. Estimate of Probable Cost
  6. Discussion

## PUBLIC COMMENTS – GENERAL: March 31 – April 14, 2025

### Cost / Funding

- How much is this going to cost and be financed?
- Some of these plans are too much money. Why not take advantage of the good have and do remodels plus add to areas we need (ex, paddleball, irrigation, extra indoor courts).
- I am all for a new clubhouse – there is no need for a complete course shutdown and remodel.
- Many improvements could be made at a fraction of the cost.

### Support

- Nice Renders.
- Love it, Keep Going!
- DO IT!!!
- Wonderful news, badly needed.
- Looks awesome. Needs to be a council priority. Support this over funding the OU arena any day!



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# PUBLIC COMMENTS – GENERAL: March 31 – April 14, 2025



## Traffic Flow

- Need to see a traffic study for this master plan.
- New entrance on Robinson will need turn lanes at least and probably traffic signal.
- How will the exit/entry from Robinson occur? Will there be an overpass or stop lights on very busy Robinson?
- Accidents waiting to happen trying to get on Robinson from Qdoba going west.
- Why can there not be an entrance from the stoplight at Sonic?

## Paving / Parking

- Incorporate some green parking (drain to vegetation at a minimum).
- Some kind of mitigation for all the impervious surfaces being added.
- How will the increased impervious area affect the creek & water quality? Please include some green infrastructure like curb cuts, pervious pavement, green roofs, etc. and solar panels!
- Solar panels on the building would be awesome to see.
- Reversed angle parking for golfers and a cart pathway for them to load and unload their clubs.
- Bigger parking spaces for larger vehicles.





## PUBLIC COMMENTS – WESTWOOD GOLF: March 31 – April 14, 2025

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### Course

- Extend the driving range as the grass needs to be rotated every couple of days.
- Facility & clubhouse upgrades are nice, but the condition of the course is most important.
- Proposed design will not promote new tournaments because it's still a Par 70. Sell the property and purchase a larger lot of land to make a Par 72 golf course (or same course location & combine all clubhouses).
- Driving range should have charging ports for cell phones.
- Add tee boxes
- The golf course should not be changed. Just add things to make it even better.
- Add a few longer holes.

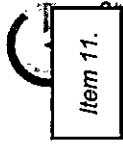
### Irrigation / Water Management

- Irrigate the whole property.
- Why does the creek east of hole 8 & 10 end at someone's house?
- The flow out of the pond should go east before joining with the creek.



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## PUBLIC COMMENTS – WESTWOOD GOLF: March 31 – April 14, 2025



### Price / Value

- It's not anywhere near worth the price to play it.
- I'm a city employee and I will not pay to play Westwood. I go to other town's courses instead of Westwood.
- Norman golfers need a great affordable course.

### Timing

- I'm a Marshal here so I worry about what we will do during construction.
- I would like the remodel done ASAP. Please get this done.

### Support

- Rick and his team do a great job maintaining a great golf course.
- I love Westwood, but it is worn out, every aspect needs to be redone.
- I like all the changes put forth.



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## PUBLIC COMMENTS – WESTWOOD TENNIS: March 31 – April 14, 2025

WESTWOOD IS

Item 11.

### Tennis Courts

- Highly Stressed: Courts located on Robinson are too loud. Unable to hear scores & calls due to street noise.
- Maybe put building there. / Move indoor courts and pickleball to back up to Robinson St. to give a buffer.
- Need more courts.
- Indoor courts are used mainly for pros – not available for public play.

### Pickleball

- Very interested in pickleball.
- Love separation of tennis courts and pickleball courts!
- Flexible hours for pickleball & lessons for adults & kids.
- Indoor facility that is open early / closes late to play before or after work.
- Forget about the pickleball courts (unnecessary). Use that area for extra parking.

### Timing

- What time frame will we be without courts?



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# PUBLIC COMMENTS – WESTWOOD TENNIS: March 31 – April 14, 2025

WESTWOOD IS

Item 11.

## Lighting

- All courts should have working lights.
- Lights come on at dusk/heavy overcast and/or staff knows how to turn on & off.
- The kind of lights that do not get in a player's eyes on the other courts. (Best = Earlywine / Worst = Edmond)

## Landscaping

- Too many trees in drawing. Leaves are a constant problem on courts.
- Deciduous trees along tennis courts is beautiful, but a nightmare to maintain.
- Believe the city could be liable for all the falls the players will incur if the leaves are not removed daily in the fall.

## Security

- Secure the facility. Customer should only be able to get to the courts through pro shop (ex, Earlywine & Edmond).
- Fees would also be able to be taken. (Currently not happening)
- Fence around the whole facility.
- Doors that work and lock.



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## PUBLIC COMMENTS – WESTWOOD TENNIS: March 31 – April 14, 2025

WESTWOOD  
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### Usage

- What is the data for Westwood tennis now?
- Indoor court usage and by whom? Lessons, drills, player matches, private lessons vs. public use.
- Outdoor court usage? By whom?
- Number of pickleball players? Number of tennis players?
- Has Westwood tennis been audited? What are the numbers?
- Indoor courts filled with private lessons, so the public has limited use of time. Will adding 3rd indoor court help?

### Management & Maintenance

- Better maintenance & better management needed. These are not addressed by a new facility.
- Is there enough money budgeted to manage and maintain this new facility?
- Front desk is often empty, phones not answered & fees not taken.
- Trash cans not emptied therefore blows on court.
- Trash and leaves need to be removed from courts.

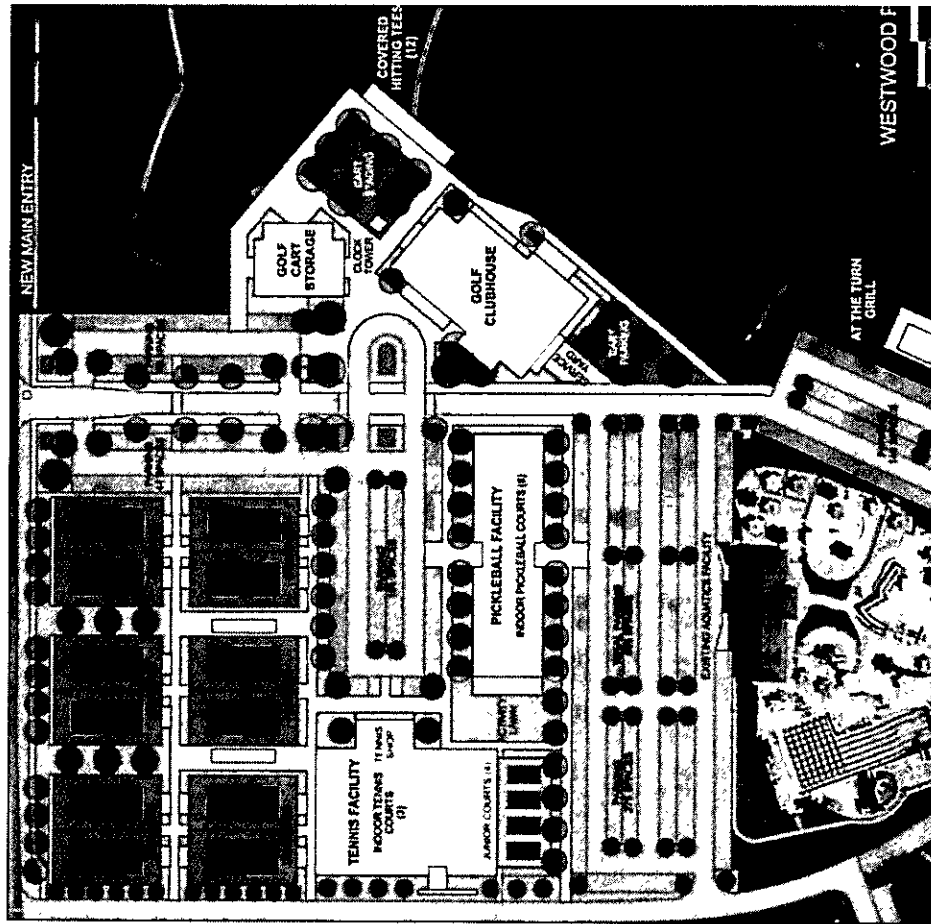


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# PUBLIC COMMENTS – WESTWOOD TENNIS: March 31 – April 14, 2025

## Management & Maintenance Continued

- Windscreens not repaired or replaced.
- No one answers the phone or desk to take court reservations. Told the phone system does not work.
- No one available to pay for courts, balls, drinks, etc.
- Need working squeegees.
- Remove or repair drink holders on court.
- Nets fixed – dangerous – feet can get caught in ripped edges.
- Open and staffed during busy summer holidays – golf and pool at Westwood are open 4th of July.
- Same standard for everyone regarding who pays and how much for indoor and outdoor courts.
- Same standard for everyone regarding reservations – all staff follow same policy.
- Fence not secured at bottom – dangerous for tripping and balls roll under.



## COMMITTEE COMMENTS: April 18, 2025

Item 11.

- Agreed to flipping the tennis / pickleball facilities to reduce traffic noise on courts from Robinson St
- Add additional tees to covered hitting tees pavilion and move to south side of clubhouse
- Remove standalone At-the-Turn Grill and consolidate with main dining & kitchen
- Eliminate junior tennis courts
- Add 4th indoor tennis court
- Eliminate trees between courts
- City funding needed for maintenance
- Show "Splash" sculpture placement

### Neighborhood Concerns

Possible sound and light from the driving range if the driving range has lights.

Compromise: If lights are used at the driving range, use directional LED lights to reduce light pollution, set reasonable hours, and install guardrails to minimize disruption to the neighborhoods near Westwood.

The Parks department will also produce a business plan that will include operational guidelines.



# CITY COUNCIL BUSINESS & COMMUNITY AFFAIRS (BACA) MEETING: Sept. 4, 2007

Item 11.

## Parking, Facility Layout, and Pedestrian Connectivity

Council demonstrated support for on-street parking along Fairway Drive rather than constructing additional parking lots elsewhere in the park.

Stronger pedestrian connections recommended; raised crosswalks:

- North–South alignment between the pickleball facility and the swim complex entrances.

- East–West connection between the tennis courts and the golf clubhouse.

Goal: Maintain pedestrian circulation in the center and vehicle traffic along the perimeter.

Proposal to reposition the 12 outdoor tennis courts from south to north, starting at the aquatics center, to open up parking and add additional emphasis on pedestrian connectivity between tennis, golf, and pool areas, creating a pedestrian triangle.

Note: the orientation of the tennis courts must remain north to south.



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### **Amenities**

Restaurant: Support for including a restaurant, noting it would serve the neighborhood even for non-park users.

Covered Hitting Tees: Believed to be popular, but must include guardrails to address neighborhood concerns.

Creek, Ponds, and Irrigation Pond: Remains a priority, emphasizing returning waterways to a natural state preferred by the community, especially for Merkle Creek.

### **Traffic and Connectivity**

Council strongly supports a traffic study for the new entry and other entrances along Robinson. The council also endorsed the idea of a south exit from Westwood at Tee Circle, which is a lighted intersection.

The Parks Department reinstated the commitment not to connect to Fairway Drive as a southbound exit from Westwood Park.

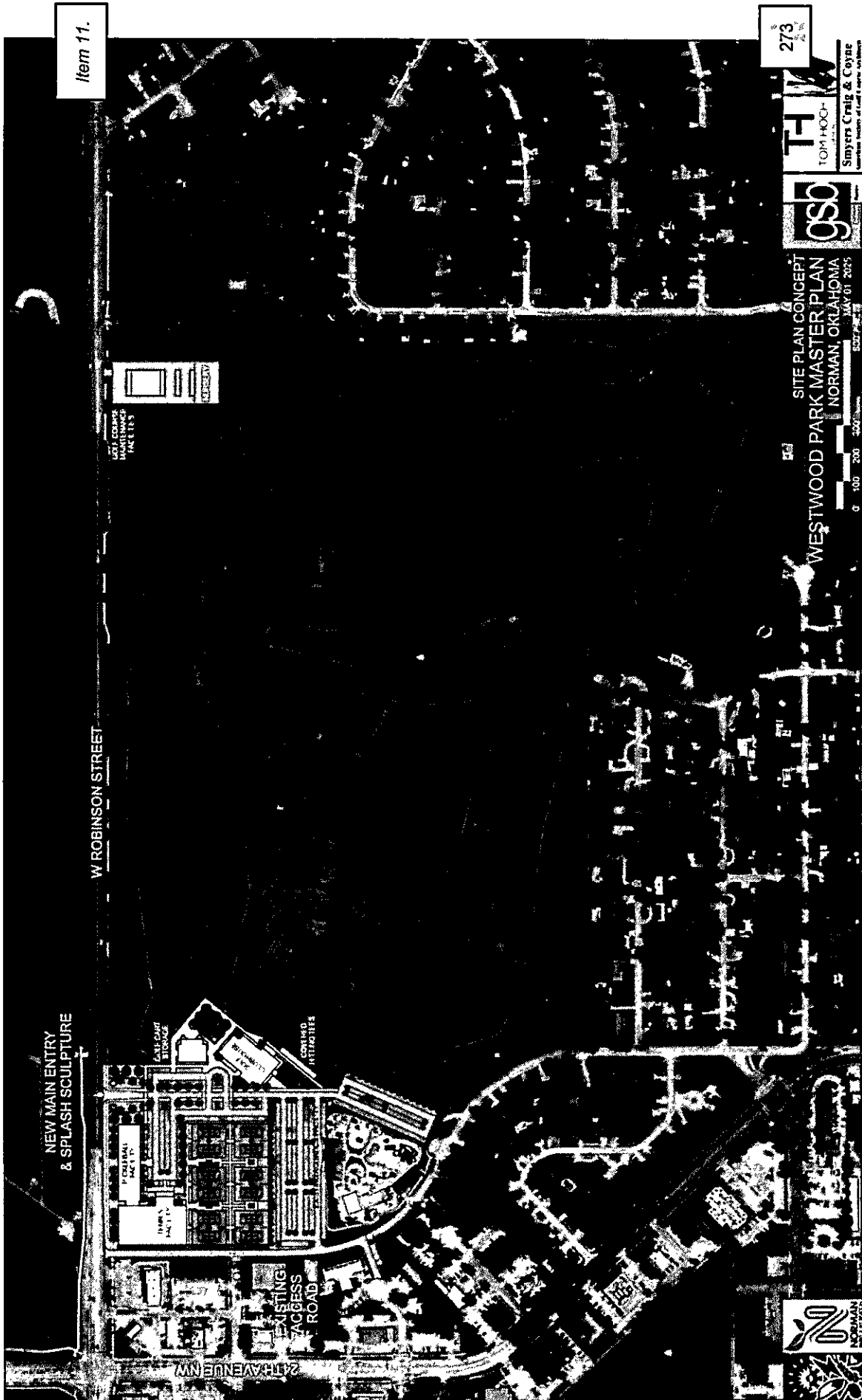
## MEETING AGENDA

1. Review of Comments (Public, Committee, BAČA)
- 2. Master Plan Site**
3. Site / Civil Considerations
4. Golf Course Renovation Design
5. Estimate of Probable Cost
6. Discussion

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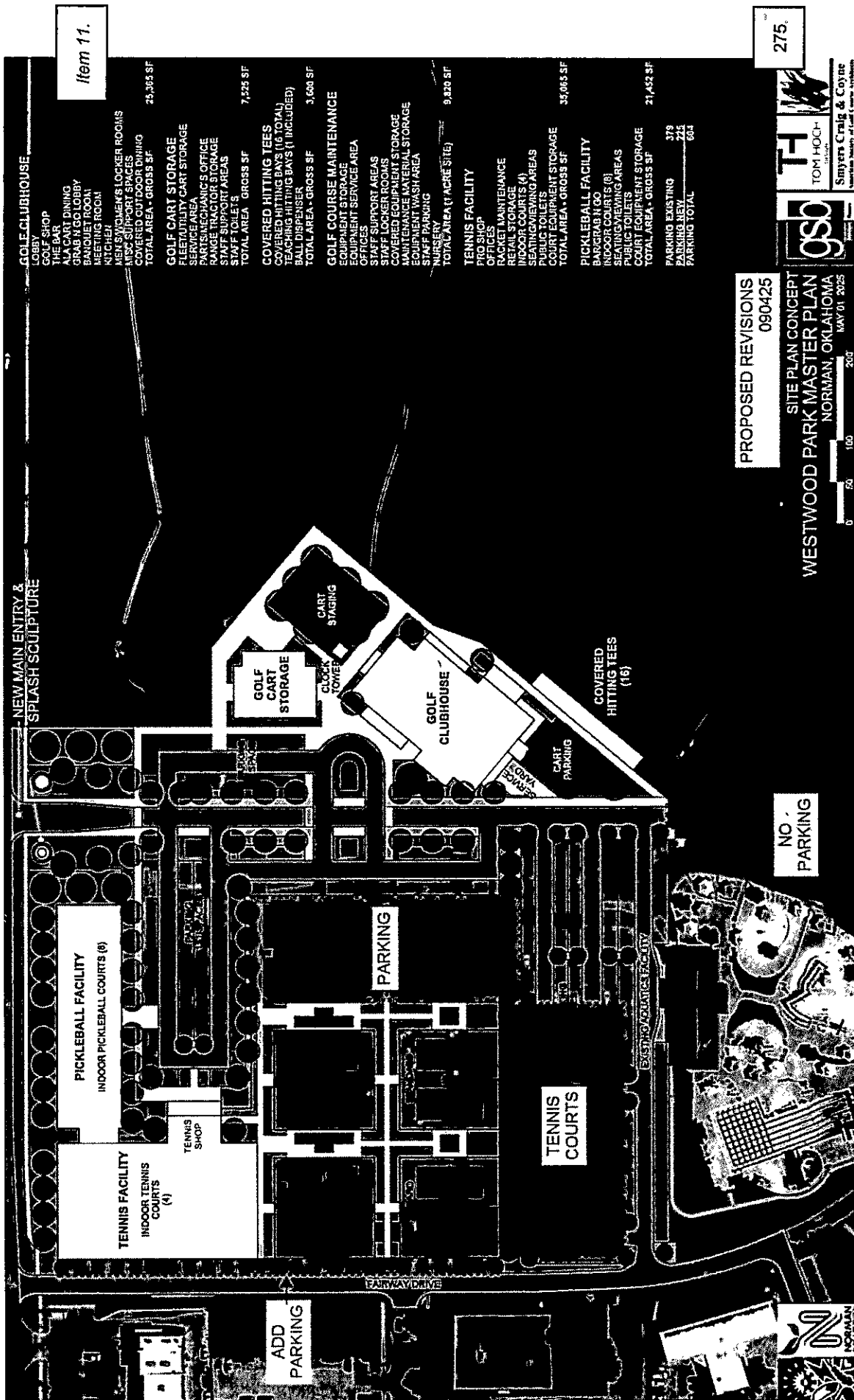


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AERIAL VIEW LOOKING NW FROM GOLF COURSE

Item 11.

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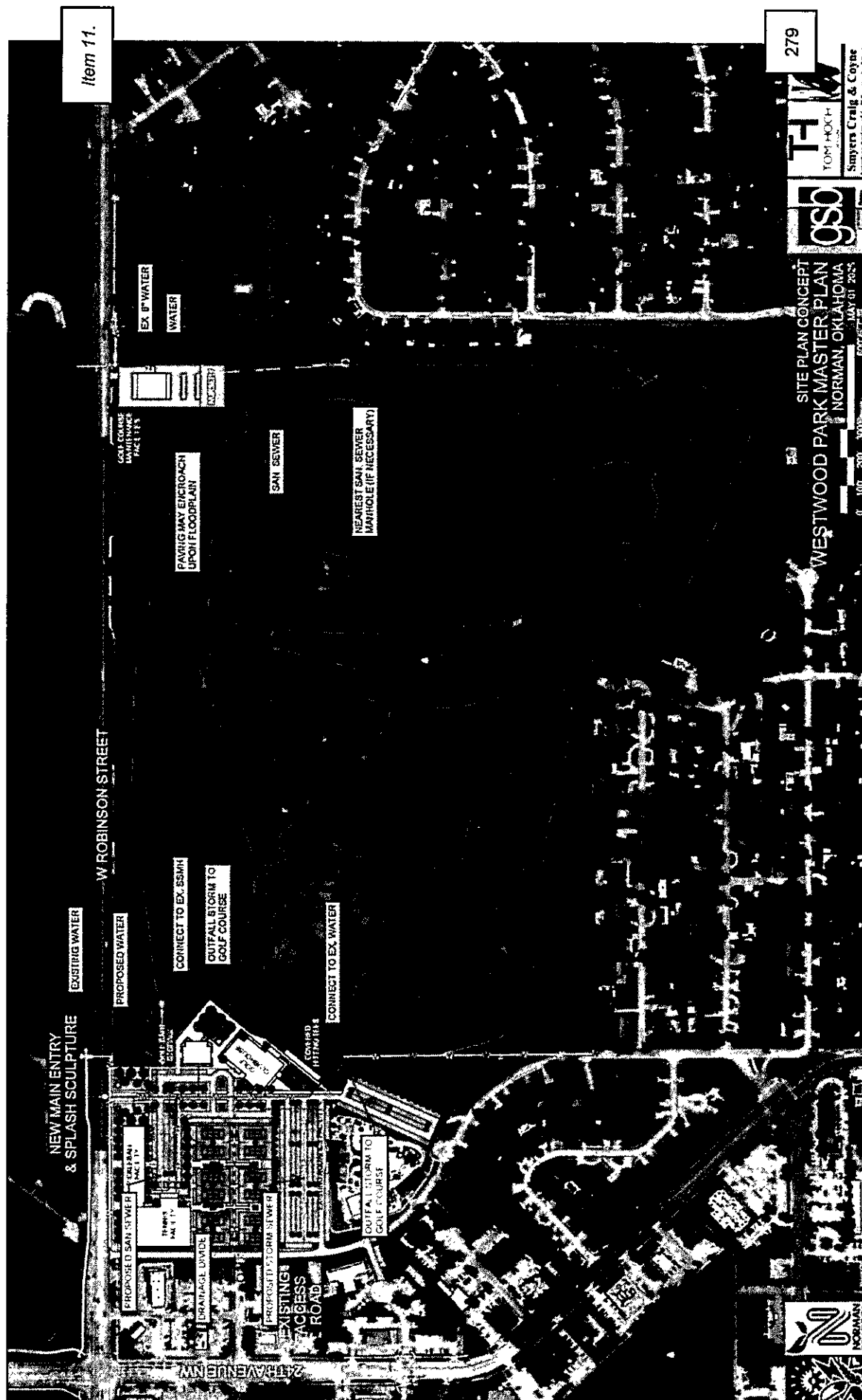
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AERIAL VIEW LOOKING SE TOWARD GOLF COURSE



## MEETING AGENDA

1. Review of Comments (Public, Committee, BACA)
2. Master Plan Site
- 3. Site / Civil Considerations**
4. Golf Course Renovation Design
5. Estimate of Probable Cost
6. Discussion



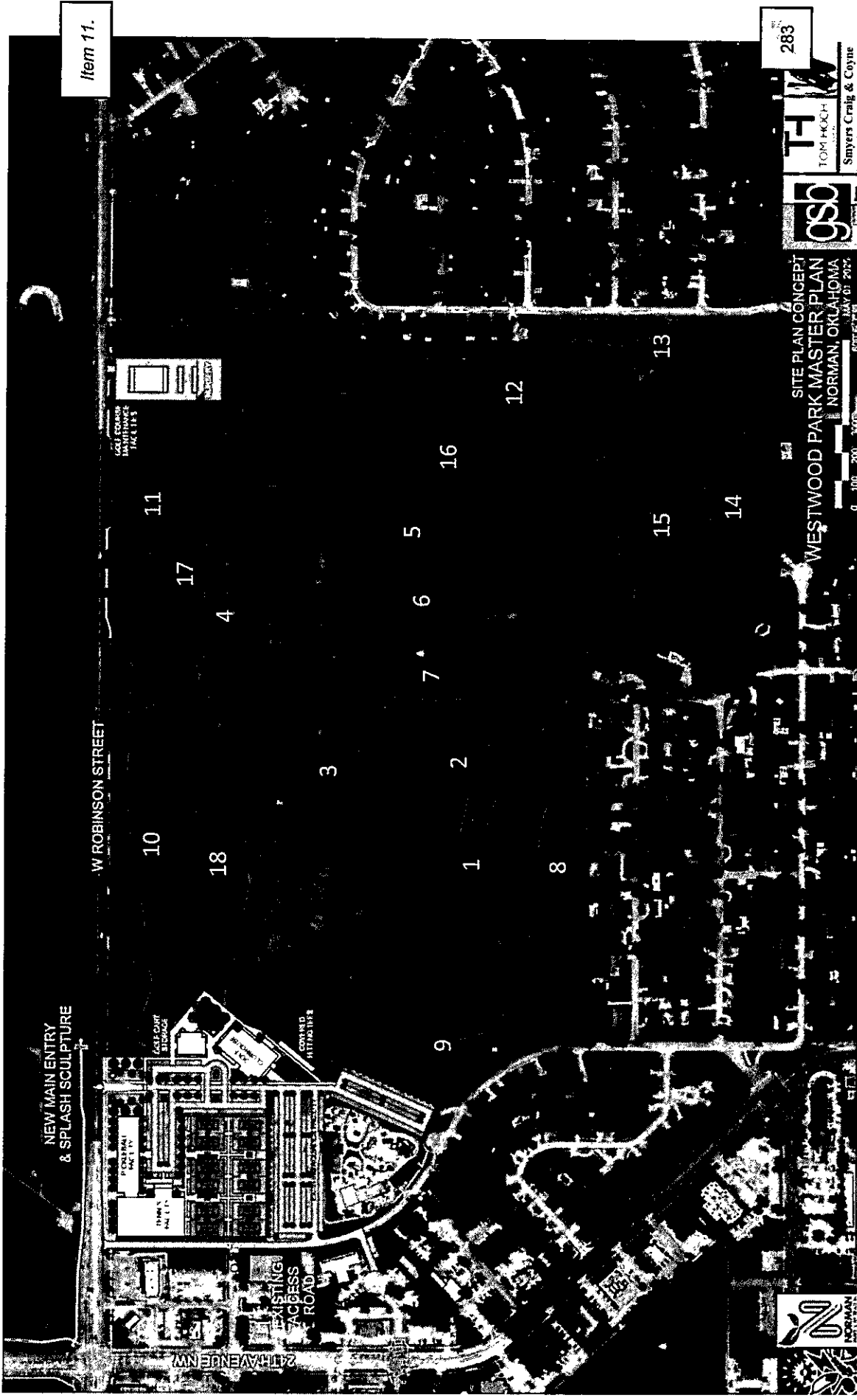


## MEETING AGENDA

1. Review of Comments (Public, Committee, BACA)
  2. Master Plan Site
  3. Site / Civil Considerations
4. **Golf Course Renovation Design**
  5. Estimate of Probable Cost
  6. Discussion

## Why Renovate Golf Course?

- Irrigation and Drainage Infrastructure at Life Span
- Irrigation Reservoir Capacity (Capturing Runoff)
- Bunker Quality
- Cost to Enhance Design is the Same as in Place
- New Facilities Impacting Golf Course Footprint
- There is a Cost to Doing Nothing
- Be the Best Westwood can be!



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WESTWOOD PARK GOLF COURSE

CONCEPT MASTER PLAN

CITY OF NORMAN, OKLAHOMA

24TH AVENUE NW

EXISTING ACCESS ROAD

WANTED

REWARD

THE BEST MUNICIPAL GOLF EXPERIENCE IN OKLAHOMA.

Card for the Course

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

TH TOM HOCH

GROUP SW & ASSOC

CONCEPT MASTER PLAN

WESTWOOD PARK GOLF COURSE

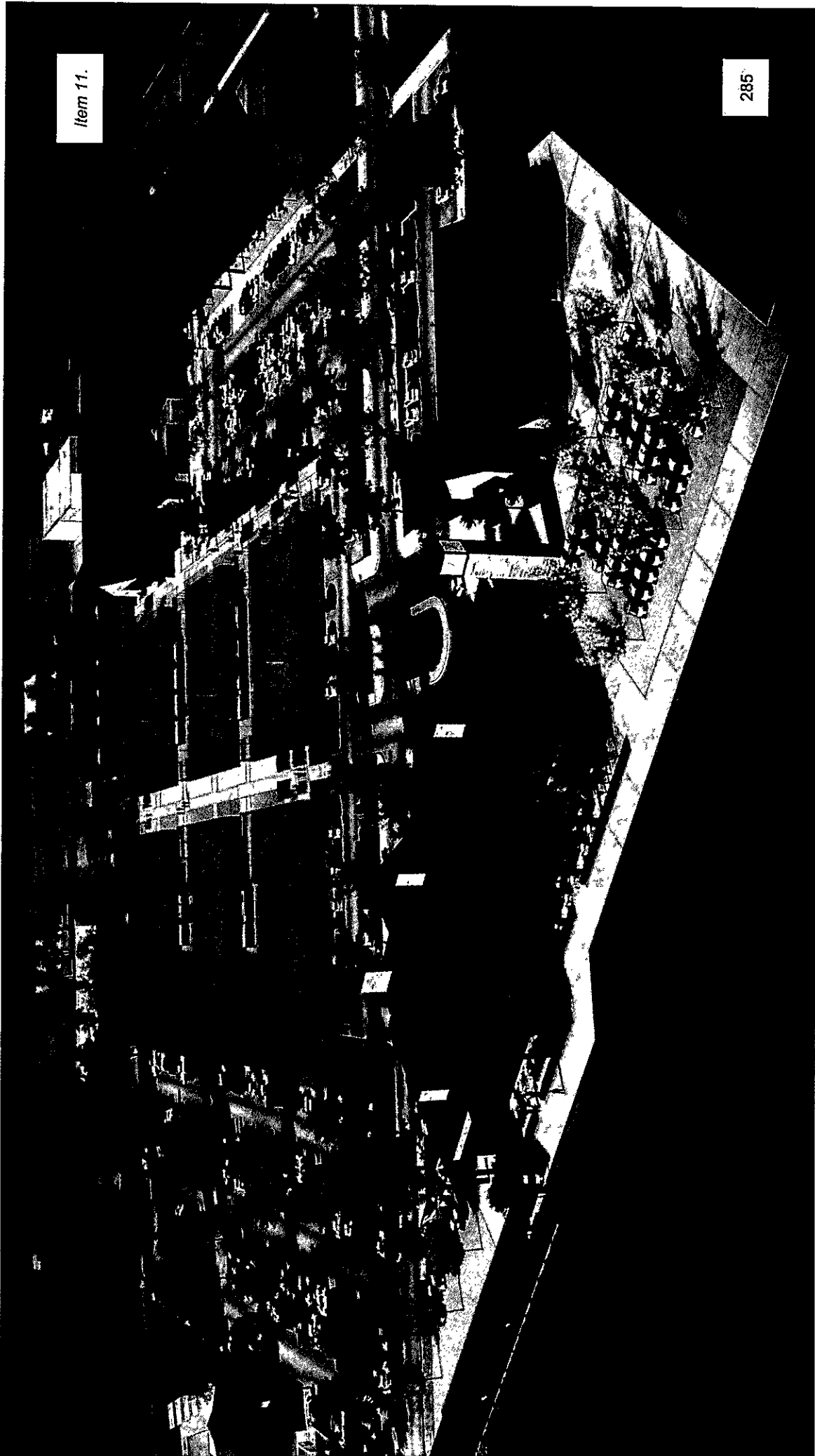
NORMAN, OKLAHOMA

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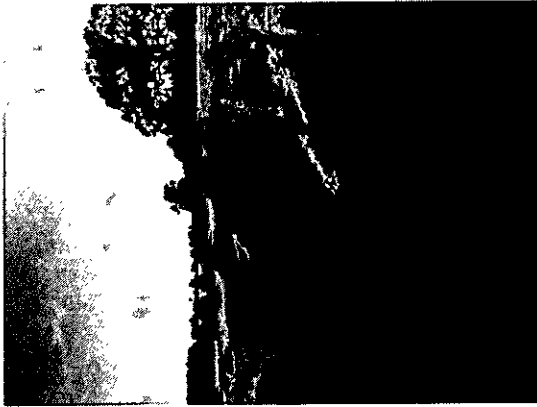
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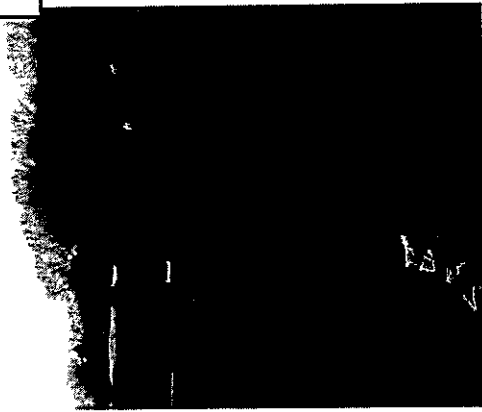
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## WILD WILD WESTWOOD ...

“Folk Style Golf Architecture is informed by the land. It is an inspired use of the geography to help the architect tell the story to the golfer ...

... a story crafted from the unique characteristics from the surrounding area.

It takes what the land gives and creates utility, prioritizing the useful over the decorative.”

-Tom Coyne



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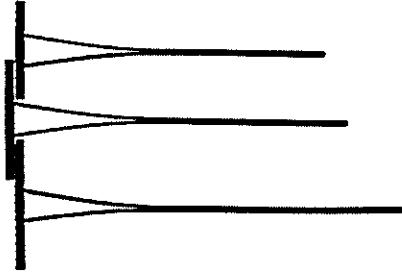
# Accessories

"Greatness is in the margins"  
Properly accessorizing your golf course in the right theme is the final touches to make your golf course truly stand out from the competition.

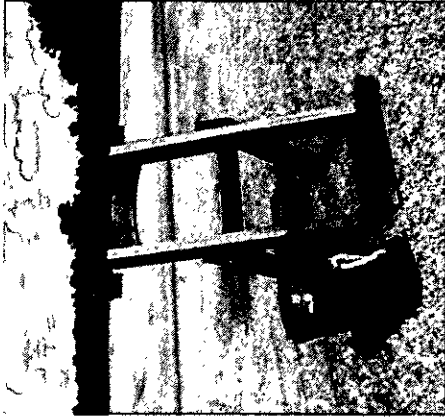
Elegant Tee Markers



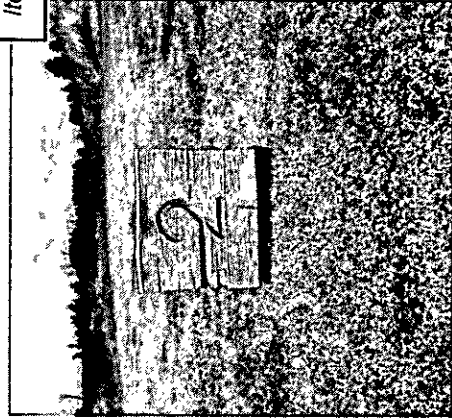
Wood Bunker Rakes



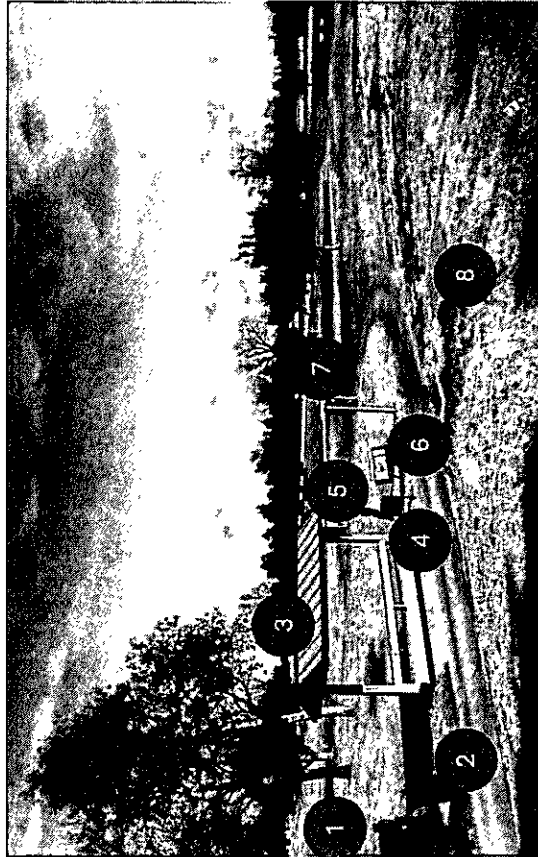
Bag Stands



Simplistic Rustic Hole Signage



Existing photo of 8th Tee Box - Far over accessorized with man-made structures.



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## Plant Pallet

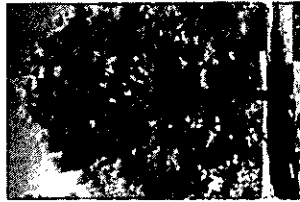
The planting scheme will strategically screen the golf course to make for a peaceful environment within nature. The exterior margins of the golf course will be planted to screen from busy roads, unsightly structures, and aquatic complexes.

Botanical Name	Common Name	Qty	Spacing	Size
Cupressus arizonica	Arizona Cypress	45	15-20' o.c.	15-20 gal.
Gleditsia triacanthos 'inermis'	Thornless Honey Locust	9	as shown	2-2.5" cal.
Ilex x 'Nellie R. Stevens'	Nellie R. Stevens Holly	50	15' o.c.	15 gal.
Juniperus virginiana 'Canaertii'	Canaert Eastern Redcedar	35	15-20' o.c.	15 gal.
Juniperus virginiana 'Taylor'	Taylor Eastern Redcedar	27	5' o.c.	6' ht.
Pinus leucodermis	Bosnian Pine	33	15' o.c.	15 gal.
Pinus taeda	Loblolly Pine	35	15' o.c.	15 gal.
Quercus muhlenbergii	Chinkapin Oak	33	40' o.c.	2-2.5" cal.
Quercus shumardii	Shumard Oak	44	40' o.c.	2-2.5" cal.
Taxodium distichum 'Shawnee Brave'	Shawnee Brave Baldcypress	33	10-15' o.c.	2" cal.
Thuja 'Green Giant'	Green Giant Arborvitae	33	15-20' o.c.	15 gal.

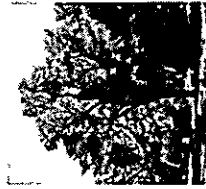
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Shawnee Brave  
Bald Cypress



Shumard Oak



Thornless Honey  
Locust



Chinkapin Oak



Taylor Eastern  
Redcedar



Canaert Eastern Redcedar



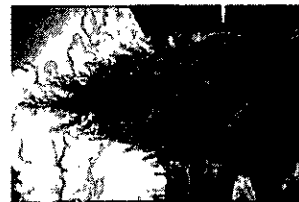
Nellie R. Steven's Holly



Green Giant Arborvitae



Bosnian Pine



Arizona Cypress

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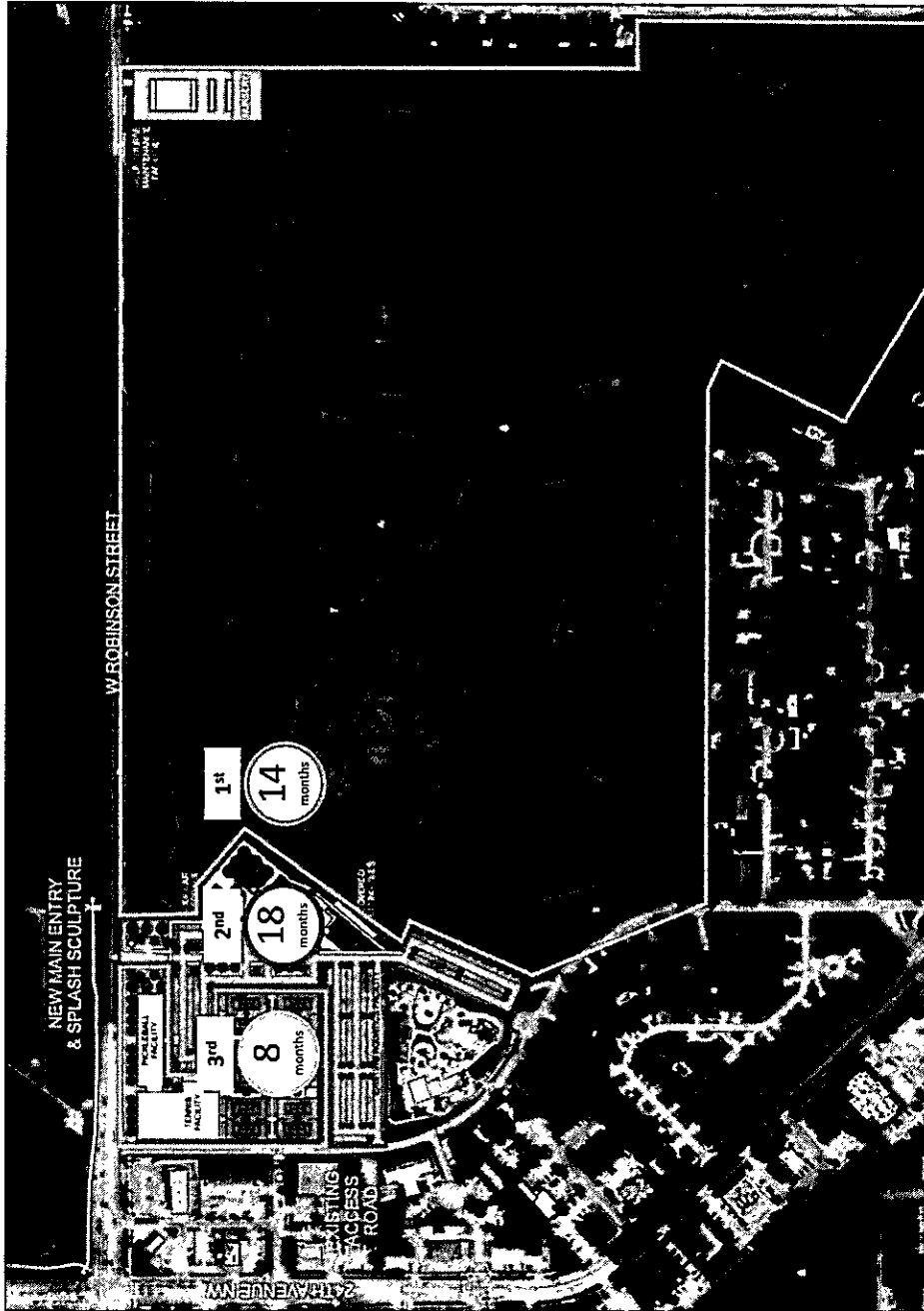
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## PROJECT SEQUENCING

- Concurrent construction will reduce cost
- Aquatic Center to remain open

## CONSTRUCTION DURATIONS

- Golf Course - 14 months
- Golf Clubhouse - 18 months
- Court Sports - 8 months



## MEETING AGENDA

1. Review of Comments (Public, Committee, BACA)
  2. Master Plan Site
  3. Site / Civil Considerations
  4. Golf Course Renovation Design
- 5. Estimate of Probable Cost**
  6. Discussion

# ESTIMATE of PROBABLE COST

Demolition & Sitework	\$ 3,078,424.00
Site Utilities	\$ 618,360.00
Golf Clubhouse	\$ 15,198,416.00
Golf Cart Storage	\$ 2,934,750.00
Covered Hitting Tees	\$ 843,750.00
Golf Maintenance	\$ 3,240,600.00
Tennis Pro Shop	\$ 983,750.00
Tennis & Pickleball Indoors	\$ 15,923,664.00
Tennis Courts Outdoors	\$ 3,506,400.00
FF&E	\$ 1,000,000.00
Golf Course Renovation	\$ 7,500,000.00
<b>Total</b>	<b>\$ 54,828,114.00</b>

## Cost Escalation (3% per year)

Year 2030	\$63,052,331.00
Year 2035	\$71,276,548.00
Year 2040	\$79,500,765.00

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## MEETING AGENDA

1. Review of Comments (Public, Committee, BACA)
2. Master Plan Site
3. Site / Civil Considerations
4. Golf Course Renovation Design
5. Estimate of Probable Cost

### 6. Discussion

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**GSB, Inc.**  
3555 NW 58th St., Suite 700W  
Oklahoma City, Oklahoma 73112  
405.848.9549 | [gsb-inc.com](http://gsb-inc.com)





**File Attachments for Item:**

12. CONSIDERATION OF ADOPTION, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE PROPOSED URBAN FOREST MASTER PLAN



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/28/2025

**REQUESTER:** James Briggs, Park Development Manager

**PRESENTER:** Jason Olsen, Director of Parks & Recreation

**ITEM TITLE:** CONSIDERATION OF ADOPTION, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE PROPOSED URBAN FOREST MASTER PLAN

### BACKGROUND:

An Urban Forest Master Plan (UFMP) is a document designed to guide a municipality in making informed decisions about the ongoing care and management of its urban forest. In 2024, the City of Norman hired DAVEY Resource Group (DAVEY) to produce a UFMP. The project for the UFMP included a process of assessing the current state of the Forestry Division and Norman's urban forest, gathering input from a steering committee, several stakeholders and public meetings, comparing Norman's current forestry programming to towns of similar size and location, as well as national averages, and making recommendations for how to move forward based on all of this information. DAVEY worked in close partnership with City staff from several Departments to find how the Forestry Division of the Parks and Recreation Department interacts with their tasks and how to strengthen the work of each part of the City to best achieve a strong UFMP for the next 15 to 20 years.

### DISCUSSION:

After months of study and public input, DAVEY presented a draft UFMP to the Parks and Recreation Department for review and revisions. Once this was completed, the plan was formatted as a companion document to the recently approved Parks, Recreation, and Culture Master Plan completed earlier this year. The work in the UFMP is also aligned with the Community Wildfire Protection Plan, which was reviewed by the Board of Park Commissioners and City Council before its adoption earlier this summer. The findings included in the Norman UFMP will help the Forestry Division plan for staffing, budget, equipment, and programming needs at a much higher level as Norman continues to add population and grow its built environment while managing our forest canopy. We will use this information to help us plan updates and improvements to Norman's park system, including protection and expansion of trees as a high-value natural resource. At the September 4, 2025, Park Board meeting, the Board of Park Commissioners approved the recommendation of the UFMP to the City Council.

### RECOMMENDATION #1:

It is recommended that the City Council adopt the Urban Forest Master Plan.

**RECOMMENDATION #2:**

It is also recommended that the City Council amend the 2025 AIM Norman Parks, Recreation and Culture Master Plan to include the Urban Forest Master Plan as adopted.



# The City of **NORMAN**

225 N. Webster Ave.  
Norman, Oklahoma 73069

PARKS AND RECREATION

Phone: 405-366-5472

Fax: 405-366-5470

Item 2.

Item 12.

October 14, 2025

Subject: Letter of Support for the Urban Forest Master Plan

Honorable Mayor Holman and City Council,

On behalf of the Norman Board of Park Commissioners, we are writing to express our strong support for adopting and implementing the proposed Urban Forest Master Plan.

Urban trees and green spaces are essential components of a healthy, vibrant, and sustainable community. The Urban Forest Master Plan offers a comprehensive and strategic vision for preserving, managing, and enhancing Norman's urban forest. The plan reflects sound arboricultural practices and supports broader community goals, including climate resilience, stormwater management, public health, and neighborhood livability.

The Board of Park Commissioners recognizes the significant value that urban trees bring to our parks, streetscapes, and public spaces. Through an inclusive planning process, this Master Plan addresses key challenges, including canopy loss, aging tree populations, equitable access to green spaces, and climate adaptation, while outlining clear goals, policies, and funding recommendations to guide implementation over the next several decades.

We believe the Urban Forest Master Plan is a timely and forward-thinking investment in Norman's natural infrastructure. It aligns well with the City's long-term sustainability initiatives and the goals outlined in the Parks and Recreation Master Plan and the City of Norman's Strategic Plan.

Therefore, we respectfully urge the City Council to adopt the Urban Forest Master Plan and commit to its long-term implementation and funding. We appreciate your leadership and continued support of Norman's parks and natural resources.

Sincerely,

  
Sherrel Sheriff, Chair  
Norman Board of Park Commissioners



Item 2.  
Item 12.



NORMAN, OKLAHOMA  
URBAN FOREST  
MASTER PLAN  
2025

**File Attachments for Item:**

30. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-99: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE MCKINNEY PARTNERSHIP, ARCHITECTS, P.C., IN THE AMOUNT OF \$52,600 FOR THE REAVES PARK RESTROOM AND BALLFIELD MAINTENANCE BUILDINGS DESIGN PROJECT.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/28/2025

**REQUESTER:** Jason Olsen

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-99: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE MCKINNEY PARTNERSHIP, ARCHITECTS, P.C., IN THE AMOUNT OF \$52,600 FOR THE REAVES PARK RESTROOM AND BALLFIELD MAINTENANCE BUILDINGS DESIGN PROJECT.

### BACKGROUND:

In October 2015, the citizens of Norman voted to fund the *Norman Forward* Quality of Life projects with a ½% sales tax increase for 15 years. This initiative comprised several high-priority projects, including designing and constructing a complete renovation of the Reaves Park Sports Complex and surrounding park facilities. The Masterplan for the Reaves Park project was completed by Halff Associates (Halff), after being selected by the City of Norman from multiple proposals from professional design teams in the region. The first phase of the work was completed in 2020. It included a new 4-plex of youth ballfields, construction of the first part of the park detention pond, a new park road, multiple new parking lots, and the majority of the underground utility work for the full build-out of the park in future phases.

Two items included in the adopted Masterplan were 1) a new splashpad and restroom building in a "festival lawn" area outside the sports complex fencing, close to the current playground and rental shelters in Reaves Park; and 2) a stand-alone sports field maintenance building and materials yard in the southeast corner of the park, in an area that is currently a fenced-in gravel pad built years ago for a now-plugged oil well and pumpjack that was on the site. The sports field maintenance crews at Reaves Park will use the new maintenance facility to store equipment and materials and provide a secure office and parking area separate from the rest of the parking lots and park activities.

### DISCUSSION:

In May 2023, the City of Norman hired The McKinney Partnership, Architects (TMP), for design services for a new restroom building in Reaves Park, near the rental shelters and playgrounds, to replace the old cinderblock restroom that was demolished earlier that year, after decades of use and maintenance. The old building was undersized and in poor condition; it was not worth upgrading to comply with modern building codes and accessibility guidelines. TMP was hired based on their on-call design services contract with the City, and the project was separate from

the Phase 1 Norman Forward project, completed in 2020, described earlier. The work from TMP resulted in a new park restroom building design, which was put out for public bids. Several proposals were received from general contractors; however, the lowest bid was still far over budget, due to the then-current construction costs. The project was funded from an appropriation from the Community Park Development Fund. Parks also had a project from that same fund scheduled for the following fiscal year to complete design and construction of the proposed ballfield maintenance facility in the area shown on the Masterplan created by Halff.

After the bids for the park restroom came over budget, staff proposed to combine the two buildings into a single construction project. Staff coordinated with TMP and Halff to work on a revised plan for the restroom to place it in the location shown on the Masterplan as part of the new splashpad facility in the "festival lawn" area. The intent is to have the new building match the architectural style being used in the Halff Reaves Park Masterplan, with room to expand service into part of the building in the future to house the plumbing and controls for a splashpad.

At the same time, TMP and Halff will work to ensure the maintenance facility also gets built according to the adopted Masterplan, with a matching architectural aesthetic. The Parks Department is now proposing a new contract with TMP for revisions to the restroom design and all additional design work for the maintenance facility. This contract names Halff as a consulting engineer for TMP for the combined final design of both facilities.

A more detailed breakdown of each task, along with a proposed timetable for all design work by both TMP and Halff, including production of construction documents and associated phases of work, through the bidding and permitting process, award of construction contract, construction-phase assistance, and all reimbursable expenses, is included in the attached contract documents ("Exhibit A" to Contract K-2526-99).

**RECOMMENDATION:** It is recommended that the City Council approve Contract K-2526-99 to The McKinney Partnership, Architects, P.C. in the amount of \$52,600 for the Reaves Park Splashpad Restroom and Maintenance Facility Project. Funding is available in the Park Land Development Fund, Reaves Park Restroom Building Replacement, Design (Account 52792205-46201; Project PC0024) and Reaves Park Sports Complex Maintenance Building, Design (Account 52792205-46201; Project PC0027).



K-2526-99

AGREEMENT FOR PROFESSIONAL SERVICES  
FOR THE CITY OF NORMAN

This Agreement is entered into between The City of Norman ("City") and The McKinney Partnership Architects, P.C. ("Contractor") on this 15 day of October 2025 (the "Effective Date"), for the following reasons:

1. The City requires architectural services for the design of two elements, a restroom facility and a maintenance facility, of the City's Reaves Park Master Plan, adopted 17 November, 2017, (the "Services"); and,
2. Contractor is prepared to provide the Services as outlined in: 1) the proposal submitted August 29, 2025, attached and included herein and made a part hereof, as Exhibit "A" to this Agreement.

In consideration of the promises contained in this Agreement, the City and Contractor agree as follows:

**ARTICLE 1 - TERM**

The term of this Agreement shall be from the Effective Date and shall extend for one year thereafter, or until the Services have been completed, whichever occurs first.

**ARTICLE 2 - GOVERNING LAW**

This Agreement shall be governed by the laws of the State of Oklahoma. Any actions brought under the terms of this Agreement shall be heard in the United States District Court for the Western District of Oklahoma or in the District Court of Cleveland County, Oklahoma.

**ARTICLE 3 - PERFORMANCE AND STANDARD OF CARE**

The same degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. In terms of the standard of excellence, 100% excellence in compliance and in the work performed shall be the standard.

**ARTICLE 4 - INDEMNIFICATION AND LIABILITY**

Indemnification. Contractor agrees to defend, indemnify, and hold harmless the City, its officers, servants, and employees, from and against any and all liability, loss, damage, cost and expense (including attorney's fees and accountants fees) caused by an error, omission, or negligent act of Contractor in the performance of the Services under this Agreement. The City agrees to defend, indemnify and hold harmless Contractor, its officers, servants and employees, from and against any all liability, loss, damage, cost and expense (including attorney's fees and accounts' fees) caused by an error, omission, or negligent act of the City in the performance under this Agreement, provided such indemnification shall be applicable only to the extent sovereign immunity has been waived pursuant to Oklahoma law. Contractor and the City each agree to promptly serve notice on the other party of any claims arising hereunder, and shall cooperate in the defense of such claims. The acceptance by the City or its representatives of any certification of insurance providing for coverage other than as required in this Agreement to be furnished by Contractor shall not in any event be deemed a waiver of any action, right, or remedy otherwise available to the City under Oklahoma law.

Survival. The terms and conditions of this Article shall survive completion of the Services, or any termination of this Agreement.

## ARTICLE 5 – INSURANCE

During the performance of the Services under this Agreement, Contractor shall maintain Worker's Compensation insurance in accordance with State Laws and Employer's Liability insurance in the following amount, pursuant to State Law:

- (a) Property Damage Liability. Limits shall be carried in the amount of not less than twenty-five thousand dollars (\$25,000.00) (seventy-five thousand dollars (\$75,000.00 on and after November 1, 2025) to any one person for any number of claims for damage to or destruction of property including but not limited to consequential damages arising out of a single accident or occurrence.
- (b) All Other Liability. In an amount not less than one hundred twenty-five thousand dollars (\$125,000.00) (two hundred and fifty thousand dollars (\$250,000.00) on and after November 1, 2025) for claims including accidental death, personal injury, and all other claims to any one person out of a single accident or occurrence.
- (c) Single Occurrence of Accident Liability. In an amount not less than one million dollars (\$1,000,000.00) (two million dollars (\$2,000,000.00) on and after November 1, 2025) for any number of claims arising out of a single occurrence or accident.

These insurance policies shall be issued by a company approved by the City. The City shall be furnished with a Certificate of Insurance which shall provide that such insurance shall not be changed or canceled without ten (10) business day's prior written notice to the City. Certificates of Insurance shall be delivered to the City prior to the commencement of the Agreement.

## ARTICLE 6 – TERMINATION

This Agreement may be terminated by either party upon thirty (30) days written notice to the other party.

## ARTICLE 7 – NOTICES

Any notice required by this Agreement shall be made in writing to the address specified below:

CITY:

James Briggs  
Park Development Manager  
225 North Webster Avenue  
Norman, OK 73069  
405-366-5480  
James.briggs@normanok.gov

CONTRACTOR:

Richard S. McKinney  
President—The McKinney Partnership, Architects, P.C.  
3600 West Main Street, Ste. 200  
Norman, OK 73072  
405-366-1400  
mckinney@tmparch.com

Nothing contained in this Article shall be construed to restrict the transmission of routine communication between representatives of the City and Contractor.

K-2526-99

**ARTICLE 8 – DISPUTES**

In the event of a dispute between the City and Contractor arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

**ARTICLE 9 – NONDISCRIMINATION**

Contractor agrees that it, or any of its subcontractors, will not discriminate against any persons on the basis of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex.

**ARTICLE 10 – NON-WAIVER**

No failure on the part of either party to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by either party of any right hereunder preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to either party at law or in equity. Further, any waiver by either the City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other further breach.

**ARTICLE 11 – ENTIRE AGREEMENT; AMENDMENTS**

This Agreement, including Exhibit "A", the proposal submitted by Contractor on August 29, 2025, incorporated by reference, represents the entire and integrated agreement between the City and Contractor. It supersedes all prior and contemporaneous communications, representations, and agreements, wither oral or written, relating to the subject matter of this Agreement. This Agreement may not be amended or modified, except in writing, signed by each of the parties hereto.

**ARTICLE 12 – SEVERABILITY**

If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.

**ARTICLE 13 – ASSIGNMENT**

Neither the City nor Contractor shall assign any rights or duties under this Agreement without the prior written consent of the other party.

**ARTICLE 14 – NO THIRD PARTY RIGHTS**

The Services provided for in this Agreement are for the sole use and benefit of the City and Contractor. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and Contractor.

**ARTICLE 15 – BINDING EFFECT**

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

*[Signatures on following page.]*

IN WITNESS WHEREOF, the City and Contractor have executed this Agreement as of the Effective Date.

K-2526-99

The City of Norman:

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Approved as to form and legality this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
City Attorney

The McKinney Partnership Architects, P.C.:

Signature: Richard S. McKinney, Jr.

Name: Richard S. McKinney, Jr.

Title: President

STATE OF Oklahoma COUNTY OF Cleveland SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 15<sup>th</sup> day of October 2025, personally appeared Richard S. McKinney, Jr. to me known to be the identical person who executed the foregoing, and acknowledged to me that he/she executed the same as his/her free and voluntary act and deed for the sue and purposes therein set forth.

WITNESS my hand and seal the day and year last above written,

Notary Public: K. A. Hooper

My commission: 20008044

Expires: July 6, 2028





Item 2.

Item 30.

29 August 2025

Mr. James Briggs, LLA  
Park Development Manager  
City of Norman Parks & Recreation Department  
225 North Webster Ave.  
Norman, OK 73070

Re: **REVISED** Proposal of Architectural Services  
Reaves Park Splash Pad Restrooms and Maintenance Facility

Dear James:

The McKinney Partnership Architects (TMP), in association with HALFF, is pleased to submit our **REVISED** Proposal of Architectural Services for the above referenced proposed projects located within Reaves Park in Norman, Oklahoma. This work is in alignment with the overall Master Plan for Reaves Park (Attachment B). We propose the following Scope, Outline of Services, and Fee Structure for this work.

## **SCOPE OF WORK**

### **Restroom Facility**

Planned are six (6) unisex single-user restrooms including two (2) family units with changing benches. The plan, layout, interior finishes, mechanical, plumbing, and fixtures shall be similar to the recent restroom facility proposed for a separate area of Reaves Park (That project was cancelled). A covered open-air Pavillion shall be attached to the Restrooms and front on the future Splash Pad.

Vacant shell space for a Splash Pad Pump House shall be attached for future filters, pumps, chemical storage, sterilization, and other equipment. Underground sleeves and infrastructure may also be included to accommodate the splash pad based on assumed equipment needs.

Heat, light, and powered ventilation shall be provided for all enclosed spaces. Pathways shall be included for Access / Security / Control systems to be provided by the Owner.

3600 West Main  
Suite 200  
Norman, Oklahoma  
73072  
405.360.1400 p  
405.364.8287 f  
tmparch.com

## Maintenance Facility

A new Maintenance Facility shall be located at the southeast corner of Reaves Park in the same area as the existing maintenance yard. This facility shall include a pre-engineered metal building to house equipment, an office, restroom, and storage space. The building shall be heated and ventilated and the office / restroom space conditioned with a mini-split unit. The balance of the site shall have concrete paving and / or compacted gravel as required for equipment circulation and material storage.

## BASIC SERVICES

Services shall include:

- Schematic Design including Plans, Elevations, Site Plan, and preliminary 3D Sketch Up model.
- Final Design documents including renderings, plans, sections, elevations, preliminary systems, preliminary Site Design, and materials.
- Construction Documents, Short Form Specifications, MEP, Civil, Structural, Foundation Design (maintenance building), Landscape Design, and all details as required for bidding, permitting, and construction.
- One (1) Cost estimate
- Selection of all finishes, colors, and materials
- Consultation with Aquatics firm on assumed future splash pad infrastructure needs and sizing.
- Assist the Owner in bidding!

## BASE ARCHITECTURAL FEES:

Civil, Structural, Landscape	\$ 14,600
Mechanical, Electrical, Plumbing	\$ 3,600
Architectural	<u>\$ 33,860</u>
	\$ 52,600

The Base Fee shall include printing of four (4) complete sets of plans for Final Review and Construction, one (1) complete reproducible record set and a digital PDF set for City.

## REIMBURSABLE EXPENSES:

- |  |         |
|--|---------|
| • Geotechnical Testing both sites (Est.) | \$6,000 |
| • Topographic Survey                     | \$6,000 |

## ADDITIONAL SERVICES

Any Additional Services for work not outlined in the Basic Services Scope shall be billed hourly in addition to the Base Fee at the hourly rates listed in Attachment A including but not limited to:

REVISED Proposal of Architectural Services  
29 August 2025  
Page 3 of 5

- Changes to the Design or Scope causing additional work by the design team after previous phases have been approved.
- MEP, Civil, or Structural Design if required, other than what is noted in Basic Services
- Construction Observation when requested by the Owner.

## OWNER PROVISIONS

The Owner shall provide the following:

- Programming requirements and information relating to the proposed facilities.
- Permit Fees
- Construction Observation
- Coordination, verification with any utilities, easements, or site work
- Splash Pad preliminary scope for consultant's sizing of services.
- The Owner shall function as Project Manager / General Contractor.

## PROJECT SCHEDULE

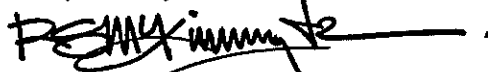
We are prepared to commence immediately upon receipt of notice to proceed and propose the following estimated schedule (not including Owner review and approval time):

- |   |            |
|---|------------|
| • Design                                | 5-6 weeks  |
| • Construction Documents                | 8-10 weeks |
| • Permitting and Bidding                | 4 weeks    |
| • Contract Negotiation and Mobilization | 3-4 weeks  |
| • Construction                          | 6-7 months |

Should this proposal meet with your approval, please execute, and return one (1) original copy.

We appreciate this opportunity to be of continued assistance to the City of Norman and look forward to collaborating with you on this next component of Reaves Park. Please do not hesitate to contact me should you have any questions or need clarification.

Respectfully,

  
Richard S. McKinney, Jr., AIA  
President

Attachment A - Hourly Billing Rates  
Attachment B - Reaves Park Masterplan  
Attachment C - Aerial Site Image

APPROVAL:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Date



## Attachment A

### The McKinney Partnership Architects Hourly Billing Rates

Principal	\$ 200.00
Senior Architect	\$ 175.00
Project Architect	\$ 130.00 – 150.00
Project Manager	\$ 80.00 – 120.00
Project Staff	\$ 60.00 – 80.00
Project Support Staff	\$ 40.00 – 60.00
Administrative Staff	\$ 50.00 – 75.00
Clerical	\$ 40.00 – 60.00

Hourly rates may be adjusted without notice based upon  
annual employee reviews and salary adjustments



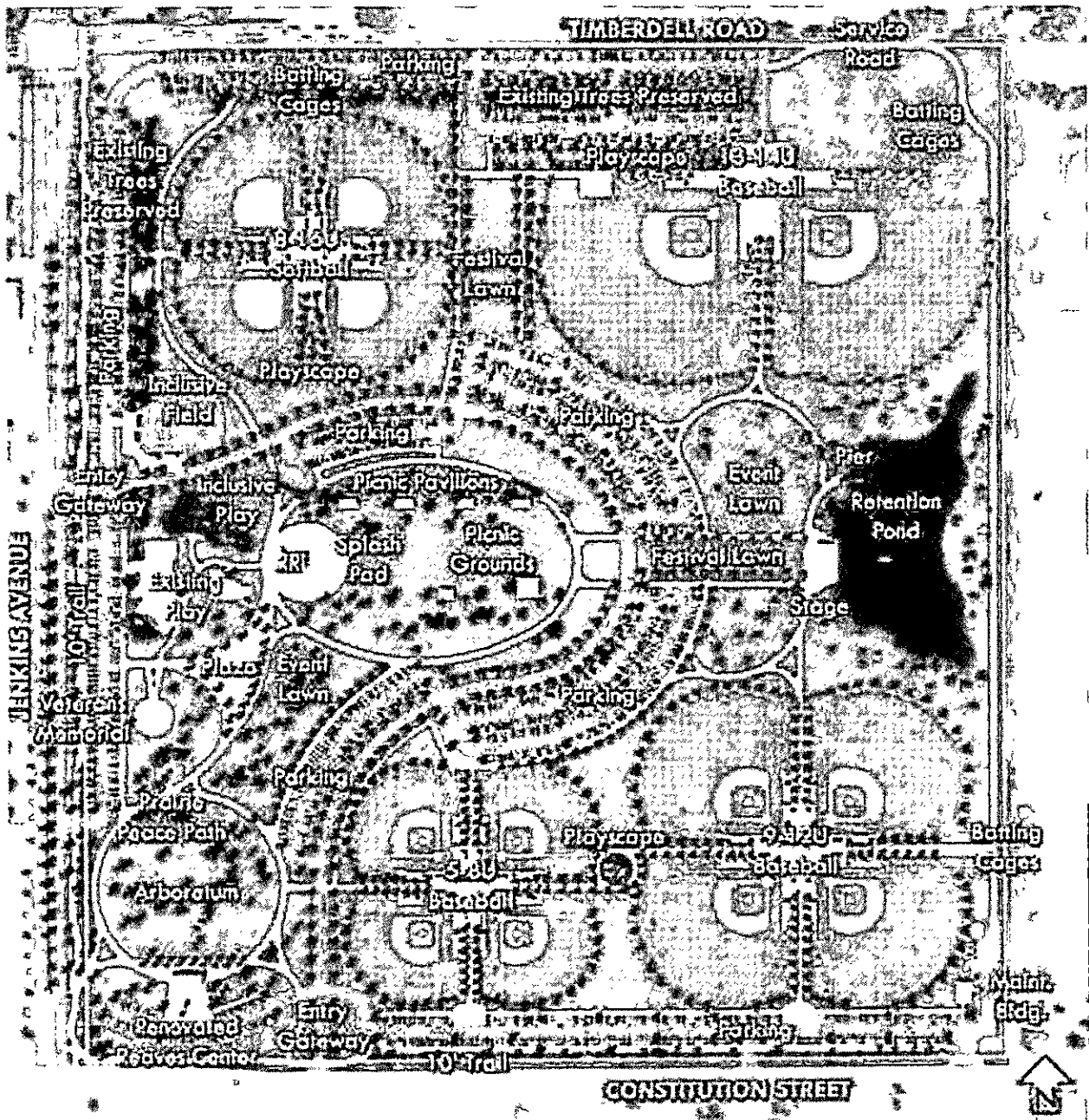


## Attachment A

### HALFF Hourly Billing Rates

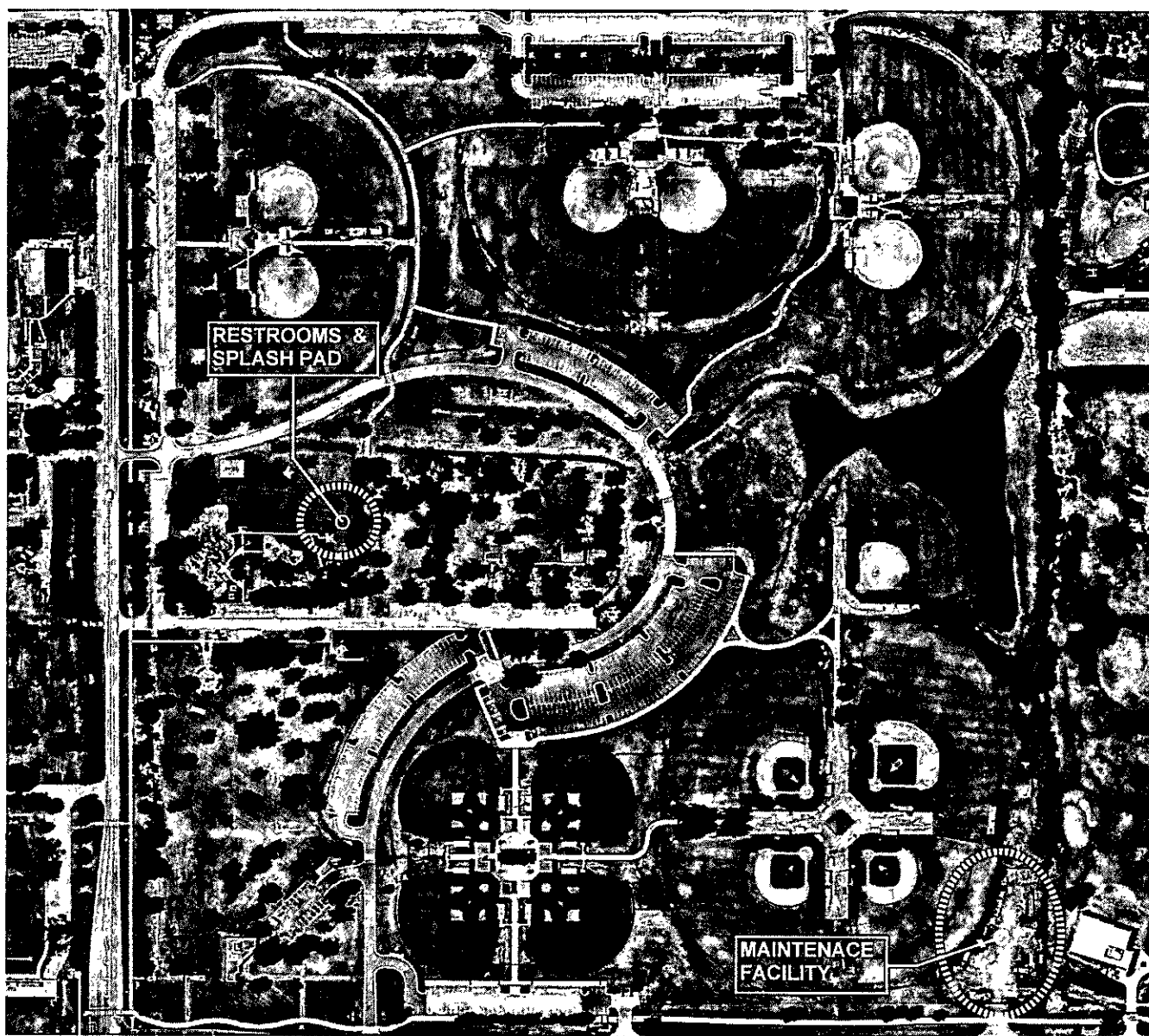
<b>Engineer Principle in Charge (Engineer V equivalent)</b>	I	\$	128.00
	II	\$	158.00
	III	\$	202.00
	IV	\$	259.00
	V	\$	345.00
<b>Scientist / Analyst</b>	I	\$	105.00
	II	\$	133.00
	III	\$	194.00
	IV	\$	238.00
	V	\$	330.00
<b>Landscape / Planner</b>	I	\$	100.00
	II	\$	129.00
	III	\$	169.00
	IV	\$	222.00
	V	\$	289.00
<b>Surveyor / SUE</b>	I	\$	119.00
	II	\$	126.00
	III	\$	166.00
	IV	\$	206.00
	V	\$	272.00
<b>Office / Field Tech</b>	I	\$	72.00
	II	\$	97.00
	III	\$	116.00
	IV	\$	142.00
	V	\$	241.00
<b>CEI Services</b>	I	\$	105.00
	II	\$	121.00
	III	\$	121.00
	IV	\$	155.00
	V	\$	209.00
<b>Administrative</b>	I	\$	76.00
	II	\$	98.00
<b>Intern</b>	I	\$	90.00
	II	\$	105.00

Attachment B



Reaves Park Master Plan

## Attachment C



Reaves Park Aerial



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 11/06/2025

**REQUESTER:** James Briggs, Park Development Manager

**PRESENTER:** James Briggs, Park Development Manager

**ITEM TITLE:** CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE STERLING FIELDS PUD ADDITION

### BACKGROUND:

Sterling Fields Addition PUD is located in a part of Section 25 Township 9 North, Range 2 West of the Indian Meridian and is located south of Robinson Street, between 36<sup>th</sup> and 48<sup>th</sup> Avenues Northeast (see location map). Sterling Fields Addition PUD is being platted with large single-family lots in an area with no other residential neighborhoods nearby. The lots are just below the 1-acre size that would make this addition fall into the “Residential Estates (RE)” category, which is exempt from the Park Land Dedication Ordinance. There are 59 lots of R-1 zoning, which are approximately .75 acres each. At this density, the addition will generate a parkland dedication requirement of 0.3865 acre. A private park decision would generate twice that amount, or 0.7729 acre. This development would also yield \$4,425 in Neighborhood Park Development Fees and the same in Community Park Development fees once all building permits have been issued. A private park land decision would waive the collection of Neighborhood Park Development Fees and, instead, require that the same amount of funds be spent at a minimum when developing the private park for the Addition. Community Park Development Fees would still be collected.

### DISCUSSION:

The developer would like to pursue a private park decision and, to that effect, has proposed two areas of open space in the plat, totaling 4.63 acres (excluding a 1.31-acre pond in the northern green space shown). The greenspace exhibit (attached) shows a proposed private park area (“Private Parkland and D/E—3.64 acres; with 2.33 acres not in the pond) with a walking trail along the pond edge in the northern green space, which would also include a sports court, seating areas, and natural/native landscaping. The south open space (“Common Area A”—2.30 acres) has no park-like design planned at this time. Either area would satisfy the doubled park land acreage (.7729) that would be required if a private park decision is made.

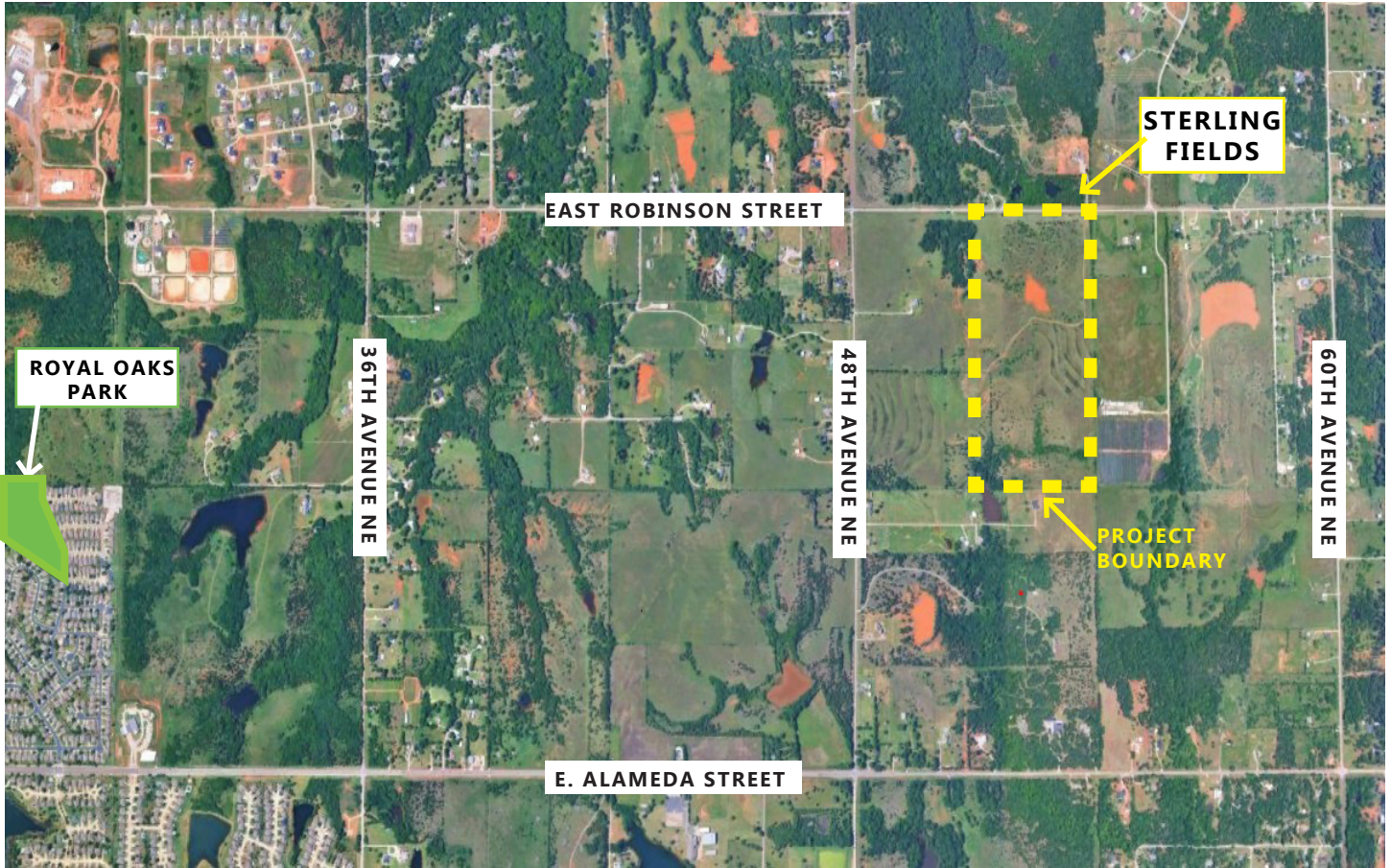
The project is located in a part of town that is designated in the AIM Norman Planning document as “Low Urban” density; so that area could continue to develop as large residential lots someday. Currently, there are no plats filed for those areas west of Sterling Fields. Without that, the nearest

public park is Royal Oaks Park, which is approximately 2.5 miles east and south of Sterling Fields PUD. A private park decision would make sense based on the small amount of land required for a public park, and due to the size of the individual lots, which would allow for at-home outdoor recreation for residents, if they choose. Any private park land and/or Common Areas would have public access and be maintained by the mandatory Property Owners Association being created with this development.

**RECOMMENDATION:**

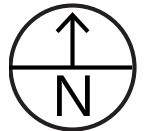
Based on these factors, Staff supports the developer's request and recommends that the Board of Park Commissioners make a private park decision for the Sterling Fields Addition PUD.





# LOCATION MAP

## STERLING FIELDS ADDITION PUD



11/06/2025



**25-047**

SHEET NUMBER  
**EXH**



## LEGAL DESCRIPTION:

## TRACT 1

A TRACT OF LAND LYING IN THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-FIVE (25), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHWEST QUARTER (NW/4); THENCE NORTH 89°26'43" EAST, ALONG THE NORTH LINE OF SAID NW/4, A DISTANCE OF 1631.89 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 89°26'43" EAST, ALONG SAID NORTH LINE, A DISTANCE OF 155.07 FEET, SAID POINT BEING 816.34 FEET, SOUTH 89°26'43" WEST OF THE NORTHEAST QUARTER OF SAID NORTHWEST QUARTER (NW/4); THENCE SOUTH 00°54'12" EAST, PARALLEL WITH THE EAST LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 2638.81 FEET TO A POINT ON THE SOUTH LINE OF SAID NORTHWEST QUARTER (NW/4), SAID POINT BEING 816.33 FEET, SOUTH 89°23'36" WEST OF THE CENTER OF SAID SECTION 25; THENCE SOUTH 89°23'36" WEST, ALONG SAID SOUTH LINE, A DISTANCE 171.40 FEET TO A POINT BEING 1631.89 FEET, NORTH 89°23'36" EAST OF THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER (NW/4); THENCE NORTH 00°32'56" WEST, PARALLEL WITH THE WEST LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 2638.92 FEET TO THE POINT OF BEGINNING.

## TRACT 2

A TRACT OF LAND LYING IN THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-FIVE (25), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHWEST QUARTER (NW/4); THENCE NORTH 89°26'43" EAST, ALONG THE NORTH LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 1786.96 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 89°26'43" EAST, ALONG SAID NORTH LINE, A DISTANCE OF 816.34 FEET TO THE NORTHEAST CORNER OF SAID NORTHWEST QUARTER (NW/4); THENCE SOUTH 00°54'12" EAST, ALONG THE EAST LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 2638.07 FEET TO THE CENTER OF SAID SECTION 25; THENCE SOUTH 89°23'36" WEST, ALONG THE SOUTH LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 816.33 FEET; THENCE NORTH 00°54'12" WEST, PARALLEL WITH THE EAST LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 2638.81 FEET TO THE POINT OF BEGINNING.

CONTAINING 2,584,266.175Q. FT. OR 59.3265 ACRES, MORE OR LESS.

**DEVELOPER:**  
PREMIUM LAND  
305 W. MEMORIAL RD  
OKLAHOMA CITY, OKLAHOMA 73114  
405-397-3855

**ENGINEER:**  
GRUBBS CONSULTING, LLC  
1800 S. SARA ROAD  
YUKON, OKLAHOMA 73099  
(405) 265-0641

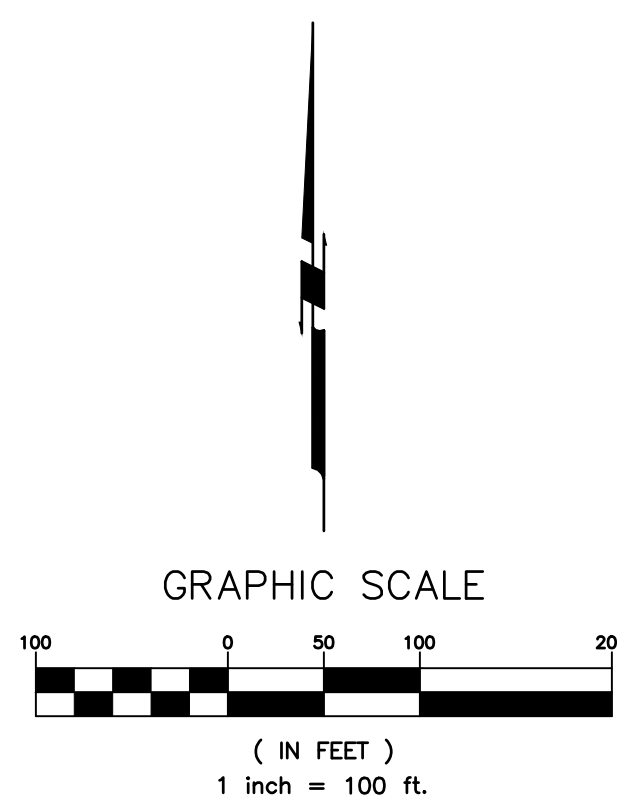
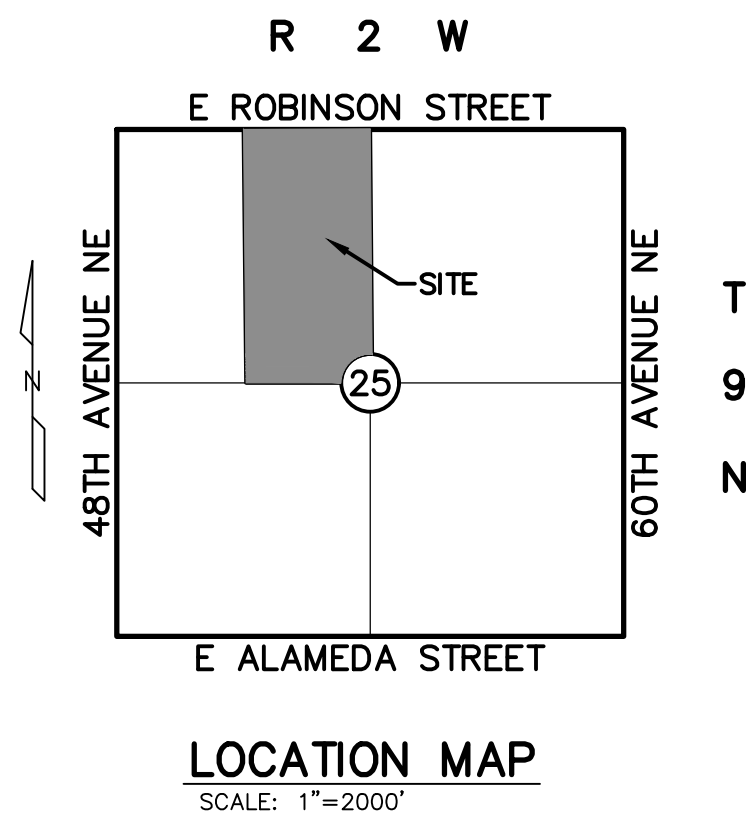
# PRELIMINARY PLAT

## STERLING FIELDS

### A PLANNED UNIT DEVELOPMENT

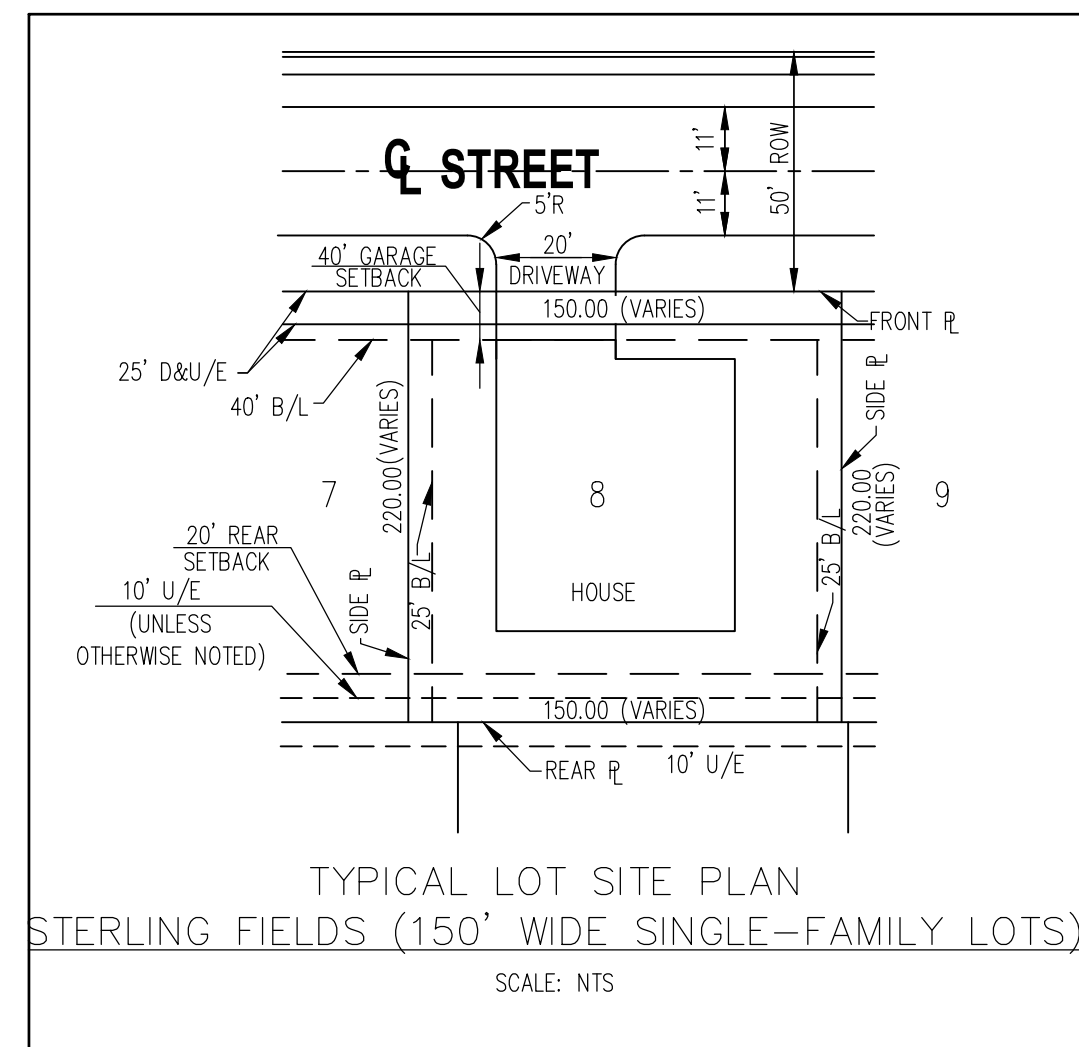
BEING A PART OF THE NORTHWEST QUARTER (NW/4), OF SECTION TWENTY-FIVE (25), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA

SUBDIVISION CONTAINS:  
GROSS SUBDIVISION AREA = 59.33 ACRES  
NUMBER OF SINGLE FAMILY LOTS = 58  
NUMBER OF COMMON AREA LOTS = 4  
CURRENT ZONING = A2  
PROPOSED ZONING = PUD (R-1)



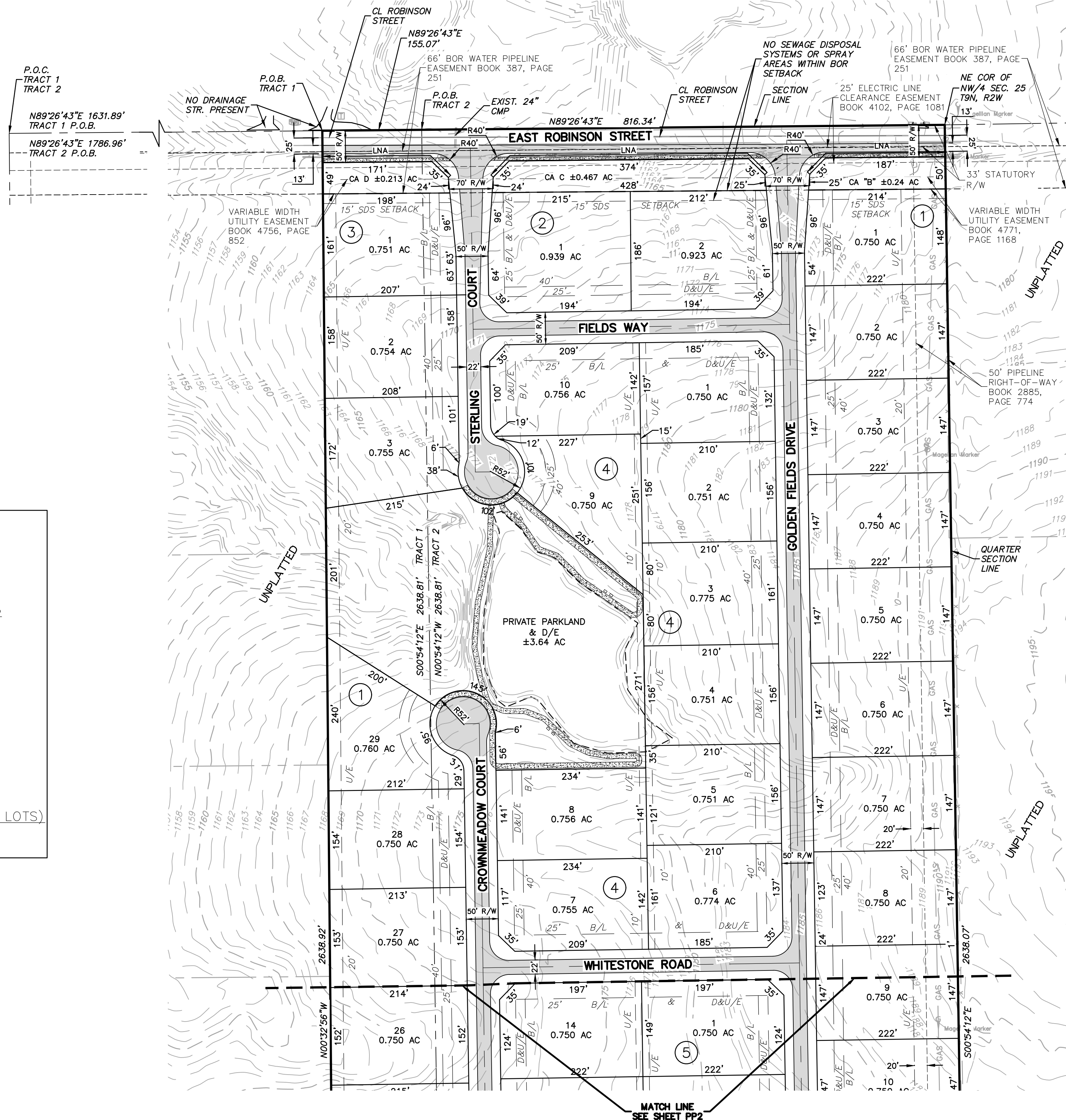
## PLAT NOTES:

- COMMON AREAS SHALL BE MAINTAINED BY THE STERLING FIELDS PROPERTY OWNERS ASSOCIATION.
- PROPOSED ROAD CROSSINGS OVER BUREAU OF RECLAMATION AND CITY OF NORMAN RAW WATER PIPELINE EASEMENTS MUST HAVE REINFORCED CONCRETE MAT MEETING THE REQUIREMENTS FOR THE BUREAU OF RECLAMATION.



## STORM DRAINAGE DETENTION FACILITY EASEMENT

DRAINAGE DETENTION FACILITY EASEMENTS ARE HEREBY ESTABLISHED AS SHOWN TO PROVIDE FOR DETENTION OF STORM SURFACE WATER AND CONSTRUCTED AS APPROVED BY THE CITY ENGINEER. ALL MAINTENANCE WITHIN THE DRAINAGE DETENTION FACILITY EASEMENT SHALL BE THE RIGHT, DUTY AND RESPONSIBILITY OF THE PROPERTY OWNERS ASSOCIATION IN THE PLAT OF STERLING FIELDS. HOWEVER, IF MAINTENANCE IS NEGLECTED OF SUBJECT TO OTHER UNUSUAL CIRCUMSTANCES AND IS DETERMINED TO BE A HAZARD OR THREAT TO PUBLIC SAFETY BY THE CITY ENGINEER, CORRECTIVE MAINTENANCE MAY BE PERFORMED BY THE GOVERNING JURISDICTION WITH COSTS ASSESSED TO AND BORN UPON SAID PROPERTY OWNERS ASSOCIATION. OFFICIALS REPRESENTING THE PUBLIC WORKS DEPARTMENT, SHALL HAVE THE RIGHT TO ENTER UPON THE EASEMENT FOR PURPOSES OF PERIODIC INSPECTION AND/OR CORRECTIVE MAINTENANCE OF THE FACILITY. UPON RECEIVING WRITTEN APPROVAL FROM THE PUBLIC WORKS DEPARTMENT, PROPERTY OWNERS ASSOCIATION MAY CONSTRUCT IMPROVEMENTS WITHIN THE EASEMENT, PROVIDED THE IMPROVEMENT DOES NOT INTERFERE WITH THE FUNCTION OF THE DETENTION FACILITY.



CA=COMMON AREA  
PG=PAGE  
BK=BOOK  
R/W = RIGHT-OF-WAY  
LNA = LIMITS OF NO ACCESS  
B/L = BUILDING LINE  
U/E = PUBLIC UTILITY EASEMENT  
D/E = PUBLIC DRAINAGE EASEMENT  
D&U/E = PUBLIC DRAINAGE & UTILITY EASEMENT  
PD/E = PRIVATE DRAINAGE EASEMENT  
ESMT = EASEMENT  
SDS = SANITARY SEWER SYSTEMS  
O = FOUND #4 BAR W/ CAP UNLESS OTHERWISE NOTED  
● = SET #4 BAR W/ CAP STAMPED "GOLDEN CA 7263" UNLESS OTHERWISE NOTED  
(X) BLOCK NO.

**GRUBBS CONSULTING, LLC**  
CIVIL ENGINEERING & LAND PLANNING  
1800 S. SARA ROAD  
YUKON, OK 73099  
Phone: (405) 265-0641  
Fax: (405) 265-0649  
GRUBBS CONSULTING, LLC CERTIFICATE OF AUTHORIZATION NO. CA 5115 EXP. 06/30/26



## LEGAL DESCRIPTION:

## TRACT 1

A TRACT OF LAND LYING IN THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-FIVE (25), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHWEST QUARTER (NW/4); THENCE NORTH 89°26'43" EAST, ALONG THE NORTH LINE OF SAID NW/4, A DISTANCE OF 1631.89 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 89°26'43" EAST, ALONG SAID NORTH LINE, A DISTANCE OF 155.07 FEET, SAID POINT BEING 816.34 FEET, SOUTH 89°26'43" WEST OF THE NORTHEAST QUARTER OF SAID NORTHWEST QUARTER (NW/4); THENCE SOUTH 00°54'12" EAST, PARALLEL WITH THE EAST LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 2638.81 FEET TO A POINT ON THE SOUTH LINE OF SAID NORTHWEST QUARTER (NW/4), SAID POINT BEING 816.33 FEET, SOUTH 89°23'36" WEST OF THE CENTER OF SAID SECTION 25; THENCE SOUTH 89°23'36" WEST, ALONG SAID SOUTH LINE, A DISTANCE 171.40 FEET TO A POINT BEING 1631.89 FEET, NORTH 89°23'36" EAST OF THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER (NW/4); THENCE NORTH 00°32'56" WEST, PARALLEL WITH THE WEST LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 2638.92 FEET TO THE POINT OF BEGINNING.

## TRACT 2

A TRACT OF LAND LYING IN THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-FIVE (25), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHWEST QUARTER (NW/4); THENCE NORTH 89°26'43" EAST, ALONG THE NORTH LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 1786.96 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 89°26'43" EAST, ALONG SAID NORTH LINE, A DISTANCE OF 816.34 FEET TO THE NORTHEAST CORNER OF SAID NORTHWEST QUARTER (NW/4); THENCE SOUTH 00°54'12" EAST, ALONG THE EAST LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 2638.07 FEET TO THE CENTER OF SAID SECTION 25; THENCE SOUTH 89°23'36" WEST, ALONG THE SOUTH LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 816.33 FEET; THENCE NORTH 00°54'12" WEST, PARALLEL WITH THE EAST LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 2638.81 FEET TO THE POINT OF BEGINNING.

CONTAINING 2,584,266.17SQ. FT. OR 59.3265 ACRES, MORE OR LESS.

**DEVELOPER:**  
PREMIUM LAND  
305 W. MEMORIAL RD  
OKLAHOMA CITY, OKLAHOMA 73114  
405-397-3855

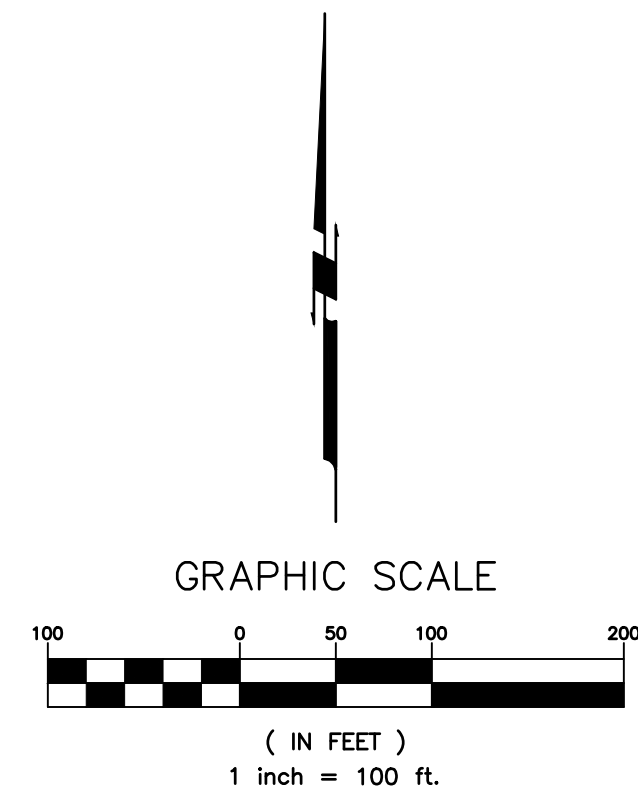
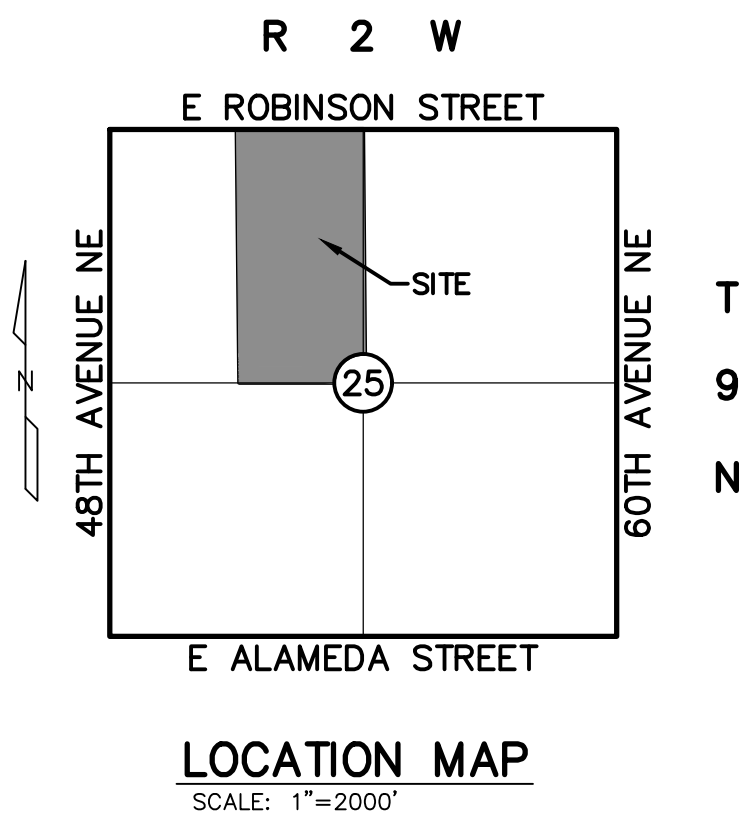
**ENGINEER:**  
GRUBBS CONSULTING, LLC  
1800 S. SARA ROAD  
YUKON, OKLAHOMA 73099  
(405) 265-0641

# PRELIMINARY PLAT STERLING FIELDS

## A PLANNED UNIT DEVELOPMENT

BEING A PART OF THE NORTHWEST QUARTER (NW/4), OF SECTION TWENTY-FIVE (25), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA

SUBDIVISION CONTAINS:  
GROSS SUBDIVISION AREA = 59.33 ACRES  
NUMBER OF SINGLE FAMILY LOTS = 59  
NUMBER OF COMMON AREA LOTS = 2  
CURRENT ZONING = A2  
PROPOSED ZONING = PUD (R-1)



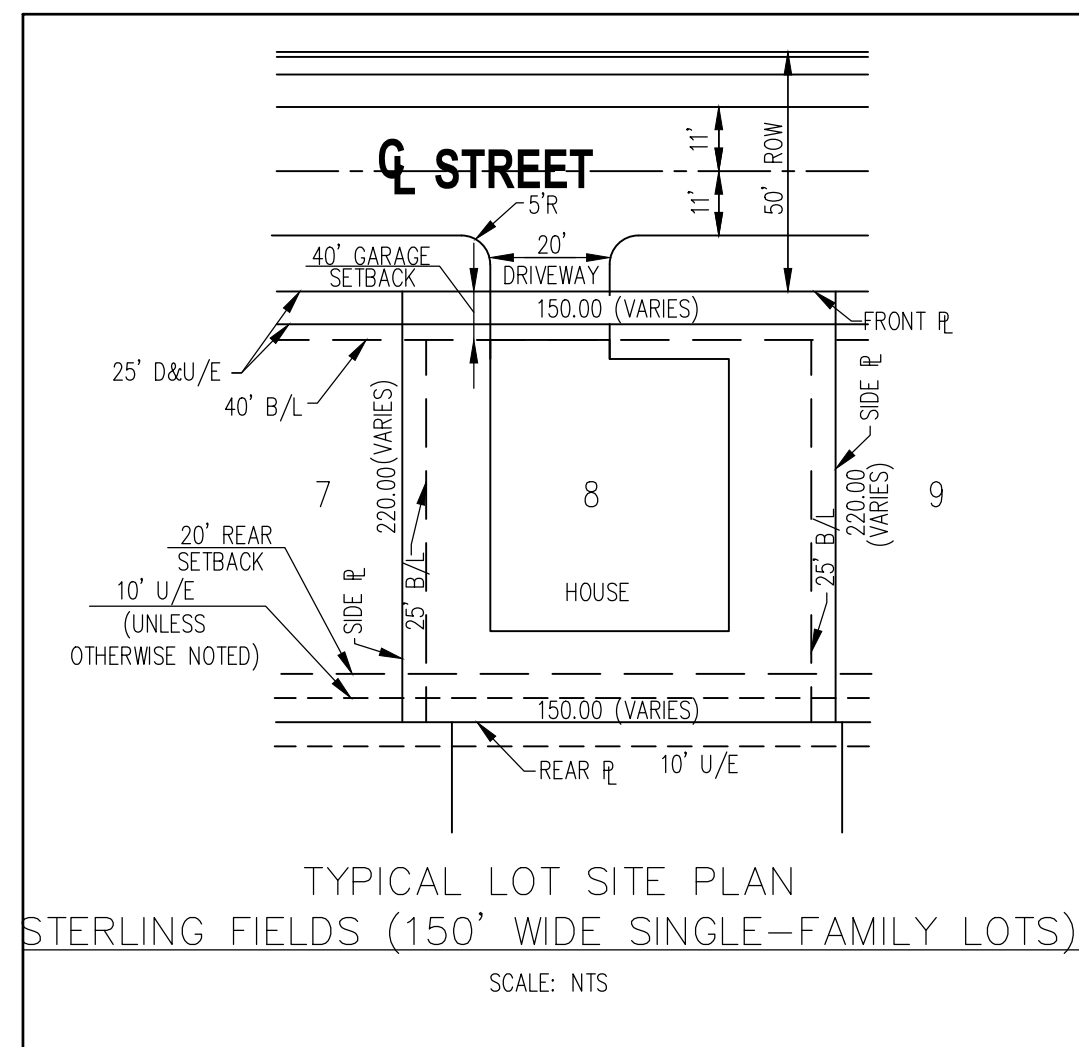
## PLAT NOTES:

- COMMON AREAS SHALL BE MAINTAINED BY THE STERLING FIELDS PROPERTY OWNERS ASSOCIATION.

CA=COMMON AREA  
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BK=BOOK  
R/W = RIGHT-OF-WAY  
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⊗ BLOCK NO.

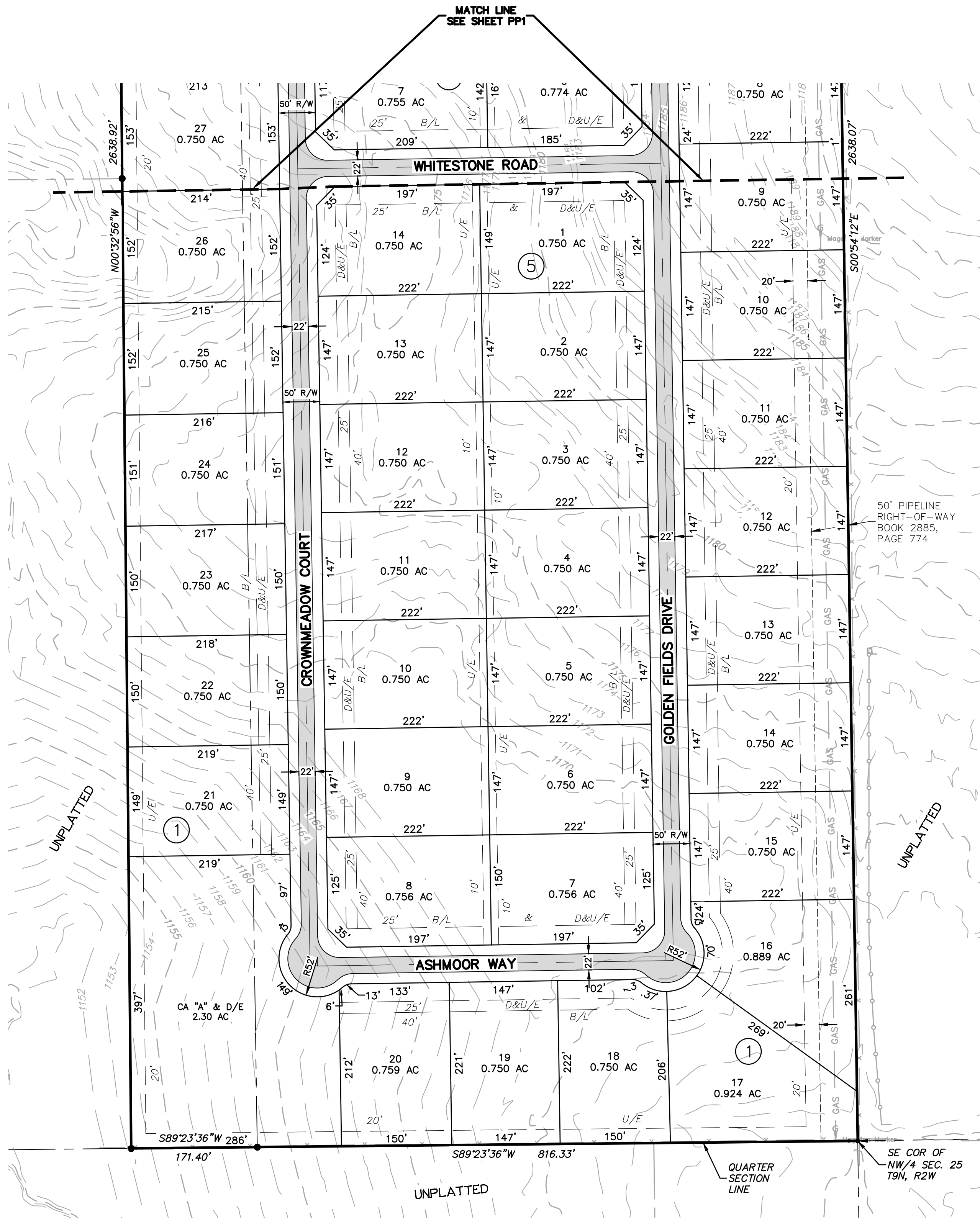
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GRUBBS CONSULTING, LLC CERTIFICATE OF AUTHORIZATION NO. CA 5115 EXP. 06/30/26



## STORM DRAINAGE DETENTION FACILITY EASEMENT

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## CITY OF NORMAN, OK STAFF REPORT

---

**MEETING DATE:** 11/06/2025

**REQUESTER:** James Briggs, Park Development Manager

**PRESENTER:** James Briggs, Park Development Manager

**ITEM TITLE:** CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE LIBERTY POINT PUD ADDITION

---

### BACKGROUND:

Liberty Point Addition PUD is located in parts of Sections 15 and 16 of Township 8 North, Range 2 West of the Indian Meridian. It is located on the west side of State Highway 77 (Classen Boulevard) and north of Post Oak Road, extending half a mile in each direction (see map). This is a large Planned Unit Development that contains a mix of commercial shopping, different restaurant types, office space, multi-family residential, and a large RV Park in its current preliminary plat (attached). The development is directly south of The Links Apartments and Golf Course, and the new four-acre Bluestem Park that the city is building along 24<sup>th</sup> Avenue SE in the southwest corner of The Links site (See Map). There are 334 total units of apartment and duplex housing in the Liberty Point PUD Addition: requiring 1.478 acres of park land. The other land uses indicated on the PUD do not require any park land dedication. This development will yield \$25,050 in Neighborhood Park Development Fees and the same amount in Community Park Development Fees, once all building permits have been issued.

### DISCUSSION:

The developer has requested a Fee-in-Lieu of Land decision for this project, with the collected fees assigned to the Bluestem Park development account. As stated earlier, this PUD shares part of its property line with Bluestem Park (see map), which will be fully developed in the coming months, as part of the Norman Forward New Neighborhood Parks Project. The Liberty Point PUD plat shows residential development only in a portion of the site. The RV Park is not part of the park land calculation, as that is a commercial venture with no permanent residents to consider. There are also approximately 14 acres of undeveloped open space running through the development, which includes open green space and detention ponds, as well as a large on-site recreational area planned in the RV Park portion of the development. If there is a change in use for the land shown on the plat, a new preliminary plat will be developed and presented to the Park Board, which may result in a different decision at that time. Based on what is being presented at this time, it makes the most sense to take a fee-in-lieu of land, to avoid taking on a small (under 2-acre) park in a mostly retail and restaurant area, especially with a four-acre public park adjacent to the development.

### RECOMMENDATION:

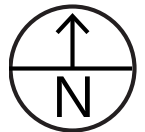
City Staff recommends that the Board of Park Commissioners approve a fee-in-lieu of land decision for the Liberty Point Addition PUD.





# LOCATION MAP

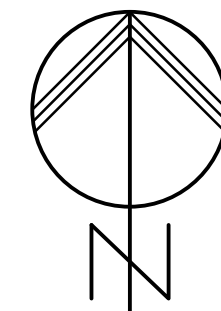
## LIBERTY POINT ADDITION PUD



11/06/2025



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GREEN SPACE EXHIBIT  
**LIBERTY POINT**  
A PLANNED UNIT DEVELOPMENT  
A PART OF THE EAST HALF (E/2) OF SEC. 16 & A PART  
OF THE WEST HALF (W/2) OF SEC. 15, T8N, R2W, I.M.  
NORMAN, CLEVELAND COUNTY, OKLAHOMA

NOT VALID FOR CONSTRUCTION  
**PRELIMINARY  
NOT FOR  
CONSTRUCTION**  
UNLESS SHOWN IN THIS BLOCK

LIBERTY POINT

US 77/ CLASSEN BLVD. & POST  
OAK ROAD  
NORMAN, OKLAHOMA

**SMC**  
Consulting Engineers, P.C.  
5801 BROADWAY EXT., SUITE 302  
OKLAHOMA CITY, OK 73118  
(405) 842-0100  
FAX: (405) 232-7715  
Website: www.smc-engineers.com  
OKLAHOMA CERTIFICATE OF REGISTRATION NO. 01-491-0001  
No. Revision  
DATE  
BY  
CHKD  
DATE

PROJECT NO.: 6642.00  
DATE: 10/01/25  
SCALE: 1" = 100'  
DRAWN BY: M  
ENGINEER: TERENCE L. HAYNES  
P.E. NUMBER: 16820

REVISED GREEN SPACE  
EXHIBIT

SHEET NO.  
**GSE-1**











## CITY OF NORMAN, OK STAFF REPORT

---

**MEETING DATE:** 11/06/2025

**REQUESTER:** Karla Sitton, Administrative Tech IV

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECLASSIFICATION OF SEVERAL NEIGHBORHOOD PARKS TO COMMUNITY PARKS

---

### DISCUSSION:

The City of Norman categorizes its parks into three categories: Neighborhood Parks and Community & Special Use Parks. Neighborhood Parks typically range from 3 acres and up, ideally serving a population within a ½ mile radius. They are designed for accessibility and local use, featuring amenities such as playgrounds, open play spaces, and trails, while ensuring safe access away from major streets. In contrast, Community & Special Use Parks range from 15 to 40 acres and cater to multiple neighborhoods, offering a broader range of activities within a 5- to 10-mile radius. These parks are strategically located near major thoroughfares, offering convenient access and adequate parking for larger events.

The Parks and Recreation Department, the Utility Department, and City Cultural Centers host a variety of annual events, including the Fourth of July, Monarchs in the Park, Earth Day, Tree Giveaways, Winterfest, 5K Runs, and more. Many events take place in Community Parks, i.e., Andrews Park, Griffin Park, Reaves Park, Ruby Grant Park, and Legacy Park. At the same time, a few events are held in Neighborhood Parks, including Movies in the Park and Summer Breeze at Lions Park, as well as Little League baseball/softball games at Little Axe Park.

Recently, the Park Board recommended, and the City Council adopted, the AIM Norman Parks, Recreation, and Cultural Master Plan. This plan recommends reclassifying Lions Park and Little Axe Park from Neighborhood to Community Parks, as well as adding Edwards Park back into the Park System as a Special Use Park.

### RECOMMENDATION 1:

Staff recommends that the Park Board reclassify Lions Park and Little Axe Park from Neighborhood Parks to Community Parks and add Edwards Park back into the Park System as a Special Use Park, aligning with the recently adopted AIM Norman Parks, Recreation, and Culture Facilities Master Plan.



## CITY OF NORMAN, OK STAFF REPORT

---

**MEETING DATE:** 11/06/2025

**REQUESTER:** Karla Sitton, Administrative Tech IV

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** RECOMMENDATION FROM THE PARKS AND RECREATION STAFF TO TOUR THE SOONER THEATRE AFTER ADJOURNING THE BOARD OF PARK COMMISSIONERS MEETING

---

### DISCUSSION:

The Parks and Recreation Staff organizes an annual tour for the Board of Park Commissioners to view new and improved parks and facilities. This year, the Staff would like to take the Commissioners to the Sooner Theatre to see the recent upgrades to the venue.

As it approaches its 100<sup>th</sup> Anniversary in 2029, the Sooner Theatre, a historic gem in our community, has undergone several renovations over the past 10 years to enhance both its aesthetic appeal and functionality. These improvements include replacing all of the floor and balcony seating, improved sound and lighting systems, total reconstruction of the above stage rigging and stage materials, and refurbishing interiors that honor the theatre's original architecture while providing modern amenities.

The tour will offer the Board of Park Commissioners an opportunity to witness firsthand the transformative changes that have revitalized this beloved establishment. Additionally, it will highlight the collaborative efforts between our Parks and Recreation Department and local stakeholders in preserving cultural landmarks. Also, the visit will highlight many of the challenges this historic space faces as it prepares for its next 100 years, which are set to be addressed in a master plan for the space we will create once an architectural firm is chosen in the coming months. The expansion and upgrade of the Sooner Theatre is expected to be a high-priority project for the future Norman Forward 2 Program.

### RECOMMENDATION:

Staff recommends that the Board of Park Commissioners adjourn this meeting to tour the Sooner Theatre to fully appreciate its enhancements and the positive impact on the community.