



CITY OF NORMAN, OK BOARD OF PARKS COMMISSIONERS SPECIAL MEETING

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

Tuesday, August 06, 2024 at 5:00 PM

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

ACTION ITEMS

1. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARKLAND FOR THE BOB MOORE FARMS NORTH ADDITION
2. CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF A DONATION TO THE FIREHOUSE ART CENTER IN THE AMOUNT OF \$23,855.00
3. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE REQUEST FROM THE PIONEER LIBRARY SYSTEM TO INSTALL A MOBILE LIBRARY AT REAVES PARK
4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED TREE ORDINANCE.
5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE REAVES PARK BUILDING RENOVATION PROJECT.
6. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE UPDATED YOUNG FAMILY ATHLETIC CENTER (YFAC) MEMBERSHIP AND RENTAL FEES.

MISCELLANEOUS ITEMS

ADJOURNMENT



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 8-6-2024

REQUESTER: James Briggs, Parks Development Manager

PRESENTER: James Briggs, Parks Development Manager

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARKLAND FOR THE BOB MOORE FARMS NORTH ADDITION

BACKGROUND: Bob Moore Farms North Addition PUD is located in Section 35 of Township 9 North, Range 3 West of the Indian Meridian. It is located on the east side of 36th Avenue SW, just south of Main Street, south of Sam's Club and the other commercial developments, including the west side Pioneer Library (See Map). This large development is a mix of Multi-Family housing and commercial properties. There are 642 total units of RM-6-type development in the PUD, requiring either 2.84 acres of public parkland or 5.68 acres of private parkland. The other land uses indicated on the PUD do not require any parkland dedication.

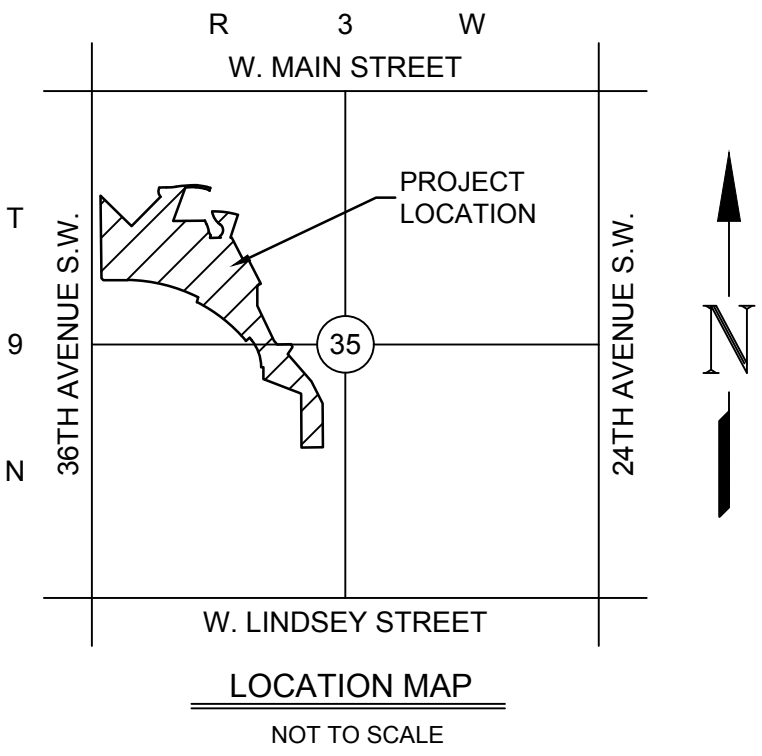
DISCUSSION: This development will yield \$48,150 in Neighborhood Park Development Fees and the same amount in Community Park Development fees once all building permits have been issued if public parkland or fee-in-lieu of land is provided. The Neighborhood Fees will not be collected if private parkland. The developer has requested a Fee-in-Lieu of land decision for this project; however, the preliminary site plan shows enough recreational space and proposed development to meet the requirements of Private Park Land. This solution will work for the plat being submitted at this point in time. However, if there is a change in land use, a new preliminary plat will be developed and brought back to the Park Commission, which may merit a different decision at that time.

The proposed Addition is directly north of the Willowbend Addition of residential housing, which has a large parcel of undeveloped HOA-owned private parkland available for the homes built there over the years. Besides that, there is no other housing between Main Street and the Lindsey Street south extension that wraps around the bridge crossing of Interstate-35 to 36th Avenue SW. The nearest neighborhood park is Cherry Creek Park, on the west side of 36th; it was recently updated via the NORMAN FORWARD Neighborhood Park Improvements project. Any fees collected from the Bob Moore Farms North PUD would likely be spent to make additional improvements to Cherry Creek Park.

RECOMMENDATION:

It is recommended that the Park Board recommend a Fee-In-Lieu of Land Decision for the Bob Moore Farms North Addition PUD.

BOB MOORE FARMS NORTH
NORMAN, CLEVELAND COUNTY,
STATE OF OKLAHOMA
SITE PLAN



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 BOB MOORE FARMS NORTH. HOWEVER, IF MAINTENANCE IS NEGLECTED OR SUBJECT TO OTHER UNUSUAL CIRCUMSTANCES AND IS DETERMINED TO BE A HAZARD OR THREAT TO PUBLIC SAFETY BY THE CITY, 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.

PRIVATE PARK LAND PROVIDED

-BLOCK 1	
LOT 1	12,598 S.F.
	9,434 S.F.
	19,359 S.F.
LOT 2	85,508 S.F.
-BLOCK 2	
LOT 1	21,574 S.F.
	62,784 S.F.
	29,768 S.F.
COMMON AREA A	
	31,598 S.F.
TOTAL	
	269,623 S.F.
	6.19 AC.



1"=100'

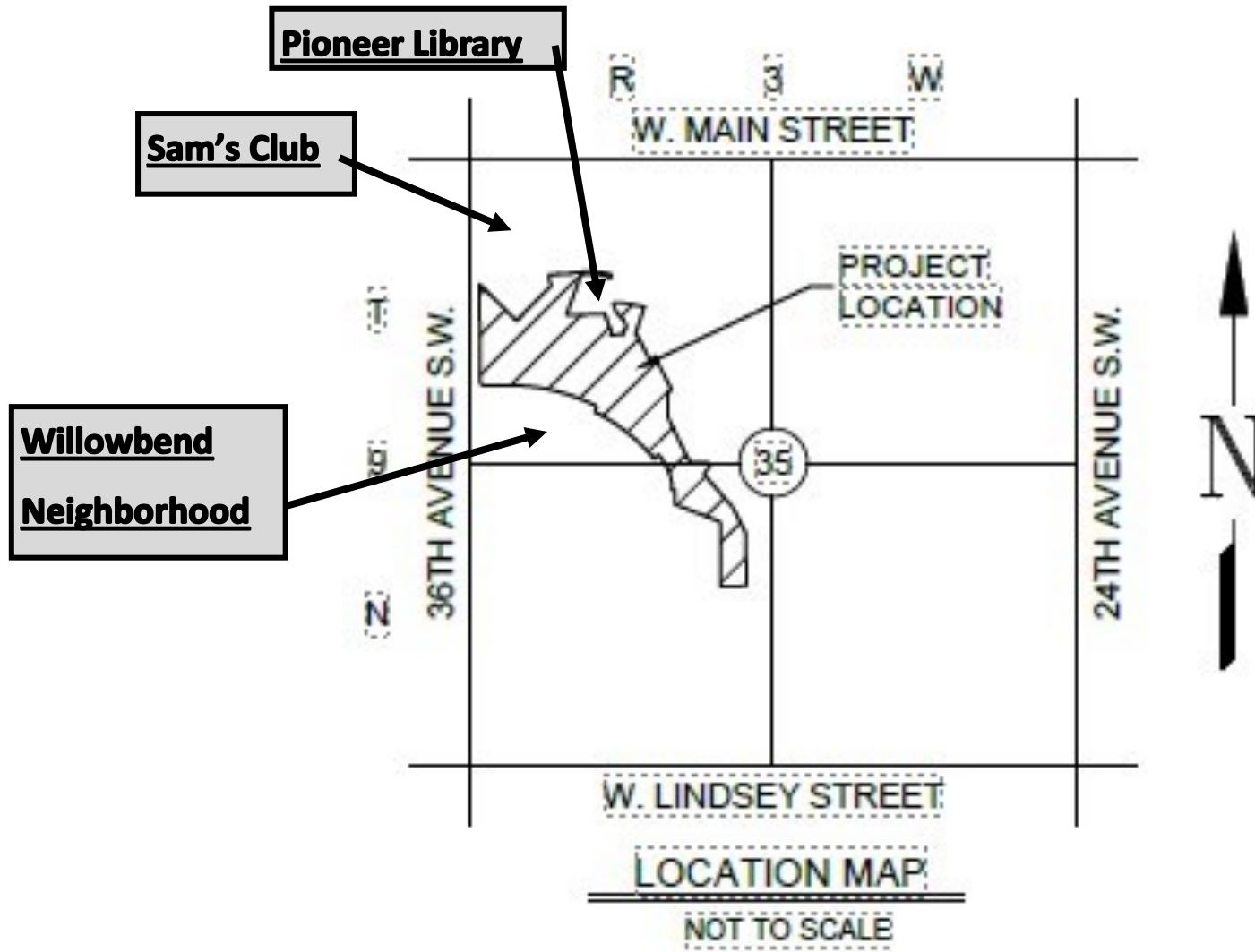
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CERTIFICATE OF AUTHORIZATION NO. 3949 EXPIRES JUNE 30, 2025





BOB MOORE FARMS ADDITION PUD

LOCATION MAP



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/06/2024

REQUESTER: Jason Olsen, Director of Parks & Recreation

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF A DONATION TO THE FIREHOUSE ART CENTER IN THE AMOUNT OF \$23,855.00

DISCUSSION:

Firehouse Art Center approached Staff regarding a proposed mural on the South Wall of the Firehouse Art Building at 444 South Flood Avenue, using an in-kind donation of \$23,855.00 to pay for the project. The mural installation would take approximately 14 days to complete (weather permitting). The Firehouse Art Center has commissioned Carlos Barboza to paint the mural. It will use the best quality enamel spray paint (Montana Gold) in the market to ensure the art remains vibrant and long-lasting. Additionally, Mr. Barboza will apply a clear coat of UV/graffiti to preserve the mural. The Parks and Recreation Department will assist Mr. Barboza by loaning their lift to complete the mural.

RECOMMENDATION:

It is recommended that the Board of Park Commissioners recommend that the Norman City Council accept the in-kind donation in the total amount of \$23,855.00 for a mural installation on the South Wall of the Firehouse Art Building.



**FIREHOUSE
ART CENTER**

July 12, 2024
Jason Olsen
Director of Parks and Recreation
225 N Webster Avenue,
Norman, OK 73069

Re: Firehouse Mural Donation to the City of Norman

Dear Jason,

As you and I have discussed we need to present and accept our most recent donation to City Council. I hope this letter will serve as a record of the donation.

Project: Mural on South Wall of Firehouse Art Center

Carlos Barboza has been commissioned by the Firehouse Art Center to produce a mural on the South Wall of our building at 444 South Flood Avenue, Norman, OK 73069 pending approval from City Council. The mural installation would take approximately 14 days to complete (weather permitting). He will use the best quality enamel spray paint in the market (Montana Gold) to ensure that the art remains vibrant and long lasting. Also, he will be applying a clear coat UV/Graffiti application to preserve the mural. Parks and Rec would assist by loaning their lift to complete the mural.

In total this donation is \$23,855.00.

Thank you for all your help and support.

Sincerely,

Andy Couch
Executive Director/Curator



Barboza Art & Mural Co.

MURAL QUOTE

Firehouse Art Center



SIZE: Approx. 1264 sqft (This is an approximate number. This also excludes square footage taken up by windows.)

PROCESS: The mural installation would take approximately 14 days to complete (weather permitting). I will use the best quality enamel spray paint in the market (Montana Gold) to ensure that the art remains vibrant and long lasting. Also, any clear coat or UV/Graffiti application is optional and will be added upon request.

Mural Budget:

Description	Units	Price per unit	Cost
Flat rate for mural installation			\$ 22,860.00
Design/Mock Up fee			\$ 500.00
ColorShield UV Paint Preserver	5 gallons		\$ 495.00
		Subtotal	\$ 23,855.00
		Total	\$ 23,855.00

(Note: The Sherwin Williams brand UV clear coat included in the quote is the best product I have ever used. For this reason, it's also one of the most expensive. There are plenty of other products in the market that we can use if necessary, but the one I included is the one I can vouch for the most.)

ARTIST FEE INCLUDES: Travel within Oklahoma and Canadian County, all paint, materials, assistant fees, taxes, and any other .

ARTIST FEE DOES NOT INCLUDE: Travel outside of Oklahoma and Canadian County, equipment rental, liability insurance, additional UV/anti-graffiti coatings, or wall repair/preparation.

Payment Terms

A 50% non-refundable deposit is due a week prior to the start date of painting (this allows for the ordering of supplies). Full balance is due on the final day of completion.

Andy, let me know if you have any questions regarding this quote. Thank you for your consideration!

-Carlos Barboza



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08-06-2024

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE REQUEST FROM THE PIONEER LIBRARY SYSTEM TO INSTALL A MOBILE LIBRARY AT REAVES PARK

BACKGROUND:

The Pioneer Library System (PLS) formally requested to place a 24-hour Mobile Library at Reaves Park. The mobile library will be a pick-up point for books and DVDs ordered through the PLS online checkout system. This is similar to the 24-hour library in Norman at the Central, Eastside, and Westside Libraries, along with the Irving Recreation Center parking lot. The Parks Department is working with PLS to find a permanent spot in Reaves Park for the Mobile Library. This Mobile Library helps PLS fill a service gap on the southside and campus area of Norman.

RECOMMENDATION:

It is recommended that the Park Board of Commissioners direct the Director of Parks and Recreation to work with the Pioneer Library System to find a location for the Mobile Library and recommend to the City Council that the request from Pioneer Library System to install a mobile library at Reaves Park be approved.







CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08-06-2024

REQUESTER: James Briggs, Parks Development Manager

PRESENTER: AshLynn Wilkerson, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED TREE ORDINANCE.

BACKGROUND:

The 2022-23 Capital Improvement Plan included funding a project to hire a company to provide several services to support the Forestry Division of the Parks and Recreation Department. Parks staff's initial plan was to find a company to review our existing Tree Ordinance, perform a street tree inventory of the urbanized parts of Norman, and work with our staff to produce an Urban Forest Master Plan (UFMP) to help guide the work plan for our City Forester for the next decade and beyond.

In April 2023, we received proposals from four companies to provide these services. Staff evaluated the proposals and pricing and hired DAVEY Resource Group, Inc. (DAVEY) to work on the tasks. Once we started working on the final costs for the functions we were seeking to accomplish, it was decided that the budget available at that time would only be able to fully cover the costs associated with the Tree Ordinance Review task. We decided to proceed with that work, which began in July 2023, on the Ordinance Review process between DAVEY and City Staff from Parks and Recreation/Forestry, Planning, and the Legal Departments.

The ordinance has been used since its creation in the early 2010s to regularly help define roles and seek solutions to several tree-related situations in Norman and also to help guide decisions related to tree plantings and how they interact with the development and construction of roads, housing, utility lines and other things done daily in the city by both public and private contractors. The ordinance was written with the intent of regular review and modification. The Norman Tree Board has reviewed and approved the work (attached).

DISCUSSION:

Once Davey Resource Group was selected for the Ordinance Review work, the process was started in July 2023. The City of Norman Legal Department did an extensive review to ensure the proposed changes would agree with other policies, codes, and procedures followed by different departments in the city. Much of the work focused on things such as definition changes in the ordinance, clarification of what is regulated under the ordinance, updates to regulated & prohibited activities, establishing a licensing process for specific tree work, establishing a

permitting process before certain tree alteration activities; updates to abatement process for tree nuisances and tree protection with particular construction projects; added notification requirements for utility companies; and establishing "Tree Districts" in place of the former historical tree designation (see attached).

The contract with DAVEY has since been expanded to include the first phase of a Norman Tree Inventory. We are starting this work by looking at trees in public parks and other public properties (facilities in town owned by the city that contain trees). This work is independent of the Ordinance Review; however, the revised ordinance's language covers what trees the City regulates. As described above, all parts of the work being done by DAVEY will help us ultimately produce the UFMP.

RECOMMENDATION:

It is recommended that the Norman Board of Park Commissioners recommend the adoption of the proposed update to the City of Norman Tree Ordinance to the Norman City Council.

Tree Ordinance Updates

Art. 16-IX – Tree Protection

Parks Board 8/1/24



Overview of Updates

Item 4.

- Definition changes: updates for currentness; clarification of what is regulated under the ordinance.
- Updates to regulated & prohibited activities
- Establishing licensing process for certain tree work
- Establishing permitting process before certain tree alteration
- Updates to abatement process for tree nuisances
- Updates to tree protection with certain construction projects
- Added notification requirements for utility companies
- Establishing “Tree Districts” in place of the former historical tree designation

Definitions § 16-901

Item 4.

- What is regulated?
 - Only a “regulated tree”: trees in street ROW & outside commercial tree district (“private street tree”); trees on CON property & in commercial tree districts (“city tree”).
- General updates to existing definitions and purpose for currentness.
- Addition of new definitions to correspond with specific section updates.

Regulated/Prohibited Activities

Item 4.

§§ 16-904, 16-908, 16-909

- Combined all prohibited activities into one section, 16-904
 - Tree damage, attachments/harmful substances, trenching, material storage, tree topping, certain tree maintenance w/o a permit, planter boxes.
- Combined all regulated activities into one section, 16-909
 - General requirements for tree planting, pruning, insect/disease control, and tree removal.
- Consequences: may be subject to fine not to exceed \$750; city may also pursue civil suit (16-908, see also 16-913).
 - Option for remediation in lieu of fine, 16-908(c)
 - All fines collected go to Tree Fund (see § 16-912) for replanting operations, 16-908(d)

Licensing §§ 16-905, 20-3301—3304

- Creation of new City license for specific tree services
 - Addition to Chapter 20 – Licenses and Occupations
- Need license for: commercial tree maintenance and care services for trees 10' in height or greater (16-905 & 20-3301).
- Application: through city view e-permitting system; must submit ISA certification for one employee, proof of insurance coverage (20-3302). City Forester must approve license application.
- Fees: initial registration = \$100; annual renewal = \$25. Expiration is last day in March.
- City Forester has authority to revoke license following notice & hearing, w/ appeals to City Manager & Council (20-3304).

Permitting §§ 16-906, 16-907

Item 4.

- General rule: need a permit before altering or removing a regulated tree (16-906).
 - Exemptions for private street trees in subsection (b)
 - Weather/environmental events exception in subsection (c)
- Applications: through Parks & Rec on form created by Forester; available at no cost.
- Appeal process for denials in 16-916.

Abatement, Construction & Utility Companies

- **Abatement (16-910):**
 - Trees that pose danger to public safety can be declared public nuisances
 - City may abate via lien for tree nuisances only after: 1) notice has been provided to property owner, and (2) 30 day period for owner's abatement has passed w/o owner taking any steps to mitigate.
- **Construction (16-911):**
 - Applicable to all construction and utility projects on CON properties, and all new platting construction encompassing ROW.
 - Goal is tree preservation, 16-911(a); provides guidance for replacement if removal impossible 16-911(c)
 - Requires submission of tree protection plan, 16-911(b)
- **Utility Companies (16-916):**
 - Clarification that this Ordinance cannot supersede State law & existing utility easements; utility companies exempt from permit and licensing requirements.
 - Addition of 24 hour advance notification to City for tree work in the boundaries of City, except for emergency tree work, notification is 24 hours following completion of the work.

Tree Districts § 16-914

Item 4.

- Commercial, (a):
 - (1): Commercial area that contains trees which City planted & has responsibility for; private property owners shall not perform tree work on such trees.
 - (2): Current districts: Campus Corner, Downtown Main St., W Lindsey St., trees in most street medians; but City may designate additional as needed.
 - (3): Subject to a district management plan created by Forester and approved by Parks Board.
- Historical, (b):
 - (1): residential area that contains large, valuable, historic trees which cannot be quickly replaced & community wishes to protect.
 - (2): 51% of residents in district recommend, Parks Board approves with district management plan or denies.
 - (3): Subject to a district management plan; trees still responsibility of property owner, but upon request, City may assist with planting or removal and replacement of trees in ROW in the district.

QUESTIONS?



16-901 General Provisions

- (a) *Purpose.* The purpose of this Article is to promote and protect Norman's urban forest by regulating the planting, maintenance, and removal of trees within the City. This ordinance aims to enhance the overall quality of life of residents, improve air and water quality, reduce energy consumption, and preserve the aesthetic and ecological value of trees for current and future generations. This Article establishes policies, standards, and regulations for the protection, maintenance, and growth of Norman's urban forest by:
- (1) Recognizing the benefits of trees in the urban environment;
 - (2) Promoting the preservation and conservation of trees throughout the City;
 - (3) Encouraging the preservation of large or historic trees that cannot be quickly replaced;
 - (4) Eliminating unnecessary removal of healthy trees;
 - (5) Encouraging the planting and preservation of trees that are native to and flourish within the region;
 - (6) Enhancing the beauty and aesthetics of the City;
 - (7) Enhancing property values and protecting investment;
 - (8) Ensuring tree care providers are proficient in pruning, tree removal, and overall tree care to mitigate risks to trees, properties, and individuals, adhering to American National Standards Institute (ANSI) A300 and Z133 standards.
- (b) *Definitions.* The following words and phrases, when used in this Article, shall have the meanings ascribed to them in this Subsection, except where the context otherwise requires:

Alter means to cut, girdle, prune, destroy, damage, or in any manner injure a tree.

Caliper means the diameter of a tree that is measured at six-inches (6") above ground level for trees up to four-inch (4") caliper and twelve-inches (12") above ground level for larger sizes. This measurement is commonly used in the nursery industry to measure tree planting stock.

Certified Arborist means a specialist in the care and maintenance of trees who is certified by and in good standing with the International Society of Arboriculture (ISA).

City Tree means any tree planted or growing on City-owned or maintained property or in a Commercial Tree District.

Commercial Tree District is defined in Section 16-914.

Critical Root Zone (CRZ) means the zone encompassing the majority of a tree's roots. It is calculated by measuring the diameter of a tree trunk at standard height and measuring outward from the trunk 18-inches (18") for every inch of trunk diameter.

Diameter at Standard Height (DSH) means tree diameter at standard height, which is measured at four and a half feet (4.5') above the ground.

Dangerous Tree means any tree, large shrub or part thereof, living or dead, which the City Forester finds is in such a condition and is located in such a place as to constitute a danger to persons or property in the vicinity of the tree.

Dead Tree means a tree that has no living parts, has been damaged beyond recovery, or is in an advanced state of decline (where an insufficient amount of living tissue, green leaves, limbs, or branches exists to sustain life).

Defined Area means the area east of West 48th Street, south of Franklin Road, and west of East 36th Street continuing south to the City limits.

Diseased or Infected Tree means any tree or large shrub with an uncontrolled presence of tree or plant disease or infestation of insects, pests, or larvae, which the City Forester finds constitutes a hazard to other trees in the community.

Forester means the City Forester for the City and their designees. The Forester is appointed by the Director of Parks and Recreation, and in the Forester's absence, the Director of Parks and Recreation or their designee will act as the Forester.

Large Tree means any tree with an eight-inch (8") DSH or larger.

Owner means the owner of the property.

Private Street Tree means a tree that is located within the Street Tree Right-of-way and is outside of a Commercial Tree District. Private Street Trees are the responsibility of the property owner or homeowners' association. This means that the care, maintenance, planting, and removal of these trees are the responsibility of the property owner, although permits for some activities are required.

Regulated Tree means all Private Street Trees and City Trees.

Remove means the complete removal of a tree, such as cutting the tree to the ground, or otherwise taking any action that would lead to the death of a tree or cause permanent damage that may compromise tree health and stability.

Right-of-way means and includes street, highway, or road right-of-way and any other land dedicated to or otherwise subject to public use.

Sidewalk means the portion of the publicly dedicated street between the public street curbline or, if no curb, the paved edge of the public street and the adjacent private platted property lines, intended for use by pedestrians.

Sight triangle is a triangular-shaped area of land at a street corner or intersection that is to be kept free from obstructions. This area is typically defined by measuring a specific distance along the intersecting roadways and then connecting these points to form a triangle.

Street means the entire area between private platted property lines which is publicly dedicated and maintained as street surface, when any part of the area is open to use by the public for the purposes of vehicular travel. Such term shall include all publicly dedicated highways, avenues, boulevards, traffic ways, or any other public way for vehicular travel by whatever name.

Street Tree Right-of-way means the area between the publicly dedicated sidewalk and publicly dedicated street surface or within six-feet (6') of the edge of the street surface if no Sidewalk exists where street trees are planted.

Topping means the severe cutting back of tree limbs to stubs within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

Tree means a plant which usually grows with a single stem or trunk and is over fifteen-feet (15') in height at maturity, includes all roots, trunks, branches and leaves.

16-902 Applicability

The regulations outlined in this Article apply to all Regulated Trees, as defined in Subsection 16-901(b). The regulations of this Article are pursuant to the authority granted in Title 11 Section 22-122 of the Oklahoma Statutes.

This Article applies to platted and developed properties, excluding properties with agricultural zoning, within the Defined Area of the City of Norman, as defined in Subsection 16-901(b).

The regulations in this Article are not intended to and cannot supersede existing State laws, utility easements, or restrictions previously attached to land. When any provision of this Article conflicts with any other Article or Chapter of the Norman City Code (NCC), that provision which is the more specific or detailed shall control.

16-903 City Forester

The City Forester is hereby authorized to conduct investigations and to work with the Code Compliance Division of the City of Norman. Code Compliance will issue notices, orders, and directions, as necessary for the enforcement of this Article. The City Forester's primary responsibility is the care of Regulated Trees and the safety of people and property within the public rights-of-way. The City Forester shall not consult on tree issues on private property that do not pose a risk to public safety or public property.

16-904 Prohibited Activities Regarding Trees

(a) General Prohibitions: No individual, organization, business, agency, or City department shall engage in the following activities:

(1) Tree Damage:

- a. Inflicting harm upon any Regulated Tree through actions such as cutting, carving, defacing, or any other form of damage or mutilation.

(2) Attachments and Harmful Substances:

- a. Affixing any items like ropes, wires, nails, or advertising posters to Regulated Trees.
- b. Exposing Regulated Trees to harmful substances, including but not limited to oils, deicers, herbicides, pesticides, or other chemicals.
- c. Igniting or allowing fires that could damage Regulated Trees.

(3) Trenching:

- a. Open trenching for utilities within the street right-of-way or public places is prohibited within half the crown radius of a tree and must always be at least ten-feet (10') away from any tree. Boring is mandated within these specified limits.

(4) Material Storage:

- a. Storing or placing materials such as stone, brick, sand, concrete, or other palletized material within the dripline of any tree in public places or street rights-of-way. Such storage can create soil compaction, which can damage tree roots and inhibit uptake of water and nutrients.

(5) Tree Topping:

- a. Topping of any Regulated Tree.

(6) Tree Maintenance:

- a. Removing, pruning, spraying, or root cutting of any Regulated Tree requires a permit issued by the City, pursuant to Section 16-907.

(7) Planter Boxes:

- a. Constructing a planter box around an existing Regulated Tree's base is not allowed. Such boxes can obstruct root flare inspection and may promote adverse effects, such as harmful root growth, diseases, pests and cutting off access to nutrients.

- (b) Any exception from the General Prohibition in Subsection (a) of this Section shall require a written permit from the City, pursuant to Section 16-907.

16-905 Arborist Licensing for Tree Services

- (a) No individual, organization, business, or agency shall engage in commercial tree maintenance and care services provided for trees ten-feet (10') in height or greater, including but not limited to tree pruning and removal, unless said individual, organization, business, or agency has been issued an arborist license, in accordance with NCC 20-3301, which license is in effect at the time of said work.

16-906 Tree Permits

- (a) It shall be unlawful for any person to intentionally alter or remove any Regulated Tree without first obtaining the permission of the City.
- (b) Private Street Trees are exempt from this Section under any one of the following circumstances:
 - (1) The removal of branches less than four-inches (4") in diameter which are required to be removed to maintain eight-feet (8') of clearance above sidewalks and fourteen-feet (14') of clearance above streets;
 - (2) The removal of water sprouts and suckers;
 - (3) Circumstances where Private Street Trees may need to be removed or altered in order to comply with other sections of the City Code, such as, but not limited to, requirements to create, develop, or maintain adequate site triangles for safe passage of vehicular traffic; locations of curb cuts and street access points as may be required for safe distances between such access points along public streets; locations of stormwater facilities and improvements as may be necessary for the adequate conveyance of stormwater; locations of underground utilities in utility easements intended for such facilities; and all requirements of the City's engineering design criteria;
 - (4) Removal of Dangerous Trees or Diseased or Infected Trees as defined herein;
 - (5) Circumstances where Private Street Trees may need to be removed or altered in order to comply with State and Federal regulations pertaining to rights-of-way and vegetation management; or
 - (6) Unplatted and undeveloped properties.
- (c) When weather or other environmental events result in damage to trees, the owner will be allowed to remove broken or damaged branches in the right-of-way without permission from the City Forester. The owner must get permission from the City for the removal of an entire tree, pursuant to Sections 16-906 and 16-907. Disposal of debris generated by owner will be the responsibility of the owner. However, the City may assist in debris removal if an emergency is declared by an Oklahoma governmental entity.

16-907 Applications for Tree Permits

- (a) Any entity desiring to alter or remove any tree within the public right-of-way of any street or sidewalk, or upon other City-owned property within the City not specifically exempted in NCC 16-906(b), must first request a permit from the Parks and Recreation Department. The written request for a permit must set forth the name and address of the applicant, the name and address of the licensed arborist doing the work, if applicable, the desired kind or species of tree to be treated, cut, pruned, or removed, and the location of the same, together with such other related information as the City Forester shall require. The City Forester shall determine if a street tree must be altered to eliminate damage to existing buildings, foundations, utilities, or pavement surfaces or for some other good reason and shall grant permission where appropriate.

- (b) The applicant must, at the time of making the request for a permit, agree in writing, in all respects, to hold the City harmless and protect the City and the public at all times in connection with the treating, cutting, trimming, pruning, or removing of any tree to be treated, cut, trimmed, pruned, or removed under such permit.

16-908: Consequences of Engaging in Prohibited Activities to Regulated Trees

- (a) If, after receipt of a complaint or after observing prohibited activities to a Regulated Tree, the City, based on its investigation, believes that a Regulated Tree was removed or altered in violation of this Article, then the City shall attempt to make contact with the entity allegedly removing or damaging such tree.
- (b) Removal of a Regulated Tree in violation of NCC 16-906 or damages to a Regulated Tree in violation of NCC 16-904 may be subject to a fine. The fine assessed shall not exceed \$750.00. The City may also pursue other legal remedies, such as a civil suit.
- (c) Remediation. In lieu of payment of a fine, a person in violation of this Section may provide and plant a replacement tree or trees, in excess of two-inch (2") caliper, to reduce the fine.
 - (1) The City Forester shall approve the replacement trees. Should the replacement tree die within two (2) years, it must be replaced.
 - a. Replacement trees must have a minimum trunk caliper of two-inches (2") (measured 6-inches (6") from the base).
 - b. Trees with a trunk diameter (DSH) of eight-inches (8") or more should be replaced on a 1:1 ratio.
- (d) All funds collected by the City in conjunction with NCC 16-908 shall be deposited into a special Tree Fund and utilized for the sole purpose of replanting trees on public property in the same vicinity as the removed trees.

16-909 Tree Planting, Maintenance, and Removal

- (a) Tree Planting:
 - (1) The owner of property abutting any street may plant trees in the street rights-of-way. Trees planted shall consist of species known to perform well in Norman or be approved by the City Forester.
 - a. The City Forester maintains a list of prohibited species that shall not be planted on the street rights-of-way nor other public places within the City of Norman.
 - (2) Trees planted by property owners must be watered and maintained by property owners during the first three (3) years of establishment.
 - (3) Trees may not be placed in areas that block existing vehicle sight triangles.

- (4) The owner of property should avoid planting trees expected to grow over fifteen feet (15') tall under overhead utility lines. If planting trees within twenty feet (20') of overhead utility lines, the maximum mature tree height should be no more than twenty-five feet (25').

(b) Tree Pruning and Insect and Disease Control:

(1) City Trees

- a. All maintenance performed on City Trees shall be performed by the City or its agent unless an exemption is made in writing by the City Forester. Pruning will be conducted according to the most current American National Standards Institute A300 and Z133 standards.

(2) Private Street Trees

- a. Every owner of any tree, shrub, or plant growing on private property and overhanging the streets, sidewalks, highways, parking areas, or parkways within the City shall prune the branches so that they shall not significantly obstruct the light from any street lamp, obstruct the view of any street intersection, and to maintain a clear space of eight-feet (8') above the surface of the sidewalk and fourteen-feet (14') above the surface of the street.
- b. The owner shall remove all dead, diseased, decayed, or broken branches that overhang any street, sidewalk, parking area, or parkway, and remove any dead trees.
- c. The owner shall treat or cause to be treated any vegetation mentioned in Subsections a. and b. for any disease or insect pest affecting or infesting the vegetation in such a manner as to kill and control the disease or insect pest.
- d. Failure to care for trees may result in the City declaring a tree a Public Nuisance in accordance with NCC 16-910.

(c) Tree Removal:

- (1) Only the City or its agent shall remove Regulated Trees. Any other entity requesting to remove Regulated Trees must obtain a permit from the Parks and Recreation Department. The City Forester has final authority for determination of tree removal status based on a range of factors including but not limited to danger, disease, damage, blight, size, and age.

(2) Regulated Trees may be permitted for removal only for the following reasons:

- a. The tree is at least 90% dead;
- b. The tree constitutes a public hazard;
- c. The tree is diseased;
- d. The tree(s) are planted too closely together;

- e. The tree(s) conflict with utilities or ability to access utilities as determined by the City Forester;
- f. When necessary for the installation of public streets, infrastructure improvements or driveways after review by the City Forester;
- g. Where a request is made for the removal upon the recommendation of the City Forester; or
- h. When necessary for the installation of a new driveway with a permit from the Department of Public Works.

(3) Regulated Trees may not be removed under the following circumstances:

- a. Trees whose roots lift sidewalks or driveways shall not be removed unless it is not possible to remedy the issue by relocating the sidewalk or other sidewalk treatment that will not damage the roots. Contractors shall provide notice to the City Forester at least fifteen (15) days before commencing such operation.

16-910 Private Tree Nuisances Declared

(a) All trees, or parts thereof, that are dead, broken, diseased, infested with pests, or pose a potential danger to public safety or nearby properties within the City's jurisdiction are hereby declared Public Nuisances.

(b) Notification and Abatement:

(1) Initial Notice: Upon identification of a tree nuisance, the City Code Compliance Division shall issue a written notice to the property owner. This notice will:

- a. Describe the tree, its location, and the nature of its condition (e.g., infestation, disease);
- b. Specify the recommended actions, which may include pruning, spraying, or tree removal, as deemed appropriate to abate the nuisance; and
- c. Order the property owner, agent, or occupant to undertake necessary measures to address the issue and prevent its spread.

(2) Owner's Responsibility: Property owners are obligated to address and abate any declared tree nuisances on their property. Abatement actions must commence within thirty (30) days of receiving the notification.

(3) City Intervention:

- a. If the property owner, agent, or occupant fails to comply with the City's notice and directive within the stipulated time, as described above, the City may intervene to undertake the necessary actions (e.g., pruning, spraying, or tree removal).

- b. The City Clerk, or their designee, shall file a notice of lien with the County Clerk describing the property, the action to be taken and stating that the City claims a lien on such property for the costs of abatement of any Public Nuisance set forth in Subsection (a) of this Section. The City Clerk, or their designee, may mail to the property owner at the address shown by the current year's tax rolls in the County Treasurer's office, a statement of actual costs of abatement and administrative costs. If payment is not made within thirty (30) days from the date of the mailing of the statement, a certified statement of amount of costs shall be forwarded to the County Treasurer of Cleveland County and said costs shall be certified to the County Treasurer as a lien against the property involved.

16-911 Tree Protection and Mitigation During Construction or Building Renovation

This Section applies to all construction and utility projects on City of Norman properties and all new platting construction projects that include areas encompassing street rights-of-way where Regulated Trees are or may be located.

(a) Tree Preservation:

- (1) During the design and execution of such projects, the removal of trees, including street trees, should be minimized.

(b) Tree Protection Plan:

- (1) Before initiating any such project activities, a comprehensive tree protection plan must be submitted to and approved by the City Forester or their representative. This plan should detail:
 - a. A scaled inventory drawing highlighting the location, species, size (DSH), condition, and CRZ of all Regulated Trees within the project vicinity and within fifty-feet (50') of the disturbance limits;
 - b. Utility placements;
 - c. Site grading, clearing, grubbing, and excavation zones;
 - d. Construction operation areas, including access points, parking, and storage for vehicles, equipment, and materials;
 - e. Trees designated for preservation;
 - f. Trees marked for removal;
 - g. Tree protection measures, including fencing; and
 - h. Details of new trees intended for planting, including location, species, and caliper.

- (2) Regulated Trees must adhere to a tree protection plan approved by the City at all times during construction.

(c) Tree Replacement:

- (1) If tree removal is deemed unavoidable by the City Forester or their delegate, the following replacement guidelines apply:

- a. Replacement trees must have a minimum trunk caliper of two-inches (2") (measured 6-inches (6") from the base).
- b. Trees with a trunk diameter (DSH) of eight-inches (8") or more should be replaced on a 1:1 ratio.
- c. Ideally, tree replacements should occur on the project site. Alternatively, trees can be planted nearby, or a contribution can be made to the Tree Fund using the formula:

Diameter of tree(s) removed (DSH) x \$X per inch = Tree Fund Payment.

The cost per inch will be periodically reviewed and set by the City Forester, reflecting the average City expenses for tree acquisition, planting, and two (2) years of maintenance. The City Forester will maintain an updated annual cost record.

- (d) The City has the discretion to waive the requirements of this Section under any one of the following circumstances:

- (1) Emergency operations;
- (2) Actions deemed essential for public safety;
- (3) Addressing dead or dying trees;
- (4) Managing trees that pose a threat; or
- (5) Handling trees classified as nuisances.

16-912 Tree Fund Establishment and Management

- (a) The City Finance Director is hereby authorized to create a dedicated trust fund, to be titled the "Tree Fund."
- (b) All contributions to the Tree Fund shall be provided to the City Finance Director who will ensure their deposit into the Tree Fund.
- (c) Sources of Revenue for the Tree Fund:
 - (1) Funds acquired as reimbursement for damages related to the injury or destruction of trees and shrubs situated within street rights-of-way and other public spaces.

(2) Donations.

(d) Usage of the Tree Fund:

- (1) Funds from the Tree Fund shall exclusively support activities related to the management, protection, maintenance, and planting of trees and shrubs within street rights-of-way and other public domains.
- (2) Expenditures from the Tree Fund require the approval of the Director of Parks and Recreation or their designee.

(e) Accounting and Oversight:

- (1) The City shall maintain a distinct account for all Tree Fund transactions, ensuring transparency and accountability.
- (2) Under no circumstances shall the Tree Fund be merged with other City funds.
- (3) Any unspent balance in the Tree Fund shall remain within the fund and shall not be transferred to the City's general fund.
- (4) The Tree Fund is protected from appropriation by the City Council for any purposes other than those explicitly mentioned in this ordinance.

16-913 Penalties

Any owner violating any of the provisions of this Article shall, upon conviction, thereof, be punished by a fine as provided in the City penalty and fine schedule per offense.

16-914 Tree Districts

(a) Commercial Tree District:

- (1) A Commercial Tree District is a demarcated commercial area that contains trees which the City planted and shall thereby be responsible for. As trees in these districts are the responsibility of the City, adjacent property owners shall not perform any planting, maintenance, or removal of such trees. If an adjacent property owner believes tree work is needed on trees in a Commercial Tree District, they shall contact the City and the City shall respond within a reasonable time.
- (2) At the time of adoption of this Ordinance, Commercial Tree Districts exist in the commercial areas of Campus Corner, Downtown Main Street, West Lindsey Street, and trees in most street medians, but the City may designate additional Commercial Tree Districts as needed.
- (3) The City shall designate Commercial Tree Districts through the City Forester, following recommendation and adoption of a District Management Plan from the Board of Park

Commissioners. The District Management Plan shall outline the standards for planting, maintaining, and removing trees in the proposed district.

- (4) The City Forester maintains a list of the active Commercial Tree Districts within the Defined Area.

(b) Historical Tree District:

(1) Definition:

- a. A Historical Tree District is a demarcated residential area that contains valuable large or historic trees that cannot be quickly replaced which the community desires to preserve and protect.

(2) Designation:

- a. The community may recommend residential areas for designation as a Historical Tree District with fifty-one percent (51%) approval of the residents in the proposed district area boundaries. All recommendations for designation shall be first reviewed and considered by the Board of Park Commissioners. The Board of Park Commissioners shall also consider the District Management plan for the proposed district submitted by the City Forester. The District Management Plan shall outline the standards for planting and removal of trees in the proposed district. The Board of Park Commissioners shall then forward its recommendation, including the approved District Management Plan, to the City Council.
- b. Recommendations for designation shall include: (1) the list of residents providing approval for the designation of the proposed historical tree district, (2) a description of the boundary lines of the proposed district, and (3) a brief description why designation of a historical tree district in the proposed area is desired.

(3) Planting, Maintenance, and Removal:

- a. The planting or removal and replacement of a tree in a Historical Tree District shall be performed in accordance with the District Management Plan for the district.
- b. The trees located and planted in a Historical Tree District shall be the responsibility of the property owner. However, by request of the property owner, the City may assist with the planting or removal and replacement of a tree within the Rights-of-way of the Historical Tree District.

16-915 Utility Companies

- (a) As established in Section 16-902, the regulations of this Article are not intended to and cannot supersede existing State laws and utility easements. Therefore, utility companies shall not be required to obtain permits or licenses under this Article for any tree work.

- (b) Utility companies shall provide at least twenty-four (24) hours' notice to the City Forester of any scheduled tree work in the Defined Area. Such advance notice shall not be required for emergency tree work, but notice of the location and type of work performed shall be given to the City Forester within twenty-four (24) hours of completion of such emergency work.

16-916 Appeals

- (a) An owner who has been denied consent to remove a tree may make an application for relief from portions of this Article to the City Manager or his designee. Such appeal must be made within thirty (30) working days from the date of the determination and only after all issues relevant to the permit process have been determined. Upon receipt of the appeal, the City Manager will have ten (10) working days to grant relief upon an adequate showing that undue hardship would be suffered if not granted.
- (b) After having been denied relief by the City Manager, as provided in Subsection (a) of this Section, the owner shall have the right of appeal to City Council. Such appeal shall be taken by filing with the City Clerk, within ten (10) working days after denial of relief by the City Manager, a written statement setting forth fully the grounds for the appeal. After receipt of the written statement, the City Clerk shall schedule the appeal for hearing by the City Council on the next regular agenda. The owner shall be notified of the time of the hearing at least seven (7) days prior to such hearing. Proper mailing to the address shown on the application shall be adequate notification.

20-3301 Licenses Required

- (a) This Section applies to all tree work performed on "Regulated Trees" within the "Defined Area" of the City of Norman, as defined in Norman City Code (NCC) 16-901(b). It does not apply to nursery tree production and maintenance.
- (b) An arborist license is required for all commercial tree maintenance and care services provided for trees ten-feet (10') in height or greater, including but not limited to tree pruning and removal.
- (c) Licensees must comply with standards, provisions, and rules established by the City Forester, the City Manager, and the requirements set forth in NCC 20-I. Non-compliance may result in license suspension or revocation.
- (d) License Identification
 - (1) Licenses must be displayed by authorized tree services on their vehicles.
 - (2) Vehicles and major equipment must be marked with the licensee's business name and phone number.

20-3302 Application for License

- (a) Application forms for arborist licenses for tree services shall be made available by the City at the City Clerk's office. Application forms must be submitted with the City Clerk's office and include;
 - a. Evidence of current ISA certification for at least one employee; and
 - b. Proof of minimum insurance coverage as follows:
 - (1) Present a satisfactory certificate of insurance, ensuring a minimum coverage of \$1,000,000 per occurrence. The City of Norman must be named as an additional insured.
 - (2) Ensure the policy provides at least thirty (30) days' advance notice to the City before cancellation. License termination and surrender to the City will occur unless a substitute policy is provided.
- (b) City Forester approval is required for license issuance and renewal.

20-3303 License Fees, Expiration, and Renewal

- (a) An initial registration fee and an annual renewal fee are required, as provided in the City fee schedule.
- (b) Licenses expire at 11:59 p.m. on March 31 annually. Licenses may be renewed through the City Clerk's office.

20-3304 License Suspension, Revocation, and Appeals

- (a) Licenses issued pursuant to this Article may be revoked by the City Forester after notice and a hearing, if:
- (1) The City Forester determines a licensed arborist has breached any rules, regulations, standards, or specifications set by the City Forester and/or NCC 16-IX; or
 - (2) An individual submits a formal, verified complaint, detailing the date, time and location of an alleged violation, that a licensed arborist has breached any rules, regulations, standards, or specifications set by the City Forester and/or NCC 16-IX, and the City Forester investigates and determines there are reasonable grounds in the complaint to believe a violation has occurred which justifies suspension or revocation.
- (b) Licensees may appeal suspensions or revocations to the City Manager in writing within fourteen (14) days following such suspension or revocation by the City Forester. After having been denied relief by the City Manager, the applicant shall have the right of appeal to the City Council. Such appeal shall be taken by filing with the Council, within fourteen (14) days after denial of relief by the City Manager, a written statement setting forth fully the grounds for the appeal. The Council shall set the time and place for the hearing and shall notify the applicant at least seven (7) days prior to such hearing. Proper mailing to the address shown on the application shall be adequate notification. The decision and order of the Council on such appeal shall be final and conclusive.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08-06-2024

REQUESTER: Mitchell Richardson, Recreation Manager

PRESENTER: Mitchell Richardson, Recreation Manager

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE REAVES PARK BUILDING RENOVATION PROJECT.

BACKGROUND:

In 2023, the City of Norman Parks Department published an RFP for an operator for the Reaves Park Building in the southeast portion of the Park. Center for Children and Families (CCFI) and the Boys and Girls Club of Norman submitted a proposal for the building to return its usage to its original purpose as a Teen Center.

Zena's Kitchen is a project spearheaded by Assignment Hope International, Inc., aimed at renovating the kitchen at the Reaves Park Building. This initiative is part of a broader effort to refurbish the entire building in collaboration with the CCFI and the Boys and Girls Club in Norman. The project managers have diligently prepared a comprehensive plan and budget to ensure the successful implementation of this kitchen renovation project. This project represents a significant donation to the City of Norman, with all necessary funds secured by Assignment Hope International, Inc., requiring no additional financial support from the city.

DISCUSSION:

Zena's Kitchen is set to provide a state-of-the-art kitchen facility that can be utilized for community events, cooking classes, and other recreational activities, thereby enhancing the amenities available at Reaves Park and promoting increased usage and community involvement.

This initiative aligns with our city's health and wellness goals by promoting healthy cooking and eating habits. The kitchen will provide educational opportunities through cooking classes and workshops, fostering valuable skills within the community.

The projected total cost of the renovations to the Reaves Park kitchen is \$30,610.

RECOMMENDATION:

It is recommended that the Norman Board of Parks Commissioners approve the donation of \$30,610 for the renovation of the kitchen in the Reaves Park Building.

Project Tracking Overview

PROJECT TITLE	Zena's Kitchen	% COMPLETE	0
PROJECT MANAGER	Sharon, Kathleen, Michelle	TODAY'S DATE	07/30/24
COMPANY NAME	Assignment Hope International, Inc.	DUE DATE	11/15/24

PROJECT DETAILS											
TASK NAME	STATUS	PRIORITY	START	DUE DATE	DAYS	TASK OWNER	DESCRIPTION	% DONE	EST. HOURS	ACTUAL HOURS	Days to complete
Project Phase 1											
Request Permits	Not Yet Started	High	6/10/24	6/11/24	1	Michelle	Request city permits	0%			-1
Project Phase 2											
Demo/Haul Off	Not Yet Started	High	7/26/24	7/28/24	2	Sharon/Kathleen/Michelle	Demo kitchen cabinets	0%			-2
Order Flooring	Not Yet Started	High	7/15/24	07/16/24	1	Sharon/Kathleen/Michelle	Select flooring	0%			#####
Install Flooring	Not Yet Started	High	8/5/24	8/6/24	1	Sharon/Kathleen/Michelle		0%			-1
Set up Electrical work	Not Yet Started	High	8/8/24	8/9/24	1	Michelle	Identify necessary electrical work	0%			-1
Electrical	Not Yet Started	High	8/16/24	8/17/24	1	Sharon/Kathleen/Michelle		0%			-1
Electrical Inspection	Not Yet Started	High	8/20/24	8/21/24	1	Sharon/Kathleen/Michelle		0%			-1
Order Plumbing work and fixtures	Not Yet Started	High	8/12/24	8/13/24	1	Sharon/Kathleen/Michelle	Select fixtures	0%			-1
Begin Plumbing work (including installing fixtures)	Not Yet Started	High	8/29/24	8/30/24	1	Sharon/Kathleen/Michelle		0%			-1
Plumbing Inspection	Not Yet Started	High	9/5/24	9/6/24	1	Sharon/Kathleen/Michelle		0%			-1
Order Cabinets	Not Yet Started	High	8/26/24	8/27/24	1	Sharon/Kathleen/Michelle	Select cabinets	0%			-1
Install Cabinets	Not Yet Started	High	9/12/24	9/13/24	1	Sharon/Kathleen/Michelle		0%			-1
Order Paint	Not Yet Started	High	9/9/24	9/10/24	1	Sharon/Kathleen/Michelle	Select paint color	0%			-1
Paint	Not Yet Started	High	9/20/24	9/22/24	2	Sharon/Kathleen/Michelle		0%			-2
Setup trim work	Not Yet Started	High	9/9/24	9/10/24	1	Michelle		0%			-1
Begin trim work	Not Yet Started	High	9/26/24	9/27/24	1	Sharon/Kathleen/Michelle		0%			-1
Order Countertops	Not Yet Started	High	9/16/24	9/17/24	1	Sharon/Kathleen/Michelle	Select countertops	0%			-1
Install Countertops	Not Yet Started	High	10/2/24	10/3/24	1	Sharon/Kathleen/Michelle		0%			-1
Order stainless steel sink	Not Yet Started	High	9/16/24	9/17/24	1	Sharon/Kathleen/Michelle	Select sink	0%			-1
Install stainless steel sink	Not Yet Started	High	10/7/24	10/8/24	1	Sharon/Kathleen/Michelle		0%			-1
Order appliances	Not Yet Started	High	9/23/24	9/24/24	1	Michelle		0%			-1
Appliances Installed	Not Yet Started	High	10/10/24	10/11/24	1	Sharon/Kathleen/Michelle		0%			-1
Project Phase 3											
Request Custom Art Sign	Not Yet Started	Medium	8/30/24	8/31/24	0	Michelle	Select design for custom art work	0%			-1
Purchase small appliances	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select small appliances	0%			-1
Order Rolling Island	Not Yet Started	Medium	10/1/24	10/2/24	1	Task Owner Name 11	Select rolling island	0%			-1
Order Shelving Unit	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select shelving unit	0%			-1
Order cookware	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select cookware	0%			-1
Order dishes/serving pieces	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select dishes serving pieces	0%			-1
Order cooking class supplies	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select cooking class supplies	0%			-1
Order all misc. kitchen items	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select all misc kitchen items	0%			-1
Order Portable Cooktop/Grill	Not Yet Started	Medium	10/1/24	10/2/24	1	Sharon/Michelle/Kathleen	Select portable cooktop grill	0%			-1
Project Phase 4											
Set up/arrange cookware/dishes/etc.	Not Yet Started	Medium	10/26/24	10/28/24	2	Sharon/Kathleen/Michelle	Decide on kitchen item arrangement	0%			-2
Set up rolling island	Not Yet Started	Medium	10/26/24	10/28/24	2	Sharon/Kathleen/Michelle	Arrange rolling island drawers	0%			-2
Arrange food storage in cabinets	Not Yet Started	Medium	10/26/24	10/28/24	2	Sharon/Kathleen/Michelle	Arrange and organize food storage	0%			-2
Arrange cooking class supplies	Not Yet Started	Medium	10/26/24	10/28/24	2	Sharon/Kathleen/Michelle	Select storage area for cooking class supplies	0%			-2
Arrange art work	Not Yet Started	Medium	10/26/24	10/28/24	2	Sharon/Kathleen/Michelle	Select art work arrangement	0%			-2
Project Phase 5											
Final Inspection	Not Yet Started	High	11/4/24	11/5/24	1	Sharon/Kathleen/Michelle		0%			

Assignment Hope International, Inc.
Budget for Zena's Kitchen

Items	Budget Amount
Construction	
Permits - City of Norman	\$ 200.00
Demo (Labor and Haul off)	\$ 1,200.00
Flooring	\$ 2,550.00
Cabinets	\$ 3,000.00
Countertops	\$ 2,250.00
Electrical (add/change outlets)	\$ 1,000.00
Plumbing (including fixtures)	\$ 1,500.00
Paint	\$ 1,500.00
Trim	\$ 350.00
Stainless Steel Sink	\$ 450.00
Subtotal	\$ 14,000.00
Appliances	
Appliances standard	\$ 2,500.00
Appliances commercial	\$ 6,000.00
Small appliances	\$ 650.00
Subtotal	\$ 9,150.00
Additional kitchen supplies/items	
Art/Custom Sign	\$ 500.00
Large Gatorade drink dispenser	\$ 100.00
Large rolling trash can	\$ 50.00
Floor mat (rubber with holes)	\$ 100.00
Open shelving unit	\$ 125.00
Closed storage unit	\$ 250.00
3 shelf rolling cart	\$ 65.00
Silverware	\$ 200.00
Cookware	\$ 350.00
Bakeware	\$ 300.00
Subtotal	\$ 2,040.00
Cooking class supplies/items	
Plates/Bowls	\$ 75.00
Serving Utensils	\$ 100.00
Serving pieces	\$ 100.00
Cutting boards	\$ 80.00
Measuring cups/spoons	\$ 80.00
Mixing bowls	\$ 200.00
Food storage containers	\$ 250.00
Rolling island/countertop	\$ 300.00
2 burner electric cooktop	\$ 85.00
Flat griddle cooktop	\$ 150.00
Subtotal	\$ 1,420.00
Contingencies	\$ 4,000.00
Total Budget	\$ 30,610.00



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 8-6-2024

REQUESTER: Mitchell Richardson, Recreation Manager

PRESENTER: Mitchell Richardson, Recreation Manager

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE UPDATED YOUNG FAMILY ATHLETIC CENTER (YFAC) MEMBERSHIP AND RENTAL FEES.

BACKGROUND:

The Young Family Athletic Center (YFAC) has been a cornerstone of the Norman community, providing state-of-the-art facilities for various sports and recreational activities. To ensure continued accessibility and affordability for all residents, a review of the current membership and rental pricing structure has been conducted. The proposed changes aim to better align our prices with community needs and market trends.

DISCUSSION:

Current Pricing Structure:

Annual Passes

Family Non-Resident: \$720

Family Resident: \$660

Family M/V/FR: \$550

Individual Non-Resident: \$360

Individual Resident: \$300

Individual Senior (50+): \$250

Individual M/V/FR: \$250

Individual Non-Resident: \$35

Individual Resident: \$30

Individual Senior (50+): \$25

Individual M/V/FR: \$25

Day Passes

General Admission: \$7

Children Under 12: \$3

Children Under 3: Free

Monthly Passes

Family Non-Resident: \$65

Family Resident: \$60

Family M/V/FR: \$50

Rentals

Basketball Court: \$75

Volleyball Court: \$60

Pickleball Court: \$40

Proposed Pricing Structure:

To enhance affordability and encourage greater usage, the following adjustments are recommended to take effect on September 1, 2024.

Individual Annual Pass: \$240 per year

Family Annual Pass: \$480 per year

Individual Monthly Pass: \$20 per month

Family Monthly Pass: \$40 per month
Individual Day Pass: \$5
Children (ages 12-3) Day Pass: \$3
Children under 3 Day Pass: Free

Rentals

Basketball Court: \$85
Volleyball Court: \$70
Pickleball Court: \$40

RECOMMENDATION:

It is recommended that the Park Board approve the Director of Parks and Recreation to update Young Family Athletic Center (YFAC) Membership and rental Fees.