



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

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

Thursday, May 25, 2023 at 4:00 PM

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## AGENDA

### AMENDED

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

### CALL TO ORDER

### AGENDA ITEMS

1. PUBLIC TRANSIT REPORT
2. DISCUSSION REGARDING MAINTENANCE RESPONSIBILITIES OF RIGHTS OF WAY BETWEEN BACK OR SIDE YARD FENCES AND ARTERIAL STREETS.
3. DISCUSSION REGARDING THE VISITABILITY PILOT PROGRAM.
4. WARMING SHELTER UPDATE.

### ADJOURNMENT



**MEMO TO:** Council Community Planning and Transportation Committee

**FROM:** Taylor Johnson, Transit and Parking Program Manager

**THROUGH:** Shawn O'Leary, P.E., CFM, Director of Public Works

**DATE:** May 25, 2023

**SUBJECT:** Public Transportation Monthly Report

### Purpose

The Public Transportation Monthly Report provides updates to City Council on public transit related items. In addition to the updates provided below, attached is the EMBARK Norman Performance Report for the previous month. The Performance Report provides updates on key metrics associated with the operations of the transit system.

### Updates

#### • Go Norman Transit Plan (City of Norman Transit Long Range Plan Update)

- The Go Norman Transit Plan was approved by resolution by Council on June 22<sup>nd</sup>, 2021. Staff are continuing to move forward on the next steps as recommended in the plan. Recent work includes:
  - On February 14, 2023, Council approved contract K-2223-72 with Stronghold Construction to complete the renovation of the 320 E. Comanche St. property into a City Transit Center. A pre-construction meeting was conducted on February 21, 2023 to organize the start of the project, and a Notice to Proceed was issued on February 28, 2023. Construction commenced on March 1, 2023. It is estimated that the project will be completed in August 2023 pending asbestos delays. On April 12, 2023 Council approved Change Order 1 to address asbestos issues. Work on the project during the month of April 2023 includes:
    - Complete Asbestos Remediation of interior.
      - A change order encompassing the contractor's asbestos remediation costs was included on Council's April 11 agenda for consideration and was passed unanimously.
      - The City Manager authorized a task order with a remediation firm to remove the contaminated material. After a delay due to scheduling issues, work began on April 25 and after conducting air quality tests the all clear was given on May 9 to resume interior work.
    - Concrete forming
    - Pouring curbs
    - Underground electric sleeves
  - On December 13, 2022 Council unanimously approved a resolution to alter bus routes and transit bus services as recommended in the Go Norman Transit Plan to take effect in 2023. Staff have started the work to implement the newly approved changes, which includes changes to bus stops, signage and advertising, as well as operator training.

#### • Grants

- Staff continue to program and draw down on Federal Transit Administration (FTA) grants periodically to reimburse the City for eligible public transit expenses.
- On April 12, 2023 Council approved a grant application to FTA's Bus and Bus Facilities (5339b) and Low- or No-Emissions Grants to purchase 6 CNG cutaway buses for fleet replacement. Award announcements are expected to be made in August.
- Staff continue to research eligible grants to support existing operations, vehicle needs, and future improvements. Staff are researching project opportunities for the various ACOG (Air Quality) grants that will be available over the next few months.

#### • Microtransit Pilot Program

- Responses to RFP-2223-59 were received on May 5, 2023. This RFP was created to establish a microtransit pilot program in the City of Norman. The RFP selection committee is now reviewing the responses and will make a selection. Once a selection is made, an agenda item including the RFP process and a proposed contract will be created for Council's consideration at a meeting in the near future. Below is background information on the project:
  - Following prior feedback from Councilmembers, two workshops were conducted on October 18, 2022 and January 3, 2023, regarding possible alternatives for a microtransit pilot program. After

# PERFORMANCE REPORT

## Transit System Report

April 2023

### Purpose

The Transit System Report provides a summary of both internal indicators and performance measures used to evaluate the performance of the EMBARK transportation system for the City of Norman. The internal indicators are mainly used by staff to compare performance to previous periods whereas, the performance measures having

specific targets are more outcome-based and are included in EMBARK's strategic business plan to help demonstrate accomplishments given the resources that are provided. The internal indicators and performance measures included in this report address ridership, dependability, safety and align with EMBARK's mission.

### Total Ridership

Total ridership for EMBARK Norman in April 2023 was 30,444 compared to 24,814 in April 2022. The average total daily ridership was 1,171 for April 2023, a 22.75% increase from 954 in April 2022. Fiscal-year-to-date ridership is 270,182 passengers, a 22.30% increase from the April 2022 YTD total of 220,922.

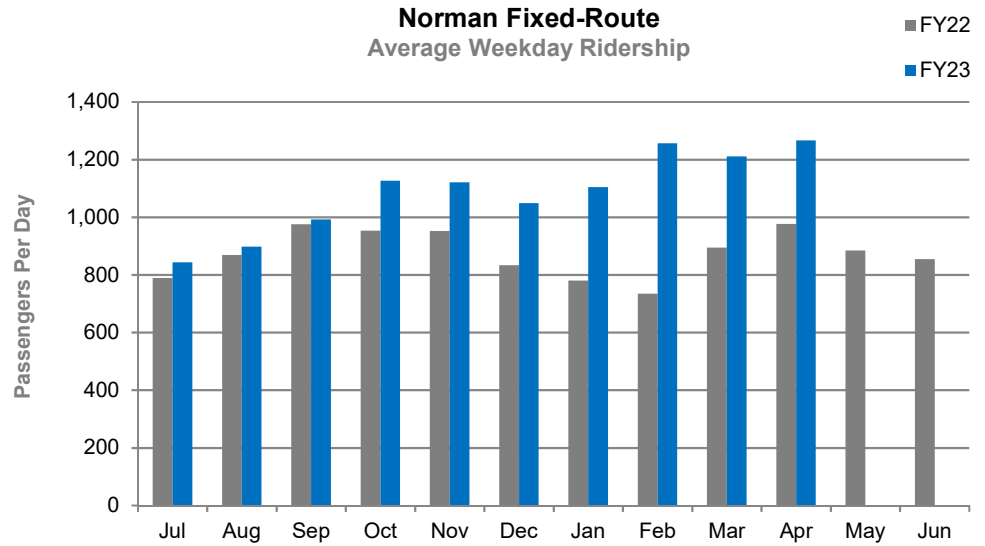
The fixed-route service totaled 28,479 for April 2023 compared to 22,690 for April 2022. Average fixed-route daily ridership for April 2023 was 1,096 compared to 873 for April 2022, a 25.54% increase. Passengers with bicycles or similar means of travel totaled 823, compared to 760 for April 2022. Passengers with wheelchairs or other mobility devices totaled 294, compared to 254 for April 2022.

PLUS ridership totaled 1,965 for April 2023, compared to 2,124 for April 2022. The average total PLUS ridership was 76 for April 2023 and 82 for April 2022, a 7.32% decrease. Passengers with wheelchairs or other mobility devices totaled 331 for April 2023, compared to 429 for April 2022, a 22.84% decrease.

Norman Transit Services	Apr FY23	Apr FY22	+/- Apr FY22
<b>Fixed Routes (M-F)</b>	<b>25,300</b>	<b>20,517</b>	<b>23.31%</b>
110 - Main Street	5,032	4,339	15.97%
111 - Lindsey East	11,723	8,543	37.22%
112 - Lindsey West	3,334	2,981	11.84%
120 - West	194	188	3.19%
121 - Alameda	5,005	4,466	12.07%
144 - Social Security	12	N/A	N/A
<b>Fixed Routes (Sat)</b>	<b>3,179</b>	<b>2,173</b>	<b>46.30%</b>
110 - Main Street	724	497	45.67%
111 - Lindsey East	1,242	747	66.27%
112 - Lindsey West	399	323	23.53%
121 - Alameda	814	606	34.32%
<b>PLUS ADA Service</b>	<b>1,965</b>	<b>2,124</b>	<b>-7.49%</b>
PLUS (M-F)	1,862	1,995	-6.67%
PLUS (Sat)	103	129	-20.16%
Bikes	823	760	8.29%
Wheelchair	294	254	15.75%
PLUS Wheelchair	331	429	-22.84%

### Fixed Route Weekday Ridership

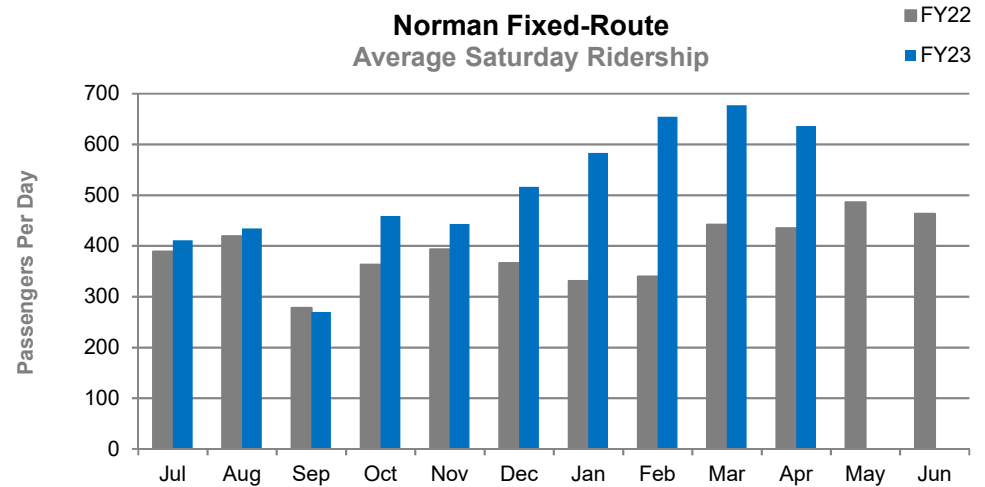
Total fixed-route weekday ridership for April 2023 was 25,300, a 23.31% increase from 20,517 in April 2022. Average weekday passenger ridership totaled 1,266 in April 2023; a 29.58% increase compared to 977 for April 2022. The average RPSH was 18.61.



### Fixed Route Saturday Ridership

Total fixed-route Saturday ridership for April 2023 was 3,179, a 46.30% increase from 2,173 in April 2022. Average weekend passenger ridership totaled 636 for April 2023, a 46.34% increase from 435 in April 2022. The average RPSH was 17.67.

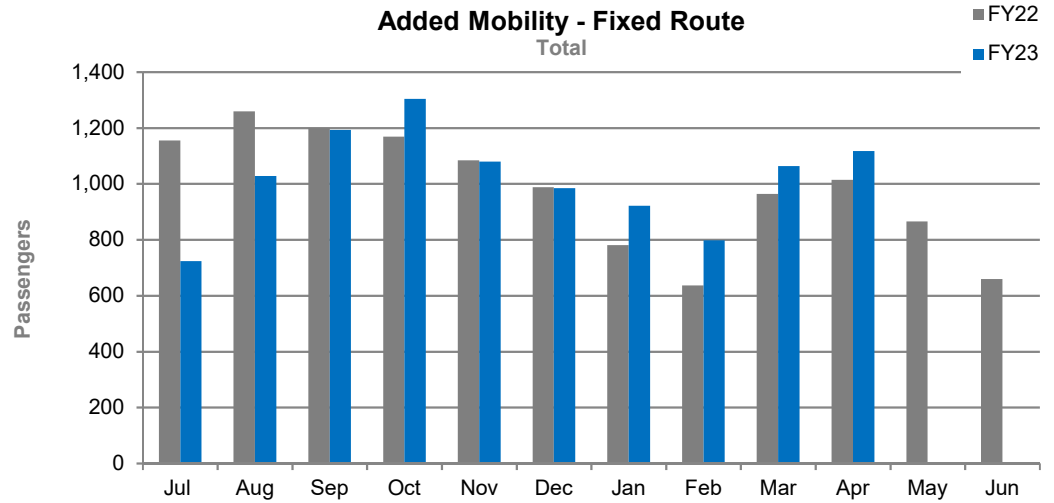
OU hosted its annual spring football scrimmage on April 22<sup>nd</sup>.



### Added Mobility – Fixed Route

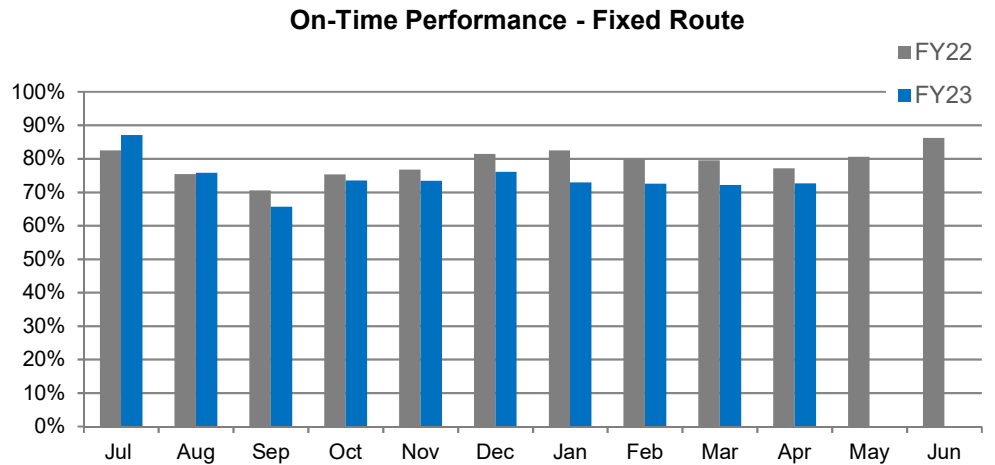
Total passengers with added mobility, such as bikes and wheelchairs, totaled 1,117 for April 2023, a 10.16% increase from 1,014 in April 2022.

Bike passengers totaled 823, an 8.29% increase from 760 in April 2022. Wheelchair passengers totaled 294, a 15.75% increase from 254 in April 2022.



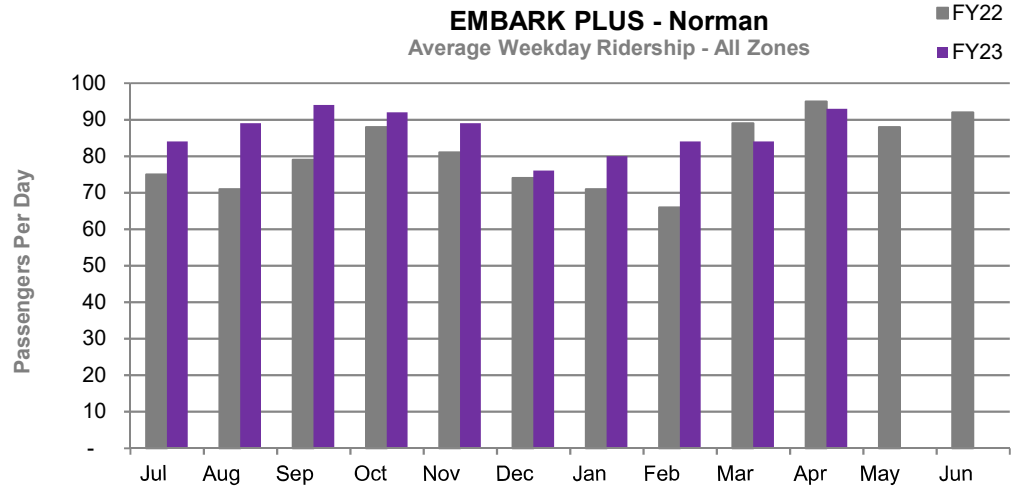
### On-Time Performance – Fixed Route

Cumulative on-time performance for fixed-route buses was 72.60% in April 2023, a 4.50% decrease from 77.10% in April 2022.



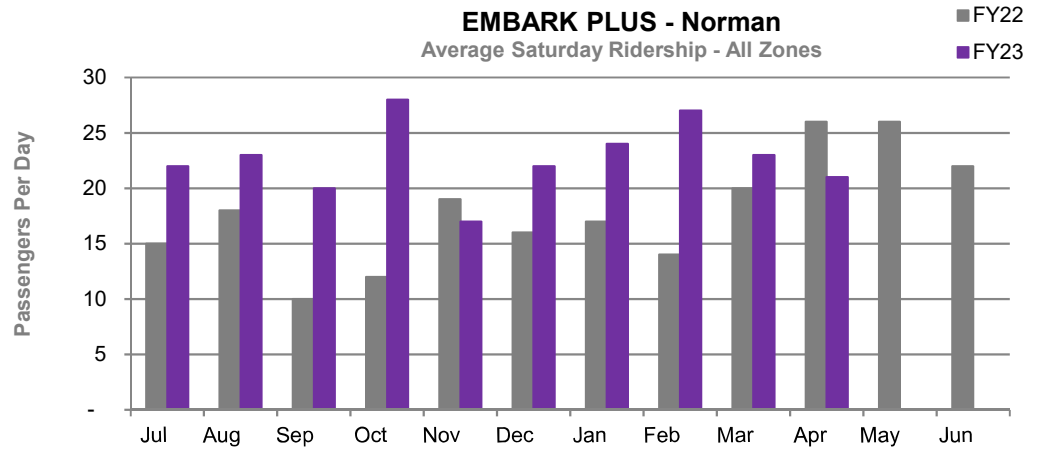
### PLUS Weekday

Total PLUS weekday ridership for April 2023 was 1,862, a 6.67% decrease from 1,995 in April 2022. Average weekday passenger ridership totaled 93 for April 2023, a 2.11% decrease from 95 for April 2022. RPSH was 1.20.



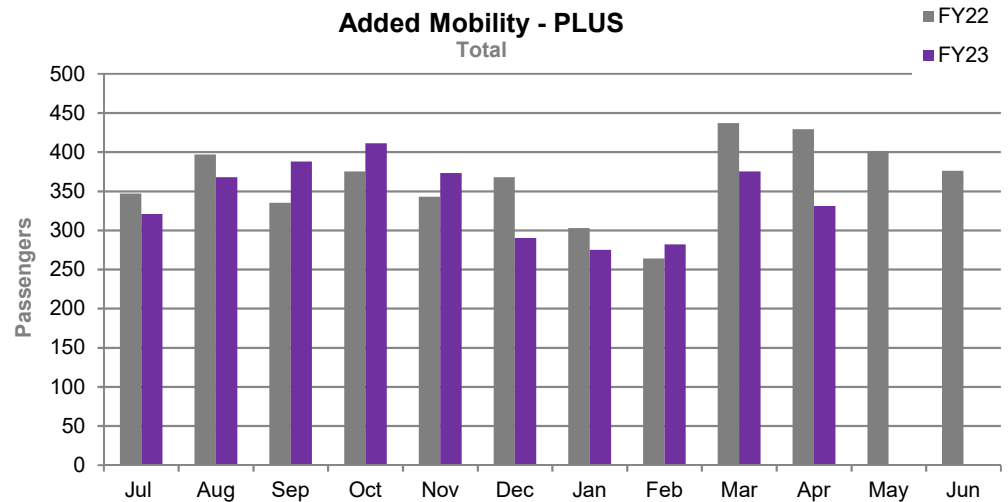
### PLUS Saturday

Total PLUS Saturday ridership for April 2023 was 103, a 20.16% decrease from 129 in April 2022. Average Saturday passenger ridership totaled 21 for April 2023, a 19.23% decrease from 26 in April 2022. RPSH was 1.12.



### Added Mobility - PLUS

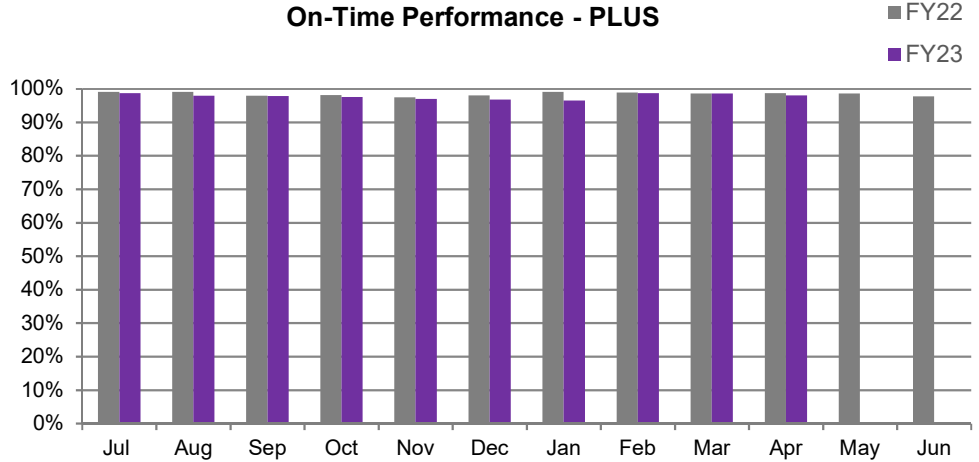
PLUS passengers with added mobility totaled 331 for April 2023, a 22.84% decrease from 429 in April 2022.



## On-Time Performance - PLUS

Cumulative on-time performance for PLUS buses was 98.02%, a 0.69% decrease from 98.71% in April 2022.

Weekday on-time performance in the primary zone was 98.18%, a 0.43% decrease from 98.61% in April 2022. Weekday on-time performance in the secondary zone was 97.22%, a 1.73% decrease from 98.95% in April 2022. Saturday on-time performance was 97.98%, a 1.22% decrease from 99.20% in April 2022.



PLUS Weekday Service Summary	Apr FY23	Apr FY22	+/- Apr FY22		PLUS Saturday Service Summary	Apr FY23	Apr FY22	+/- Apr FY22
Total Passengers	1,862	1,995	-6.67%		Total Passengers	103	129	-20.16%
Total Trips	1,715	1,889	-9.21%		Total Trips	99	119	-16.81%
Trips Daily Average	86	95	-9.47%		Trips Daily Average	20	24	-17.50%
Trips Requested	1,746	1,889	-7.57%		Trips Requested	99	119	-16.81%
Denied Trips	31	0	3,100%		Denied Trips	0	0	0.00%
Capacity Denials	0	0	0.00%		Capacity Denials	0	0	0.00%
No Show	19	38	-50.00%		No Show	2	1	100.00%

PLUS Applications	Apr FY23	Apr FY22	+/- Apr FY22
New Applications	8	10	-20.00%
Renewals Received	6	0	600.00%
Applications Approved	28	17	64.71%
Applications Denied	2	2	0.00%

### Summary of Services Table: April 2023

The table below provides daily averages for the number of passengers carried by many of the services offered by EMBARK Norman. The year-to-date (YTD) figures are cumulative totals.

EMBARK Norman Service Summary	ADP Apr FY23	FY23 YTD	FY22 YTD		Service Profile	Apr FY23	Apr FY22
Fixed Routes (M-F)	1,266	228,591	187,516		Weekdays	20	21
Fixed Routes (Sat)	636	22,351	15,843		Saturdays	5	5
PLUS (M-F)	93	18,248	16,880		Gamedays	1	1
-Zone 1*	78	15,353	13,395		Holidays	0	0
-Zone 2**	15	2,893	3,485		Weather	2	1
PLUS (Sat)***	21	994	683		Fiscal YTD Days	256	256
					Cal. YTD Days	102	102

\*Requires ¾ mile

\*\*Operates only on Weekdays until 7:00 pm

\*\*\*Operates only in Zone 1

### Strategic Performance Measures

MEASURE	FY 23 YTD	FY 23 Targets	
# of Norman fixed-route passenger trips provided	250,942	251,881	■
# of Norman paratransit trips provided	19,240	21,000	■
% of on-time Norman paratransit pick-ups	97.78%	98.58%	●
# of Norman bus passengers per service hour, cumulative	15.63	13.04	■
# of Norman bus passengers per day, average	983	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.01%	0.00%*	●
% of on-time fixed-route arrivals	74.18%	80.94%	▲

\*These targets are not being tracked in LFR but can be found in the KPI spreadsheet.

## Glossary

- **Added Mobility** – Wheelchairs, bicycles, scooters, and other devices used by passengers in conjunction with transit
- **ADP** – Average Daily Passengers
- **ADR** – Average Daily Ridership
- **AVG** – Average
- **Fixed Route** – Regular bus service
- **FY22** – The fiscal year 2022. Lasted from 7/1/2021 to 6/30/2022
- **FY23** – The fiscal year 2032. Lasting from 7/1/2022 to 6/30/2023
- **FY YTD** – Fiscal Year, Year to Date
- **KPI** – Spreadsheet used to record and compare all data used in the monthly report
- **LFR** – "Leading for Results," EMBARK's internal performance measurements and targets
- **OTP** – On-time performance
- **Paratransit** – ADA vehicle service for seniors and other clients with special needs
- **PAX** – Passenger
- **PLUS** – Brand name for EMBARK Paratransit service
- **RPSH** – Riders per service hour
- **SAT** – Saturday
- **WKD** – Weekday
- **YOY** – Year-over-year, used to compare the previous year's performance when available
- **ZONE 1** – Primary zone for PLUS operation
- **ZONE 2** – Secondary zone for PLUS operation

# Right of Way Mowing / Vegetative Management

“Should the City expand its current program”

Community Planning and Transportation Committee

May 25, 2023

Presented By: Shawn O’Leary, Director of Public Works

Joseph Hill, Streets Program Manager



# Agenda

- What is the Problem
- Current City Code and Property Owner responsibility
- Current City ROW mowing program
- Cost of mowing operations
- Alternative options to expand



# What is the Problem

- Inconsistent maintenance of residential right-of-way frontages around City
- Very common in urban areas along arterial roadway
- High frequency of Code cases involving vegetative maintenance
- Average of over 2,500 code cases annually since 2010 (these numbers do not separate whether violation includes ROW or not)

\*Photos show example of inconsistency of maintenance along Classen Boulevard south of Lindsey Street



# Current City Code

Item 2.

## **16-310 Weeds, Noxious Growth, And Siltation, A Nuisance**

No person shall permit any piece of property, platted or unplatted, regardless of type or zoning, owned, occupied, or controlled by him, his agent or a person who has charge thereof, to become covered or overgrown with weeds, and the continued existence of such weeds, growths or accumulation shall constitute a public nuisance. Whenever private property abuts a public right-of-way or easement belonging to the City, or any public entity, and there exists in such right-of-way or easement a tree lawn or grassy area between the private property line and the midline of said right-of-way or easement, then such tree lawn or grassy area shall be considered, for the purposes of this section requiring cutting of grass and weeds, to be a part of the private lot which abuts the right-of-way or easement, and it shall be duty of those responsible under this section for the maintenance of the private lot to equally maintain the tree lawn or grassy area within the abutting right-of-way or easement, and all of the provisions of this section shall apply with equal force and effect to said tree lawn or grassy area.

(1) Subsection (a) of this section shall not apply in areas zoned A-1, general agricultural district; and A-2, rural agricultural district, except where those areas abut other residential, commercial, or industrial zones or parkway, sidewalk, or public or private street. Where those areas so abut other residential, commercial, or industrial zones or a parkway, sidewalk, or public or private street, a 50-foot buffer zone shall be required to be maintained by the property owner along those common property lines.

(2) Subsection (a) of this section shall not apply to unplatted lots or tracts exceeding ten acres in size except where those areas abut other residential, commercial, or industrial zones or parkway, sidewalk, or public or private street. Where those areas so abut other residential, commercial, or industrial zones or a parkway, sidewalk, or public or private street, a 50-foot buffer zone shall be required to be maintained by the property owner along those common property lines

*Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:*

***Weed means and includes, but is not limited to, poison ivy, poison oak, or poison sumac and all vegetation at any state of maturity which:***

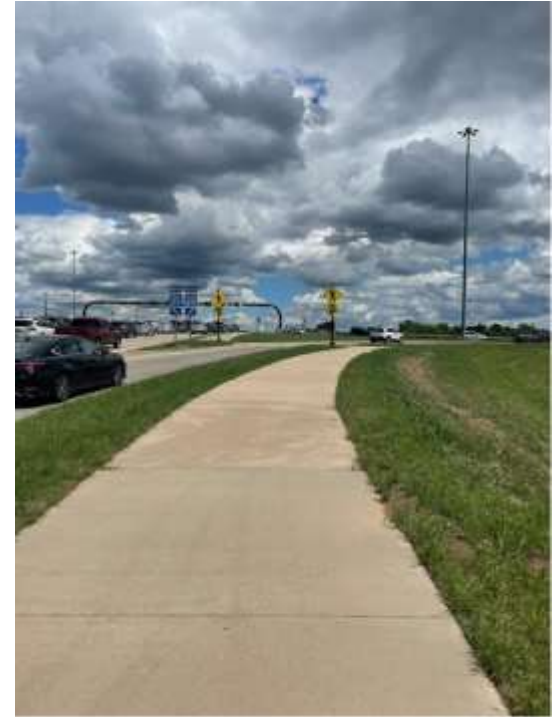
***(1) Exceeds 12 inches in height, except healthy trees, shrubs, or produce for human consumption grown in a tended and cultivated garden unless such trees and shrubbery by their density or location constitute a detriment to the health, safety and welfare of the public and community or a hazard to traffic or create a fire hazard to the property or otherwise interfere with the mowing of said weeds***

# City Code and Property Owner Responsibility



36<sup>th</sup> Avenue SW

- City code requires that maintenance of vegetation along Right-Of-Way as it abuts private property is the responsibility of property owner no matter the Street classification or property zoning.
- This includes mowing and tree trimming
- City mowing services currently provided by Public Works and Parks Departments
- Public right-of-way is a legal public thoroughfare such as a road or alley and typically includes the sidewalk and area of frontage directly adjacent to the street.
- A good rule of thumb is the first expansion joint on a driveway approach in from roadway typically falls within the public right-of-way



Main Street interchange at I35

# Streets Division Mowing Program

Item 2.



West Lindsey Street Extension



Robinson Street underpass at Flood Avenue

- 7 personnel within the Streets Division conduct ROW Mowing operations. 3 urban zero turn units and 4 rural route brush hog units
- *Over 7,000 Gallons of fuel used during mowing season costing just below \$30,000.00 last year*
- *Roughly 10,080 hours of staff time dedicated to mowing operations between March and November annually*
- Focus on safety mowing and intersection Sight lines in rural Norman
- Hwy 9 corridor, urban interchanges and Extensions in urban Norman
- Roughly 15 frontage miles maintained within urban Norman annually
- Nearly 500 frontage miles maintained within rural Norman annually
- \$150,000.00 current annual budget for mowing

# Mowing Program Cont.

Item 2.



Example of Rural “rough cut” safety mowing



Urban “finish cut” mowing at Robinson Street and I35 Interchange

Outsourcing is the most cost effective to expand maintenance of current ROW mowing program

Roughly \$500.00 in cost per frontage mile of right-of-way for finish cut mowing and edging (per cycle)

Tree maintenance / trimming not included and usually handled on case by case basis

Over 233 Miles of residential property frontage abutting arterial urban and rural roadways within Norman

Would require roughly \$116,500.00 / Mowing cycle or \$1.8 Million dollars / year

Roughly 16 mowing cycles annually dependent upon weather and growth conditions

*Item 2.*



# Possible Solutions

- Increased funding for City Code Enforcement to utilize on-call mowing contractor for mitigation on case by case basis
- Public outreach or messaging to engage and educate residents on City Code and maintenance responsibilities of community
- Seek out local non-profit organizations that may be able to assist residents in need of help conducting maintenance on their property and provide resource link when cases arise
- Amend General Fund Budget to add staff and equipment
- Amend General Fund Budget to Increase outsourcing services for mowing

# QUESTIONS?



# Community Planning and Transportation Committee

Visitability Pilot Program  
May, 25 2023



# Visitability and Accessibility

- Visitable Dwelling: Offers a few specific features making a home easier for mobility-impaired people to live in and visit. ([visitability.org](http://visitability.org))
- Accessible Building: The intent of these sections is to allow a person with a physical disability to independently get to, enter, and use a site, facility, building, or element. (Section 101, ICC A117.1-2009)



# Visitability v. Accessibility

Item 3.

Visitable Dwelling Unit	Accessible Dwelling Unit
No step entry and compliant entry path required.	No step entry and compliant entry path required.
Routes to be 36" wide typically Doors to be 31.75" in the clear wide.	Routes to be 36" wide typically Doors to be 31.75" in the clear wide.
Bathroom: Toilet/Sink with backing and clearances at the toilet required.	Bathroom: Toilet/sink/bathing with backing installed and proper clearances for all of them.
Kitchen: Which includes a sink, cooking appliance, and refrigerator to have a path to these areas typically 40" wide.	Kitchen: Has proper widths, reach ranges, counter heights, with clear spaces for the sink and all appliances.
A living room or similar is to be on a compliant route that is at least 70 sqft in area.	All the living space on the accessible floor level has to be compliant including sleeping rooms, laundry rooms, game rooms and similar.
Receptacle outlets and lighting controls to be installed between 15" and 48" typically.	Outlets, lighting controls, switches, environmental controls, electrical panel boards, security controls and similar to be installed at a compliant height and reach distance.

As defined by the ICC ANSI 117.1-2009

CITY OF NORMAN



# Visitability v. Accessibility

Item 3.

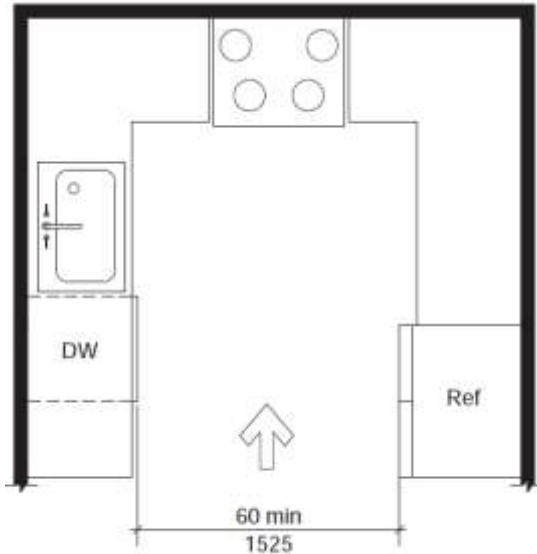
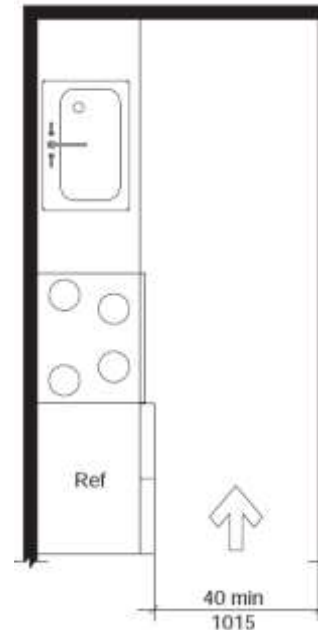


FIG. 1004.12.1.2  
U-SHAPED KITCHEN CLEARANCE IN TYPE B UNITS

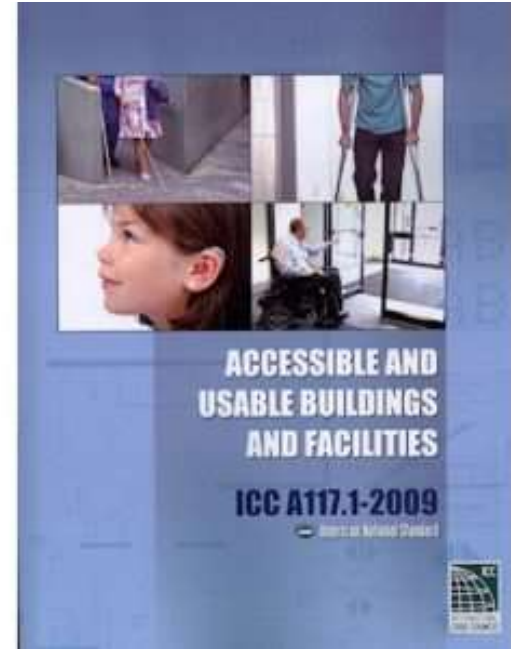


36" width would be ok for Visitable needs if the range wasn't here and certain features like counter heights and reach ranges are not obligated.



# Current Visitability Codes

- ICC A117.1-2009 is the current standard for Accessibility for the International Building Code (IBC) and has been for some time.
- The IBC/ICC A117.1-2009 is adopted by the State of Oklahoma as the minimum standard for all municipalities.
- ICC A117.1-2009 is updated every 6 years at the national level. The Oklahoma Uniform Building Code Commission (OUBCC) updates the Building Codes statewide at their discretion but generally every 3 years.
- The 2009 version of the ICC A117.1-2009 Standard included a new section Type C VISIBLE Units.
- In the ICC A117.1-2009 Standard there are requirements for commercial buildings but they also have standards for Accessible Dwelling Units.



# History of the Norman Visitability Code

January through April 2019: The Citizen Ad Hoc Committee for Accessible Housing met, discussed and drafted the Norman Visitability Code.

May 2019: At the CPT meeting the Ad Hoc Committee presented the Norman Visitability Code, draft document for consideration to staff and members with request that the document be compared to the current building codes and practices, as well as other visitability codes.

The document was to be discussed during the annual City Council retreat.



# History of the Norman Visitability Code

- The original proposed Norman Visitability Code was an organic interpretation of the Fair Housing Act Design Manual, which was published in 1998. The manual is a 300 page design guide but not a prescriptive code. While many of the concepts in the Fair Housing Act have been put forth in other building codes it is not one staff has adopted or utilizes as a current standard.
- Staff provided recommendations to the Community Planning and Transportation Committee on 5/27/2021 to consider a 2 year program adopting the Nationally Recognized ICC ANSI 117.1 2009 Standards for Visitability as an incentive program where participants could receive a credit of \$.14/sf if their home was built to the Standard.
- Council adopted the resolution on June 22<sup>nd</sup> of 2021 to adopt the program as a 2 year program (program expires June 23<sup>rd</sup> 2023 if not renewed).



# Current Program Statistics

Item 3.

- We have had 55 enrolled
- 2 have Completed the program and received a credit
- 12 withdrew/did not pass the program
- 41 are still in the program as of today
- 9 applied in year 2021
- 40 applied in year 2022
- 6 applied in year 2023
- In discussions with applicants that withdrew these were some common reasons:
  - Custom front door wasn't able to be sourced with proper threshold.
  - Lot features made the no step entry a challenge. Drainage or large elevation changes.
  - Customer wanted features outside scope of program.

Data accurate as of 5/18/2023



# Staff Recommendation

- We are recommending keeping the program components as previously written and suggest extending the program for an additional 2 years. This will allow for the current 41 homes in the program to be completed. In part the hope will be once more homes complete the program it might start others to consider adopting these low impact high value changes.
- Alternatively we could allow the program to sunset or explore a different program with different parameters.
- Building Codes could be updated to make a visitable home a minimum standard not an incentive.



# Timeline Moving Forward

Item 3.

**June 13<sup>th</sup>: Council**



# Direction and Questions





### Report for April 2023

Total Stays	1,419
Unique Guests	110
---- Women	46
---- Men	63
---- No Single Gender	
---- Transgender	1
Veterans	10
Age	
18-30	26
31-50	40
51-61	31
62 +	13
Not Recorded	
Nightly Average	47

#### Notes:

Our case management staff have increased hours worked to offer more housing planning, connection to resources and support services. Through this extra effort we have seen the following amazing outcomes:

10 new engagements with Central Oklahoma Community Mental Health  
 4 women and 2 men (1 veteran) housed into permanent housing.  
 6 women and men in a current housing plan with pending immediate placement.  
 4 new people back in the workforce.

Though an emergency shelter may seem like a simple band-aid, it really is the first and most critical step to ending someone's homelessness and ending homelessness for Norman.

Thank you so much for this support.