



CITY OF NORMAN, OK
FLOODPLAIN PERMIT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Monday, January 05, 2026 at 3:30 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

MINUTES

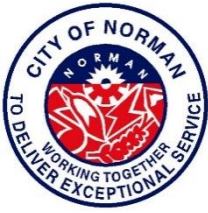
1. Approval of minutes from the December 15, 2025 meeting.

ACTION ITEMS

2. **Floodplain Permit Application No. 733** - This permit application is for property improvements at 1201 and 1231 Telluride Drive, including the installation of detention pond outlet structures in the Bishop Creek floodplain.

MISCELLANEOUS COMMENTS

ADJOURNMENT



CITY OF NORMAN, OK

FLOODPLAIN PERMIT COMMITTEE MEETING

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

Monday, December 15th, 2025 at 3:30 PM

MINUTES

The Floodplain Permit Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on the 15th day of December, 2025, at 3:30 p.m., and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, Development Center at 225 N. Webster and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

The meeting was called to order by Mr. Sturtz at 3:30 p.m. Roll was taken. Committee members in attendance included Bill Scanlon, Resident Member; Sherri Stansel, Resident Member; Scott Sturtz, Floodplain Administrator; Tim Miles, City Engineer; Ken Danner, Subdivision Development Manager; Jane Hudson, Director of Planning; and Lora Hoggatt, Planning Services Manager. Also in attendance were Brandon Brooks, Capital Projects Engineers and Todd McLellan, Development Engineer. Citizens in attendance included Mark Daniels, Darrell Janaway, Chris Anderson, James Osborn, and Aaron Petrone.

MINUTES

1. Approval of minutes from December 1st, 2025, meeting
 - a. Ms. Stansel motioned to approve. Mr. Miles seconded the motion. The motion passed 6-0. Ms. Hoggatt did not vote as she was absent from the meeting.

ACTION ITEMS

2. Floodplain Permit No. 707 Amendment

Mr. Sturtz stated that the floodplain permit application is a modification for the proposed installation of an oil well in the lot on the northwest corner of the intersection of 60th Avenue NW and West Franklin Road to include a second oil well and a new private access road.

Mr. Sturtz stated the applicant is Encore Operating, Inc and the engineer is SMC Consulting Engineers, P.C.

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

Mr. Murphy stated staff recommends permit app #707 be approved with the following conditions:

1. As-built drawings must be provided for the access road, well pads, and compensatory storage.

2. Updated cut/fill calculations must be submitted if modifications to the access road design occur during the ROW review. Item 1.

Mr. Sturtz asked the committee if they had any questions. There were not any questions from the committee.

Mr. Sturtz asked for any comments from the public. There were not any questions from the public.

Mr. Danner motioned to approve the application. Ms. Stansel seconded the motion.

The permit was approved with a vote of 7-0.

3. Floodplain Permit No. 734

Mr. Sturtz stated that the floodplain permit application is for improvements at 428 Laws drive.

Mr. Sturtz stated the applicant is J. Mark Daniels and the engineer is J. Mark Daniels, P.E.

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

Mr. Murphy stated staff recommend permit app #737 be approved with the following conditions:

1. Complete compensatory excavation as shown in submitted documents and provide evidence in the form of as-builts and/or photo evidence.
2. Remove all excavated material from the 100-year floodplain.
3. No additional fill or creek repair is allowed under this permit.
4. Future creek bank stabilization requires a separate permit.

Mr. Sturtz asked the committee if they had any questions.

Ms. Stansel requested clarification of what repairs were being voted on in this permit. The applicant provided additional details. Mr. Sturtz indicated that floodplain for this area was updated by FEMA in 2021. Ms. Stansel expressed concerns with the previous granting of a permit for the hot tub in the floodplain and concerns with the fact that the applicant had installed the improvements knowing they were violating floodplain regulations.

Mr. Sturtz asked for any comments from the public.

Discussion took place with respect to bank erosion on adjacent properties to the applicants between City staff, the applicant and the citizens in attendance, which are all part of the same HOA which owns one of the adjacent properties. The citizens and the applicant expressed concerns with relation to these issues and staff provided some guidance on possible steps to address those concerns. Ultimately, these concerns were identified as a separate issue from the permit application being considered.

Mr. Scanlon motioned to table the application until January 20th pending additional information being available with respect to platted easements on the property and the legal right to construct, regardless of the floodplain permit. Ms. Hudson seconded the motion.

The permit was approved to be postponed until January 20th with a vote of 7-0.

MISCELLANEOUS COMMENTS

Mr. Sturtz asked if there were any miscellaneous comments. There were none.

ADJOURNMENT

Ms. Stansel motioned to adjourn. Ms. Hoggatt seconded the motion. Mr. Sturtz adjourned the meeting at 4:17 p.m.

Passed and approved this _____ day of _____, 2025

Norman Floodplain Administrator, Scott Sturtz

STAFF REPORT

PERMIT NO. 733

DATE: 01/05/2026

ITEM: Floodplain Permit Application for Property Improvements at 1201 and 1231 Telluride Lane.

APPLICANT: Durango at Vallecito, LLC

ENGINEER: SMC Consulting Engineers, P.C.

BACKGROUND

The applicant requests approval of a floodplain permit to make improvements to two lots within the Special Flood Hazard Area (SFHA) of Bishop Creek Tributary A. The proposed work includes pad-ready grading, erosion control measures, retaining walls, and stormwater infrastructure, including a detention pond. All of these improvements are outside of the floodplain. Work within the floodplain includes construction of a concrete apron and riprap pad for the detention pond outlet.

STAFF ANALYSIS

Site located in Bishop Creek Tributary A Floodplain. The site is within Zone AE and the base flood elevation (BFE) is approximately 1131.6 ft.

APPLICABLE ORDINANCE SECTIONS (36-533)

- (e)(2)(a) – Floodplain modification and fill restrictions
- (e)(2)(e) – Compensatory storage requirements
- (f)(3)(8) – No-rise condition requirements

DETAILED ORDINANCE ANALYSIS

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

Applicant provided detailed cut/fill calculations.

- Fill: 15.5 CY
- Cut: 15.5 CY

The applicant has indicated that soil from the same location as the fill will be removed and the concrete and rip rap will be installed at grade.

(f)(3)(8) – No-Rise Requirement

The applicant's engineer provided a No-Rise Certification indicating that improvements will not cause an increase in the BFE. All excavated materials will be removed from the floodplain.

RECOMMENDATION

Staff recommends approval with the following conditions:

1. As-builts be provided to indicate that work was completed in accordance with submitted plans.

ACTION TAKEN:



City of Norman

Floodplain Permit Application

Floodplain Permit No. 733

Building Permit No. _____

Date 1/5/2026

FLOODPLAIN PERMIT APPLICATION (\$100.00 Application Fee Required)

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

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

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

APPLICANT: Durango At Vallecito, LLC ADDRESS: 120 N. Robinson Avenue, Suite 430, Oklahoma City, OK 73102

TELEPHONE: 405.850.0399 SIGNATURE: [Signature] *

BUILDER: _____ ADDRESS: _____

TELEPHONE: _____ SIGNATURE: _____

ENGINEER: SMC Consulting Engineers, P.C. ADDRESS: 815 W. Main, Oklahoma City, OK 73106

TELEPHONE: 405-232-7715 SIGNATURE: [Signature] (Muhammad Khan, P.E.)

PROJECT LOCATION

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

Lots 1 & 2, Block 2, Aspen Heights Norman, 2nd Addition, Section 4, T8N, R2W, Norman, Cleveland County, Oklahoma. Northeast Corner of Classen Blvd., and Telluride Lane, Norman.

(SEE ATTACHED SITE PLAN)

DESCRIPTION OF WORK (Check all applicable boxes):**A. STRUCTURAL DEVELOPMENT****ACTIVITY****STRUCTURE TYPE**

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

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

B. OTHER DEVELOPMENT ACTIVITIES:

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

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

CONSTRUCT RETAINING WALLS, DETENTION POND AND OUTLET STRUCTURE, ROUGH GRADING WORK, INSTALL EROSION CONTROL DEVICES, RIP-RAP, STORM SEWER SYSTEM.

ALL OF THE WORK IS PLANNED OUTSIDE THE FEMA EFFECTIVE SFHA. REFER ATTACHED SITE AND GRADING PLAN FOR FURTHER DETAILS.

C. ATTACHMENTS WHICH ARE REQUIRED WITH EVERY APPLICATION:

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

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

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

☐ Not Applicable:

REFER ATTACHMENT A - CROSS SECTION OF BISHOP CREEK, TRIB A TO THE NEAREST EDGE OF DETENTION POND OUTLET

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

☒ Not Applicable:

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

☐ Not Applicable:

REFER ATTACHMENT B - GRADING PLAN, LOTS 1 & 2, BLOCK 2, ASPEN HEIGHTS NORMAN, 2ND ADDITION

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

☒ Not Applicable:

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

☒ Not Applicable:

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

☒ Not Applicable:

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

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

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

The proposed development is located on FIRM Panel No.: 0285H, Dated: 9/26/2008

The Proposed Development:

- ☐ Is NOT located in a Special Flood Hazard Area
(Notify the applicant that the application review is complete and NO FLOODPLAIN PERMIT IS REQUIRED).
- ☒ Is located in a Special Flood Hazard Area.
- ☐ The proposed development is located in a floodway.
- ☒ 100-Year flood elevation at the site is 1131.6 Ft. NGVD (MSL) ☐ Unavailable

See Section 4 for additional instructions.

SIGNED: Jason Murphy DATE: 12/22/2025

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

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

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

Other: _____

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

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

SIGNED: _____ DATE: _____

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

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

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

Board of Adjustment Decision - Approved: ☐ Yes ☐ No

Conditions:

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

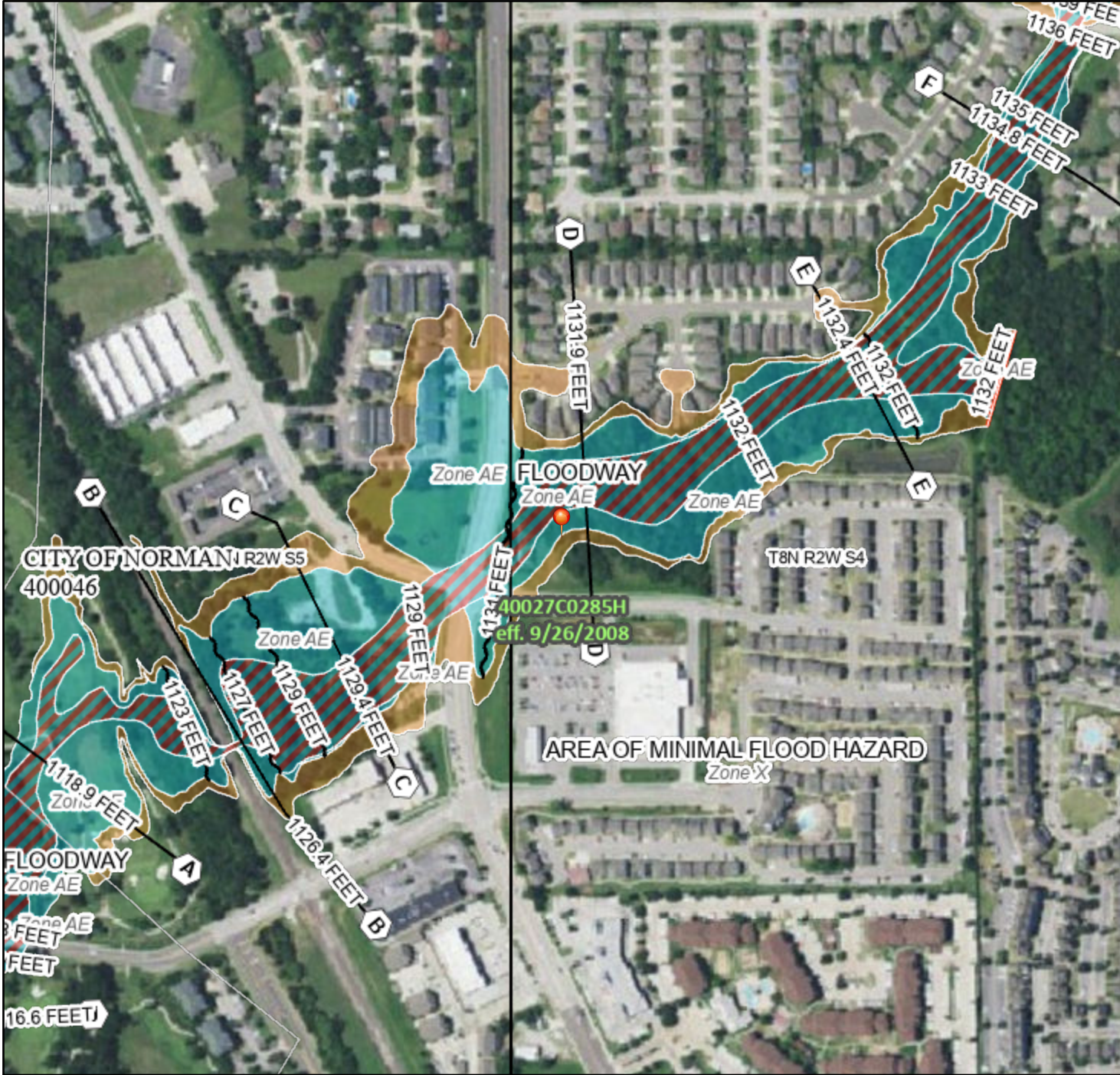
1. FEMA Elevation Certificate
and/or
2. FEMA Floodproofing Certificate

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

National Flood Hazard Layer FIRMette



97°25'41"W 35°11'55"N



1:6,000

97°25'4"W 35°11'26"N

Basemap Imagery Source: USGS National Map 2023

Legend

Item 2.

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

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
OTHER FEATURES		Levee, Dike, or Floodwall
		Cross Sections with 1% Annual Chance Water Surface Elevation
MAP PANELS		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped



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

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

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **12/22/2025 at 3:38 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

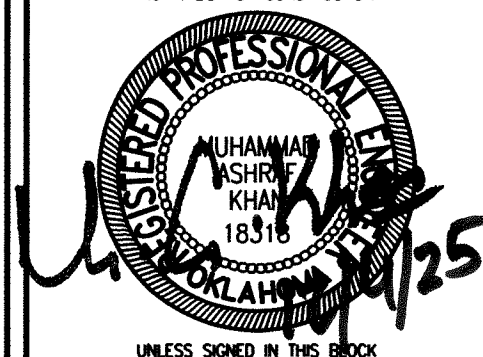
This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifier, FIRM panel number, and FIRM effective date. Map in unmapped and unmodernized areas cannot be used for regulatory purposes.

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GRAPHIC SCALE
0 10 20 40
(IN FEET)
1 inch = 20 ft.



NOT VALID FOR CONSTRUCTION



UNLESS SIGNED IN THIS BLOCK

LOTS 1 & 2, BLOCK 2
ASPEN HEIGHTS NORMAN
2ND ADDITION

12TH AVE. S.E. & TELLURIDE LANE
NORMAN, OKLAHOMA

SMC
SMC Consulting Engineers, P.C.
1100 N. 10th St., Suite 100
Norman, OK 73069
PH: 405-232-7715 FAX: 405-232-7895
Website: www.smcok.com

OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. 444 EXP. 02/20/2027

No. Revision

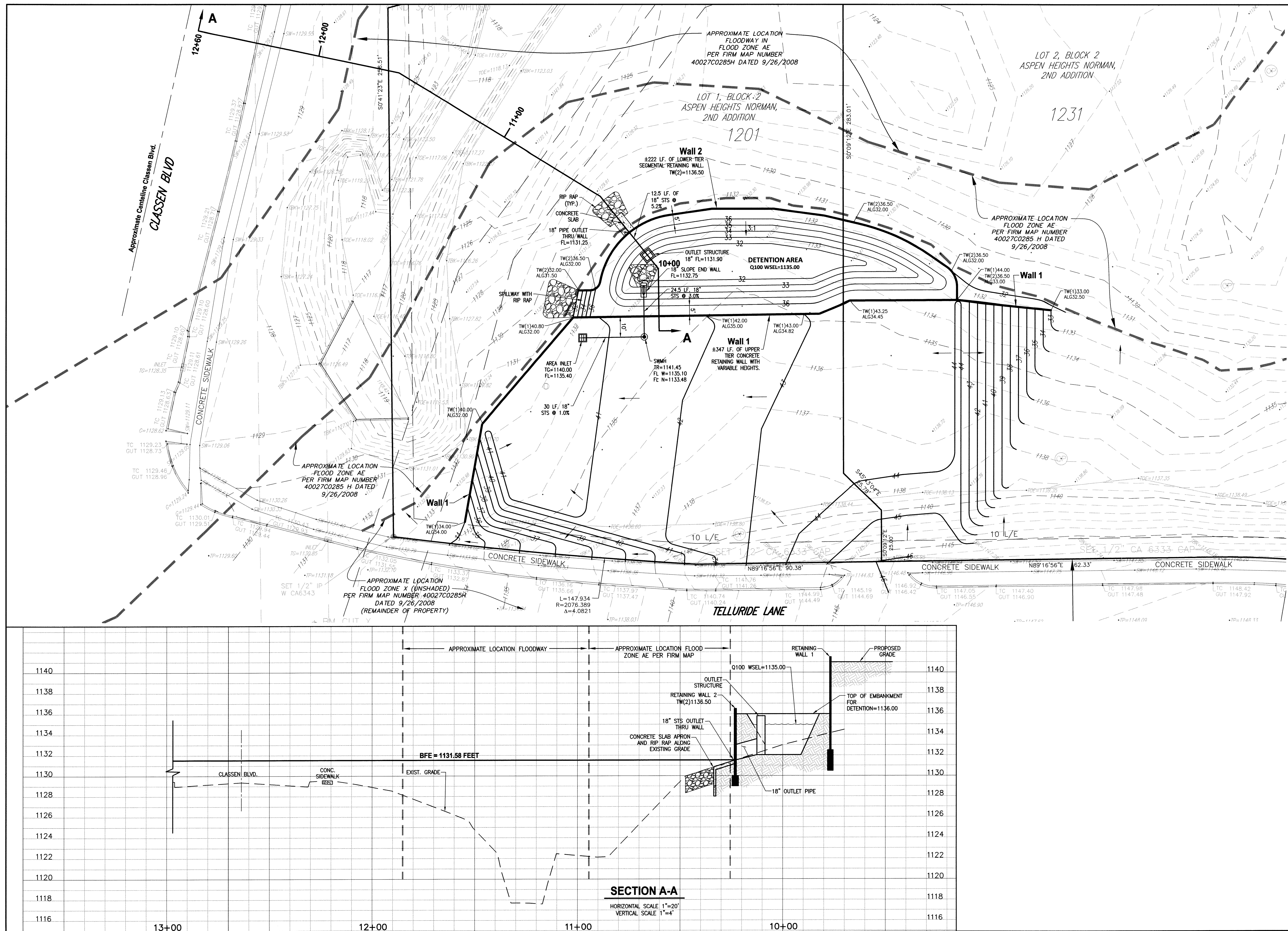
Date

By

PROJECT NO.: 6525.10
DATE: 08/04/2025
SCALE: AS SHOWN
DRAWN BY: TN
ENGINEER: MUHAMMAD A. KHAN
P.E. NUMBER: 18318

DETENTION POND AND
CROSS-SECTION

SHEET NO.
A



Consulting Engineers, P.C.
815 West Main
Oklahoma City, OK 73106
405-232-7715
FAX 405-232-7859
www.smcokc.com

*Civil Engineering
Land Development
Storm Water Management*

Terence L. Haynes
Christopher D. Anderson
Muhammad A. Khan

December 4, 2025

Mr. Scott Sturtz, P.E., CFM
Director of Public Works/Floodplain Administrator
City of Norman

Subject: No Rise Certificate
Floodplain Permit Application for Pad Ready Grading Project
Lots 1 & 2, Block 2, Aspen Heights Norman, 2nd Addition
Telluride Lane, Norman, OK

Dear Mr. Sturtz,

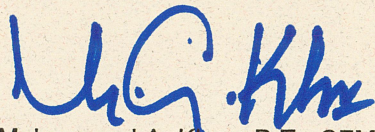
This 'No Rise Certificate' is submitted to support the subject Floodplain Permit Application for the following work within the FEMA Effective SFHA (Zone AE) of Bishop Creek Tributary A per FIRM Panel #40027C0285H, dated 9/26/2008.

1. Concrete apron pad for the outlet pipe from the proposed detention pond including the rip-rap apron pads as best management practices to provide erosion controls for the proposed pad ready grading project at the subject location. The proposed retaining walls including the pad ready grading work will be located outside the SFHA Zone AE.

The total quantity of concrete apron including the rip-rap stones required is found to be 15.5 cubic yard. This amount of proposed work placed within the SFHA Zone AE will be compensated by the removal of equal amount of soil from the same spots located within SFHA Zone AE and it will match the existing grades. The proposed action will not cause the loss of floodplain storage.

Therefore, no rise in the base flood elevation (BFE) of Bishop Creek Tributary A will occur on the property; nor upstream, or downstream of the property as a result of proposed actions.

Sincerely,
SMC Consulting Engineers, P.C.

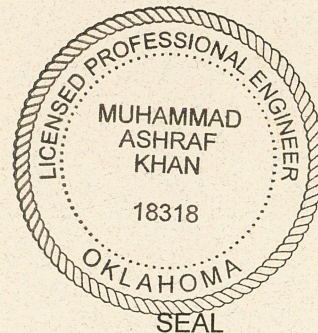


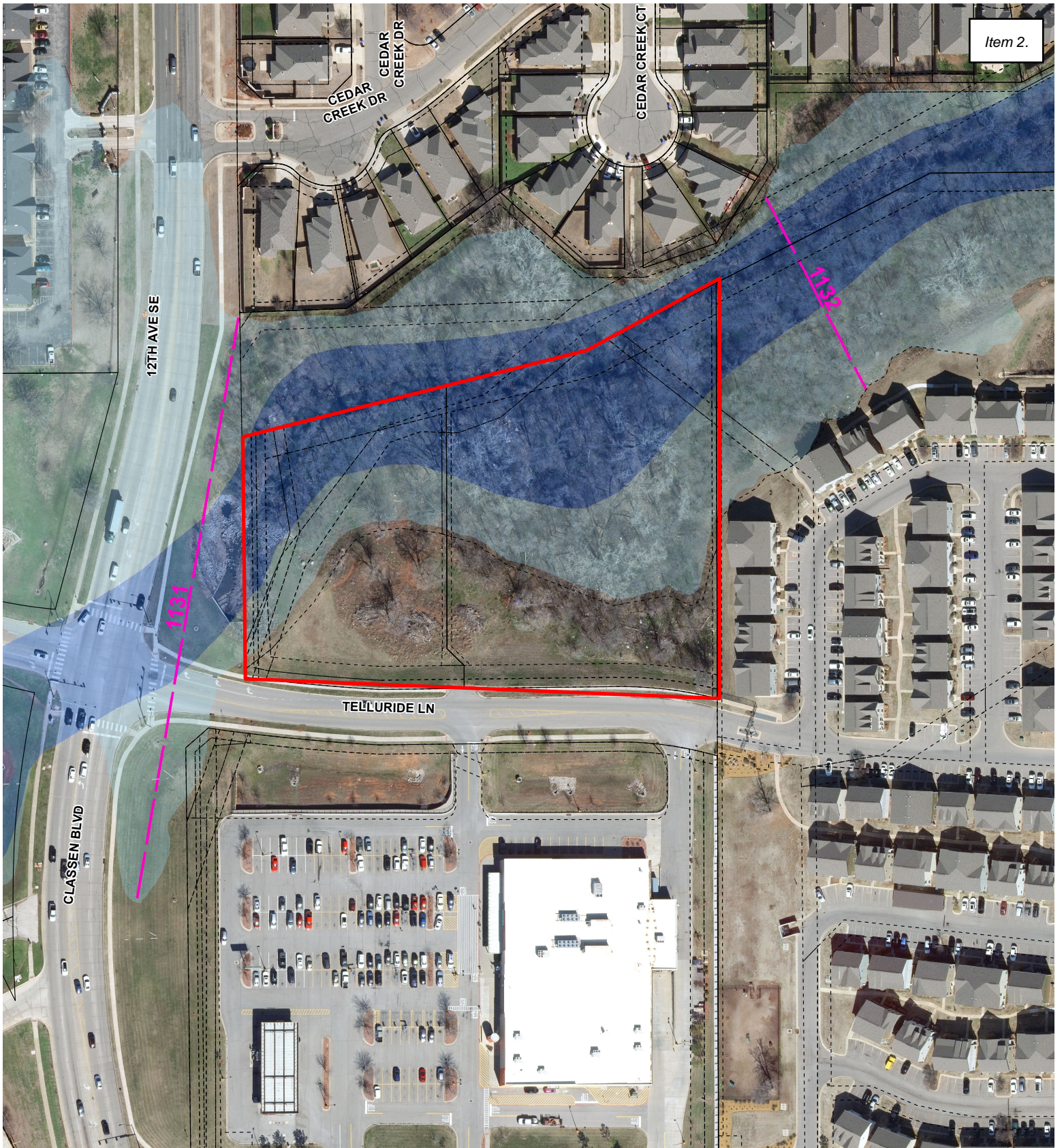
Muhammad A. Khan, P.E., CFM
Vice President

cc: 6525.10

Attachments:

1. Detention Pond and Cross Section – Exhibit A
2. Grading Plan – Exhibit B





1201 and 1231 Telluride Drive

Legend

- Easement
- BFE 2021
- 1% Chance Floodplain
- Floodway
- Lot Line
- Parcel
- Easement

1231 Telluride Ln

Norman, Oklahoma

Google Street View

Aug 2023 [See more dates](#)

Share

Item 2.



18

Google Maps

