

CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, May 14, 2024 at 6:30 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 contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY

You are required to sign up in advance of the meeting on the City's webpage, by calling the City Clerk's Office (405-366-5406), or at the Council Chambers prior to the start of the meeting with your name, ward, and item you wish to speak to including whether you are a proponent or opponent. When the time comes for public comments, the Clerk will call your name and you can make your way to the podium. Comments may be limited on items of higher interest, if so, the Mayor will announce that at the beginning of the meeting. Participants may speak one time only up to 3 minutes per person per item. There will be no yielding of time to another person. Sign up does not guarantee you will get to speak if the allotted time for that item has already been exhausted. If there is time remaining after those registered to speak have spoken, persons not previously signed up may have the opportunity to speak. Comments received must be limited to the motion on the floor only.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-29: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 19 THROUGH 25, 2024, AS PUBLIC WORKS WEEK IN THE CITY OF NORMAN.

2. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-31: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, MAY 18, 2024, AS KIDS TO PARKS DAY IN THE CITY OF NORMAN.
3. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-35: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY, 2024, AS BIKE MONTH AND FRIDAY, MAY 17, 2024, AS BIKE-TO-WORK DAY IN THE CITY OF NORMAN.
4. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-36: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY 2024 AS OKLAHOMA WATER SAFETY MONTH IN THE CITY OF NORMAN.
5. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-37: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 19 THROUGH 25, 2024, AS NATIONAL TRAVEL AND TOURISM WEEK IN THE CITY OF NORMAN.

COUNCIL ANNOUNCEMENTS

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 6 through Item 27 be placed on the consent docket.

APPROVAL OF MINUTES

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

CITY COUNCIL CONFERENCE MEETING MINUTES OF SEPTEMBER 12, 2023, AND SEPTEMBER 26, 2023.

CITY COUNCIL SPECIAL MEETING MINUTES OF SEPTEMBER 19, 2023, JANUARY 9, 2024, AND APRIL 2, 2024.

CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF APRIL 18, 2024

First Reading Ordinance

7. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-46 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN TO REMOVE PART OF LOT ONE (1), BLOCK ONE (1) OF SALYER ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2505 W. MAIN STREET)
8. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-47 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE PLANNED UNIT DEVELOPMENT ESTABLISHED IN ORDINANCE O-2122-10, TO AMEND THE SITE PLAN AND PUD NARRATIVE FOR PART OF THE NORTH HALF (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3766 E. ROBINSON STREET)
9. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-49 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT AND THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (418 N. INTERSTATE DRIVE)
10. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-50 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, CLOSURE OF A SEVENTEEN-FOOT (17') WIDTH UTILITY EASEMENT LOCATED WITHIN LOT 2, BLOCK 1, AMENDED STIDHAM ADDITION NO. 1, A PLANNED UNIT DEVELOPMENT. (GENERALLY LOCATED ON THE WEST SIDE OF INTERSTATE I-35 AND NORTH OF SOONER MALL).

11. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-51 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 36-101 ("DEFINITIONS"), 36-508 ("NONCONFORMING USES"), AND 36-548 ("OFF STREET PARKING REQUIREMENTS"), ALL IN CHAPTER 36 ("ZONING") OF THE CODE OF THE CITY OF NORMAN TO REMOVE PARKING REQUIREMENTS FOR ACCESSORY DWELLING UNITS WHERE ALLOWED, TO CLARIFY APPLICABILITY OF PROVISIONS TO GARAGE APARTMENTS, "NON-CONFORMITY" AND TO IMPLEMENT OTHER LANGUAGE CHANGES AS ARE CONSISTENT THEREWITH; AND PROVIDING FOR THE SEVERABILITY THEREOF.

Appointments

12. CONSIDERATION OF ACCEPTANCE, CONFIRMATION, ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

PIONEER LIBRARY SYSTEM BOARD OF TRUSTEES

TERM: 07-01-24 TO 06-30-27: TRAE CARSON, WARD 4

Authorization for Purchase

13. CONSIDERATION OF AUTHORIZATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT FOR THE PURCHASE OF LIFT STATION D REPLACEMENT PUMP FROM HAYNES EQUIPMENT COMPANY IN THE AMOUNT OF \$88,445, SOLE SOURCE AUTHORIZATION, AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

Bids

14. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2324-40: SUBMITTED BY CORE AND MAIN AND OKLAHOMA CONTRACTOR'S SUPPLY, L.L.C., FOR THE PURCHASE OF COPPER METER YOKES FOR WATER METERS, HIGH DENSITY POLYETHYLENE PLASTIC (HDPE) METER BOXES WITH CAST IRON LIDS, HDPE METER BOXES WITH ANTI-FLOAT LIDS, HDPE ANTI-FLOAT LIDS AND REPAIR CLAMPS FOR THE LINE MAINTENANCE DIVISION.

15. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2324-42: SUBMITTED BY SHEPPARD CONCRETE AND ARROYO'S CONCRETE, L.L.C., FOR THE REPAIR OF CONCRETE FOR THE LINE MAINTENANCE DIVISION.

16. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID-2324-46: SUBMITTED BY S.W. GILLIS, TO LOWER SANITARY SEWER MANHOLES AT VARIOUS LOCATIONS THROUGHOUT THE SEWER COLLECTION SYSTEM FOR THE LINE MAINTENANCE DIVISION.

17. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2324-47: SUBMITTED BY BOB CUNNINGHAM, INC., FOR THE PURCHASE OF SAND FOR THE LINE MAINTENANCE DIVISION
18. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2324-48: SUBMITTED BY SCHWARZ SAND, L.L.C., FOR THE PURCHASE OF 1 ½" AGGREGATE MATERIAL and 1 ½" CRUSHED CONCRETE (GRAVEL) FOR THE LINE MAINTENANCE DIVISION.

Acceptance of Funds

19. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A SUB-GRANTEE AWARD #1480.506 CERT TEAM PROJECT/IJ #8 EXTENSION IN THE AMOUNT OF \$4,434.34 FROM HOMELAND SECURITY TO SUPPORT THE EFFORTS OF THE CITIZENS EMERGENCY RESPONSE TRAINING (CERT) PROGRAM FOR THE FIRE DEPARTMENT, AND APPROVAL OF CONTRACT K-2324-129 EXTENSION AS OUTLINED IN THE STAFF REPORT.

Conveyance of Deed

20. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A CONVEYANCE BY QUIT CLAIM DEED: BY THE CITY OF NORMAN, OKLAHOMA, TO THE CITY OF NORMAN, OKLAHOMA, FOR PROPERTY LOCATED AT THE NE CORNER OF ROBINSON AVE. AND 24TH AVE NE IN ORDER TO CONSOLIDATE RECORD TITLE IN ADVANCE OF PLATTING AS THE HALL PARK COMPLEX.

Encroachment

21. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONSENT TO ENCROACH EN-2324-5: FOR LOT 10, BLOCK 7, MARLATT ADDITION, FOR A METAL STORAGE BUILDING IN THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA. (5512 36th Avenue NW)
22. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONSENT TO ENCROACH EN-2324-7: FOR LOT 2, BLOCK 4, COBBLESTONE CREEK, SECTION III, FOR THE INSTALLATION OF A SWIMMING POOL IN THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA. (1304 Sawgrass Drive)

Contracts

23. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1920-116: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN AND COWAN GROUP ENGINEERING, INCREASING THE CONTRACT AMOUNT BY \$76,415 FOR A REVISED CONTRACT AMOUNT OF \$603,015 TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE JAMES GARNER-ACRES STREET TO DUFFY STREET 2019 BOND PROJECT.

24. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF REQUEST FOR AUTHORIZATION FOR PARTIAL RELEASE OF RETAINAGE, FROM 5% TO 2.5%, FOR CONTRACT K-2223-33 BETWEEN THE CITY OF NORMAN AND L5 CONSTRUCTION, L.L.C, FOR THE NORTH BASE COMPLEX PHASE 2 VEHICLE WASH FACILITY PROJECT.

25. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-169: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND COASTAL WINDFORCE, INC., IN THE AMOUNT OF \$175,000 TO PROVIDE ENGINEERING SERVICES FOR RESURFACING OF ROBINSON TOWER; AND RESURFACING OR DEMOLITION OF LINDSEY TOWER AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT.

Resolutions

26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-140: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$15,300.56 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO REPAIR A CITY VEHICLE DAMAGED BY ANOTHER DRIVER IN A TRAFFIC COLLISION.

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-144: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$70,645 FROM VARIOUS ACCOUNTS TO COVER THE LOCAL SHARE OF THE STANTEC COSTS FOR THE SYSTEM INTEGRATION FOR THE TRAFFIC MANAGEMENT SYSTEM.

NON-CONSENT ITEMS

Public Hearings

28. CONDUCTING A PUBLIC HEARING FOR CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED FIFTH YEAR ACTION PLAN FOR THE FORTY-NINTH YEAR NORMAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION WHICH INCLUDES THE 2024 HOME PROGRAM TOTALING \$1,400,424 TO BE SUBMITTED TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

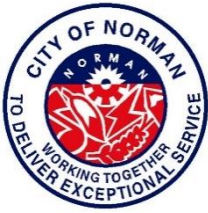
MISCELLANEOUS COMMENTS

This is an opportunity for citizens to address City Council. Due to Open Meeting Act regulations, Council is not able to participate in discussion during miscellaneous comments. Remarks should be directed to the Council as a whole and limited to three minutes or less.

ADJOURNMENT

File Attachments for Item:

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-29: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 19 THROUGH 25, 2024, AS PUBLIC WORKS WEEK IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-29: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 19 THROUGH 25, 2024, AS PUBLIC WORKS WEEK IN THE CITY OF NORMAN.

Proclamation

P-2324-29

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 19
THROUGH 25, 2024, AS PUBLIC WORKS WEEK IN THE CITY OF
NORMAN.

- § 1. WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Norman, Oklahoma; and,
- § 2. WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,
- § 3. WHEREAS, it is in the public interest for the citizens and children in the City of Norman to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,
- § 4. WHEREAS, the City of Norman Public Works Department will celebrate by recognizing employees for their outstanding support of the goals of public works on May 23rd, educating local school children in the aspects of public works operations on May 20th, engaging the community with Public Works art contest; and,
- § 5. WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

- § 6. Do hereby designate the week May 19 –25, 2024 as National Public Works Weeks; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

PASSED AND APPROVED this 14th day of May, 2024.

Mayor

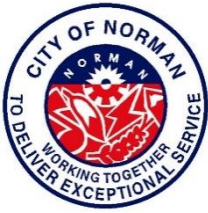
—ATTEST:

City Clerk



File Attachments for Item:

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-31: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, MAY 18, 2024, AS KIDS TO PARKS DAY IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

Item 2

MEETING DATE: 05/14/2024

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-31: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, MAY 18, 2024, AS KIDS TO PARKS DAY IN THE CITY OF NORMAN.

Proclamation

P-2324-30

A PROCLAMATION OF THE MAYOR OF THE
CITY OF NORMAN, OKLAHOMA, PROCLAIMING
SATURDAY, MAY 18, 2024, AS KIDS TO PARKS
DAY IN THE CITY OF NORMAN.

- § 1. WHEREAS, May 18, 2024, is the Kids to Parks Day organized and launched by the National Park Trust held annually on the third Saturday of May; and
- § 2. WHEREAS, Kids to Parks Day empowers kids and encourages families to get outdoors and visit the City of Norman's parks, public lands and waters; and
- § 3. WHEREAS, we should encourage children to lead a more active lifestyle to combat issues of childhood obesity, diabetes, hypertension and hypercholesterolemia; and
- § 4. WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and
- § 5. WHEREAS, Kids to Parks Day will recognize the importance of recreating responsibly while enjoying the benefits of the outdoors; and
- § 6. WHEREAS, The City of Norman invites the public to celebrate Kids to Parks Day with a special event on Saturday May 18, 2024, at 12:00 p.m. at Prairie Creek Park.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

- § 7. Do hereby proclaim that Saturday, May 18, 2024 as Kids to Parks Day in the City of Norman.

PASSED AND APPROVED this 14th day of May, 2024.

Mayor

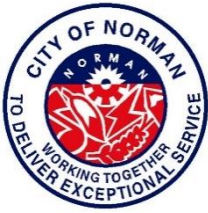
ATTEST:

City Clerk



File Attachments for Item:

3. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-35: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY, 2024, AS BIKE MONTH AND FRIDAY, MAY 17, 2024, AS BIKE-TO-WORK DAY IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: James Briggs

PRESENTER: James Briggs, Park Development Manager

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-35: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY, 2024, AS BIKE MONTH AND FRIDAY, MAY 17, 2024, AS BIKE-TO-WORK DAY IN THE CITY OF NORMAN.

Proclamation

P-2324-35

A PROCLAMATION OF THE MAYOR OF THE CITY
OF NORMAN, OKLAHOMA, PROCLAIMING THE
MONTH OF MAY, 2024, AS BIKE MONTH AND
FRIDAY, MAY 17, 2024, AS BIKE-TO-WORK DAY IN
THE CITY OF NORMAN.

- § 1. WHEREAS, today, millions of Americans engage in bicycling because it is a viable and environmentally friendly form of transportation, an excellent form of fitness, provides quality recreation, and helps relieve the fiscal strain of high gas prices; and
- § 2. WHEREAS, the education of cyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all users; and
- § 3. WHEREAS, the City of Norman continues to update its bicycle plan and bicycle transportation network, including several planned bicycle facilities such as the continued design and construction of multi-modal off-street bike paths along State Highway 9, along Flood Avenue from Robinson street to Tecumseh Road, and as a part of the James Garner Avenue extension over Robinson Street; and
- § 4. WHEREAS, the City of Norman has been designated by the League of American Bicyclists as an official **"Bicycle Friendly Community" for over 10 years**; and
- § 5. WHEREAS, the Norman Bicycle Advisory Committee, the Bicycle League of Norman, and independent cyclists throughout our state are promoting greater public awareness of bicycle operation and safety education in an effort to reduce accidents, injuries and fatalities for all.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

- § 6. Do hereby proclaim the month of May, 2024, as Bike Month, and also proclaim Friday, May 17, 2024, as Bike-To-Work Day in the City of Norman and encourage all citizens to recognize the importance of bicycle safety, be more aware of cyclists on our streets and highways; and invite all to ride their bicycles to Andrews Park that morning as they bike to work for an 8:30 a.m. rally as a show of support for bicycle use for all those reasons named herein.

PASSED AND APPROVED this 14th day of May, 2024.

Mayor

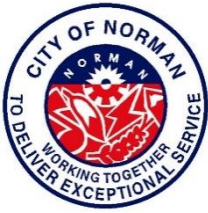
ATTEST:

City Clerk



File Attachments for Item:

4. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-36: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY 2024 AS OKLAHOMA WATER SAFETY MONTH IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks and Recreation Department

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-36: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY 2024 AS OKLAHOMA WATER SAFETY MONTH IN THE CITY OF NORMAN.

Proclamation

P-2324-36

A PROCLAMATION OF THE MAYOR OF THE CITY
OF NORMAN, OKLAHOMA, PROCLAIMING MAY,
2024, AS "OKLAHOMA WATER SAFETY MONTH"
IN THE CITY OF NORMAN.

- § 1. WHEREAS, citizens of Oklahoma recognize the role swimming and aquatic-related activities play for good physical and mental health and their potential to enhance the quality of life for all people; and
- § 2. WHEREAS, the citizens of Oklahoma understand the essential role that education regarding the topic of water safety plays in preventing drownings and recreational water-related injuries; and
- § 3. WHEREAS, the citizens of Oklahoma are aware of the necessity to developing safe swimming facilities, aquatic programs, home pools and spas, and related activities to provide healthy places to recreate, learn and grow, build self-esteem, and confidence which contribute to the quality of life in our community; and
- § 4. WHEREAS, the citizens of Oklahoma recognize the ongoing efforts and commitments to educate the public on pool and spa safety;
- § 5. WHEREAS, the citizens of Oklahoma understand the vital importance of communicating water safety rules and programs to families and individuals of all ages, whether owners of private pools, users of public swimming facilities, or visitors to waterparks;

NOW THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

- § 7. Do hereby proclaim that May, 2024 as Oklahoma Water Safety Month in the City of Norman.

PASSED AND APPROVED this 14th day of May, 2024.

ATTEST:

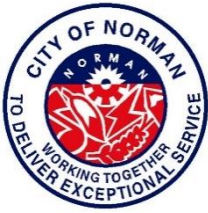
Mayor

City Clerk



File Attachments for Item:

5. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-37: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 19 THROUGH 25, 2024, AS NATIONAL TRAVEL AND TOURISM WEEK IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-37: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 19 THROUGH 25, 2024, AS NATIONAL TRAVEL AND TOURISM WEEK IN THE CITY OF NORMAN.

Proclamation

P-2324-37

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY
19 THROUGH 25, 2024, AS NATIONAL TRAVEL AND
TOURISM WEEK IN THE CITY OF NORMAN.

- § 1. WHEREAS, the travel industry fuels every industry and will continue to be an essential part of the City of Norman's economy, development, and workforce; and
- § 2. WHEREAS, travel is an economic powerhouse for every state and destination across the country with an economic output of \$2.8 trillion, supporting 15 million American jobs; and
- § 3. WHEREAS, travel spending supports vibrant and safe communities in the City of Norman and across the United States by generating \$89 billion in state and local tax revenue in 2023 to support essential services, such as education, emergency response, public safety and more; and
- § 4. WHEREAS, travel enables success for all industries - including manufacturing, agriculture, defense, healthcare and more - by driving sales growth, innovation, education and operations that move our economy, our nation and the City of Norman forward; and
- § 5. WHEREAS, travel and tourism produces \$164 million in travel spending, \$6.2 million in local tax revenue from tourism, and 2,800 tourism employees in Norman and is the third largest industry in the state of Oklahoma; and
- § 6. WHEREAS, the travel industry cannot recover without the full return of leisure, business, and international inbound travelers; increasing travel to and within the United States drives America forward to a more prosperous future; and
- § 7. WHEREAS, the travel industry's success will grow the City of Norman's economy and workforce, since, prior to the pandemic, small businesses accounted for 60% of leisure and hospitality employment.
- § 8. WHEREAS, travel is an essential industry and we must continue to communicate that growing travel leads to economic growth, benefits, businesses and fosters mutual understanding.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

- § 9. Do hereby proclaim the week of May 9 through 25, 2024, as National Travel and Tourism Week in the City of Norman and urge the citizens of the City of Norman to join City Council in recognizing this critical role this industry plays in Norman.

PASSED AND APPROVED this 14th day of May, 2024.

Mayor

ATTEST:

City Clerk



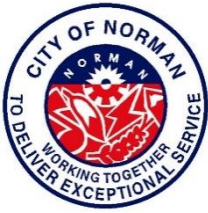
File Attachments for Item:

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

CITY COUNCIL CONFERENCE MEETING MINUTES OF SEPTEMBER 12, 2023, AND SEPTEMBER 26, 2023.

CITY COUNCIL SPECIAL MEETING MINUTES OF SEPTEMBER 19, 2023, JANUARY 9, 2024, AND APRIL 2, 2024.

CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF APRIL 18, 2024



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

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

CITY COUNCIL CONFERENCE MEETING MINUTES OF SEPTEMBER 12, 2023, AND SEPTEMBER 26, 2023.

CITY COUNCIL SPECIAL MEETING MINUTES OF SEPTEMBER 19, 2023, JANUARY 9, 2024, AND APRIL 2, 2024.

CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF APRIL 18, 2024



CITY OF NORMAN, OK CITY COUNCIL CONFERENCE

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

Tuesday, September 12, 2023 at 5:30 PM

MINUTES

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 contact the ADA Technician at 405-366-5446, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

CALL TO ORDER

Mayor Heikkila called the Meeting to Order at 5:30 p.m.

PRESENT

Mayor Larry Heikkila
Councilmember Ward 1 Austin Ball
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Elizabeth Foreman
Councilmember Ward 7 Stephen Holman
Councilmember Ward 8 Matthew Peacock

ABSENT

None

AGENDA ITEMS

1. DISCUSSION REGARDING REQUEST FOR PROPOSAL SUBMITTALS FOR PROPOSED PROGRAMS TO BE OPERATED OUT OF THE CURRENT SENIOR CITIZENS CENTER AND REAVES CENTER.

Ms. Veronica Tracy, Recreation Manager for the Parks and Recreation Department, said Staff is working on two exciting projects for the current Senior Center and Reaves Park Garden Center (Reaves Center). She said two Requests for Proposals (RFPs) were sent out in June for both facilities and representatives from Center for Children and Families, Inc. (CCFI) and Mary Abbot House will present their proposals to Council.

Center for Children and Families

Ms. Melissa Klink, Chief Executive Officer for CCFI, said Boys and Girls Club of Norman is a program under CCFI with a mission to heal children, empower youth, and strengthen families because every child deserves to grow up safe, nurtured, and loved. She said CCFI is the local family resource center for Cleveland County and beyond and is only one of three in the State. She said CCFI serves families with whatever they need and helps connect them to other vital resources in the community that include counseling services, prevention and education, a baby pantry, and the Boys and Girls Club of Norman.

Ms. Klink said the Boys and Girls Club of Norman is unique in that it is the only Boys and Girls Club in the State that operates within another agency (CCFI). The mission of the Club is to provide all young people, especially Norman's most vulnerable, with a healthy environment in which they can be empowered to reach their full potential as productive, caring, and responsible citizens. She highlighted areas of programming that include Health and Education; Health and Wellness; Sports, Recreation, and Fitness; Leadership and Service; and the Arts.

The Boys and Girls Club of Norman hosted summer camps for 79 adolescents with 74% being teens and that speaks volumes to the kind of services offered because teens could stay home alone playing video games or being on social media, but chose to attend summer camp. Ms. Klink said a Boys and Girls Club Teen Center at Reaves Park would host family-friendly park events in collaboration with the Family Resource Center. It would open after-school and summer programming space for an additional 40 plus teens, with dreams of adding a gym or multipurpose building to accommodate even more teens in the future. It would create access for teens to participate in social-emotional learning and interact with trained mental health professionals helping address the growing youth mental health needs that CCFI has witnessed since the pandemic.

The plan includes after school programming until 7:00 p.m., weekdays for Norman's middle and high school students with occasional evening and weekend events as well as summer camp. Benefits of this program include increased out of school time programming for Norman's youth and facility rental opportunities for community members and social service organizations. Ms. Klink said challenges include sustaining program funding while maintaining the low cost of \$20 per school year for families.

Ms. Klink highlighted outputs and outcomes that include serving 191 youths with an average daily attendance of 77 club members and serving 19,408 meals and snacks (served daily through partnership with Regional Food Bank). She said 88.73% of club members report a sense of safety and belonging; 94.24% of club members participated in Character and Leadership and Academic Success Programming; and CCFI hosted several family resource events including a holiday meal, end of school year celebration, and back to school bash.

Ms. Klink said the program is outgrowing its current facility and CCFI would like permission to use the Reaves Center and move 40 middle school members into that facility with the goal to serve high school students in the future. She said being able to give teens their own space is crucial to the program. She said the University of Oklahoma (OU) is very close to the Reaves Center so members would be able to walk over to watch basketball games, use the pool, etc.

Mr. Jason Olsen, Director of Parks and Recreation, said the Reaves Center is not in the greatest shape and has not really been used for at least a decade. He said if the Boys and Girls Club of Norman is going to be a future user, City Staff will need to know more about how they plan to use the facility.

Councilmember Holman said he supports this use of the facility as well making improvements to make the facility more usable. He said he has used the facility for Ward meetings and it definitely looks like the 1970's.

Councilmember Schueler said she supports the proposal and asked about the contract requirements, i.e., who pays utilities, maintenance, etc. Ms. Kathryn Walker, City Attorney, said most contracts with other agencies require occupants to pay the electric bills, but maintenance of any City owned building is the City's responsibility.

When asked about a timeline, Ms. Klink said a lot depends on the facility's condition, but would hopefully be available by next fall.

Current Senior Citizens Center

Ms. Tracy said the second RFP is for use of 329 South Peters, the current Senior Center. She said the facility will not be available for operations until the Adult Wellness and Education Center on Findlay Avenue is open. She said the Mary Abbott House was selected to potentially operate at 329 South Peters and introduced Ms. Andree Harper, Executive Director of Mary Abbott House. Ms. Harper said Mary Abbott House has been in the Norman community since 1996 and is a safe place for children to share their experience regarding sexual abuse, physical abuse, and neglect, as well as being a witness to a crime or in a drug endangered situation. She said their mission is preventing abuse, advocating for children, and fostering hope and healing. Their current facility is located at 231 Symmes Street with a Staff of ten people and this facility is small so it is difficult to expand programs.

Before Child Advocacy Centers (CAC's) like Mary Abbott House were established, child victims were subjected to a stressful, scary, and difficult journey through the criminal and civil justice systems, oftentimes having to share their traumatic experience of abuse and neglect to several different adult strangers. In many cases, this system of response added to the trauma the victim experienced.

Ms. Harper said the Mary Abbott House would like to move internet crimes against children to the facilities basement and expand the ALERT! Program, an innovative online safety program that teaches children to keep themselves safe online. They would also like to have a Training Center upstairs to be staffed by case investigators from Cleveland County, McClain County, and Garvin County, move mental health providers to South Peters, and add another Forensic Investigator and Case Manager.

Ms. Ronnie Roney, Director of Education and Outreach for Mary Abbott House, said Mary Abbott House provides some prevention and education to educate parents on how to recognize, respond, and report child abuse as well as teaching children how to keep safe online. With the new space, Staff will be able to expand education throughout communities. She said Mary Abbott House partners with CCFI for mental health issues as well as Department of Human Services, law enforcement, mental health providers, medical providers, and District Attorney's Office.

Mayor Heikkila asked about the impact on the kitchen and dining room operated by Aging Services for the Meals on Wheels Program and Ms. Harper said the kitchen and dining room will not be impacted by Mary Abbott House moving into the facility.

When asked about the timeline, Ms. Harper said Mary Abbott House employees anticipate moving into the facility around January 2024, or as soon as the Senior Center on Findlay Avenue opens and the building is vacated.

Councilmembers said they support the proposed use of the facility by Mary Abbott House.

Items submitted for the record

1. Boys and Girls Club of Norman flyer
2. Abbott House Child Advocacy Center brochure

* * * * *

ADJOURNMENT

The meeting was adjourned at 6:12 p.m.

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL SPECIAL SESSION

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

Tuesday, September 19, 2023 at 5:30 PM

MINUTES

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 contact the ADA Technician at 405-366-5446, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

CALL TO ORDER

Mayor Heikkila called the Meeting to Order at 5:30 p.m.

PRESENT

Mayor Larry Heikkila
Councilmember Ward 1 Austin Ball
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Elizabeth Foreman
Councilmember Ward 7 Stephen Holman
Councilmember Ward 8 Matthew Peacock

ABSENT

None

AGENDA ITEMS

1. DISCUSSION REGARDING SUBMISSION OF A GRANT APPLICATION FOR THE OPIOID SETTLEMENT GRANT PROGRAM.

Ms. Kathryn Walker, City Attorney, the Oklahoma Attorney General (OAG) settled the State's litigation against three opioid distributors (McKesson Corporation, Cardinal Health, and Amerisource Bergen. Non-litigating "primary subdivisions" are eligible for funding from the \$22 million in Distributor Settlement Proceeds.

On August 23, 2022, Council elected to participate in the Distributors Oklahoma settlement, which is a prerequisite to be eligible for funding. The amount of funding will be determined by the State's Opioid Abatement Board.

The OAG settled the State's litigation against manufacturers, distributors, and retailers (CVS Pharmacy, Wal-Mart, Walgreens, Allergan, etc.). Settlement proceeds of more than \$220 million to be distributed based on distribution rules developed by the OAG and approved by the State Opioid Abatement Board. On April 13, 2023, Council elected to agree to the terms of the settlement, a prerequisite for receiving any distributions.

On August 28, 2023, the OAG announced a funding opportunity from the Opioid Abatement Board for \$23 million. On September 7, 2023, letters of intent were sent to seek an Opioid Grant and applications are due in late October with an estimated award date of December 2023 or January 2024.

Only counties, incorporated municipalities, public school districts, career tech districts, and public trusts benefitting these entities are eligible to apply. Applicants must demonstrate a strong use of funds for abatement; need for funds; capacity for implementation; evidence base for proposed projects; and community partnership and support. An "approved purpose" is evidence-based, forward-looking strategies, programming, and services related to treatment and prevention of opioid use/abuse.

The OAG will provide the application and the Opioid Abatement Board will review and allocate funds for an approved purpose with allocation based on number of people per capita suffering from opioid use disorder, number of opioid overdose deaths, and amount of attorney fees and allowable expenses associated with opioid litigation.

Possible applications include Oklahoma Parent Child Assistance Program that provides services to pregnant and parenting women with opioid use disorders and three years of intensive case management and home visitation. Other applications could be submitted in partnership with non-profits so the City needs to develop a submittal process quickly as the grant application is due in late October. The City will be required to memorialize utilization/expenditure by formal action.

Next steps include drafting a resolution for Council consideration and Council action authorizing Staff to submit a letter of intent. Staff will begin to solicit or begin gathering information to support possible grant application(s).

Items submitted for the record

1. 74 Oklahoma Statute § 30.5- Political Subdivisions Opioid Abatement Grants Act
- 2 PowerPoint entitled, "Opioid Settlement Grant Program," dated September 19, 2023

* * * * *

2. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AUTHORIZED BY OKLAHOMA STATUTES, TITLE 25 § 307(B)(4) TO DISCUSS PENDING LITIGATION IN THE CASE OF KEVIN HAHN VS. CITY OF NORMAN, OKLAHOMA, CLEVELAND COUNTY DISTRICT COURT, CASE CJ-2021-210.

Motion made by Councilmember Ward 4 Foreman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock.

The City Council adjourned into Executive Session at 5:44 p.m. Mr. Darrel Pyle, City Manager; Ms. Kathryn Walker, City Attorney; Mr. Rick Knighton, Assistant City Attorney, were in attendance at the Executive Session.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock.

The Executive Session was adjourned out of and the Special Session was reconvened at 6:26 p.m.

Pending litigation in the case of Kevin Hahn vs. City of Norman was discussed. No action was taken and no votes were cast.

* * * * *

ADJOURNMENT

The meeting was adjourned at 6:27 p.m.

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL CONFERENCE

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

Tuesday, September 26, 2023 at 5:30 PM

MINUTES

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 contact the ADA Technician at 405-366-5446, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

CALL TO ORDER

Mayor Heikkila called the Meeting to Order at 5:30 p.m.

PRESENT

Mayor Larry Heikkila
Councilmember Ward 1 Austin Ball
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Elizabeth Foreman
Councilmember Ward 7 Stephen Holman

ABSENT

Councilmember Ward 8 Matthew Peacock

None

AGENDA ITEMS

1. UPDATE ON ARPA AFFORDABLE HOUSING PROJECT.

Mr. Anthony Purinton, Assistant City Attorney, highlighted tonight's agenda that includes a brief background on the America Rescue Plan Act (ARPA), and State and Federal Tax Credit Program, Request for Proposal (RFP) process and outcome, and timeline of future meetings.

Mr. Purinton said the general idea of affordable housing is a housing development with rental caps to maintain affordability for tenants meeting income criteria. Affordability, according to the Housing and Urban Development (HUD) housing expenses do not exceed 30% of a household's total income. He said tenants must have an income and pass background and rental history checks.

A 30% median household income for one person would be \$17,200; two people would be \$19,680; three people would be \$22,140; and four people would be \$24,570. A 50% median household income for one person would be \$28,700; two people would be \$32,800; three people would be \$36,900; and four people would be \$40,950. A 60% median household income for one person would be \$34,440; two people would be \$39,360; three people would be \$44,280; and four people would be \$49,140.

Maximum rents including utilities for 30% median household income for one bedroom would be \$461; two bedrooms would be \$553; and three bedrooms would be \$639. Maximum rents including utilities for 50% median household income for one bedroom would be \$768; two bedrooms would be \$922; and three bedrooms would be \$1,065. Maximum rents including utilities for 60% median household income for one bedroom would be \$922; two bedrooms would be \$1,107; and three bedrooms would be \$1,278.

Mr. Purinton said the Homebase Study identified a gap of 9,000 affordable housing units and Council allocated \$6.4 million in ARPA funds for affordable housing. Using money to purchase land and offer as project financing, City issued a RFP seeking developer's for affordable housing project.

Investment in affordable housing using ARPA allocation requires a loan of at least 20 years; money comes back free of ARPA requirements; must be encumbered by end of 2024 and spent by the end of 2026; and funded project must meet certain criteria requirements, e.g., must be a project utilizing State/Federal Tax Credits. Mr. Purinton said there is an opportunity to use returning funds to create a revolving fund for similar projects.

The Federal Tax Credit Program (LIHTC) creates over \$9 billion in funds annually to subsidize affordable housing developments and the Oklahoma Housing Finance Agency (OHFA) is the State agency who awards the tax credit to developer applicants. A competitive process is used to rank and award funds to applicants twice a year.

The City purchased just under five acres for \$525,000 located at Imhoff Road and Oakhurst Street for purposes of this RFP in early 2023. Mr. Purinton said this is a great location for a Tax Credit Application and the previous owner zoned the property as a Simplified Planned Unit Development (SPUD) for a 75 unit senior affordable housing project.

The City issued an RFP for developers in late spring that resulted in six applications. The RFP was modeled after OHFA's application to ensure the chosen developer has high probability of success of being awarded LIHTC funding. The developer selected is Gorman Management Company/Milestone Property Development.

Gorman Management Company is a family business centered around real estate development and management since 1904 and were the only RFP applicant with strong ties to Norman (current and future property development in Norman). The applicant also has the best history of quality property management, retention of properties, and is the developer of choice among Catholic Charities. Mr. Purinton said knowledge and experience is important because OHFA will not let you apply for a tax credit unless you have experience or partnering with someone who has experience.

Mr. Purinton said the development will consist of 75 units and will be a mix of single-family and multi-family units and amenities for the project include a storm shelter; raised garden beds; playground (away from abutting property owners); greenspace; accessible units; and more. He said all ground units would meet Norman's visitability requirements.

The project must maintain affordability for at least 40 years; ARPA funds will be used as a loan to developer; developer secures OHFA funding and constructs project; and there will be limitations on transfer of property. Mr. Purinton said the application will more likely be funded if the City agrees to provide infrastructure improvements; however, appropriation of funds will be needed.

Mayor Heikkila said Senator Tom Cole has some funds that are to be used specifically for these types of project infrastructure, including sewer lines, waterlines, stormwater drainage, etc. He would like to pursue that funding, if possible.

The zoning and contract timeline is as follows:

- October – Initial Master Agreement with developer and Planning Commission review
- November – All agreements and miscellaneous items related to the project will be on Council's agenda as well as zoning approval by Council (fast tracked)
- January 2024 – OHFA application of the developer for project funding
- March 2024 – OHFA awards project funding
- Project completion by summer of 2026

Items submitted for the record

1. PowerPoint presentation entitled, "Affordable Housing Project Update dated September 26, 2023, prepared by Lisa Krieg, Community Development Block Grant (CDBG)/Grants Manager, and Anthony Purinton, Assistant City Attorney

* * * * *

ADJOURNMENT

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL SPECIAL MEETING

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

Tuesday, January 09, 2024 at 5:30 PM

MINUTES

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 contact the ADA Technician at 405-366-5446, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

CALL TO ORDER

PRESENT

Mayor Larry Heikkila
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 7 Stephen Holman
Councilmember Ward 8 Matthew Peacock

ABSENT

Councilmember Ward 1 Austin Ball
Councilmember Ward 3 Bree Montoya
Councilmember Ward 6 Elizabeth Foreman

AGENDA ITEMS

1. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES, TITLE 25 § 307(B)(4) TO DISCUSS PENDING LITIGATION IN THE CASE OF CITY OF NORMAN VS UPLANDS DEVELOPMENT COMPANY, LLC, ET AL., IN THE CLEVELAND COUNTY DISTRICT COURT CASE CJ-2021-227 AND CITY OF NORMAN VS HALLBROOKE DEVELOPMENT GROUP ONE, LLC, ET AL., IN THE CLEVELAND COUNTY DISTRICT COURT CASE CJ-2021-228.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Heikkila, Councilmember Ward 2 Schueler, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

The City Council adjourned into Executive Session at 5:31 p.m. Mr. Darrel Pyle, City Manager; Ms. Kathryn Walker, City Attorney; Mr. Rick Knighton, Assistant City Attorney; Ms. Beth Muckala, Assistant City Attorney; Ms. AshLynn Wilkerson, Assistant City Attorney; and Mr. Scott Sturtz, Interim Director of Public Works, were in attendance in the Executive Session.

Motion made by Councilmember Ward 8 Peacock, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Heikkila, Councilmember Ward 2 Schueler, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

The Executive Session was adjourned out of and the Special Session reconvened at 6:07 p.m.

Pending litigation in the case of City of Norman vs Uplands Development Company, LLC, et.al., was discussed in Executive Session. No action was taken and no votes were cast.

ADJOURNMENT

The meeting adjourned at 6:08 p.m.

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK
CITY COUNCIL SPECIAL MEETING
Municipal Building, Executive Conference Room, 201 W Gray, Norman,
OK 73069
Tuesday, April 02, 2024 at 4:30 PM

MINUTES

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 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

PRESENT

Mayor Larry Heikkila
Councilmember Ward 1 Austin Ball
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Elizabeth Foreman
Councilmember Ward 7 Stephen Holman
Councilmember Ward 8 Matthew Peacock

AGENDA ITEMS

1. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES, TITLE 25 §307(B)(4) TO DISCUSS POSSIBLE LITIGATION REGARDING THE ACQUISITION OF RIGHT-OF-WAY IN CONNECTION WITH THE 60TH AVENUE N.E. BRIDGE PROJECT AND PENDING LITIGATION IN THE CASE OF SMITH VS. THE CITY OF NORMAN, CLEVELAND COUNTY DISTRICT COURT CASE CIV-22-1001 JD.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

The City Council adjourned into Executive Session at 4:33 p.m. Mr. Darrel Pyle, City Manager; Ms. Kathryn Walker, City Attorney; Ms. Beth Muckala, Assistant City Attorney; Mr. Jason Olsen, Director of Parks and Recreation; Mr. Lance Harper, Facility and Construction Program Manager; Ms. Brenda Hall, City Clerk, Mr. Anthony Francisco, Director of Finance; Mr. Nicolas Guzman and Mr. Steven Martinez from Curtain Wall Design Consulting, were in attendance at the Executive Session.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

After a brief update from Curtain Wall Design Consulting, Council and Staff left the building at 6:04 p.m. to tour the Central Library.

The Executive Session was adjourned out of and the Special Session was reconvened at 6:39 p.m.

A possible claim regarding the Central Library Remediation Project was discussed in Executive Session. No action was taken and no votes were cast.

ADJOURNMENT

The meeting was adjourned at 6:40 p.m.

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK
CITY COUNCIL FINANCE COMMITTEE MEETING
Municipal Building, Executive Conference Room, 201 West Gray, Norman,
OK 73069
Thursday, April 18, 2024 at 4:00 PM

MINUTES

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 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

PRESENT

Mayor Larry Heikkila
Councilmember Ward 3 Bree Montoya

ABSENT

Councilmember Ward 6 Elizabeth Foreman

OTHERS

Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 7 Stephen Holman
Anthony Francisco, Director of Finance
Darrel Pyle, City Manager
Jacob Huckabaa, Budget Technician
Kim Coffman, Budget Manager
Kathryn Walker, City Attorney
Shaakira Calnick, Internal Auditor
Major Brent Barbour, NPD
Brenda Hall, City Clerk
Scott Sturtz, City Engineer
Jason Olsen, Director of Parks & Recreation
Jane Hudson, Director of Planning
Anthony Purinton, Assistant City Attorney
Joyce Green, Planning & Development
Devra Smith, NFD Administrative Tech.
Lisa Krieg, CDBG/Grants Manager
Chris, Citizen

Mayor Heikkila called the meeting to order at approximately 4:00 PM, noting that there was scrivener's error on the agenda and that the "Outside Agency," "IT Operations Funding," "Flock Camera Funding," and "Animal Welfare Funding" would not be topics of discussion under the FYE 2024-2025 City of Norman Budget, agenda item.

AGENDA ITEMS

1. DISCUSSION REGARDING THE FYE 2024-2025 CITY OF NORMAN BUDGET

Anthony Francisco gave the report. Francisco stated that the first study session, unveiling the Fiscal Year 2025 City Manager's Proposed Budget, occurred and that Councilmembers have received the proposal. Francisco encouraged anyone with questions to contact the Finance Department. "We are in the early stages of the Council's budget; so, anything that you want to take away or add, please let us know," Francisco said.

2. DISCUSSION REGARDING UPDATING THE URBAN LAND INSTITUTE (ULI) PLAN FOR THE GRIFFIN PROPERTY.

Darrel Pyle asked Council for direction on if they wanted to move forward with a request for proposal (RFP) on updating the Urban Land Institute Plan for the Griffin land property. The update would allow for changes to the designated uses of this property. Once the RFP is developed, it would be presented to Council for review and revisions. Councilmember Grant and Councilmember Holman gave several suggestions on what they would like to see done with the Griffin property. The general consensus was to move forward with the RFP. A local or regional firm will update this plan. "We'll bring that back for Council's formal action," Pyle said.

3. DISCUSSION REGARDING MONTHLY REVENUE AND EXPENDITURE REPORTS.

Anthony Francisco gave the report. He pointed out that the appropriations that Council has made were listed on the reports and that the largest appropriation was for the fire trucks. Francisco opened the floor for discussion.

Councilmember Holman asked if there was anything new with national trends. Francisco replied, "The Federal Reserve recently responded to inflation reports by saying that they're probably not going to aggressively adjust interest rates over the next quarter or two and the market responded to that, but nothing real earth shattering." Holman then asked about any changes in retail trends. "We're on this flat trajectory," Francisco said. "We've been on that trajectory for almost a year now."

4. INTERNAL AUDIT PROGRAMS STATUS.

Shaakira Calnick gave the report. She stated, "Internal control assessments are out. Internal control assessments are the first step in the risk assessment process. As we know, risk assessments are used to develop the audit plan. Internal control assessments are used to inform the risk assessment & identify those risks." Calnick has meetings set up with each department head to discuss the content of their internal control assessments. In May she will proceed with risk assessments to identify the highest risks within the City. An audit plan should be compiled in June and delivered to Council in July. Calnick states that investigation FSI 222356 is awaiting the City Manager's response and recommendation(s).

ADJOURNMENT

Item 6.

Mayor Heikkila adjourned the meeting at approximately 4:40 PM.

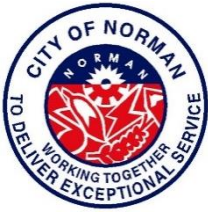
ATTEST:

City Clerk

Mayor

File Attachments for Item:

7. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-46 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN TO REMOVE PART OF LOT ONE (1), BLOCK ONE (1) OF SALYER ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2505 W. MAIN STREET)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Nyssa Raatko, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-46 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN TO REMOVE PART OF LOT ONE (1), BLOCK ONE (1) OF SLYER ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2505 W. MAIN STREET)

APPLICANT/REPRESENTATIVE Nyssa Raatko, L.L.C.

WARD 4

CORE AREA No

BACKGROUND: The applicant is requesting rezoning from SPUD, Simple Planned Unit Development, to C-2, General Commercial District, for approximately 0.543 acres on W. Main Street. The property is currently utilized by Eviana L.L.C.; the 2019 approval of Ordinance No. O-1920-1, a SPUD, Simple Planned Unit Development, allowed for the uses under C-2, General Commercial District, and a medical marijuana processing facility. This new proposal involves re-platting the parcel to create an outparcel lot of 0.543 acres and a rezoning to C-2 for only that portion of rezoning to C-2. There will be a new structure added which will be the future location for a Brakes Plus Store. The remaining 2.60 acres of the 2019 SPUD zoning will remain in use at this time.

PROCEDURAL REQUIREMENTS:

GREENBELT COMMISSION MEETING: **GBC 24-05, March 19, 2024**

There was no quorum for the March Greenbelt Commission meeting. This item was on the GB Agenda for the Preliminary Plat application.

PRE-DEVELOPMENT: **PD24-03, March 28, 2024**

No neighbors attended this meeting.

ZONING ORDINANCE CITATION:

SECTION 36-525, C-2, General Commercial District: This commercial district is intended for the conduct of personal and business services and the general retail business of the community. Persons living in the community and in the surrounding trade territory require direct and frequent access. Traffic generated by the uses will be primarily passenger vehicles and only those trucks and commercial vehicles required for stocking and delivery of retail goods.

EXISTING ZONING: The existing zoning for the subject property is SPUD, Simple Planned Unit Development, adopted by Ordinance No. O-1920-1. The current SPUD allows for C-2, General Commercial District, uses and a medical marijuana processing facility.

ANALYSIS: The subject property is located in a busy commercial zoning district, along the north side of W. Main Street. The proposed project would bring a new commercial business to the area to help serve residents. The applicant will meet all pertinent zoning ordinance requirements for commercial projects, including all required landscaping and lighting standards. The subject property will use the existing curb cut on W. Main Street, there is a cross access easement noted on the Preliminary Plat. There is one proposed new building with associated parking.

ALTERNATIVES/ISSUES:

IMPACTS: The surrounding area currently has access to City water, sewer, and stormwater, making the subject property suitable for development. The City Traffic Engineer states no traffic operational issues are anticipated due to the development.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

PUBLIC WORKS/ENGINEERING: Please see the attached report from Engineering.

TRAFFIC ENGINEER: Please see the attached report from the City Traffic Engineer

UTILITIES: City utilities are available in this area.

CONCLUSION: Staff forwards this request for rezoning from SPUD, Simple Planned Unit Development, to C-2, General Commercial District, and Ordinance No O-2324-46 to the Planning Commission for consideration and recommendation to City Council.

PLANNING COMMISSION RESULTS: At their meeting of April 11, 2024, Planning Commission recommended adoption of Ordinance No. O-2324-46 by a vote of 7-0.

O-2324-46

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF LOT ONE (1), BLOCK ONE (1) OF SALYER ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF.
(2505 W. MAIN STREET)

- § 1. WHEREAS, Nyssa Raatko, L.L.C. has made application to have the property described below removed from the SPUD, Simple Planned Unit Development District, and to have the same placed in the C-2, General Commercial District; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on April 11, 2024 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and
- § 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the SPUD, Simple Planned Unit Development District, and to place the same in the C-2, General Commercial District, to wit:

Part of Lot 1, Block 1 of SALYER ADDITION to Norman, Cleveland County, Oklahoma, more particularly described as follows: COMMENCING at the Southwest Corner of the East Half of the Southeast Quarter of Section Twenty-six (26), Township Nine (9) North, Range Three (3) West; THENCE N 00°14'23" W, perpendicular to the south line of the Southeast Quarter, a distance of 90.00 feet to a point on the north right of way line of W. Main Street; THENCE N 89°45'37" E,

Ordinance No. O-2324-46

Page 2

along said north right of way line, a distance of 460.30 feet to the POINT OF BEGINNING; THENCE N 00°14'23" W a distance of 92.20 feet; THENCE N 31°24'55" E a distance of 55.45 feet; THENCE N 00°14'23" W a distance of 54.00 feet; THENCE N 89°45'37" E a distance of 67.60 feet; THENCE N 00°14'23" W a distance of 166.60 feet; THENCE N 89°45'37" E a distance of 20.00 feet; THENCE S 00°14'23" E a distance of 360.00 feet to said north right of way line; THENCE S 89°45'37" W, along said north right of way line, a distance of 116.70 feet to the POINT OF BEGINNING.

Containing 0.543 acres, more or less.

- § 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this _____ day of
_____, 2024.

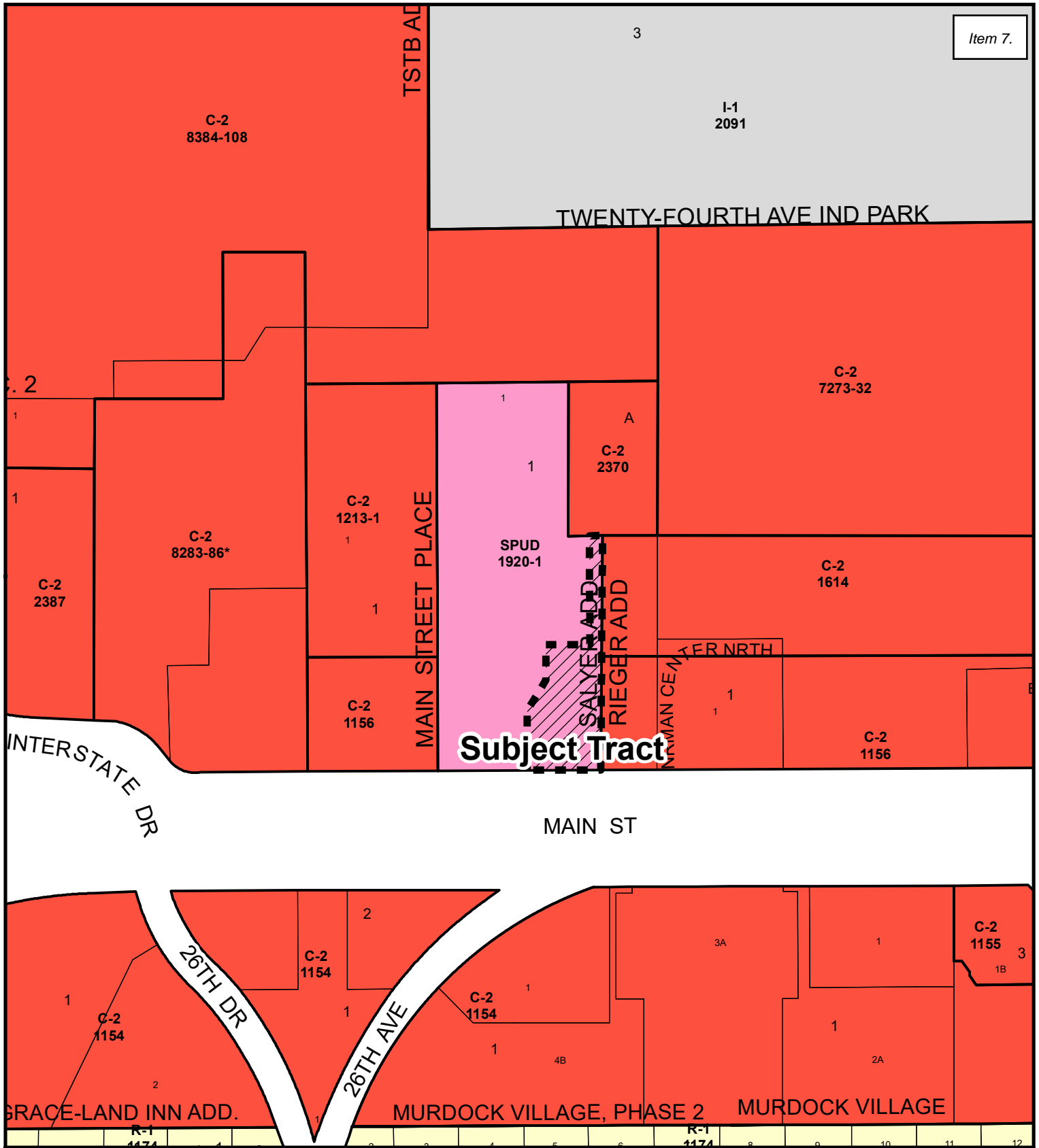
NOT ADOPTED this _____ day of
_____, 2024.

(Mayor)

(Mayor)

ATTEST:

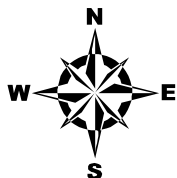
(City Clerk)



Location Map



Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



March 6, 2024

0 100 200 Ft.



Subject Tract

Applicant: Nyssa Raatko L.L.C

Project Location: 2505 W. Main Street

Case Number: PD24-03

Time: 5:30 p.m.

Applicant Representative:

Kent Mace, MacBax Land Surveying
Scott Darr, Olsson
John Davis, Brakes Plus

Attendees:

None

City Staff:

Kelly Abell, Planner I

Application Summary:

A request for a preliminary plat to create a 0.543-acre parcel and rezone the new parcel from SPUD, Simple Planned Unit Development, to C-2 General Commercial District. The location will be used for a Brakes Plus store location.

Neighbor's Comments/Concerns/Responses:

No neighbors attended.



CITY OF NORMAN

Development Review Form

Transportation Impacts

DATE: March 22, 2024

STAFF REVIEW BY: David Riesland, P.E.
City Transportation Engineer

PROJECT NAME: Salyer Addition Re-Plat PP

PROJECT TYPE: Commercial

Owner: Nyssa Raatko, LLC

Developer's Engineer: MacBax Land Surveying, PLLC

Developer's Traffic Engineer: Olsson

SURROUNDING ENVIRONMENT (Streets, Developments)

Commercial surrounds the proposed site on Main Street with some low density residential further south.

ALLOWABLE ACCESS:

The site proposes to reuse one existing access point. The location of this existing access point will afford limited access because of the median on Main Street and meets the applicable requirements in the Engineering Design Criteria.

EXISTING STREET CHARACTERISTICS (Lanes, Speed Limits, Sight Distance, Medians)

Main Street: 6 lanes (existing). Speed Limit - 40 mph. No sight distance problems. Landscaped median.

ACCESS MANAGEMENT CODE COMPLIANCE: YES ☒ NO ☐

Proposed number of access points for the development is in compliance with what is allowed in the subdivision regulations.

TRIP GENERATION

Time Period	Total	In	Out
Weekday	106	53	53
A.M. Peak Hour	1	1	0
P.M. Peak Hour	7	2	5

TRANSPORTATION IMPACT STUDY REQUIRED? YES ☐ NO ☒

Obviously being well below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), the developer was asked to submit a traffic memo to document the trip generation potential for this application. On behalf of the developer Olsson submitted the traffic impact analysis memorandum. No traffic operational issues are anticipated due to the development.

RECOMMENDATION: APPROVAL ☒ DENIAL ☐ N/A ☐ STIPULATIONS ☐

Recommendations for Approval refer only to the transportation impact and do not constitute an endorsement from City Staff.

The proposed development will access Main Street from the north by way of an existing driveway. This intersection on Main Street will continue to provide limited access because of the Main Street median. Capacity exceeds demand in this area. As such, no additional off-site improvements are anticipated.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/11/2024

REQUESTER: Nyssa Raatko, L.L.C.

PRESENTER: Kelly Abell, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-46: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN TO REMOVE PART OF LOT ONE (1), BLOCK ONE (1) OF SLYER ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2505 W. MAIN STREET)

APPLICANT/REPRESENTATIVE Nyssa Raatko, L.L.C.

WARD 4

CORE AREA No

BACKGROUND: The applicant is requesting rezoning from SPUD, Simple Planned Unit Development, to C-2, General Commercial District, for approximately 0.543 acres on W. Main Street. The property is currently utilized by Eviana L.L.C.; the 2019 approval of Ordinance No. O-1920-1, a SPUD, Simple Planned Unit Development, allowed for the uses under C-2, General Commercial District, and a medical marijuana processing facility. This new proposal involves re-platting the parcel to create an outparcel lot of 0.543 acres and a rezoning to C-2 for only that portion of rezoning to C-2. There will be a new structure added which will be the future location for a Brakes Plus Store. The remaining 2.60 acres of the 2019 SPUD zoning will remain in use at this time.

PROCEDURAL REQUIREMENTS:

GREENBELT COMMISSION MEETING: GBC 24-05, March 19, 2024

There was no quorum for the March Greenbelt Commission meeting. This item was on the GB Agenda for the Preliminary Plat application.

PRE-DEVELOPMENT: PD24-03, March 28, 2024

No neighbors attended this meeting.

ZONING ORDINANCE CITATION:

SECTION 36-525, C-2, General Commercial District: This commercial district is intended for the conduct of personal and business services and the general retail business of the community. Persons living in the community and in the surrounding trade territory require direct and frequent access. Traffic generated by the uses will be primarily passenger vehicles and only those trucks and commercial vehicles required for stocking and delivery of retail goods.

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ANALYSIS: The subject property is located in a busy commercial zoning district, along the north side of W. Main Street. The proposed project would bring a new commercial business to the area to help serve residents. The applicant will meet all pertinent zoning ordinance requirements for commercial projects, including all required landscaping and lighting standards. The subject property will use the existing curb cut on W. Main Street, there is a cross access easement noted on the Preliminary Plat. There is one proposed new building with associated parking.

ALTERNATIVES/ISSUES:

IMPACTS: The surrounding area currently has access to City water, sewer, and stormwater, making the subject property suitable for development. The City Traffic Engineer states no traffic operational issues are anticipated due to the development.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

PUBLIC WORKS/ENGINEERING: Please see the attached report from Engineering.

TRAFFIC ENGINEER: Please see the attached report from the City Traffic Engineer

UTILITIES: City utilities are available in this area.

CONCLUSION: Staff forwards this request for rezoning from SPUD, Simple Planned Unit Development, to C-2, General Commercial District, and Ordinance No O-2324-46 to the Planning Commission for consideration and recommendation to City Council.



CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, April 11, 2024 at 6:30 PM

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 11th day of April, 2024.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <https://norman-ok.municodemeetings.com> at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 6:32 p.m.

ROLL CALL

PRESENT

Steven McDaniel

Liz McKown

Michael Jablonski

Chair Erica Bird

Doug McClure

Jim Griffith

Maria Kindel

Kevan Parker (arrived at 6:48 p.m.)

ABSENT

Cameron Brewer

A quorum was present.

STAFF PRESENT

Jane Hudson, Planning & Community Development Director

Lora Hoggatt, Planning Services Manager

Kelly Abell, Planner I

Justin Fish, Planner I

Ken Danner, Subdivision Development Manager

David Riesland, Transportation Engineer

Beth Muckala, Assistant City Attorney

Nathan Madenwald, Utilities Engineer

Bryce Holland, Multimedia Specialist

Roné Tromble, Admin. Tech. IV

NON-CONSENT ITEMS**Rezoning & Preliminary Plat**

5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-46: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN TO REMOVE PART OF LOT ONE (1), BLOCK ONE (1) OF SALTER ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2505 W. MAIN STREET)

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
 2. Location Map
 3. Transportation Impacts
 4. Pre-Development Summary
6. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2324-16: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY NYSSA RAATKO, L.L.C. (MAXBAS LAND SURVEYING, P.L.L.C.) FOR REPLAT OF SALTER ADDITION FOR 0.543 ACRES OF PROPERTY LOCATED AT 2505 WEST MAIN STREET.

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Location Map
3. Preliminary Plat
4. Preliminary Site Plan

PRESENTATION BY STAFF: Kelly Abell reviewed the staff report, a copy of which is filed with the minutes.

PRESENTATION BY THE APPLICANT: Ashley Bernatski, representing Brakes Plus, explained that they would like to build a new Brakes Plus on the new parcel. She briefly reviewed their operations and hours.

AUDIENCE PARTICIPATION: None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Motion made by McKown, seconded by Griffith, to recommend adoption of Ordinance No. O-2324-46 and PP-2324-16 for Replat of Salter Addition, to City Council.

Voting Yea: McDaniel, McKown, Jablonski, Bird, McClure, Griffith, Kindel

The motion to recommend adoption of Ordinance No. O-2324-46 and PP-2324-16 was adopted by a vote of 7-0.

*

File Attachments for Item:

8. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-47 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE PLANNED UNIT DEVELOPMENT ESTABLISHED IN ORDINANCE O-2122-10, TO AMEND THE SITE PLAN AND PUD NARRATIVE FOR PART OF THE NORTH HALF (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3766 E. ROBINSON STREET)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Geoffrey Arce

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-47 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE PLANNED UNIT DEVELOPMENT ESTABLISHED IN ORDINANCE O-2122-10, TO AMEND THE SITE PLAN AND PUD NARRATIVE FOR PART OF THE NORTH HALF (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3766 E. ROBINSON STREET)

APPLICANT/REPRESENTATIVE Geoffrey Arce

WARD 5

CORE AREA No

BACKGROUND: The applicant, Geoffrey Arce, is requesting to amend the PUD, Planned Unit Development, which was granted to the subject property as a result of a previous rezoning application in September 2021 under Ordinance O-2122-10. The applicant requests to modify the previously approved site plan by including the addition of a 30' x 70' metal building, a new barn and creating an additional approach, and moving the existing dumpster enclosure. These changes do not correlate with the site plan that was approved as a part of Ordinance O-2122-10. For this reason, the applicant has applied to amend the original site plan and narrative to reflect the desired changes for the subject property.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: This application was not required to go to Greenbelt.

PRE-DEVELOPMENT: This application was not required to go to Pre-Development.

ZONING ORDINANCE CITATION:

SECTION 36-509, PUD, PLANNED UNIT DEVELOPMENT

1. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the

application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. The "PUD" Planned Unit Development district herein established is intended to provide for greater flexibility in the design of buildings, yards, courts, circulation, and open space than would otherwise be possible through the strict application of other district regulations. In this way, applicants may be awarded certain premiums in return for assurances of overall planning and design quality, or which will be of exceptional community benefit and which are not now required by other regulations. By permitting and encouraging the use of such procedures, the Planning Commission and City Council will be able to make more informed land use decisions and thereby guide development more effectively in the best interest of the health, safety, and welfare of the City.

Specifically, the purposes of this section are to encourage:

- (a) A maximum choice in the types of environment and living units available to the public.
- (b) Provision of more usable and suitably located open space, recreation areas, or other common facilities than would otherwise be required under conventional land development regulations.
- (c) Maximum enhancement and minimal disruption of existing natural features and amenities.
- (d) Comprehensive and innovative planning and design of diversified developments which are consistent with the City's long range plan and remain compatible with surrounding developments.
- (e) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
- (f) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.

The PUD (Planned Unit Development) Regulations are designed to provide for small and large scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development which is related to, and affects, the long term value of the homes and other development. A Planned Unit Development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

STAFF ANALYSIS: The particulars of this PUD include:

USE: The PUD Narrative lists the following uses as allowed on site:

1. Vehicle Sales (Used or Unused) of the following types (definitions in PUD Narrative):
 - a. All-Terrain Vehicle
 - b. Motorcycle
 - c. Low-Speed Electrical Vehicle
 - d. Medium-Speed Electrical Vehicle
 - e. Off-Road Motorcycle
 - f. Recreation Vehicle

- g. Personal Watercraft
- 2. Parts & Accessories (for the above vehicle types) Sales
- 3. Detached one family dwelling
- 4. Church, temple or other place of worship
- 5. Public school or school offering general educational courses the same as ordinarily given in the public schools and having no rooms regularly used for housing or sleeping
- 6. Agricultural crops
- 7. The raising of farm animals
- 8. All of the following uses:
 - a) Country club.
 - b) Family day care home.
 - c) Golf course (excluding miniature golf courses).
 - d) Home occupation.
 - e) Library.
 - f) Park or playground.
 - g) Plant nursery.
- 9. Accessory buildings, including barns, sheds and other farm buildings which are not part of the main building. One guest house may be utilized provided (a) it is clearly secondary to the larger main dwelling; (b) the structure is not rented or leased, nor used as a permanent dwelling; and (c) is not a mobile home.
- 10. Type 2 mobile home.
- 11. Medical Marijuana Commercial Grower, as allowed by state law. (O-1920-4)
- 12. Medical Marijuana Education Facility (cultivation activities only), as allowed by state law. (O-1920-4)
- 13. Short-term rentals. (O-1920-56)
- 14. Only one main dwelling permitted.

PARKING: There will be 6 available concrete parking spots in front of the commercial building, with existing (overflow) parking available south of building, as described in the Narrative. Staff is unsure what is intended regarding a structure or pavement – this was requested by Staff from the applicant but has not been provided or shown on the proposed Site Plan. The existing PUD states there will be 8 gravel parking spots for customer use (utilizing existing residential parking area). This is a decrease of 2 parking spots for the business from the previous PUD.

LANDSCAPING: The PUD Narrative does not address landscaping requirements. The applicant is requesting an exemption from landscaping requirements for their commercial development.

SIGNAGE: All signage shall comply with City of Norman sign requirements for office uses in Chapter 28. The Narrative also states signage will be mounted on a commercial building; this is shown on the Site Plan. The existing PUD allowed for a 4'x5' plywood sign and the location was depicted on the previous Site Plan; however, the sign was never installed and a wall sign has been installed on a building on the property instead of the approved ground sign. The proposed PUD narrative removes specific size and placement parameters without substituting any new proposed signage parameters or limitations, despite Staff requests for the same.

LIGHTING: The PUD Narrative states all lighting will meet the requirements of Section 36-549, Commercial Outdoor Lighting Standards. All new fixtures will be full cut-off, and all lights will be adequately shielded to avoid glare and light spillover on adjacent properties.

SANITATION/UTILITIES: Trash shall comply with City of Norman standards for commercial pick-up. Trash receptacle and enclosure will be placed in a location approved by Sanitation staff. Staff has requested that the applicant update the Site Plan to show required details as denoted in Utilities comment below, but the Applicant has not yet provided these details. See below Utilities comments for additional information.

EXISTING ZONING: The existing zoning for this property is PUD, Planned Unit Development, Ordinance O-2122-10.

ALTERNATIVES/ISSUES:

IMPACTS: The new/additional buildings proposed with the update to the existing PUD create a more intense business use on this property, which was zoned A-2 prior to its rezoning with O-2122-10. The majority of the surrounding properties are still used only as single-family residential. There is an existing eating disorder treatment center in a residential setting to the east of this proposal; this was approved as a PUD (Ordinance O-1617-30) in 2017. The patients are rarely outside due to the nature of the facility. There are residential uses to the west and a church further to the west of this proposal at the intersection of 36th Ave. N.E and E. Robinson St. The zoning in the surrounding area is RE, Residential Estates Dwelling District, A-2, Rural Agricultural District and a PUD, Planned Unit Development for the above mentioned facility. The applicant indicated there has been higher business traffic recently, which has created the need for the new/additional buildings requested and indicated on the proposed Site Plan.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

PUBLIC WORKS/ENGINEERING: This property is part of Pecan Heights Addition. The southern portion of the subject property is in the floodplain; any development in this area would require a Floodplain Permit. No Traffic Impact Analysis was required for this project because it was already platted.

TRAFFIC ENGINEER: The previously approved PUD (O-2122-10) site plan for this tract included a single driveway that would line up with Bryant Circle which serves a small subdivision on the north side of Robinson Street. Anytime it is possible to have a proposed driveway line up with an existing street or driveway, it represents a best case scenario because the potential conflicts with left-turning traffic on the main street, in this case Robinson Street, are removed. Another part of the previously approved site plan was the elimination of the connection to the shared driveway to the east and the conversion of this driveway to a single use driveway serving only the property directly to the east of the subject tract. Since that time, the applicant began construction of that drive across from Bryant Circle; it is a dirt driveway with no approved approach and does not meet City Standards. The applicant has expressed interest in maintaining a connection to the existing shared driveway to the east. The provision of more than a single driveway serving this tract violates the previous PUD and Site Plan, as well as the spacing requirements for driveways in the City's Engineering Design Criteria. While no request for a variance has been received in response to the driveway spacing deficiencies, any such

request could not be supported by Staff. The reasons for a decline of this potential request for variance are safety issues along Robinson Street and potential sight distance concerns with access to Robinson Street.

UTILITIES: The previously approved PUD (O-2122-10) included the following requirements regarding water and sanitation their current status:

1. **Concrete approach over raw water lines meeting Central Oklahoma Master Conservancy District requirements.** This has not been completed to-date. Additionally, the driveway on the west side of the property does not meet this requirement but was to be abandoned pursuant to the previous PUD (O-2122-10), which abandonment has not yet occurred.
2. **Dumpster Enclosure.** A dumpster was set at the site per the previously-approved PUD and Site Plan, but the enclosure has not been constructed by Applicant to-date.

For the proposed modifications under this proposed PUD, the following requirements need be met:

1. **Concrete approach over raw water lines meeting Central Oklahoma Master Conservancy District requirements.** Pursuant to the original PUD, this is required for any proposed crossings or crossings that were not previously approved. For the existing west driveway not formally approved and proposed for removal under the original PUD, this driveway must be removed unless approved by the Traffic Engineer, upon which a concrete approach must also be constructed.
2. **Sanitation Service**
 - a. Driving surface will need to meet City of Norman requirements and be designed to handle sanitation truck weights; however the PUD narrative and Site Plan do not yet indicate such compliance.
 - b. Site plan need to show proposed drive access widths, radii, etc. to scale that will allow sanitation vehicles to make the required turning movements; though requested, the Applicant has not yet provided this information.
 - c. Dumpster enclosure size and orientation needs to be shown and must meet City requirements; though requested, the Applicant has not yet provided this information.

CONCLUSION: Staff forwards this request for a PUD, Planned Unit Development, as Ordinance No. O-2324-47, to Planning Commission for consideration and recommendation to City Council.

PLANNING COMMISSION RESULTS: At their meeting of April 11, 2024, Planning Commission declined to recommend adoption of Ordinance No. O-2324-47 by a vote of 0-7, with 1 abstention.

O-2324-47

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE PLANNED UNIT DEVELOPMENT ESTABLISHED IN ORDINANCE NO. O-2122-10, TO AMEND THE SITE PLAN AND PUD NARRATIVE FOR PART OF THE NORTH HALF (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3766 E. ROBINSON STREET)

- § 1. WHEREAS, Geoffrey Arce, the owner of the hereinafter described property, has made application to amend the Planned Unit Development approved by Ordinance No. O-2122-10 so as to amend the Site Plan and PUD Narrative; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on April 11, 2024 as required by law, considered the same and recommended that the same should not be granted and an ordinance not adopted to effect and accomplish such amendment; and
- § 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such amendment.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to amend the Planned Unit Development approved by Ordinance No. O-2122-10, so as amend the Site Plan and PUD Narrative, to wit:

A part of the North Half (N/2) of Section Twenty-Six (26), Township Nine (9) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, more particularly described as follows:

Beginning at the point West 3806.83 feet from the NE Corner of the North Half (N/2) of said Section; thence South a distance of 872.00 feet; thence West a distance of 250.00 feet; thence North a distance of 872.00 feet; thence East a distance of 250.00 feet to the point of beginning. A/K/A Tract No. 18 Pecan Heights

Containing 5 acres, more or less.

Ordinance No. O-2324-47

Page 2

§ 5. Further, the following condition is hereby attached to the zoning of the tract:

- a. The site shall be developed in accordance with PUD Narrative, dated March 26, 2024, and the site development plan, and supporting documentation, which are made a part hereof.

§ 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this _____ day of
_____, 2024.

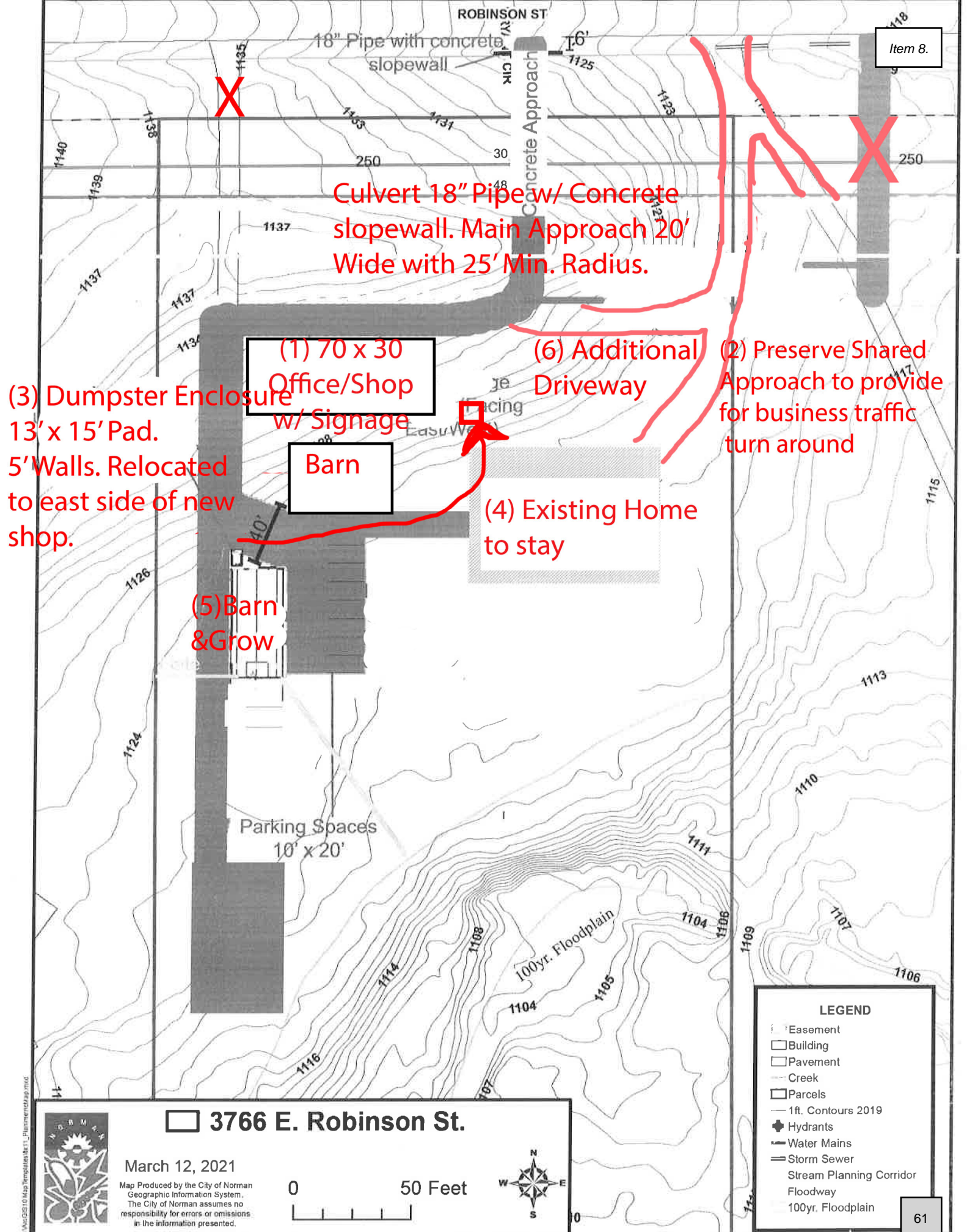
NOT ADOPTED this _____ day of
_____, 2024.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)



"Geoffrey Arce PUD, Planned Unit Development"

Owner: Geoffrey Arce

Address: 3766 E Robinson Norman OK 73026

Tel: (405) 761-4422

Email: geoffrey@ecrasvstems.com

March 26th 2024

PUD, PLANNED UNIT DEVELOPMENT REQUEST:

Geoffrey Arce is requesting amendment to current PUD site plan.

Main changes to site plan are driveway plan modification and additional accessory building.

All uses to stay the same. (See site plan index below).

PROPERTY LEGAL:

Property Legal & Site Description: 3766 E Robinson St. 26 9 2W 5.005 AC TR 18 PECAN HTS SUR PRT
N/2 BEG 3806.83'W NE/C 5872' W250' N872 E250'

BACKGROUND:

I {Geoffrey Arce} grew up and attended school in Norman and have lived here most of my life.

I have been running my small business from this location for over 3 years now, and after the two years since our original PUD, our Site needs have evolved.

Our mission of bringing joy to peoples lives through the incredible machines we provide has not changed and therefore all our original uses are still the same.

EXISTING CONDITIONS/LOCATION & FACILITIES:

There is currently a mobile home on this site, as well as a shop with living quarters {Accessory Dwelling Unit) and a covered parking area.

Total space: 2400 sq. Ft. of living and office/work space existing on 5~ acres.

Number of Beds: 1 bedroom, 1 full bath.

Number of Offices: One, located inside Barn.

Built in 1985.

FUTURE RESIDENCE:

After removal of manufactured home, a new residence will be planned and constructed.

PARKING PROPOSAL:

There will be 6 available concrete spots in front of commercial building, with existing (overflow) parking available south of building

SIGNAGE:

Allowed signage for the site will follow office sign standards in Chapter 18. Signage to be mounted on commercial building.

LIGHTING:

Lighting will be directed inward and away from adjacent properties, all new fixtures will be full cut-off, and will follow Sec. 36-549 - Commercial Outdoor Lighting Standards.

All lights will be adequately shielded to avoid glare and light spillover on adjacent properties.

OPEN SPACE:

Open space areas will remain as currently shown on the site plan.

USES PERMITTED ON-SITE:

Uses allowed on-site for the subject tract will be as follows:

- Vehicle Sales (Used or Unused) of the following type (Definitions attached):
 - o All-Terrain Vehicle
 - o Motorcycle
 - o Low-Speed Electrical Vehicle
 - o Medium-Speed Electrical Vehicle
 - o Off-Road Motorcycle
 - o Recreational Vehicle
 - o Personal Watercraft
- Parts & Accessories (for the above vehicle types) Sales
- Detached one family dwelling
- Church, temple or other place of worship
- Public school or school offering general educational courses the same as ordinarily given in the public schools and having no rooms regularly used for housing or sleeping
- Agricultural crops
- The raising of farm animals
- All of the following uses:
 - Country club.
 - Family day care home.
 - Golf course (excluding miniature golf courses).
 - Home occupation.
 - Library.
 - Park or playground.
 - Plant nursery.
- Accessory buildings, including barns, sheds and other farm buildings which are not part of the main building. One guest house may be utilized provided (a) it is clearly secondary to the larger main dwelling; (b) the structure is not rented or leased, nor used as a permanent dwelling; and (c) is not a mobile home.
- Type 2 mobile home.
- Medical Marijuana Commercial Grower, as allowed by state law. (0-1920-4)
- Medical Marijuana Education Facility (cultivation activities only), as allowed by state law. (0-1920-4)
- Short-term rentals. (0-1920-56)
- Only one main dwelling permitted.

SETBACKS FOR STRUCTURES:

Setbacks for all new structures will meet existing A-2, Rural Agricultural District requirements per Section 36-512 of the Zoning Ordinance.

Front Yard shall be 100 feet from the center line of Robinson St.

Side Yards shall be 25' minimum.

Rear Yard shall be 50' minimum.

ACCESS FOR DUMPSTER:

Accommodations have been coordinated with sanitation division and location denoted on site plan.

SITE ACCESS:

Access to the site will be by way of new gravel driveway proposed in site plan, adhering to city driveway requirements. All landscaping shall meet requirements of section 36-551, Landscaping Requirements for Off-Street Parking.

FENCING:

Fencing shall meet Residential zoned height requirements according to section 36-552 of Norman Zoning Ordinance

Vehicle Type Definitions

"All-terrain vehicle" means a vehicle manufactured and used exclusively for off-highway use traveling on four or more non-highway tires, and being fifty (50) inches or less in width;

"Motorcycle" is any motor vehicle having:

1. A seat or saddle for the use of each rider;
2. Not more than three wheels in contact with the ground, but excluding a tractor; and
3. A combustion engine with a piston or rotor displacement of one hundred fifty cubic centimeters (150 cu cm) or greater.

"Low-speed electrical vehicle" means any four-wheeled electrical vehicle that is powered by an electric motor that draws current from rechargeable storage batteries or other sources of electrical current and whose top speed is greater than twenty (20) miles per hour but not greater than twenty-five (25) miles per hour and is manufactured in compliance with the National Highway Traffic Safety Administration standards for low-speed vehicles in 49 C.F.R. 571.500;

"Medium-speed electrical vehicle" means any self-propelled, electrically powered four-wheeled motor vehicle, equipped with a roll cage or crush-proof body design, whose speed attainable in one (1) mile is more than thirty (30) miles per hour but not greater than thirty-five (35) miles per hour;

"Off-road motorcycle" means any motorcycle, as defined in Section 1-135 of OK Title 47, when such motorcycle has been manufactured for and used exclusively off roads, highways and any other paved surfaces;

"Recreational vehicle" means every vehicle which is built on or permanently attached to a self-propelled motor chassis or chassis cab which becomes an integral part of the completed vehicle and is capable of 5

being operated on the highways. In order to qualify as a recreational vehicle pursuant to this paragraph such vehicle shall be permanently constructed and equipped for human habitation, having its own sleeping and kitchen facilities, including permanently affixed cooking facilities, water tanks and holding tank with permanent toilet facilities. Recreational vehicle shall not include manufactured homes or any vehicle with portable sleeping, toilet and kitchen facilities which are designed to be removed from such vehicle;

"Personal watercraft" means a vessel which uses an inboard motor powering a water jet pump as its primary source of motive power and which is designed to be operated by a person sitting, standing or kneeling on the vessel, rather than the conventional manner of sitting or standing inside the vessel, or a vessel which is similar in appearance and operation to a personal watercraft but which is powered by an outboard or propeller driven motor, or a vessel less than sixteen (16) feet in length which travels across the water above or on a cushion of air provided by engines, propellers or other means of propulsion;

Site Plan Index

Summary Of Project:

All existing uses to stay the same.

This is an amendment to modify driveway and building arrangement and will consist of the following specific changes to plan as depicted in new site plan.

1. A New 30 ft by 70 ft metal building to fulfill current office, shop and inventory storage needs. Signage to be affixed to front (North) face of building. Up to two separate signs taking up no more than 4' x 8' each. If signage is to utilize lighting it must be inward lit (nothing directed outwards).
2. An additional approach to create turn around for large trucks while preserving the existing residential approach is a necessary safety measure for drivers and to keep business traffic away from children playing outside residence.
3. Dumpster Enclosure to be moved next to new building. Gate/Frontside of dumpster to face east inline with driveway to east approach or as coordinated with sanitation.
4. Previously the plan was to build a new home, instead the existing residence has been remodeled and is now in good condition with no need to remove.
5. Shop/Barn with growing facility on second story.
6. Main Approach to be constructed using 3000 PSI concrete with 6" Minimum Thickness, and 10' Minimum width, in accordance with Norman Engineering Design Standards. The Main approach (directly across from Bryant in center of site) shall have a minimum width of 20 ft, and radius of northern drive running east/west that connects main approach to shared residential drive shall be 25 ft minimum where connecting to Robinson approaches to provide for large truck passage. The remaining driveways shall be 10 ft minimum.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/11/2024

REQUESTER: Geoffrey Arce

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-47: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE PLANNED UNIT DEVELOPMENT ESTABLISHED IN ORDINANCE NO. O-2122-10, TO AMEND THE SITE PLAN AND PUD NARRATIVE FOR PART OF THE NORTH HALF (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3766 E. ROBINSON STREET)

APPLICANT/REPRESENTATIVE Geoffrey Arce

WARD 5

CORE AREA No

BACKGROUND: The applicant, Geoffrey Arce, is requesting to amend the PUD, Planned Unit Development, which was granted to the subject property as a result of a previous rezoning application in September 2021 under Ordinance No. O-2122-10. The applicant requests to modify the approved site plan by including the addition of a 30' x 70' metal building, creating an additional approach, and moving the existing dumpster enclosure. These changes do not correlate with the site plan that was approved as a part of Ordinance No. O-2122-10. For this reason, the applicant has applied to amend the original site plan and narrative to reflect the desired changes for the subject property.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: This application was not required to go to Greenbelt.

PRE-DEVELOPMENT: This application was not required to go to Pre-Development.

ZONING ORDINANCE CITATION:**SECTION 36-509, PUD, PLANNED UNIT DEVELOPMENT**

1. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. The "PUD" Planned Unit Development district herein established is intended to provide for greater flexibility in the design of buildings, yards, courts, circulation, and open space than would otherwise be possible through the strict application of other district regulations. In this way, applicants may be awarded certain premiums in return for assurances of overall planning and design quality, or which will be of exceptional community benefit and which are not now required by other regulations. By permitting and encouraging the use of such procedures, the Planning Commission and City Council will be able to make more informed land use decisions and thereby guide development more effectively in the best interest of the health, safety, and welfare of the City.

Specifically, the purposes of this section are to encourage:

- (a) A maximum choice in the types of environment and living units available to the public.
- (b) Provision of more usable and suitably located open space, recreation areas, or other common facilities than would otherwise be required under conventional land development regulations.
- (c) Maximum enhancement and minimal disruption of existing natural features and amenities.
- (d) Comprehensive and innovative planning and design of diversified developments which are consistent with the City's long range plan and remain compatible with surrounding developments.
- (e) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
- (f) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.

The PUD (Planned Unit Development) Regulations are designed to provide for small and large scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development which is related to, and affects, the long term value of the homes and other development. A Planned Unit Development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

STAFF ANALYSIS: The particulars of this PUD include:

USE: The PUD Narrative lists the following uses as allowed on site:

- 1. Vehicle Sales (Used or Unused) of the following types (definitions in PUD Narrative):
 - a. All-Terrain Vehicle

- b. Motorcycle
 - c. Low-Speed Electrical Vehicle
 - d. Medium-Speed Electrical Vehicle
 - e. Off-Road Motorcycle
 - f. Recreation Vehicle
 - g. Personal Watercraft
2. Parts & Accessories (for the above vehicle types) Sales
 3. Detached one family dwelling
 4. Church, temple or other place of worship
 5. Public school or school offering general educational courses the same as ordinarily given in the public schools and having no rooms regularly used for housing or sleeping
 6. Agricultural crops
 7. The raising of farm animals
 8. All of the following uses:
 - a) Country club.
 - b) Family day care home.
 - c) Golf course (excluding miniature golf courses).
 - d) Home occupation.
 - e) Library.
 - f) Park or playground.
 - g) Plant nursery.
 9. Accessory buildings, including barns, sheds and other farm buildings which are not part of the main building. One guest house may be utilized provided (a) it is clearly secondary to the larger main dwelling; (b) the structure is not rented or leased, nor used as a permanent dwelling; and (c) is not a mobile home.
 10. Type 2 mobile home.
 11. Medical Marijuana Commercial Grower, as allowed by state law. (O-1920-4)
 12. Medical Marijuana Education Facility (cultivation activities only), as allowed by state law. (O-1920-4)
 13. Short-term rentals. (O-1920-56)
 14. Only one main dwelling permitted.

PARKING: There will be 6 available concrete parking spots in front of the commercial building, with existing (overflow) parking available south of building, as described in the Narrative. Staff is unsure what is intended regarding a structure or pavement as this was not shown on the proposed Site Plan. The existing PUD states there will be 8 gravel parking spots for customer use (utilizing existing residential parking area). This is a decrease of 2 parking spots for the business.

LANDSCAPING: The PUD Narrative does not address landscaping requirements. The applicant is requesting an exemption from landscaping requirements for their commercial development.

SIGNAGE: All signage shall comply with City of Norman sign requirements for office uses in Chapter 28. The Narrative also states signage will be mounted on a commercial building; this is implied on the Site Plan. The applicant did not provide further information regarding proposed signage. The existing PUD allowed for a 4'x5' plywood sign and the location was depicted on the previous Site Plan. The sign was never installed and a wall sign has been installed on a building on the property instead of the approved ground sign.

LIGHTING: The PUD Narrative states all lighting will meet the requirements of Section 36-549, Commercial Outdoor Lighting Standards. All new fixtures will be full cut-off, and all lights will be adequately shielded to avoid glare and light spillover on adjacent properties.

SANITATION/UTILITIES: Trash and recycling shall comply with City of Norman standards for commercial pick-up. Trash receptacle and enclosure will be placed in a location approved by Sanitation staff. The Site Plan will have to be updated to show needed details as denoted in Utilities comment below.

EXISTING ZONING: The existing zoning for this property is PUD, Planned Unit Development, Ordinance No. O-2122-10.

ALTERNATIVES/ISSUES:

IMPACTS: The new/additional buildings proposed with the update to the existing PUD create a more intense business use on this property. The majority of the surrounding properties are used as single-family residential. There is an existing eating disorder treatment center in a residential setting to the east of this proposal; this was approved as a PUD (Ordinance No. O-1617-30) in 2017. The patients are rarely outside due to the nature of the facility. There is a church to the west of this proposal at the intersection of 36th Ave. N.E and E. Robinson St. The zoning in the area is RE, Residential Estates Dwelling District, A-2, Rural Agricultural District and a PUD, Planned Unit Development for the mentioned facility. The applicant indicated there has been higher business traffic recently, which has created the need for new/additional buildings.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

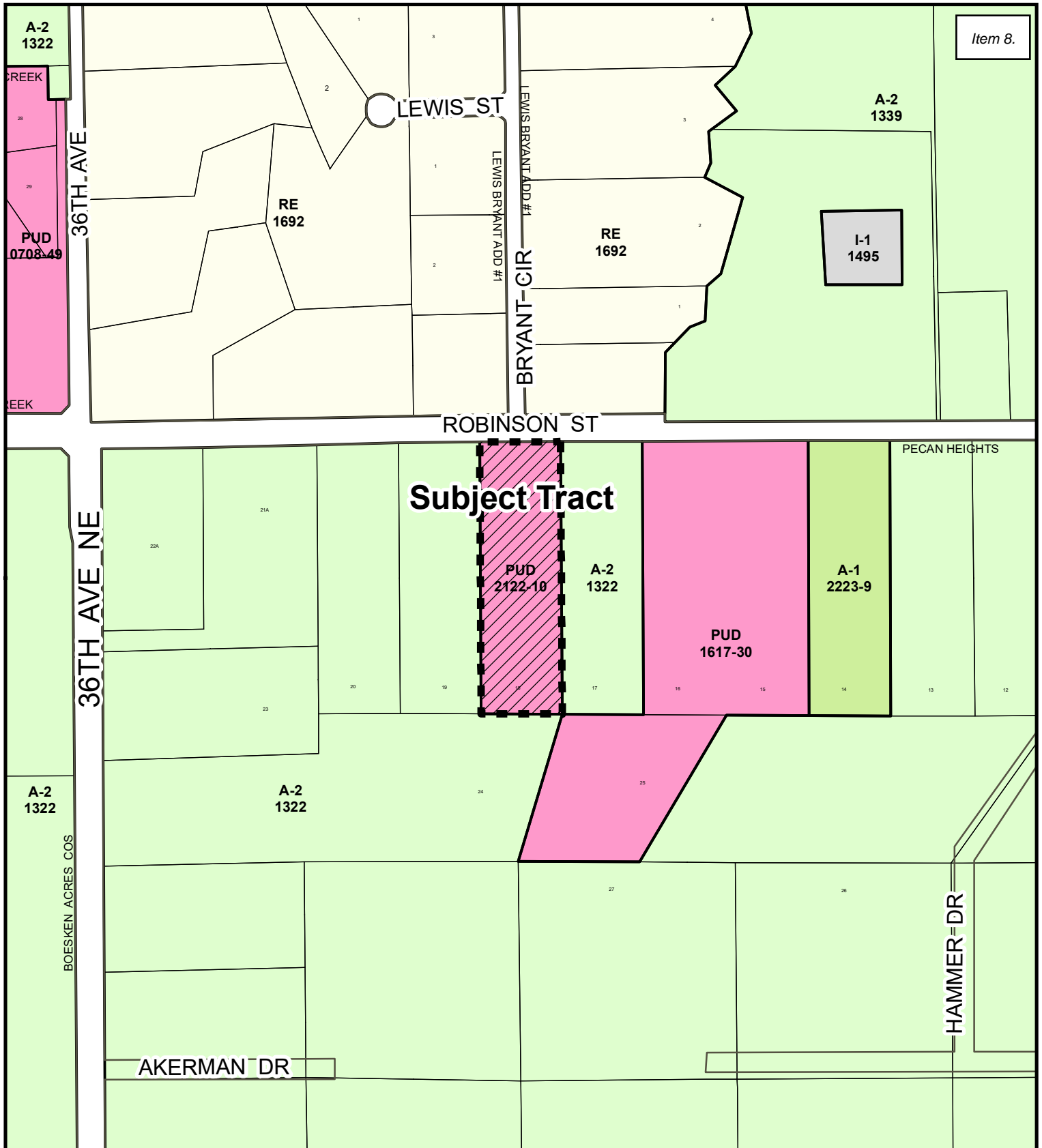
PUBLIC WORKS/ENGINEERING: This property is part of Pecan Heights Addition. The southern portion of the subject property is in the floodplain; any development in this area would require a Floodplain Permit. No Traffic Impact Analysis was required for this project because it was already platted.

TRAFFIC ENGINEER: Staff is unable to approve this Site Plan submitted with this request; the driveway spacing on Robinson Street will violate the Engineering Design Criteria requirements, thus creating a safety issue. The existing PUD was approved by Council with only one driveway in the middle of the property. The existing driveway and added driveway, which were not previously approved, must be removed. Any drives installed will need to be installed according to City standards.

UTILITIES:

1. Driving surface will need to meet City of Norman requirements and be designed to handle sanitation truck weights.
2. Need to see proposed drive access widths, radii, etc. that will allow sanitation vehicles to make the required turning movements.
3. Dumpster enclosure size and orientation needs to be shown.

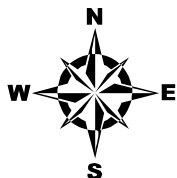
CONCLUSION: Staff forwards this request for a PUD, Planned Unit Development, as Ordinance No. O-2324-47, to Planning Commission for consideration and recommendation to City Council.



Location Map



Map Produced by the City of Norman
Geographic Information System.
The City of Norman assumes no
responsibility for errors or omissions
in the information presented.



March 19, 2024

0 200 400 Ft.



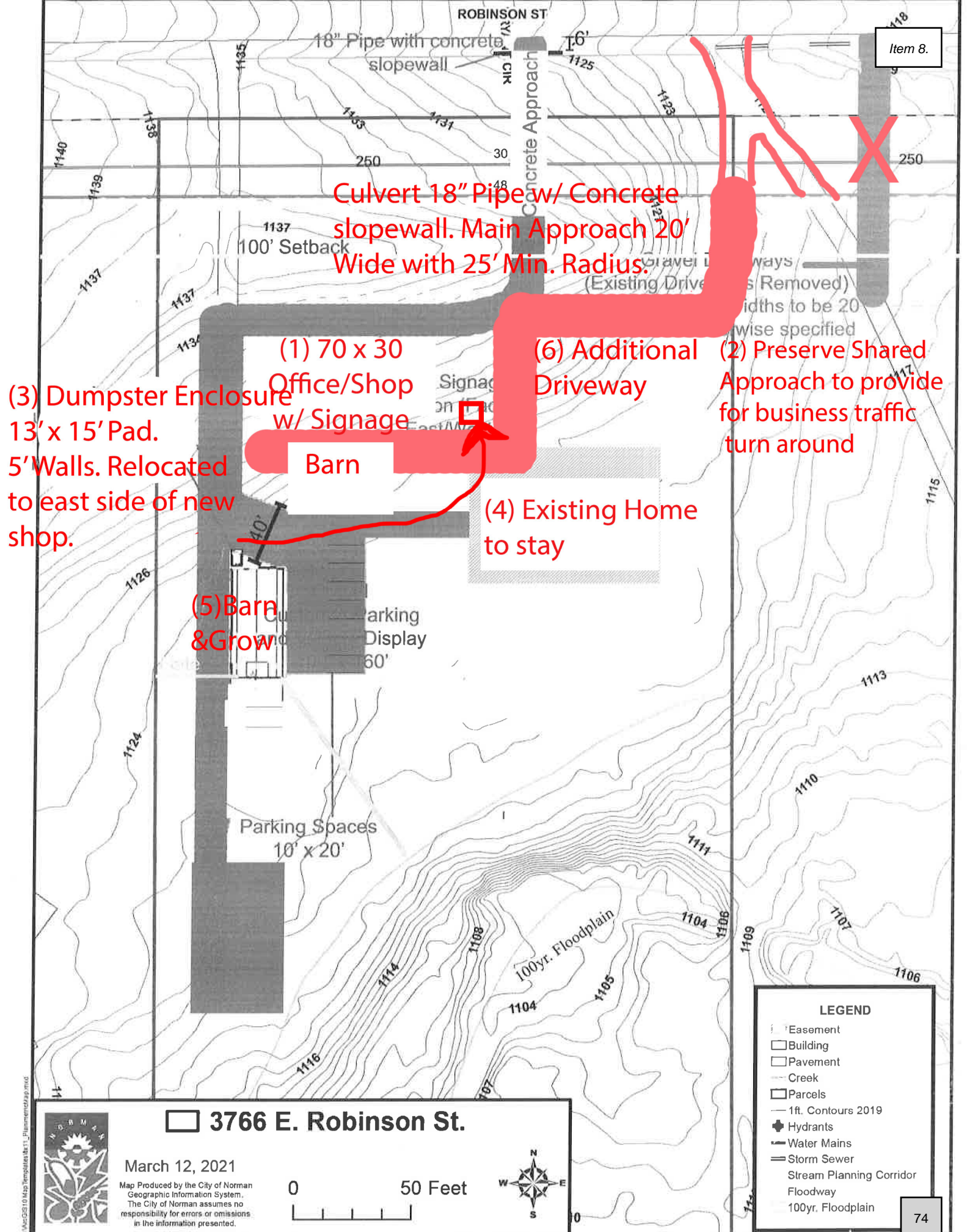
Subject Tract

Summary Of Project:

All existing uses to stay the same.

This is an amendment to modify driveway and building arrangement and will consist of the following specific changes to plan as depicted in new site plan.

1. A New 30 ft by 70 ft metal building to fulfill current office, shop and inventory storage needs. Signage to be affixed to front (North) face of building. Up to two separate signs taking up no more than 4' x 8' each. If signage is to utilize lighting it must be inward lit (nothing directed outwards).
2. An additional approach to create turn around for large trucks while preserving the existing residential approach is a necessary safety measure for drivers and to keep business traffic away from children playing outside residence.
3. Dumpster Enclosure to be moved next to new building. Gate/Frontside of dumpster to face east inline with driveway to east approach or as coordinated with sanitation.
4. Previously the plan was to build a new home, instead the existing residence has been remodeled and is now in good condition with no need to remove.
5. Shop/Barn with growing facility on second story.
6. Main Approach to be constructed using 3000 PSI concrete with 6" Minimum Thickness, and 10' Minimum width, in accordance with Norman Engineering Design Standards. The Main approach (directly across from Bryant in center of site) shall have a minimum width of 20 ft, and radius of northern drive running east/west that connects main approach to shared residential drive shall be 25 ft minimum where connecting to Robinson approaches to provide for large truck passage. The remaining driveways shall be 10 ft minimum.



Item 8.

Culvert 18" Pipe w/ Concrete
sloped wall. Main Approach 20'
Wide with 25' Min. Radius.

(3) Dumpster Enclosure
13' x 15' Pad.
5' Walls. Relocated
to east side of new
shop.

(1) 70 x 30
Office/Shop
w/ Signage
Barn

(6) Additional
Driveway

(2) Preserve Shared
Approach to provide
for business traffic
turn around

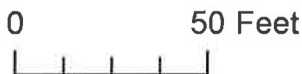
(4) Existing Home
to stay

(5) Barn
& Grow

3766 E. Robinson St.

March 12, 2021

Map Produced by the City of Norman
Geographic Information System.
The City of Norman assumes no
responsibility for errors or omissions
in the information presented.



LEGEND	
	Easement
	Building
	Pavement
	Creek
	Parcels
	1ft. Contours 2019
	Hydrants
	Water Mains
	Storm Sewer
	Stream Planning Corridor
	Floodway
	100yr. Floodplain



CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, April 11, 2024 at 6:30 PM

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 11th day of April, 2024.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <https://norman-ok.municodemeetings.com> at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 6:32 p.m.

ROLL CALL

PRESENT

Steven McDaniel

Liz McKown

Michael Jablonski

Chair Erica Bird

Doug McClure

Jim Griffith

Maria Kindel

Kevan Parker (arrived at 6:48 p.m.)

ABSENT

Cameron Brewer

A quorum was present.

STAFF PRESENT

Jane Hudson, Planning & Community Development Director

Lora Hoggatt, Planning Services Manager

Kelly Abell, Planner I

Justin Fish, Planner I

Ken Danner, Subdivision Development Manager

David Riesland, Transportation Engineer

Beth Muckala, Assistant City Attorney

Nathan Madenwald, Utilities Engineer

Bryce Holland, Multimedia Specialist

Roné Tromble, Admin. Tech. IV

Amendment of PUD, Planned Unit Development

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-47: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE PLANNED UNIT DEVELOPMENT ESTABLISHED IN ORDINANCE NO. O-2122-10, TO AMEND THE SITE PLAN AND PUD NARRATIVE FOR PART OF THE NORTH HALF (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3766 E. ROBINSON STREET)

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Location Map
3. Summary of Project
4. Site Plan

PRESENTATION BY STAFF: Justin Fish reviewed the staff report, a copy of which is filed with the minutes.

Ms. McKown asked how many buildings are being proposed. Mr. Fish responded that they are proposing to construct a barn, a new shop, and to change the use of the existing shop to be a grow facility.

Ms. McKown noted references in the staff report to things not on the site plan, and asked whether those things were worked out. Ms. Hoggatt responded that the site plan is the one that Public Works cannot approve.

Ms. McKown asked about waiving of the landscape requirement. Ms. Hoggatt explained that our landscaping requirements are tied to parking; 6 spaces or 900 sq. ft. of pavement for parking would require landscaping. He is requesting to not provide landscaping.

Ms. Bird asked if the approved PUD had a provision for the dirt park in the front. Ms. Hoggatt responded that it was not addressed in either PUD.

Mr. McDaniel asked if there were some fencing requirements in the prior PUD, and whether they have been completed. Ms. Hoggatt was not aware of fencing having been provided.

Ms. Bird asked about the driveways. Mr. Riesland stated that any applicant who wants to add an additional driveway that may not meet the Engineering Design Criteria can submit a request for a variance. He did not think one was ever submitted for this property. This does not meet the criteria for driveway spacing. The further you move to the west from the approved driveway there is a vertical curve in Robinson Street that creates a sight distance problem and it would be an unsafe driveway.

PRESENTATION BY THE APPLICANT: Geoffrey Arce, the applicant, stated they are only looking to amend the site plan. The previous PUD allowed A-2 fencing, so that requirement has been met and there were no additional fencing requirements. They need a turnaround for business traffic to keep big trucks away from the residence. They need additional buildings to accommodate customer vehicles that have been brought in.

The main building that was originally put in is to be the main commercial facility and will house most of the vehicles. The barn that is currently there doesn't have a foundation; he constructed it without obtaining a permit because he thought it was a temporary canopy structure. They are trying to clean up the property and fix the dirt park.

Mr. Griffith asked what they do on the property. Mr. Arce responded it is a used power sports dealership – dirt bikes, jet skis, parts, sales, and service. They recently got a license for used cars as well.

Ms. Bird asked how many cars they service at any given time. Mr. Arce said they do not service cars. They are usually working on 3 or 4 vehicles, and they have others waiting for pick up, and others waiting for work. He said the aerial photo seems fairly accurate for what would be average.

Ms. Bird asked about the parking in the front. Mr. Arce indicated he moved some dirt to level out the land. The metal poles in the aerial photo are where he just constructed the barn. Between the barn and the road frontage is the site proposed for the new main 30x70 metal shop. He will be planting grass.

Ms. Bird asked about the addition of the grow operation. Mr. Arce responded that the building has two stories, and the top story was built as a grow. He was recently given a license by someone getting out of the business, so he will run a little grow in the upstairs of the shop.

Ms. Kindel asked how much traffic there is on a daily basis. Mr. Arce responded 1 or 2 customers. They also get deliveries. There should not be any traffic coming into the grow operation; they will be delivering the product to dispensaries. They will not be adding more vehicles for the deliveries.

Mr. Jablonski asked about the problems listed in the staff report that need to be addressed. Mr. Arce said he thinks the only remaining problem is the driveway. The driveway across from Bryant Circle was approved with the original PUD. The chip-sealed driveway is supposed to be removed, and a new driveway added to the adjacent property, which is a shared driveway.

Ms. Bird asked about the dirt driveway. Mr. Arce indicated it was never supposed to be there. All the deliveries come in and then drive out the dirt drive. That is why a turn-around is needed for the trucks.

Ms. McKown commented that, with everything being moved closer to Robinson, she would really like to see some landscaping. Mr. Arce said he has been saving some pine trees to put out there. Ms. Bird asked why the request was to waive the landscaping requirement. Mr. Arce said there might have been a miscommunication. He does not have a problem providing some trees.

Mr. Madenwald stated that on the south side of Robinson the water lines from Lake Thunderbird are located in large easements, and landscaping there will be a challenge.

RECESS
7:07 to 7:12 p.m.

Ms. Bird felt it would be helpful to see the prior PUD Narrative and site plan along with the new documents. She is concerned that Public Works does not endorse the project. She asked if he is aware he could request a postponement to make changes to the site plan before the Commission votes on it. Mr. Arce stated he can't afford another month because of money he has had to put down on the building. He has been told that Public Works is not going to accept any other driveway.

Ms. Kindel asked about the site plan. Mr. Arce explained that the red is what is going in, and the gray is what was already approved. Mr. McDaniel asked if the gray has been completed. Mr. Arce said it is completed up to the Bryant concrete approach. Both drives were in existence prior to the previous PUD.

AUDIENCE PARTICIPATION:

Barry Saltus, 1340 Bryant Circle, thinks the intersection at Bryant is unsafe. If you are driving east, there is a hill going down to Bryant Circle. Traffic is doing 50 mph. If there are large vehicles making a left turn out of the property it creates a high risk for danger. It looks like a junk yard looking at the picture. He asked if they would be able to get everything in the barn.

Mike Fore, 3735 E. Robinson Street, presented a petition from surrounding properties. The applicant built a building without a permit; the penalty should be that he have to tear the building down. They oppose any changes to anything the applicant wants to do. Right now it looks like a dump and junk yard. All the neighbors have complained; none of them want it in the area. They don't know how City Council approved it for a commercial business. He has pictures of the property which he took on April 10.

Ms. Bird noted that the petition and a radius map will be forwarded to City Council. She suggested that Mr. Fore send the pictures to staff so those can be forwarded to City Council.

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Ms. Bird did not go back and watch the meeting when this was previously considered. She recalled talk of how many units would be on site for work. There was discussion about the dealership, and concerns were raised for the area. She has concerns about how much this has escalated over what was considered for the prior PUD. She also has concerns about the road, the barn, and other things that have happened that were never on the PUD to begin with. She does not feel that shielding and impact to the neighbors has been adequately addressed for this neighborhood. She has concerns about allowing further increase. She thinks a single driveway could work with circular options on-site.

Mr. Parker said he thinks, with proper design, you could have a single drive in and have room for trucks to turn around.

Motion made by Jablonski, seconded by McDaniel, to recommend adoption of Ordinance No. O-2324-47 to City Council.

Voting Nay: McDaniel, McKown, Jablonski, Bird, McClure, Griffith, Kindel
Abstaining: Parker

The motion to recommend adoption of Ordinance No. O-2324-47 to City Council failed by a vote of 0-7, with 1 abstention.

*

























I / WE THE UNDERSIGNED OPPOSE ANY
AND ALL ZONING CHANGES PROPOSED BY
GEOFFREY ARCE OR ANYONE ELSE FOR THE
PROPERTY LOCATED AT 3766 E. ROBINSON ST.

- 1- Mike J 3735 E. ROBINSON
- 2- Humberto Garcia 3742 E ROBINSON
- 3- L.E. J. J. 1200 Bryant Cir

4- Barry Vin Saltes 1340 Bryant CIR

5- Donna E John 1375 Bryant Cir

6- Leroy Alwiler 1000 HAMMER DR.

7- Roberta Keeling 851 36th Ave NE

8- Leroy Bruehl 405-364-3230
4015 - 2 ROBINSON

9- Cullery 3726 E. Robinson
3860 Lewis St.

10- Thun

CLIFTON STEVENSON HOUSE FORSALE VACANT UNDER CONTRACT

STEPHEN FLETCHER NO ONE LIVES THERE NO HOUSE

MARGUETA MITCHELL NO ONE ADVISABLE

Jason Yang 3650 E. Robinson St.

I / WE THE UNDERSIGNED OPPOSE ANY
AND ALL ZONING CHANGES PROPOSED BY
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- 10- Thun

CLIFTON STEVENSON HOUSE FORSALE VACANT UNDER CONTRACT

STEPHEN FLETCHER NO ONE LIVES THERE NO HOUSE

MARGUETA MITCHELL NO ONE ADVISABLE

Jason Yang 3650 E. Robinson St.





O-2324-47

PROTESTS

Filed at Planning Commission

4/11/2024

LEWIS_ST

LEWIS BRYANT ADD #1

LEWIS BRYANT ADD #1

BRYANT-CIR

Item 8.

RE
1692

RE
1692

A-2
1339

I-1
1495

ROBINSON ST

PECA

21A

23

A-2
1322

PUD
2122-10

A-2
1322

PUD
1617-30

A-1
2223-9

Protest Map

32.7% Protest Within Notification Area



Map Produced by the City of Norman
Geographic Information System.
The City of Norman assumes no
responsibility for errors or omissions
in the information presented.



0 150 300 Feet

April 16, 2024



Subject Tract



Notification Area



Protest

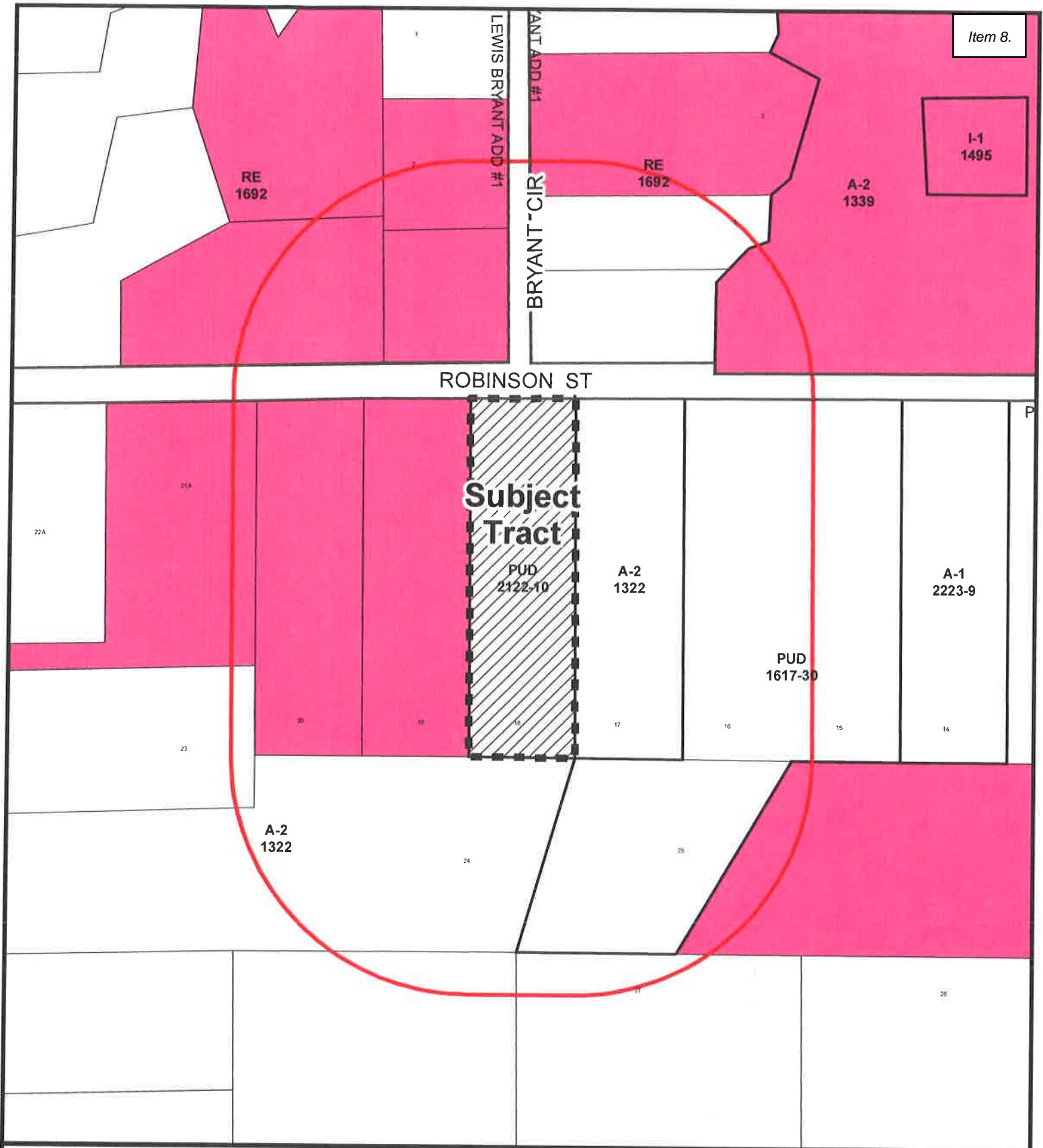
I / WE THE UNDERSIGNED OPPOSE ANY
AND ALL ZONING CHANGES PROPOSED BY
GEOFFREY ARCE OR ANYONE ELSE FOR THE
PROPERTY LOCATED AT 3766 E. ROBINSON ST.

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- 7- Roberta Keeling 851 36th Ave NE
- 8- Leroy Bruhl 405-364-3730
4015 - E ROBINSON
- 9- Cullin Simpson 3726 E. Robinson
3860 Lewis St.
- 10- Thur Lewis

CLIFTON STEVENSON HOUSE FORSALE VACANT UNDER CONTRACT
STEPHEN FLETCHER NO ONE LIVES THERE NO HOUSE
MARGUETA MITCHELL NO ONE AVAILABLE
Jason Yang 3650 E. Robinson St.

FILED IN THE OFFICE
OF THE CITY CLERK
ON 4-11-24

O-2324-47
UPDATED PROTESTS
5/13/2024



Protest Map



39.9% Protest Within Notification Area

Map Produced by the City of Norman
Geographic Information System.
The City of Norman assumes no
responsibility for errors or omissions
in the information presented.



0 150 300 Feet

May 13, 2024



Subject Tract



Notification Area



Protest

To Whom it may CONCERN,
My NAME is VIENGKEO
SATTUS (previously, VIENGKEO
White). I had signed a
Petition Against JEFFREY
ARCE. For CLARIFICATION, I
WANT to MAKE CLEAR my
PREVIOUS LAST NAME WAS WHITE.
I live AT 1340 BRYANT Circle
NORMAN, OK 73026

FILED IN THE OFFICE
OF THE CITY CLERK
ON 5-10-24 KH

DATE: May 8, 2024

Viengkeo Sattus

A.K.A Viengkeo White

TO WHOM IT MAY CONCERN,

I AM THE PASTOR OF THE KOREAN
BAPTIST CHURCH ON EAST ROBINSON.
I SIGNED A PETITION ON BEHALF OF
THE CHURCH AGAINST THE REZONING
OF JEFFREY ACRE PROPERTY. BEFORE SIGNING
I SPOKE TO THE BOARD MEMBERS OF THE
CHURCH AND THEY AUTHORIZED ME TO SIGN IT
ON THEIR BEHALF.

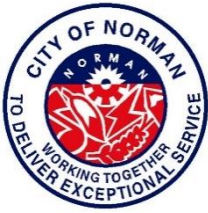
THANK YOU



FILED IN THE OFFICE
OF THE CITY CLERK
ON 5-10-24 KH

File Attachments for Item:

9. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-49 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT AND THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (418 N. INTERSTATE DRIVE)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Orrklahoma Realty-Norman, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-49 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT AND THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (418 N. INTERSTATE DRIVE)

APPLICANT/REPRESENTATIVE: Orrklahoma Realty Norman L.L.C.

WARD: 3

CORE AREA: N/A

BACKGROUND: The applicant, Orrklahoma Realty Norman, L.L.C., is requesting a rezoning from C-2, General Commercial District, and PUD, Planned Unit Development, to a new SPUD, Simple Planned Unit Development. The existing auto sales facility was approved as a Planned Unit Development in 1995 by Ordinance No. O-9495-56. The current NORMAN 2025 land use designation is Commercial. The applicant seeks to combine several differently zoned properties into one SPUD, Simple Planned Unit Development, and plans to remove the existing showroom and service building, construct new buildings on the property, and expand the outdoor display area.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GBC 24-07, March 19, 2024

There was no quorum for this Greenbelt Commission meeting.

PRE-DEVELOPMENT: PD 24-04, March 28, 2024

Neighbors stated they live to the southwest of the proposed development. Many of their questions revolved around drainage concerns. The attendees noted the area was prone to flooding and the previous owners of the subject property installed a retaining wall. This wall was constructed poorly and has notable damage to it. The applicant assured the attendees that an engineer was going to assess the existing wall and whether it required replacement. The applicant also stated that the engineer will design the site to drain water away from the subject property as well as the nearby residential properties.

BOARD OF PARKS COMMISSIONERS:

This application was not required to go to the Board of Parks Commissioners because there is not a residential component to the request.

ZONING ORDINANCE CITATION:

SECTION 36-510 SPUD, Simple Planned Unit Development: The Simple Planned Unit Development is a special zoning district that provides an alternative approach to the conventional land use control and to a PUD, Planned Unit Development to maximize the unique physical features of a particular site and produce unique, creative, progressive or quality land development.

The SPUD may be used for particular tracts or parcels of land that are to be developed, according to a SPUD Narrative and a Development Plan Map and contains less than five (5) acres.

The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

2. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. In addition the SPUD provides for the following:

Encourage efficient, innovative use of land in the placement and/or clustering of buildings in a development and protect the health, safety and welfare of the community.

Contribute to the revitalization and/or redevelopment of areas where decline of any type has occurred. Promote infill development that is compatible and harmonious with adjacent uses and would otherwise not be an area that could physically be redeveloped under conventional zoning.

Maintain consistency with the City's Zoning Ordinance, and other applicable plans, policies, standards, and regulations on record.

Approval of a zone change to a SPUD adopts the Master Plan prepared by the applicant and reviewed as a part of the application. The SPUD establishes new and specific requirements for the amount and type of land use, residential densities, if appropriate, development regulations, and location of specific elements of the development, such as open space and screening.

EXISTING ZONING: The subject property is currently zoned PUD and C-2; the existing auto sales facility was approved as a Planned Unit Development in 1995 by Ordinance No. O-9495-56. The previous PUD was approved by Council with the following conditions:

1. The site plan shall be developed in accordance with the Site Development Plan submitted by the applicant and approved by the Planning Commission.
2. The rear portion of Lot 2 will only be used for employee parking and “dead” storage of vehicles. No buildings or active auto sales are authorized. The south 100 feet of the lot can be utilized as a parking area for residents or guests of the complex located in Interstate Square Addition.
3. Landscaping and fencing will be installed and maintained to meet or exceed City ordinances. Plant materials will be replaced, if needed, in a timely manner for five years from the date of installation.
4. Lighting will be low intensity features that are mounted at or below a 10 foot height limit around the perimeter of the lot. If pole mounted, a tree will be planted between any light fixture and the fence to help control any “light spillover.”

STAFF ANALYSIS: The particulars of this SPUD include:

USE: The allowable uses for this SPUD are included in the Narrative as Exhibit D. The uses are as follows, “automotive sales facility and related accessory commercial uses to include outdoor auto display, auto repair and storage.”

PARKING: Parking shall be developed in general compliance with the parking layout shown on Exhibit B, Site Plan, subject to changes allowed by Chapter 36-510(k). The Property shall comply with Norman’s applicable parking ordinances.

The applicant included some language from the original PUD Narrative. The conditions included are as follows: 1) the outdoor display of automobile sales shall not be permitted within the west 100 feet of the south 322 feet of the subject property; 2) this area shall be restricted to the parking of employees, vehicles in the queue for repair or pick-up, and a parking area for residents or guests of the complex located to the south, Interstate Square Addition.

LANDSCAPING: Landscaping shall be provided in accordance with Exhibit E, Landscape Plan, subject to changes allowed by Chapter 36-510(k).

SIGNAGE: All signs shall comply with the requirements outlined in SPUD Narrative, see Exhibit F, Sign Elevations, and will meet the City’s commercial signage regulations.

LIGHTING: All exterior lighting shall be installed in conformance with the City of Norman’s Commercial Outdoor Lighting Standards, as amended from time to time.

SANITATION/UTILITIES: Trash dumpsters will be located as depicted on the Site Plan or in locations as modified or approved by the City of Norman.

FENCING/WALLS: Fencing will consist of a minimum eight foot tall sight proof fence along the west property line.

ALTERNATIVES/ISSUES:

IMPACTS: The surrounding area currently has access to water, sewer, and stormwater. The proposed redevelopment includes similar uses to what currently exists on the property. The City Traffic Engineer states no traffic operational issues are anticipated due to the development.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT/BUILDING CODE: Items regarding fire protection/hydrants, fire codes and building codes will be reviewed at the building permit stage.

PUBLIC WORKS/ENGINEERING: Please see the attached report from Engineering regarding the Preliminary Plat.

TRAFFIC ENGINEER: Please see the attached report from the Traffic Engineer regarding transportation impacts.

UTILITIES: City utilities are available in this area.

CONCLUSION: Staff forwards this request for SPUD, Simple Planned Unit Development, and Ordinance No. O-2324-49 to the Planning Commission for consideration and recommendation to the City Council.

PLANNING COMMISSION RESULTS: At their meeting of April 11, 2024, Planning Commission recommended adoption of Ordinance No. O-2324-49 by a vote of 8-0.

O-2324-49

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT AND THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (418 N. INTERSTATE DRIVE)

- § 1. WHEREAS, Orrklahoma Realty-Norman, L.L.C. has made application to have the property described below removed from the PUD, Planned Unit Development District and the C-2, General Commercial District, and to have the same placed in the SPUD, Simple Planned Unit Development District; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on April 11, 2024 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and
- § 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the PUD, Planned Unit Development District and the C-2, General Commercial District, and to place the same in the SPUD, Simple Planned Unit Development District, to wit:

Ordinance No. O-2324-49

Page 2

Tract 1

Part of the Southwest Quarter (SW/4) of Section Twenty-Six (26), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Cleveland County, Oklahoma, and being more particularly described as follows:

BEGINNING at a point 150 feet West and 684.61 feet South of the Northeast corner of said Southwest Quarter (SW/4); THENCE West 208.67 feet; THENCE South 208.67 feet; THENCE East 208.67 feet; THENCE North 208.67 feet to the POINT OF BEGINNING.

And

Lots One (1) and Two (2), in Block One (1), of AN AMENDED PLAT OF STIDHAM ADDITION NO. 1, a Planned Unit Development, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof. Said described tract of land contains an area of 163,493 square feet or 3.7533 acres, more or less.

And

Tract 2

Part of the Southwest Quarter (SW/4) of Section Twenty-Six (26), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described as follows:

COMMENCING at the Northeast Corner of the Southwest Quarter (SW/4); THENCE South 89°49'55" West on the North line of said Southwest Quarter (SW/4) for a distance of 150.00 feet to the POINT OF BEGINNING; THENCE South 00°04'57" East for a distance of 409.62 feet; THENCE South 89°55'03" West on the North line of the Amended Plat of Stidham Addition No. 1 for a distance of 318.00 feet; THENCE North 00°04'57" West on the East line of River Oaks Section 6 Addition for a distance of 409.15 feet; THENCE North 89°49'55" East on the North line of the said Southwest Quarter (SW/4) for a distance of 318.00 feet to the POINT OF BEGINNING.

LESS AND EXCEPT Lot One (1) in Block One (1) of NORMAN CAR-MART to Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Said described tract of land contains an area of 44,324 square feet or 1.0175 acres, more or less.

Containing 4.77 acres, more or less.

- § 5. Further, pursuant to the provisions of Section 36-510 of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:

The site shall be developed in accordance with the SPUD Narrative, Site Development Plan, and supporting documentation, which are made a part hereof.

Ordinance No. O-2324-49

Page 3

§ 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this _____ day of

NOT ADOPTED this _____ day of

_____, 2024.

_____, 2024.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)

SOONER KIA OF NORMAN

A SIMPLE PLANNED UNIT DEVELOPMENT

NORMAN, OKLAHOMA

APPLICANT:

ORRKLAHOMA REALTY-NORMAN LLC

APPLICATION FOR:

SIMPLE PLANNED UNIT DEVELOPMENT
& PRELIMINARY PLAT

~~Submitted March 8, 2024~~
Corrected for PC April 3, 2024

PREPARED BY:

GRUBBS CONSULTING LLC
1800 S. Sara Road
Yukon, OK 73099
Norman, Oklahoma 73069

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 - Background and Intent
- II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS
 - A. Location
 - B. Existing Land Use and Zoning
 - C. Elevation and Topography
 - D. Drainage
 - E. Utility Services
 - F. Fire Protection Services
 - G. Traffic Circulation and Access
- III. DEVELOPMENT PLAN AND DESIGN CONCEPT
 - A. Uses Permitted
 - B. Area Regulations
 - C. Parking
 - D. Dumpsters and Trash Enclosures
 - E. Miscellaneous Development Criteria

EXHIBITS

- A. Legal Description of the Property
- B. Preliminary Site Development Plan
- C. Preliminary Plat
- D. Allowable Uses
- E. Landscape Plan
- F. Sign Elevations

I. INTRODUCTION

Orrklahoma Realty-Norman, LLC (the “**Applicant**”) seeks to combine several differently zoned properties into one zoning district utilizing the planned unit development process. The site is located at 418 N. Interstate Drive in Ward 3 in the City of Norman and described on the attached **Exhibit A** (collectively referred to herein as the “**Property**”).

The properties are currently occupied by an auto sales showroom and service building, outdoor display area and undeveloped land. The Applicant intends to remove the existing showroom and service building and construct new buildings on the property and expand the outdoor display area. The existing auto sales facility was approved as a Planned Unit Development by Ordinance No. O-9495-56 in 1995.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property lies west of Interstate 35 and North of Main Street. A location map is included on the attached Preliminary Site Development Plan and Preliminary Plat.

B. Existing Land Use and Zoning

The Property is currently zoned PUD and C-2, General Commercial District, and the current NORMAN 2025 Land Use Designation is Commercial.

The majority of the Property is occupied by an auto sales facility consisting of a showroom building, service building and outdoor auto display. The northern portion of the Property is vacant.

C. Elevation and Topography

The Property generally sheet flows east and west off the site, as more particularly discussed in the preliminary drainage report provided to City Staff as part of the Preliminary Plat application.

F. Drainage

A drainage report has been provided by the Applicant to City Staff as part of the Preliminary Plat application. The Applicant shall comply with all City ordinances and regulations unless otherwise indicated on the attached site plans.

G. Utility Services

The necessary utility services for this project are already located in relative proximity to the Property or shall be extended to the Property, as necessary.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by the Applicant as such are required by adopted City Codes.

G. Traffic Circulation and Access

Access to the Property shall be permitted in the manner depicted on the attached Preliminary Site Development Plan.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property is planned to accommodate an automotive sales facility to include a new showroom building, service building and additional outdoor display area. To the extent possible, the Property shall be developed in substantial compliance with the preliminary site development plan, attached to this SPUD, subject to final design development and the changes allowed by Section 36-510(k) of the City of Norman's SPUD Ordinance, as may be amended from time to time. The Exhibits attached hereto, and as submitted on behalf of the Applicant, are incorporated herein by reference and further depict the development criteria for the Property.

A. Uses Permitted:

As contemplated herein, the Property will be allowed to develop as an automotive sales facility and related accessory commercial uses to include outdoor auto display, auto repair and storage in accordance with the conditions and restrictions incorporated herein.

B. Area Regulations:

1. Setback off of Interstate Drive:

The building setback from Interstate Drive shall be a minimum twenty-five (25) feet.

2. Setback off of North Property Line:

The building setback from the North property line shall be five (5) feet.

3. Setback off of South Property Line:

The building setback from the South property lines shall be five (5) feet.

4. Setback off of West Property Line:

The building setback from the West property line shall be thirty (30) feet.

5. Setback off of Utility Easements:

If a utility easement or other public easement is not located within the building setbacks enumerated above within the Property, all permanent buildings and vertical habitable structures shall be set back a minimum of one (1') foot from said easement. Paving and parking shall be allowed over drainage, utility, and other public easements.

6. No Other Setbacks:

Except for the building setbacks enumerated above, there shall be no other required setbacks.

7. Height:

There shall be no height restriction for the commercial uses within the Property.

C. Parking:

Parking will meet or exceed the requirements of Norman's ordinances. The outdoor display of automobile sales shall not be permitted within the west 100 feet of the south 322 feet of the subject property. This area shall be restricted to parking of employees, vehicles in queue for repair or pick-up and parking area for residents or guests of the complex located in Interstate Square Addition located to the south.

D. Dumpster and Trash Enclosures

Trash may be handled through on-site dumpsters. Any dumpster or trash facilities shall be screened within enclosures that are built of materials to be compatible with the building exteriors in the main building. The enclosure will meet City Standards.

E. Miscellaneous Development Criteria

1. Site Plan

The Preliminary Site Development Plan for the Property is concurrently submitted with this SPUD and shall be incorporated herein as an integral part of the SPUD and the development of the Property shall be substantially constructed as presented thereon, subject to final design development and the changes allowed by Section 36-510(k) of the City of Norman's SPUD Ordinance, as amended from time to time.

2. Open Space/Landscaping

The Property shall contain drainage and detention solutions that adequately control, contain, and channel stormwater runoff from the Property in accordance with all applicable City ordinances and regulations.

Landscape buffers within the Property may be located within and/or may contain utility easements, water line easements, and drainage easements. A minimum five foot wide landscape area shall be provided within the south 322 feet along the west & north boundaries of the property as depicted on the Preliminary Site Development Plan. Landscaping for the remainder of the site shall be provided in conformity with Exhibit E, Landscape Plan and the City of Norman's ordinances, as applicable. Final landscaping types, quantities, and locations may change during final design and construction.

3. Signage

Signs shall be similar in appearance and size to those depicted on Exhibit F, Sign Elevations, and City of Norman's commercial signage restrictions as applicable.

4. Traffic access/circulation/parking and sidewalks

Access to the Property shall be permitted in the manner depicted on the Preliminary Site Development Plan. The Property shall comply with the City of Norman standards to allow for emergency access and fire access as necessary, as such standards may be amended from time to time.

5. Lighting

All exterior lighting shall be installed in conformance with any applicable City of Norman Commercial Outdoor Lighting Standards, as such may be amended from time to time.

6. Fencing

Fencing will consist of a minimum eight foot tall sight proof fence along the west property line.

7. Phasing

It is anticipated that the Property will be developed in one phase.

8. Exterior Materials

Exterior materials of buildings may be brick, wood, glass, stone, synthetic stone, stucco, EIFS, ACM (Aluminum Composite Material), masonry,

metal accents, composition shingles, synthetic slate shingles, metal roofs, or other comparable roofing materials, and any combination thereof.

EXHIBIT A
LEGAL DESCRIPTION
SOONER KIA OF NORMAN

TRACT 1 LEGAL DESCRIPTION

Part of the Southwest Quarter (SW/4) of Section Twenty-Six (26), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Cleveland County, Oklahoma, and being more particularly described as follows:

BEGINNING at a point 150 feet West and 684.61 feet South of the Northeast corner of said Southwest Quarter (SW/4);

THENCE West 208.67 feet;

THENCE South 208.67 feet;

THENCE East 208.67 feet;

THENCE North 208.67 feet to the POINT OF BEGINNING.

AND

Lots One (1) and Two (2), in Block One (1), of AN AMENDED PLAT OF STIDHAM ADDITION NO. 1, a Planned Unit Development, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Said described tract of land contains an area of 163,493 square feet or 3.7533 acres, more or less.

AND

TRACT 2 LEGAL DESCRIPTION

Part of the Southwest Quarter (SW/4) of Section Twenty-Six (26), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described as follows:

COMMENCING at the Northeast Corner of the Southwest Quarter (SW/4);

THENCE South 89°49'55" West on the North line of said Southwest Quarter (SW/4) for a distance of 150.00 feet to the POINT OF BEGINNING;

THENCE South 00°04'57" East for a distance of 409.62 feet;

THENCE South 89°55'03" West on the North line of the Amended Plat of Stidham Addition No 1 for a distance of 318.00 feet;

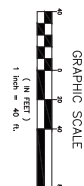
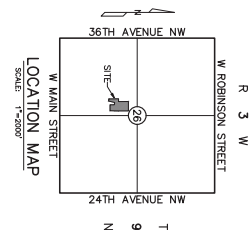
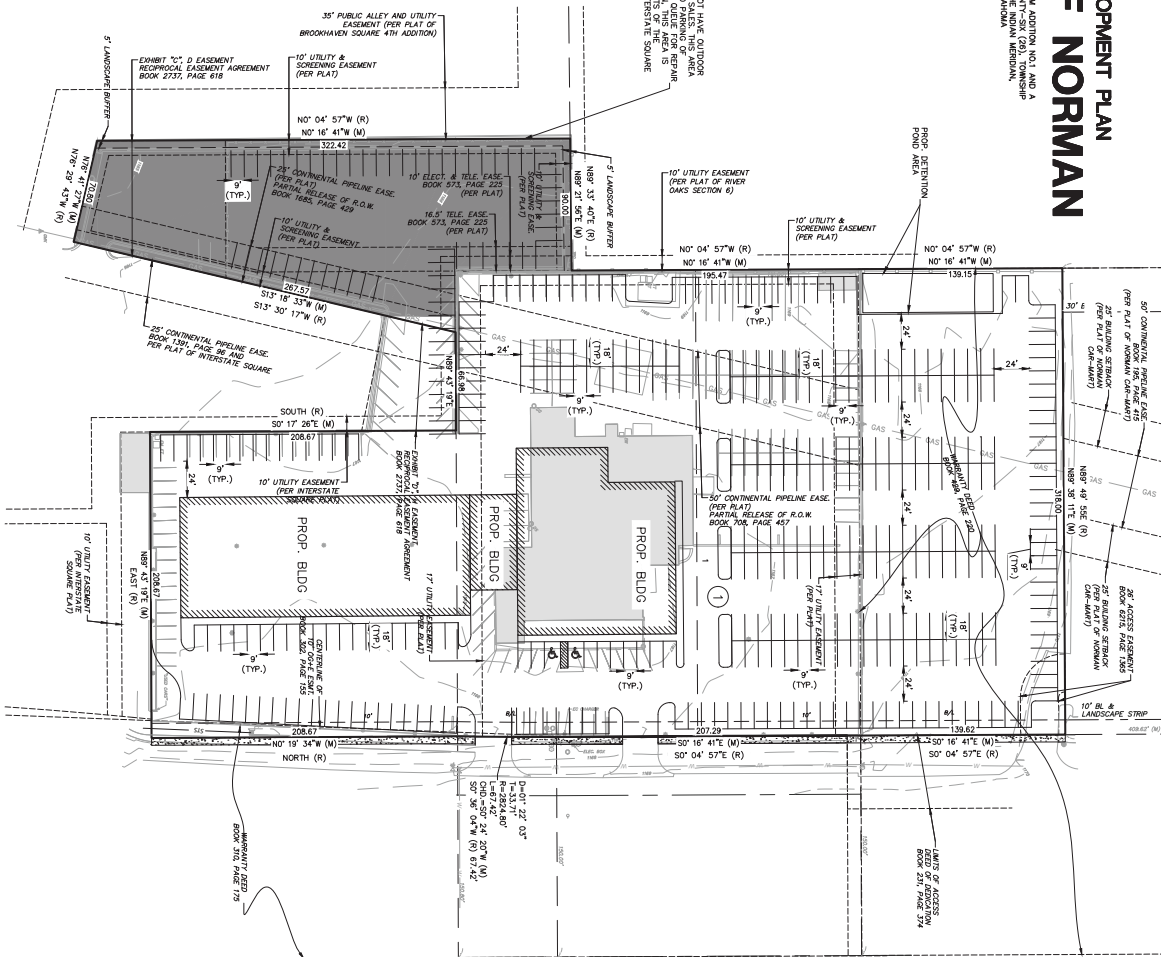
THENCE North 00°04'57" West on the East line of River Oaks Section 6 Addition for a distance of 409.15 feet;

THENCE North 89°49'55" East on the North line of the said Southwest Quarter (SW/4) for a distance of 318.00 feet to the POINT OF BEGINNING.

LESS AND EXCEPT Lot One (1) in Block One (1) of NORMAN CAR-MART to Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Said described tract of land contains an area of 44,324 square feet or 1.0175 acres, more or less.

BEING A REPLAT OF THE AMENDED PLAT OF SIOHAM ADDITION NO.1 AND A PART OF THE SOUTHWEST (SW/4), OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA



PRIMA LARY
THE RECORDING IS NOT A FINAL
IN THE U.S. AND IS NOT A FINAL
SECOND AND THIRD

RUBBS CONSULTING, LLC
CIVIL ENGINEERING & LAND PLANNING
1800 S. Sara Road
Yukon, OK 73099
Phone: (405) 265-0641
Fax: (405) 265-0649

RUBBS CONSULTING, LLC. CERTIFICATE OF AUTHORIZATION NO. CA 5115 EXP. 06/30/24

SOONER KIA NORMAN
418 N. INTERSTATE DRIVE
NORMAN, OK
PRELIMINARY SITE
DEVELOPMENT PLAN

REVISIONS		
NO.	DESCRIPTION	DATE

Proj. No.: 24-009
Date: 04/01/2024
Scale: (Horiz.) 1"=40'
(Vert.) N/A
Drawn By: JNB
Checked By: CSC
Approved By: MCG

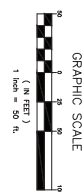
SHEET NUMBER
EXH

EXHIBIT B

ENGINEER:
HUBBS CONSULTING, LLC
1800 S. SARA ROAD
KON, OKLAHOMA 73099
(405) 265-0641

A PLANNED UNIT DEVELOPMENT
BEING A REPLAT OF THE AMENDED PLAT OF SITHAL ADDITION NO.1 AND A
PART OF THE SOUTHWEST (SW.4), OF SECTION TWENTY-SIX (26), TOWNSHIP
NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN,
NORMAN, CLEVELAND COUNTY, OKLAHOMA

CROSS SUBDIVISION AREA = 14.75 ACRES
NUMBER OF LOTS = 1
CURRENT ZONING = PUD & C-2

[illegible][illegible]

PRELIMINARY PLAT OF SOONER KIA OF NORMAN

SHEET PP1

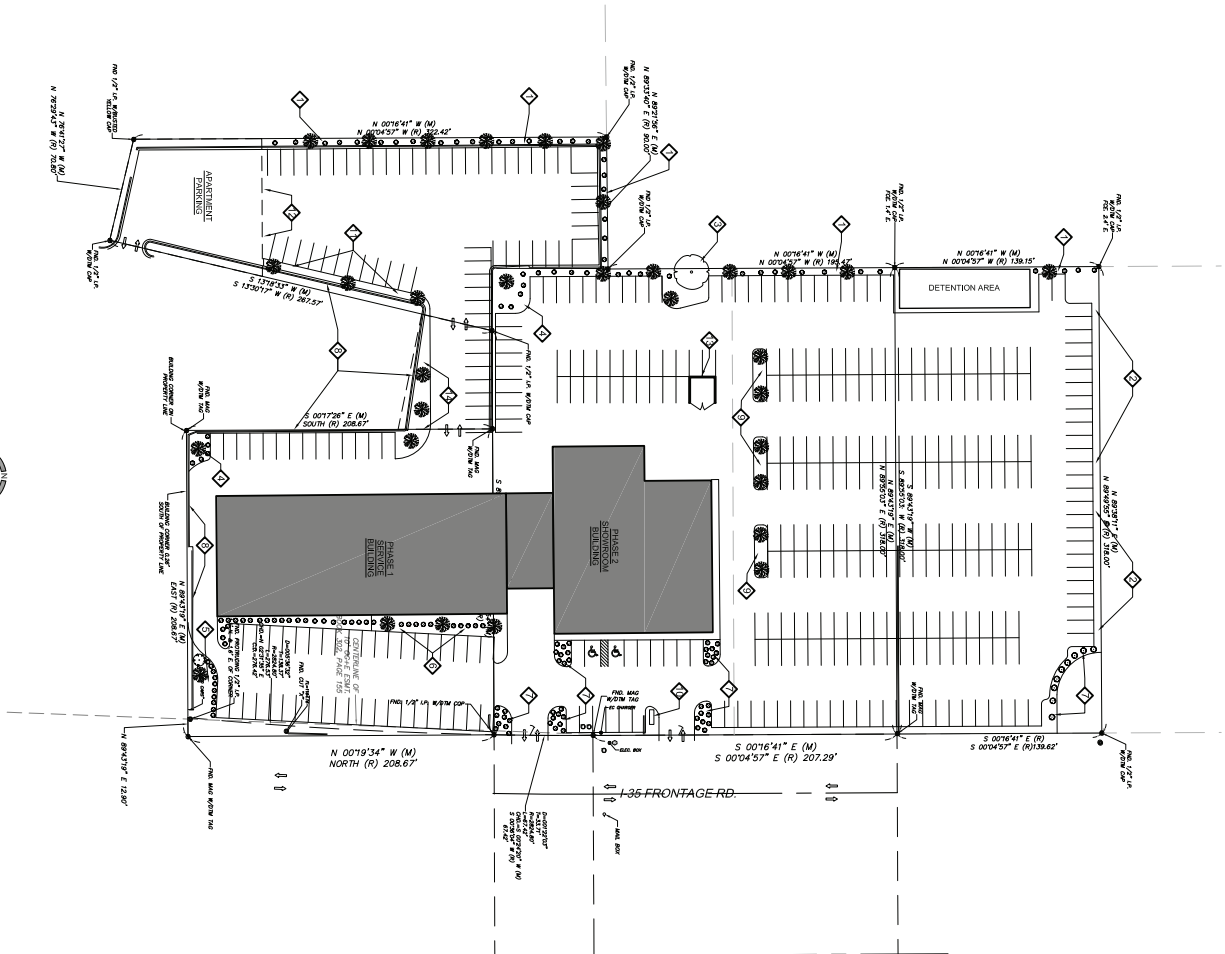
EXHIBIT C

RUBS CONSULTING, LLC
Civil, Engineering & Land Planning
 1800 S. SHAW ROAD
 YUKON, OK 73099
 Phone: (405) 265-0041
 Fax: (405) 265-0049

GRUBBS CONSULTING, LLC CERTIFICATE OF AUTHORIZATION NO. CA 0115 EXP. 06/00/2003

EXHIBIT D
ALLOWABLE USES
SOONER KIA OF NORMAN

Automotive sales facility and related accessory commercial uses to include outdoor auto display, auto repair and storage



- NOTES**
- 1. ALL DIMENSIONS ARE IN FEET AND INCHES.
 - 2. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.
 - 3. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.
 - 4. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.
 - 5. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.
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 - 11. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.
 - 12. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.
 - 13. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.
 - 14. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.
 - 15. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.
 - 16. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.
 - 17. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.
 - 18. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.
 - 19. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.
 - 20. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.

EXHIBIT E

LANDSCAPE PLAN

DRAWING NUMBER:

A1.02

FILE INFORMATION:

PROJECT: K2319

DATE: 04.02.24

SHEET NAME:

PRELIMINARY
NOT FOR CONSTRUCTION

SEALS:

ISSUED:

SOONER KIA OF NORMAN
418 N. INTERSTATE DRIVE
NORMAN, OK

3 LEVEL DESIGN
architect • interiors • innovation
10400 Greenbrier Place, Suite 103 Oklahoma City, OK 73159
Phone: 405.378.7772 Fax: 405.378.7784 3leveldesign.net

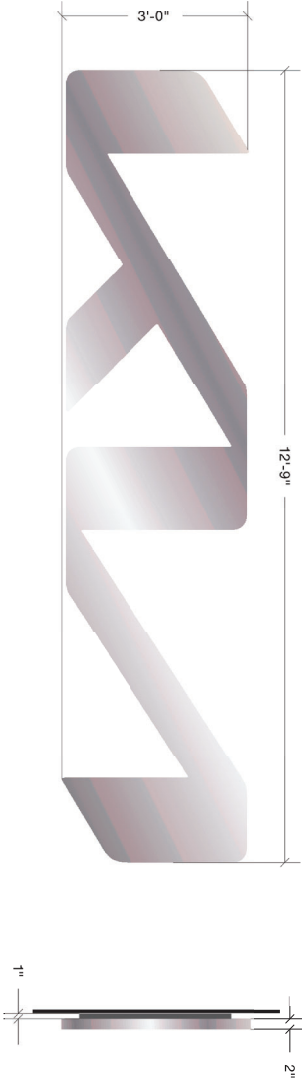
122

EG-1 - Front Logo

The EG-1 Front Logo is fabricated aluminum painted KIA Metallic Silver with 2" deep aluminum returns and backlit. For full sign documentation reference Pattison Sign Group KIA Sign Family 2021 document provided.

Graphic vendor to field verify location and site conditions, placement and final dimensions based on local and municipal codes and building architecture; and coordinate all access, electrical requirements, site preparation and mounting details with GC (or other as indicated by owner) prior to production.

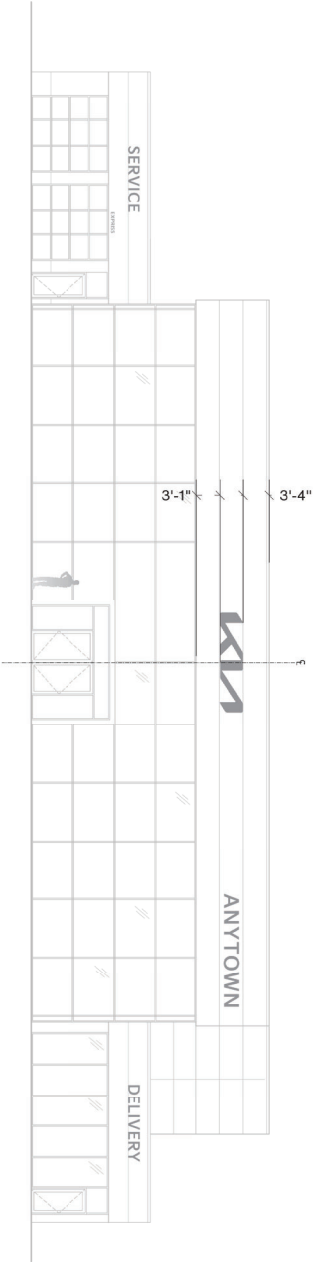
Graphic vendor to provide all necessary concealed mounting hardware.



Notes:



Elevation Detail
1/16"=1'-0"



ChangeUp
2056 Byers Rd, Maitland, OH 45203
T: 1-844-834-7700

DESIGN CONTROL DOCUMENT

These drawings are for communication of design intent only. They are shown as is and do not represent a final design and proportion, and not to be used as fabrication drawings.
©2021 ChangeUp

KIA
Gallery 2.0

Drawing No:
EG-1

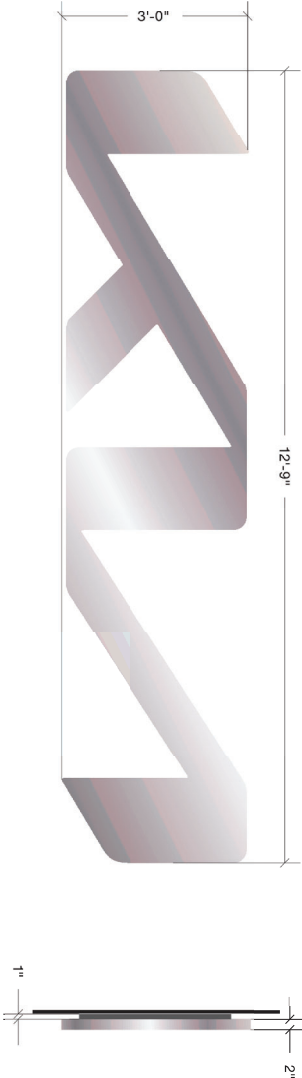
Front Logo

EG-2 - Side Logo

The EG-2 Side Logo is fabricated aluminum painted KIA Metallic Silver with 2" deep aluminum returns and backlit. For full sign documentation reference Pattison Sign Group KIA Sign Family 2021 document provided.

Graphic vendor to field verify location and site conditions, placement and final dimensions based on local and municipal codes and building architecture; and coordinate all access, electrical requirements, site preparation and mounting details with GC (or other as indicated by owner) prior to production.

Graphic vendor to provide all necessary concealed mounting hardware.



Side



	<p>Notes:</p>	<p>ChangeUp 2056 Byers Rd, Mansburg, OH 45203 1-1 844-824-7700</p>	<p>DESIGN CONTROL DOCUMENT</p> <p><small>These drawings are for communication of design intent only. They are shown as is and are not to be used as fabrication drawings. © 2021 ChangeUp</small></p>	<p>Side Logo</p> <p>KIA Gallery 2.0</p> <p>Drawing No: EG-2</p>
--	---------------	---	--	--

EG-3 - Anytown

The EG-3 Anytown is an internally illuminated can sign, the face is K/A Metallic Silver perforated vinyl that will illuminate white at night. It has 3" deep aluminum returns that are flush mounted to the facade. For longer town names use 18" tall letters.

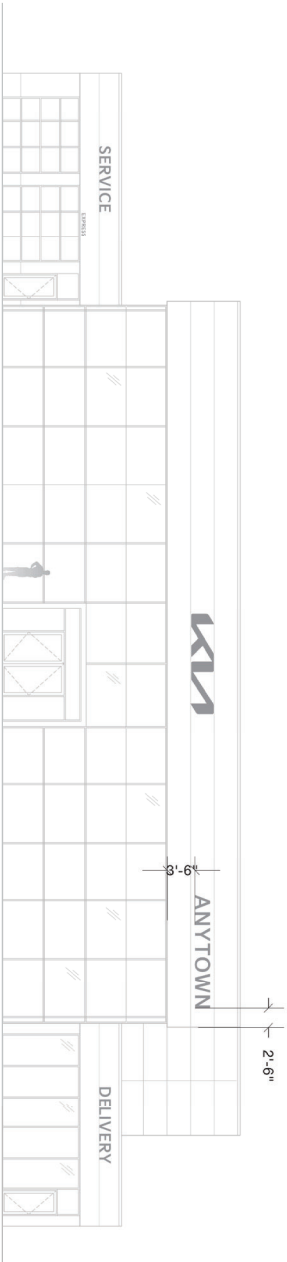
For full sign documentation reference Pattison Sign Group Kia Sign Family 2021 document provided.

Graphic vendor to field verify location and site conditions, placement and final dimensions based on local and municipal codes and building architecture; and coordinate all access, electrical requirements, site preparation and mounting details with GC (or other as indicated by owner) prior to production.

Graphic vendor to provide all necessary concealed mounting hardware.



Elevation Detail
1/16"=1'-0"



Conceptual Rendering
Not to Scale



Renderings may not include all recent
references to design.

Notes:



ChangeUp
2056 Byers Rd, Lansing, MI 48203
1-1-844-834-7700

**DESIGN
CONTROL
DOCUMENT**

These drawings are for communication
of design intent only. They are shown
to illustrate the design and are not
to be used for construction, fabrication,
and production drawings.
©2021 ChangeUp

Anytown

K/A
Gallery 2.0

Drawing No:
EG-3

EG-4 - Service / Express

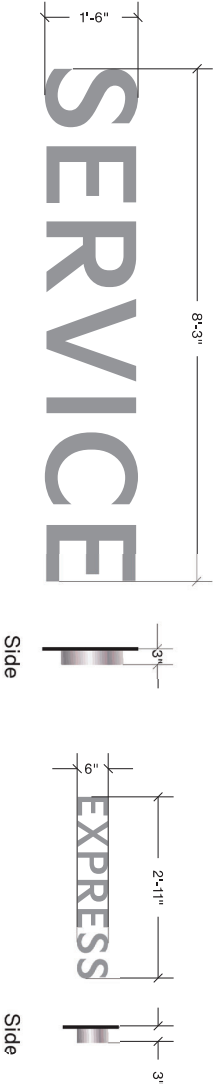
The EG-4 "Service" is an internally illuminated can sign. The face is KIA Metallic Silver perforated vinyl that will illuminate white at night and has 3" deep aluminum returns that are flush mounted to the facade.

"Express" is die cut metal, painted to match KIA Metallic Silver with 3" deep aluminum returns that are flush mounted to the facade.

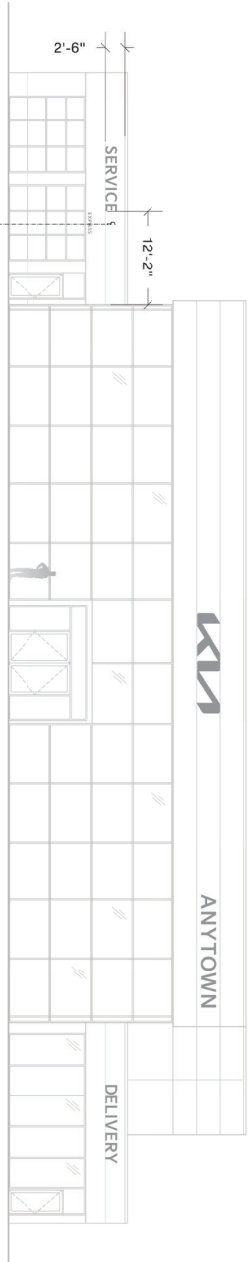
For full sign documentation reference Pattison Sign Group KIA Sign Family 2021 document provided.

Graphic vendor to field verify location and site conditions, placement and final dimensions based on local and municipal codes and building architecture; and coordinate all access, electrical requirements, site preparation and mounting details with GC (or other as indicated by owner) prior to production.

Graphic vendor to provide all necessary concealed mounting hardware.



Elevation Detail
1/16"=1'-0"



Conceptual Rendering
Not to Scale



Notes:



ChangeUp
2055 Byers Rd, Marietta, GA 30067
T+1 604.834.7700

DESIGN CONTROL DOCUMENT
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© 2021 ChangeUp

KIA
Gallery 2.0

Drawing No:
EG-4

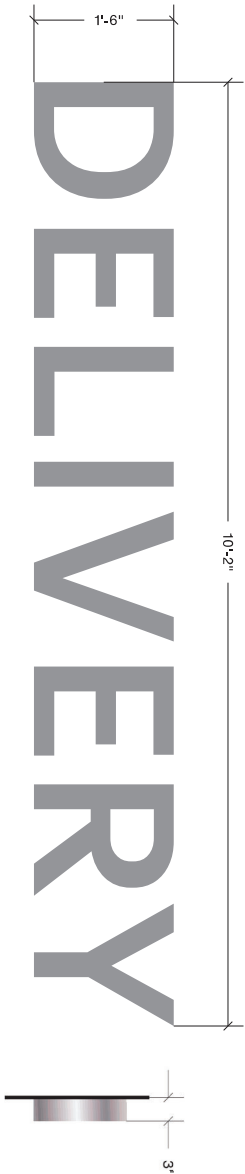
EG-5 - Delivery

The EG-5 Delivery is an internally illuminated can sign. The face is KIA Metallic Silver perforated vinyl that will illuminate white at night and has 3" deep aluminum returns that are flush mounted to the facade.

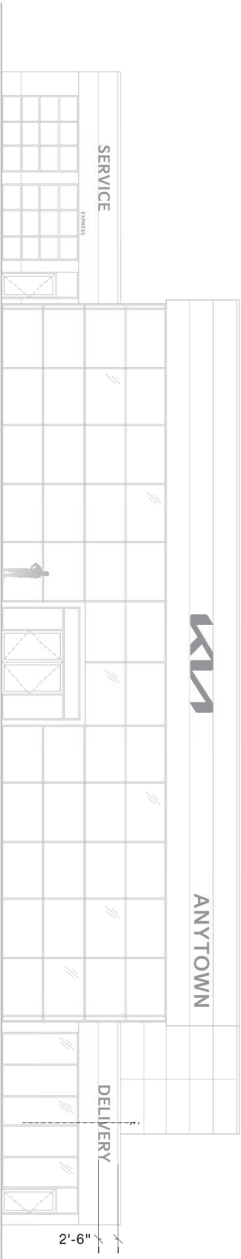
For full sign documentation reference Pattison Sign Group Kia Sign Family 2021 document provided.

Graphic vendor to field verify location and site conditions, placement and final dimensions based on local and municipal codes and building architecture; and coordinate all access, electrical requirements, site preparation and mounting details with GC (or other as indicated by owner) prior to production.

Graphic vendor to provide all necessary concealed mounting hardware.



Elevation Detail
1/16"=1'-0"



Conceptual Rendering
Not to Scale



Renderings may not include all recent
revisions to design.

Notes:



ChangeUp
2056 Byers Rd, Mansburg, OH 45203
T: 1-844-824-7700

**DESIGN
CONTROL
DOCUMENT**

These drawings are for communication
of design intent only. They are shown
as is and are not to be used as
fabrication drawings.
©2021 ChangeUp

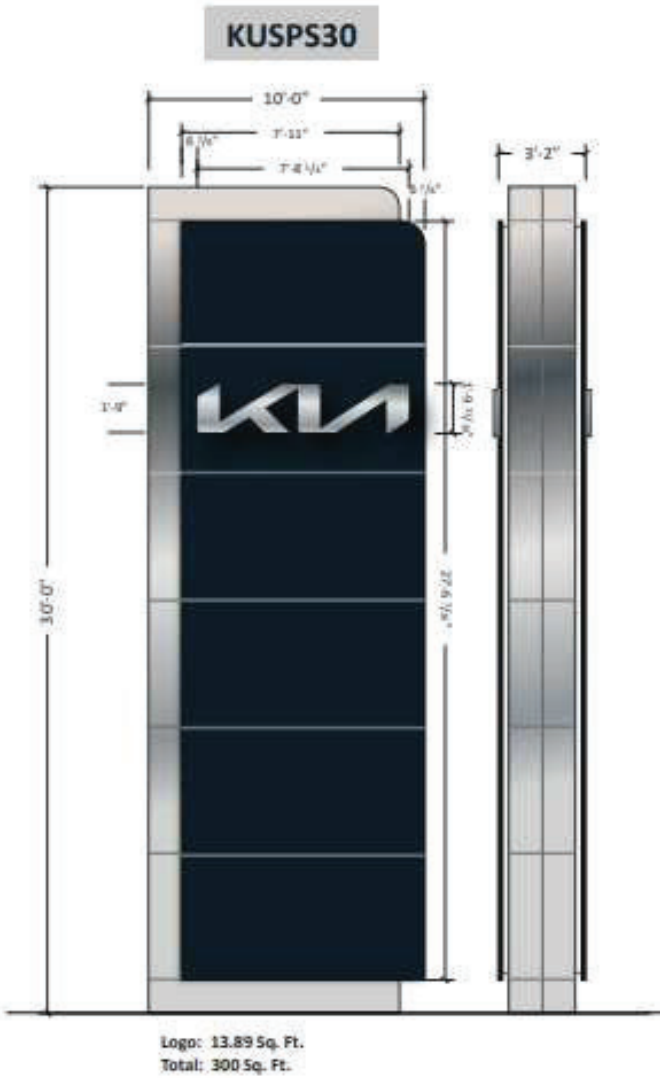
Delivery

KIA
CBS 2.0

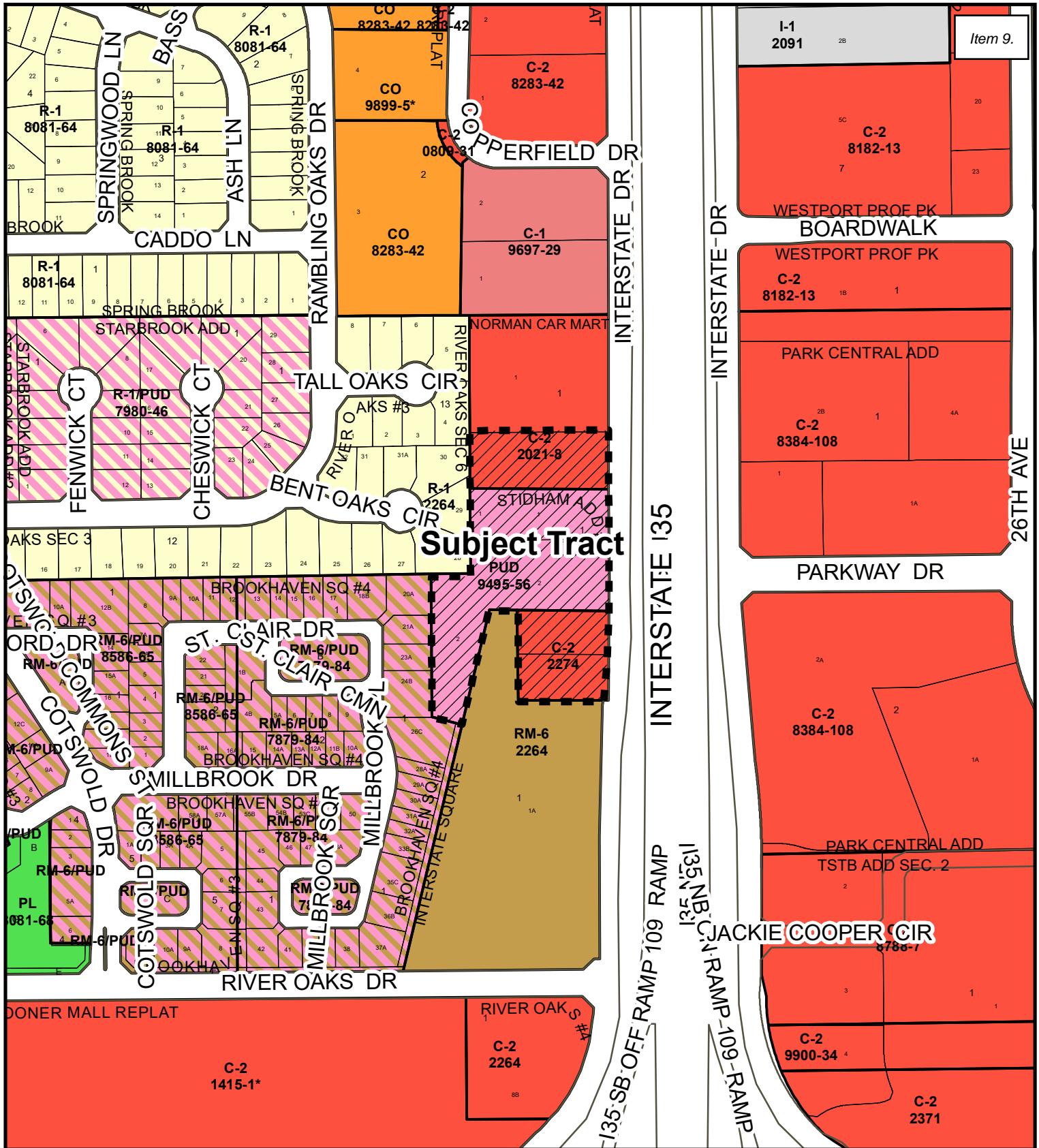
Drawing No:
EG-5



KIA NEW LOGO MONOLITH



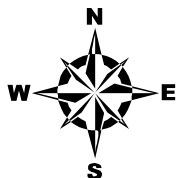
Mono-pole sign



Location Map



Map Produced by the City of Norman
Geographic Information System.
The City of Norman assumes no
responsibility for errors or omissions
in the information presented.



March 6, 2024

0 150 300 Ft.



Subject Tract

Applicant: Orrklahoma Realty Norman, LLC

Project Location: 418 N Interstate Dr.

Case Number: PD24-04

Time: 5:30 p.m.

Applicant Representative:

Chris Colijn

Attendees:

Dorothy Kloppell
Catherine Baxter
Morgan Hunter
Chris Nole

City Staff:

Justin Fish, Planner I
Beth Muckala, Assistant City Attorney

Application Summary:

The applicant is requesting a preliminary plat to combine lots and a rezoning from PUD, Planned Unit Development, and C-2, General Commercial District, to a SPUD, Simple Planned Unit Development.

Neighbor's Comments/Concerns/Responses:

Neighbors stated they live in a property to the southwest of the proposed development. Many of their questions revolved around drainage concerns. The attendees noted that the area was prone to flooding and the previous owners of the subject property installed a retaining wall. This wall was constructed poorly and has notable damage to it. The applicant assured the attendees that an engineer was going to assess the existing wall whether it required replacement. The applicant also stated that the engineer is going to design the site to drain water away from the subject property as well as the nearby residential properties.



CITY OF NORMAN

Development Review Form

Transportation Impacts

DATE: March 19, 2024

STAFF REVIEW BY: David Riesland, P.E.
City Transportation Engineer

PROJECT NAME: Sooner Kia of Norman PP

PROJECT TYPE: Commercial

Owner: Orrklahoma Realty-Norman, LLC
Developer's Engineer: Grubbs Consulting
Developer's Traffic Engineer: TEC

SURROUNDING ENVIRONMENT (Streets, Developments)

Commercial and high density residential surrounds the proposed site on N. Interstate Drive with some office and low density residential further west.

ALLOWABLE ACCESS:

The site proposes to reuse two existing access points. The location of these existing access points will afford full access and meet the applicable requirements in the Engineering Design Criteria.

EXISTING STREET CHARACTERISTICS (Lanes, Speed Limits, Sight Distance, Medians)

N. Interstate Drive: 2 lanes (existing). Speed Limit - 40 mph. No sight distance problems. No median.

ACCESS MANAGEMENT CODE COMPLIANCE: YES ☒ NO ☐

Proposed number of access points for the development is in compliance with what is allowed in the subdivision regulations.

TRIP GENERATION

Time Period	Total	In	Out
Weekday	404	202	202
A.M. Peak Hour	27	20	7
P.M. Peak Hour	35	14	21

TRANSPORTATION IMPACT STUDY REQUIRED? YES ☐ NO ☒

Obviously being well below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), the developer was asked to submit a traffic memo to document the trip generation potential for this application. On behalf of the developer Traffic Engineering Consultants, Inc. submitted the traffic impact analysis memorandum. No traffic operational issues are anticipated due to the development.

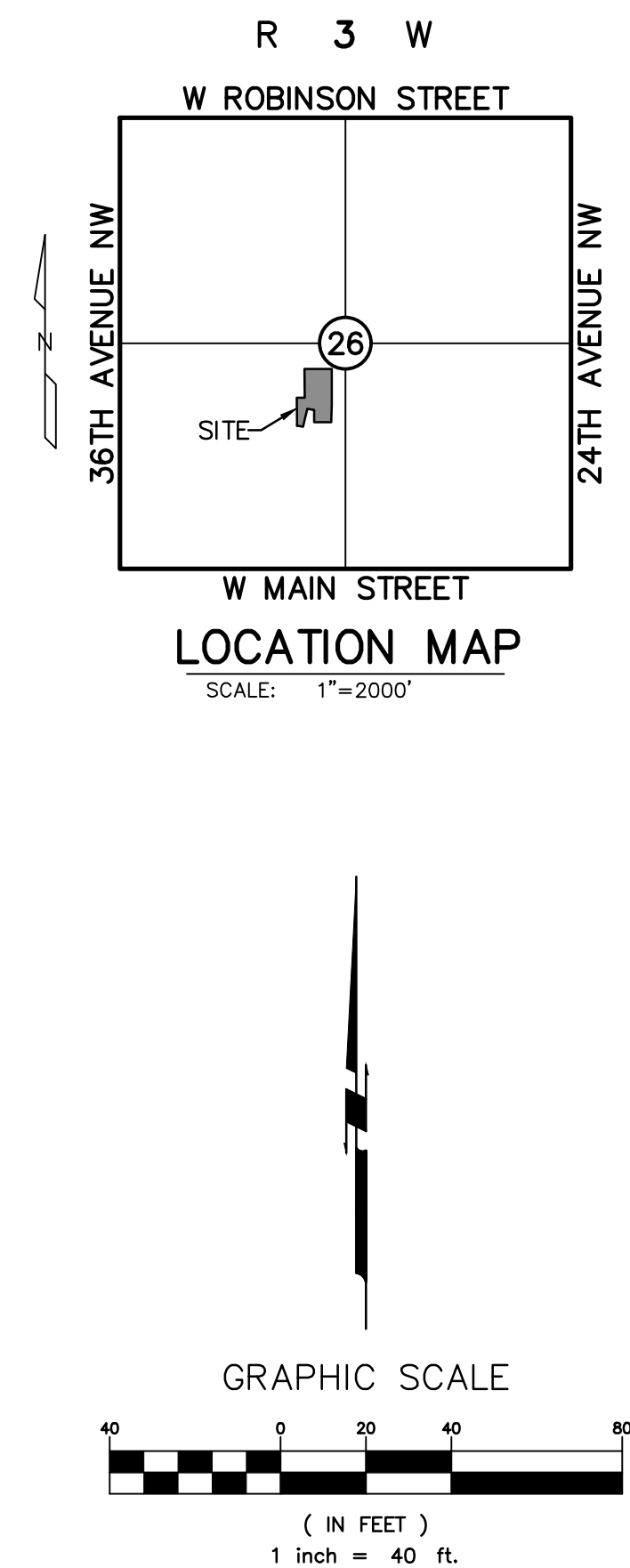
RECOMMENDATION: APPROVAL ☒ DENIAL ☐ N/A ☐ STIPULATIONS ☐

Recommendations for Approval refer only to the transportation impact and do not constitute an endorsement from City Staff.

The proposed development will access N. Interstate Drive from the west by way of two existing driveways. Both intersections on N. Interstate Drive will continue to provide full access. Capacity exceeds demand in this area. As such, no additional off-site improvements are anticipated.

BEING A REPLAT OF THE AMENDED PLAT OF STIDHAM ADDITION NO.1 AND A
PART OF THE SOUTHWEST (SW/4), OF SECTION TWENTY-SIX (26), TOWNSHIP
NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN,
NORMAN, CLEVELAND COUNTY, OKLAHOMA

HATCHED AREA SHALL NOT HAVE OUTDOOR
DISPLAY OF AUTOMOBILE SALES. THIS AREA
SHALL BE RESTRICTED TO PARKING OF
EMPLOYEES, VEHICLES IN QUEUE FOR REPAIR
OR PICK-UP. IN ADDITION, THIS AREA IS
FOR RESIDENTS OR GUESTS OF THE
COMPLEX LOCATED IN INTERSTATE SQUARE
ADDITION.



RUBBS CONSULTING, LLC
CIVIL ENGINEERING & LAND PLANNING
1900 S. Sara Road
York, PA 17403
Phone: (485) 265-0641
Fax: (405) 265-0649



SOONER KIA NORMAN
418 N. INTERSTATE DRIVE
NORMAN, OK
**PRELIMINARY SITE
DEVELOPMENT PLAN**

Proj. No. 24-009 Date: 04/01/2024 Scale: (Horiz.) 1"=40' (Vert.) N/A		REVISIONS DESCRIPTION DATE
Drawn By: JMB Checked By: CSC Approved By: MGS		

SHEET NUMBER
EXH

SOONER KIA NORMAN

24-009



CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, April 11, 2024 at 6:30 PM

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 11th day of April, 2024.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <https://norman-ok.municodemeetings.com> at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 6:32 p.m.

ROLL CALL

PRESENT

Steven McDaniel

Liz McKown

Michael Jablonski

Chair Erica Bird

Doug McClure

Jim Griffith

Maria Kindel

Kevan Parker (arrived at 6:48 p.m.)

ABSENT

Cameron Brewer

A quorum was present.

STAFF PRESENT

Jane Hudson, Planning & Community Development Director

Lora Hoggatt, Planning Services Manager

Kelly Abell, Planner I

Justin Fish, Planner I

Ken Danner, Subdivision Development Manager

David Riesland, Transportation Engineer

Beth Muckala, Assistant City Attorney

Nathan Madenwald, Utilities Engineer

Bryce Holland, Multimedia Specialist

Roné Tromble, Admin. Tech. IV

SPUD Zoning, Utility Easement Closure & Preliminary Plat

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-49: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT AND THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (418 N. INTERSTATE DRIVE)

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
 2. Location Map
 3. SPUD Narrative with Exhibits A-F
 4. Preliminary Site Development Plan
 5. Transportation Impacts
 6. Pre-Development Summary
9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-50: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, CLOSING A PORTION OF THE 17-FOOT-WIDE UTILITY EASEMENT LOCATED IN LOT TWO (2), BLOCK ONE (1), AN AMENDED PLAT OF STIDHAM ADDITION NO. 1, A PLANNED UNIT DEVELOPMENT, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF.

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
 2. Location Map
 3. Request to Close a Public Easement
10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2324-18: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY ORRKLAHOMA REALTY-NORMAN, L.L.C. (GRUBBS CONSULTING, L.L.C.) FOR SOONER KIA NORMAN, A SIMPLE PLANNED UNIT DEVELOPMENT FOR 4.77 ACRES OF PROPERTY LOCATED AT 418 N. INTERSTATE DRIVE.

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Location Map
3. Transportation Impacts
4. Preliminary Plat
5. Preliminary Site Development Plan

PRESENTATION BY STAFF: Lora Hoggatt reviewed the staff report, a copy of which is filed with the minutes.

Mr. Jablonski asked about the easement. Ms. Hoggatt responded that, as far as we know, there is nothing in it and there have been no objections to closing it.

Mr. Jablonski asked why they don't just make everything C-2. Ms. Hoggatt responded that they wanted to keep the conditions that were part of the previous approval that protect the residential to the west of the site. Those included landscaping, and providing parking, and showing more specifically how the site would be used so it would have less of an impact.

Mr. Jablonski noted that the narrative requests a 5' setback on the north and south. He asked what it would be if it were zoned C-2. Ms. Hoggatt responded that C-2 doesn't have large setbacks.

PRESENTATION BY THE APPLICANT: Mark Grubbs, Grubbs Consulting, 1800 South Sara Road, representing the applicant, said the purpose of the SPUD is to incorporate the north undeveloped lot into the already developed land. They will be removing the building and redeveloping it with a new building, and cleaning the site up. There are two different zonings: C-2 and the PUD. Because they are developing it all as one lot, it has to be combined into a single lot. The easement closure is needed because the building will be located over it, and there is nothing in the easement. They are requesting a SPUD, because it is under 5 acres, and they essentially copied the contents of the old PUD into the SPUD with all the same protections that it had historically for the residential to the west: keep the landscape buffer, add the requirement for the 8' sight-proof fence along the west, and to keep the barriers in place. The SPUD specifically only allows the use for automotive sales and the accompanying services that go with it.

Mr. Griffith asked if the new building will be south of the old building. Mr. Grubbs responded that the gray shading under the north portion of the building on the site plan is the existing building. The building will extend south almost to the south property line. It will increase the size of the building quite a bit.

Mr. Jablonski asked about the dark gray shading to the west, and the buffers between the SPUD and the residential area. Mr. Grubbs clarified that the dark gray does not allow automotive sales to happen; only parking from the apartments and the employees can park there. There is a 5' landscape buffer with trees that exist within that, which was in the original PUD. Mr. Jablonski asked how well it works to block light and sound. Mr. Grubbs did not know. The lighting will meet City code.

Mr. McDaniel asked if they anticipate any change to the buffer zone. Mr. Grubbs does not anticipate changing that area.

AUDIENCE PARTICIPATION: None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Mr. Jablonski expressed concern about a future heat problem with the amount of asphalt and concrete for the project. He wondered if there were some places they could put trees in the back parking lot for employees. Mr. Grubbs said they are not changing the west line. Ms. Hoggatt pointed out the landscape plan included in the packet. Mr. Grubbs indicated they are adding additional trees to meet the current landscape code requirements. Additional trees are being added to the west lot, but they do not plan to

disturb the existing trees along the west line. Ms. Bird suggested container plants could be added for additional vegetation.

Motion made by McDaniel, seconded by McKown, to recommend adoption of Ordinance No. O-2324-49, Ordinance No. O-2324-50, and PP-2324-18 for SOONER KIA NORMAN, A Simple Planned Unit Development, to City Council.

Voting Yea: McDaniel, McKown, Jablonski, Bird, McClure, Griffith, Kindel, Parker

The motion to recommend adoption of Ordinance No. O-2324-49, Ordinance No. O-2324-50, and PP-2324-18 to City Council passed by a vote of 8-0.

*



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/11/2024

REQUESTER: Orrklahoma Realty-Norman, L.L.C.

PRESENTER: Lora Hoggatt, Planning Services Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-49: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT AND THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (418 N. INTERSTATE DRIVE)

APPLICANT/REPRESENTATIVE: Orrklahoma Realty Norman L.L.C.

WARD: 3

CORE AREA: N/A

BACKGROUND: The applicant, Orrklahoma Realty Norman, L.L.C., is requesting a rezoning from C-2, General Commercial District, and PUD, Planned Unit Development, to a new SPUD, Simple Planned Unit Development. The existing auto sales facility was approved as a Planned Unit Development in 1995 by Ordinance No. O-9495-56. The current NORMAN 2025 land use designation is Commercial. The applicant seeks to combine several differently zoned properties into one SPUD, Simple Planned Unit Development, and plans to remove the existing showroom and service building, construct new buildings on the property, and expand the outdoor display area.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GBC 24-07, March 19, 2024

There was no quorum for this Greenbelt Commission meeting.

PRE-DEVELOPMENT: PD 24-04, March 28, 2024

Neighbors stated they live to the southwest of the proposed development. Many of their questions revolved around drainage concerns. The attendees noted the area was prone to

flooding and the previous owners of the subject property installed a retaining wall. This wall was constructed poorly and has notable damage to it. The applicant assured the attendees that an engineer was going to assess the existing wall and whether it required replacement. The applicant also stated that the engineer will design the site to drain water away from the subject property as well as the nearby residential properties.

BOARD OF PARKS COMMISSIONERS:

This application was not required to go to the Board of Parks Commissioners because there is not a residential component to the request.

ZONING ORDINANCE CITATION:

SECTION 36-510 SPUD, Simple Planned Unit Development: The Simple Planned Unit Development is a special zoning district that provides an alternative approach to the conventional land use control and to a PUD, Planned Unit Development to maximize the unique physical features of a particular site and produce unique, creative, progressive or quality land development.

The SPUD may be used for particular tracts or parcels of land that are to be developed, according to a SPUD Narrative and a Development Plan Map and contains less than five (5) acres.

The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

2. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. In addition the SPUD provides for the following:

Encourage efficient, innovative use of land in the placement and/or clustering of buildings in a development and protect the health, safety and welfare of the community.

Contribute to the revitalization and/or redevelopment of areas where decline of any type has occurred. Promote infill development that is compatible and harmonious with adjacent uses and would otherwise not be an area that could physically be redeveloped under conventional zoning.

Maintain consistency with the City's Zoning Ordinance, and other applicable plans, policies, standards, and regulations on record.

Approval of a zone change to a SPUD adopts the Master Plan prepared by the applicant and reviewed as a part of the application. The SPUD establishes new and specific requirements for the amount and type of land use, residential densities, if appropriate, development regulations, and location of specific elements of the development, such as open space and screening.

EXISTING ZONING: The subject property is currently zoned PUD and C-2; the existing auto sales facility was approved as a Planned Unit Development in 1995 by Ordinance No. O-9495-56. The previous PUD was approved by Council with the following conditions:

1. The site plan shall be developed in accordance with the Site Development Plan submitted by the applicant and approved by the Planning Commission.
2. The rear portion of Lot 2 will only be used for employee parking and “dead” storage of vehicles. No buildings or active auto sales are authorized. The south 100 feet of the lot can be utilized as a parking area for residents or guests of the complex located in Interstate Square Addition.
3. Landscaping and fencing will be installed and maintained to meet or exceed City ordinances. Plant materials will be replaced, if needed, in a timely manner for five years from the date of installation.
4. Lighting will be low intensity features that are mounted at or below a 10 foot height limit around the perimeter of the lot. If pole mounted, a tree will be planted between any light fixture and the fence to help control any “light spillover.”

STAFF ANALYSIS: The particulars of this SPUD include:

USE: The allowable uses for this SPUD are included in the Narrative as Exhibit D. The uses are as follows, “automotive sales facility and related accessory commercial uses to include outdoor auto display, auto repair and storage.”

PARKING: Parking shall be developed in general compliance with the parking layout shown on Exhibit B, Site Plan, subject to changes allowed by Chapter 36-510(k). The Property shall comply with Norman’s applicable parking ordinances.

The applicant included some language from the original PUD Narrative. The conditions included are as follows: 1) the outdoor display of automobile sales shall not be permitted within the west 100 feet of the south 322 feet of the subject property; 2) this area shall be restricted to the parking of employees, vehicles in the queue for repair or pick-up, and a parking area for residents or guests of the complex located to the south, Interstate Square Addition.

LANDSCAPING: Landscaping shall be provided in accordance with Exhibit E, Landscape Plan, subject to changes allowed by Chapter 36-510(k).

SIGNAGE: All signs shall comply with the requirements outlined in SPUD Narrative, see Exhibit F, Sign Elevations, and will meet the City’s commercial signage regulations.

LIGHTING: All exterior lighting shall be installed in conformance with the City of Norman’s Commercial Outdoor Lighting Standards, as amended from time to time.

SANITATION/UTILITIES: Trash dumpsters will be located as depicted on the Site Plan or in locations as modified or approved by the City of Norman.

FENCING/WALLS: Fencing will consist of a minimum eight foot tall sight proof fence along the west property line.

ALTERNATIVES/ISSUES:

IMPACTS: The surrounding area currently has access to water, sewer, and stormwater. The proposed redevelopment includes similar uses to what currently exists on the property. The City Traffic Engineer states no traffic operational issues are anticipated due to the development.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT/BUILDING CODE: Items regarding fire protection/hydrants, fire codes and building codes will be reviewed at the building permit stage.

PUBLIC WORKS/ENGINEERING: Please see the attached report from Engineering regarding the Preliminary Plat.

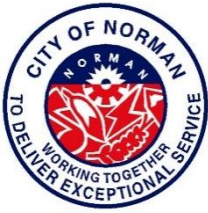
TRAFFIC ENGINEER: Please see the attached report from the Traffic Engineer regarding transportation impacts.

UTILITIES: City utilities are available in this area.

CONCLUSION: Staff forwards this request for SPUD, Simple Planned Unit Development, and Ordinance No. O-2324-49 to the Planning Commission for consideration and recommendation to the City Council.

File Attachments for Item:

10. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-50 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, CLOSURE OF A SEVENTEEN-FOOT (17') WIDTH UTILITY EASEMENT LOCATED WITHIN LOT 2, BLOCK 1, AMENDED STIDHAM ADDITION NO. 1, A PLANNED UNIT DEVELOPMENT. (GENERALLY LOCATED ON THE WEST SIDE OF INTERSTATE I-35 AND NORTH OF SOONER MALL).



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/14/2024

REQUESTER: Ken Danner, Subdivision Development Manager

PRESENTER: Scott Sturtz, Interim Director of Public Works

TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-50 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, CLOSURE OF A SEVENTEEN-FOOT (17') WIDTH UTILITY EASEMENT LOCATED WITHIN LOT 2, BLOCK 1, AMENDED STIDHAM ADDITION NO. 1, A PLANNED UNIT DEVELOPMENT. (GENERALLY LOCATED ON THE WEST SIDE OF INTERSTATE I-35 AND NORTH OF SOONER MALL).

BACKGROUND:

This is a request for closing a certain seventeen-foot (17') width utility easement located within Lot 2, Block 1, Stidham Addition No. 1, a Planned Unit Development. The property is generally located at 418 North Interstate Drive (generally located on the west side of Interstate I-35 and north of Sooner Mall). The final plat of Amended Stidham Addition No. 1, a Planned Unit Development was filed of record with the Cleveland County Clerk on December 11, 1995.

DISCUSSION:

The representative for the applicants has submitted a request to close and vacate a seventeen-foot (17') width platted utility easement in order to construct a new automotive dealership facility and remove the existing structure. The utility companies were notified of the application and have not objected.

Planning Commission, at its meeting of April 11, 2024, recommended adoption by a vote of 8-0.

RECOMMENDATION:

Based on the fact there are no utilities within the easement and the easement is in conflict with a proposed structure, staff recommends approval of the specific described 17' utility easement located in Lot 2, Block 1, Amended Stidham Addition No. 1, a Planned Unit Development

Reviewed by: Scott Sturtz, Interim Director of Public Works
Chris Mattingly, Director of Utilities
Jane Hudson, Director of Planning and Community Development
Kathryn Walker, Director of Legal Department
Darrel Pyle, City Manager

O-2324-50

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, CLOSING A PORTION OF THE 17-FOOT-WIDE UTILITY EASEMENT LOCATED IN LOT TWO (2), BLOCK ONE (1), AN AMENDED PLAT OF STIDHAM ADDITION NO. 1, A PLANNED UNIT DEVELOPMENT, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 1. That, pursuant to Resolution Number R-8182-66, Orrklahoma Realty-Norman, L.L.C., the owner of the subject property, has petitioned the City to have a portion of the seventeen (17) foot platted utility easement on Lot Two (2), Block One (1) of AN AMENDED PLAT OF STIDHAM ADDITION NO. 1, A Planned Unit Development, closed; and,
- § 2. That, also pursuant to Resolution Number R-8182-66, the proper notice has been given, and the maps, memorandums and other items required by said Resolution have been presented to this Council; and
- § 3. That, also pursuant to Resolution Number R-8182-66, a public hearing has been held by the Planning Commission on April 11, 2024 regarding said closing; and
- § 4. That, the seventeen (17) foot platted utility easement on Lot Two (2), Block One (1) of AN AMENDED PLAT OF STIDHAM ADDITION NO. 1, A Planned Unit Development, Norman, Cleveland County, Oklahoma, is hereby closed.
- § 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this _____ day of _____, 2024.

NOT ADOPTED this _____ day of _____, 2024.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)



PO Box 321
Oklahoma City, Oklahoma 73101-0321

MARCH 11, 2024

KEN DANNER, DEVELOPMENT COORDINATOR
NORMAN PLANNING COMMISSION
P. O. BOX 370
NORMAN, OK. 73070

RE: Applicant: KIA of Norman
Request to close a portion of a 17' utility easement
Location: 418 North Interstate Drive
Legal: Lot 2, Block 1, Amended Plat of Stidham Addition No. 1
Resolution No. R-8182-66

Mr. Danner;

Oklahoma Gas and Electric Company (OG&E) has reviewed the request by KIA of Norman. Our records show that OG&E has no facilities in the 17' U/E that the applicant is requesting to close. OG&E does not object to this request, provided the applicant abides by the City of Norman guidelines for the work to be done and does the following:

- 1.) Notify "Call-Okie" at (405) 840-5032 at least 48 hours before digging to have all lines marked.
- 2.) If equipment is involved and is as high as the lowest OG&E overhead wire, approximately 18 feet, and it will be operating within 10 feet of our wire, you should call OG&E construction at 553-5143, to have wires covered.
- 3.) Call OG&E construction at 553-5143 two days before drilling and/or trenching closer than ten feet to an OG&E utility pole and/or wire, or five feet to an OG&E underground line.
- 4.) OG&E would not be held responsible for damaging a private line in a (public/platted) easement.
- 5.) OG&E would need to be reimbursed ahead of time for the cost of relocating any facilities.

Should local service be disrupted to any OG&E customer due to any work performed by the applicant, they will be held responsible for any costs incurred by OG&E to restore service. Obtaining a permit from the City of Norman or beginning the above referenced work constitutes acceptance of the terms of this letter. If you have any questions, or if I can provide you with any other information, please contact me at (405) 553-5174.

Sincerely,

A handwritten signature in black ink, reading "Timothy J. Bailey". The signature is written in a cursive, flowing style.

Timothy J. Bailey
Right-Of-Way Agent

Ken Danner

From: Wes White <wwhite@okcoop.org>
Sent: Friday, March 08, 2024 6:32 AM
To: Ken Danner
Cc: Jack Burdett
Subject: EXTERNAL EMAIL : RE: [External]Request for Easement Closure_418 N interstate drive

Ken,

Oklahoma Electric Cooperative has no objection to the request for easement closure at 418 N Interstate Drive. Let me know if you have any questions.

Thanks,
 Wes

Wes White

Manager of Field Design
 Oklahoma Electric
 Cooperative

o: (405) 217-6617
 c: (405) 306-9380
wwhite@okcoop.org
www.okcoop.org
 2520 Hemphill Dr | PO Box 1208
 Norman, OK 73070



From: Jack Burdett <Jack.Burdett@NormanOK.gov>
Sent: Wednesday, March 6, 2024 9:18 AM
To: 'CILKE, CARRIE L' <cc3527@att.com>; 'jt6962@att.com' <jt6962@att.com>; 'sl4915@att.com' <sl4915@att.com>; 'Garner, Mel (CCI-Central Region)' <mel.garner@cox.com>; 'CCI CEN - OKC ROW' <okcrow@cox.com>; 'baileytj@oge.com' <baileytj@oge.com>; 'Marti.Hill@onegas.com' <Marti.Hill@onegas.com>; 'drew.nixon@onegas.com' <drew.nixon@onegas.com>; Thad Peterson <tpeterson@okcoop.org>; Wes White <wwhite@okcoop.org>
Cc: Ken Danner <Ken.Danner@NormanOK.gov>
Subject: [External]Request for Easement Closure_418 N interstate drive

You don't often get email from jack.burdett@normanok.gov. [Learn why this is important](#)

[EXTERNAL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

All,

See request and details to vacate and close an easement just west of N Interstate Drive associated with *Sooner Kia of Norman* to accommodate new platting and improvements. Please contact Ken Danner regarding the attached request for a closure with your approval or disapproval. Ken's email address is ken.danner@normanok.gov or call him at 366-5458. Please copy me with your response.

Thank you.

Jack Burdett

Subdivision Development Coordinator
Public Works Dept., Engineering Div.
City of Norman Development Center
225 N. Webster Room 1500
Norman, OK 73069
P.O. Box 370, Norman, OK 73070
Phone: (405) 366-5457
Email: Jack.Burdett@NormanOk.gov

This email and any files transmitted with it are intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the sender.

City Council Agenda

O-2324-50

May 14, 2024

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-50 AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, CLOSURE OF A SEVENTEEN-FOOT (17') WIDTH UTILITY EASEMENT LOCATED WITHIN LOT 2, BLOCK 1, AMENDED STIDHAM ADDITION NO. 1, A PLANNED UNIT DEVELOPMENT.

INFORMATION: The above-described ordinance is submitted for City Council's consideration. Copies of the ordinance, advisory memorandum and pertinent documents are included in the Agenda Book.

ACTION NEEDED: Motion to adopt or reject Ordinance No. O-2324-50.

ACTION TAKEN: _____



office memorandum

DATE: March 1, 2024

TO: Kathryn Walker, City Attorney
 Anthony Purinton, Assistant City Attorney II
 Rone Tromble, Administrative Technician IV
 Ken Danner, Subdivision Manager
 Scott Sturtz, Acting Director of Public Works
 Jane Hudson, Director of Planning and Community Development
 Lora Hoggatt, Planning Services Manager

FROM: Brenda Hall, City Clerk

SUBJECT: Request to Close a Public Easement

I am in receipt of a request to close a public easement located in Lot 2, Block 1, Stidham Addition No. 1, a/k/a 418 North Interstate Drive.

In accordance with Resolution No. R-8182-66, I am forwarding the request and certified ownership list to your office and requesting that your office send notice to the furnished list of property owners and have the necessary ordinance prepared. If further action is needed from my office, please notify me.

BH:smr
 attachments

February 28, 2024

Brenda Hall, City Clerk
City of Norman
201 West Gray
Norman, OK 73070

RE: Request to close a portion of a platted utility easement in the Amended Plat of Stidham Addition No. 1, located at 418 N. Interstate Drive

Dear Ms. Hall,

As owner of the property located at 418 N. Interstate Drive, I would like to submit this letter as petition to close a portion of the 17 foot platted utility easement located along the south boundary of Lot 2 in Block 1 in the Amended Plat of Stidham Addition No. 1, recorded in Book 17 Pages 42 and 43 in the office of the Cleveland County Clerk.

The portion of the easement to be closed extends easterly from the east line of the existing north/south Continental Pipeline Easement to the east boundary of Lot 2. An expansion of the existing automobile sales facility is planned for this area. Due to this expansion, it is necessary to eliminate this portion of the utility easement. A survey of the property indicates that there are no public utilities within the portion of the easement to be closed.

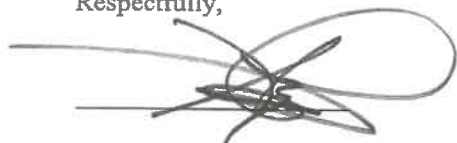
If closing of the public utility easement described on the attached exhibit is approved by the City Council, an application to vacate said portion via District Court will be pursued.

Attached are the documents required to be submitted with this petition:

Legal Description of Portion of Public Utility Easement to be Closed
Certified List of Property Owners within 300 feet (3 copies)
Check in the amount of \$400 for filing fee
Exhibit depicting that portion of the public utility easement to be closed (3 copies)

Please do not hesitate to contact me if you need additional information or if I can answer any questions.

Respectfully,



Orrklahoma Realty-Norman, LLC

cc: Bobby Newman
Mark Grubbs

FILED IN THE OFFICE
OF THE CITY CLERK
ON 3/1/24

Exhibit "A"

LEGAL DESCRIPTION

Utility Easement Vacation

Sooner Kia
418 N. Interstate Drive
Norman, Cleveland Co., Oklahoma

February 29, 2024

A portion of the 17-foot-wide Utility Easement, Lot Two (2), Block One (1), AN AMENDED PLAT OF STIDHAM ADDITION NO. 1, a Planned Unit Development to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat filed at Book 17 Plats, Page 42 and 43, described as follows:

The South 17.00 feet of the North 164.00 feet of said Lot Two (2) lying East of the 50-foot-wide Pipeline Easement as shown on said plat being particularly described as follows:

BEGINNING at the Southeast corner of said Lot Two (2) on the West Right of Way line of Interstate 35;

THENCE South 89°55'03" West, along the South line of said Lot, a distance of 249.80 feet to the East line of a 50-foot-wide Pipeline Easement as shown on said plat;

THENCE North 13°30'17" East, along the East line of said Pipeline Easement, a distance of 17.49 feet;

THENCE North 89°55'03" East, parallel with the South line of said Lot, a distance of 246.05 feet to the East line of said Lot;

THENCE Southerly along the East line of said Lot on a curve to the Right, having a radius of 2,824.80 feet, central angle of 00°20'42", chord bearing of South 01°06'45" West, chord distance of 17.00 feet, for an arc length of 17.00 feet to the **POINT OF BEGINNING**.

Said tract of land containing 4,215 square feet or 0.0968 acres, more or less.

The basis of bearing for the above-described tract of land is the South line of said Lot Two (2) having a platted bearing of South 89°55'03" West.

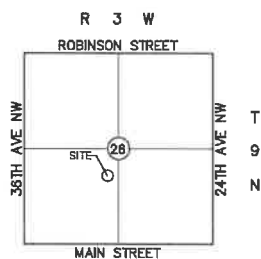
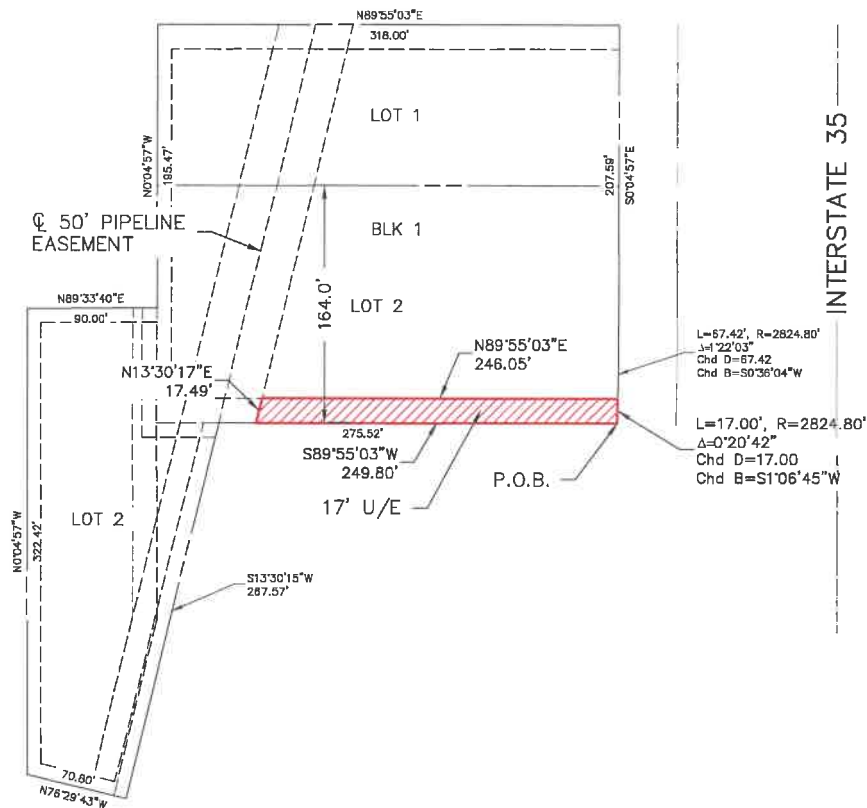
Prepared by Durham Surveying, Inc.
Damon K. Durham, PLS No. 1521

T:\2024\24-012\Docs\24-012_20240229_Legal Description for Easement Vacation.docx

Exhibit 'B'

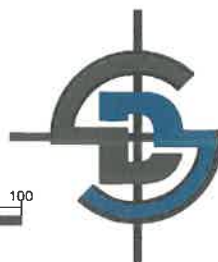
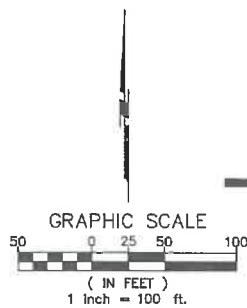
UTILITY EASEMENT VACATION

PART OF LOT 2, BLOCK 1,
AN AMENDED PLAT OF STIDHAM ADDITION NO.1
SW/4, SECTION 26, T9N, R3W, I.M.
NORMAN, CLEVELAND CO., OKLAHOMA



Location Map
SCALE: 1"=4000'

2/29/2024



DURHAM SURVEYING, INC.

1800 SOUTH SARA ROAD, YUKON, OK 73099

Phone (405) 265-3404 Fax (405) 265-0649

CERTIFICATE OF AUTHORIZATION NO. 5313

EXPIRATION DATE: JUNE 30, 2024

CERTIFICATE OF BONDED ABTRACTOR

(350 FEET RADIUS REPORT)

STATE OF OKLAHOMA)
) §:
 COUNTY OF CLEVELAND)

The undersigned bonded abstractor in and for Cleveland County, State of Oklahoma, does hereby certify that the following Ownership is true and correct according to the current year's tax rolls in the office of the County Treasurer of Cleveland County, Oklahoma, as updated by the records of the County Clerk of Cleveland County, Oklahoma; that the owners, as reflected by said records, are based on the last conveyance or final decree of record of certain properties located within 350 feet in all directions of the following described land:

TRACT 1 LEGAL DESCRIPTION

Part of the Southwest Quarter (SW/4) of Section Twenty-Six (26), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Cleveland County, Oklahoma, and being more particularly described as follows: BEGINNING at a point 150 feet West and 684.61 feet South of the Northeast corner of said Southwest Quarter (SW/4);
 THENCE West 208.67 feet;
 THENCE South 208.67 feet;
 THENCE East 208.67 feet;
 THENCE North 208.67 feet to the POINT OF BEGINNING.

AND

Lots One (1) and Two (2), in Block One (1), of AN AMENDED PLAT OF STIDHAM ADDITION NO. 1, a Planned Unit Development, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

AND

TRACT 2 LEGAL DESCRIPTION

Part of the Southwest Quarter (SW/4) of Section Twenty-Six (26), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described as follows: COMMENCING at the Northeast Corner of the Southwest Quarter (SW/4);
 THENCE South 89°49'55" West on the North line of said Southwest Quarter (SW/4) for a distance of 150.00 feet to the POINT OF BEGINNING;
 THENCE South 00°04'57" East for a distance of 409.62 feet;
 THENCE South 89°55'03" West on the North line of the Amended Plat of Stidham Addition No 1 for a distance of 318.00 feet;
 THENCE North 00°04'57" West on the East line of River Oaks Section 6 Addition for a distance of 409.15 feet;
 THENCE North 89°49'55" East on the North line of the said Southwest Quarter (SW/4) for a distance of 318.00 feet to the POINT OF BEGINNING.
 LESS AND EXCEPT Lot One (1) in Block One (1) of NORMAN CAR-MART to Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

and find the following owners, addresses and brief legal descriptions on the attached pages numbered from (1) to (22), both inclusive.

NOTICE TO CUSTOMERS: This report is released with the understanding that the information is strictly confidential. This report contains information from public land records only and is not to be construed as an abstract of title, opinion of title, title commitment, title insurance policy, or environmental research report. As used herein, the term "public land records" means those land records which under the recording laws of the applicable state, impart constructive notice to the third parties with respect to recorded, unreleased or record instruments memorializing legal interests in real estate. The company suggests that you contact your attorney for matters of a legal nature or legal opinion. We have exercised due care and diligence in preparing this report,

however, the Abstractor does not guarantee validity of the title and acceptance of this report by the Company or person(s) for whom this report is made, constitutes agreement and confirmation of the limitation of this report.

Dated: February 7, 2024 at 7:30 AM

First American Title Insurance Company

A handwritten signature in black ink that reads "Panda Craven". The signature is written in a cursive, flowing style.

By:

Panda Craven

Abstractor License No. 85

OAB Certificate of Authority # 49

File No. 2856005-MO99

OWNERSHIP LIST**ORDER NO. 2856005-MO99**DATE PREPARED: February 14, 2024
EFFECTIVE DATE: February 7, 2024 at 7:30 A.M.

NO.	OWNER	LOT	BLK	ADDITION
1	ORRKLAHOMA REALTY – NORMAN, LLC 418 N INTERSTATE DR NORMAN OK 73072			26-9-3W 1.0192AC PRT SW/4 BEG 150' WEST FROM NE/C S409.61' W318' N409.61' E318' POB LESS NORMAN CAR MART LT 1 BLK 1 #191362 Subject Property
2	ORRKLAHOMA REALTY – NORMAN, LLC 418 N INTERSTATE DR NORMAN OK 73072	1	1	AMENDED PLAT OF STIDHAM ADDITION NO. 1, a Planned Unit Development, to Norman OK #45672 Subject Property
3	ORRKLAHOMA REALTY – NORMAN, LLC 418 N INTERSTATE DR NORMAN OK 73072	2	1	AMENDED PLAT OF STIDHAM ADDITION NO. 1, a Planned Unit Development, to Norman OK #45673
4	ORRKLAHOMA REALTY – NORMAN, LLC 418 N INTERSTATE DR NORMAN OK 73072			26-9-3W .48 AC PRT SW/4 BEG 150'W 684.61'S NE/C SW/4 W208.67' S100' E208.67' N100' POB #23486 Subject Property
5	ORRKLAHOMA REALTY – NORMAN, LLC 418 N INTERSTATE DR NORMAN OK 73072			26-9-3W .52 AC PRT SW/4 BEG 105'W 784.61'S NE/C SW/4 W208.67' S108.67' E208.57' N108.67' POB #23487 Subject Property

6	LL ARK PROPERTIES, LLC 3701 Alabama Ave S St. Louis Park MN 55416-5156	Part 1-5 a/k/a 2B	2	PARK CENTRAL ADDITION, to Norman, OK, LT 2B BLK 2 AKA PRT LT 1 2 3 4 5 BEG SE/C LT 5 S 76D W235.36` W105.50` S 21D E355.04` S36.65` W237.84` C/R (R=190) CB N 81D W57.05` C/L (R=190) CB N 81D W57.05` W32.12` C/L (R=2904) CB N 04D W292.98` C/R (R=2824.79) CB N 04D W256.26` N 44D E34.82` E569.59` S 45D E35.33` S25.89` C/L (R=486.11) CB S 06D E115.25` POB #141234
7	DONOHUE SHOWCASE, LLC 817 W TIMBERDELL RD NORMAN OK 73072-6326	1	1	PARK CENTRAL ADDITION, to Norman OK #40944
8	SPAG-GN, LLC 4710 NW 39 TH ST OKLAHOMA CITY OK 73122-2505	Part 2-5 a/k/a 2B	1	PARK CENTRAL ADDITION, to Norman OK #194302
9	NYSSA RAATKO LLC 600 NW 23 RD ST, STE 200 OKLAHOMA CITY OK 73103-1464	1	1	NORMAN CAR-MART, to Norman OK #191361
10	Kwang Soo Go 6017 NW 160 th St Edmond OK 73013	1	2	SPRING BROOK ADDITION SECTION 9, Replat of Lots 1 thru 8, Block 1 and Lots 1 thru 4, Block 2, To Norman OK #45423
11	CLEVELAND HOSPITALITY, LLC 118 N 7 TH AVE DURANT OK 74701-4756	3	2	SPRING BROOK ADDITION SECTION 9, Replat of Lots 1 thru 8, Block 1 and Lots 1 thru 4, Block 2, To Norman OK #45425
12	Kenneith Ray McIntosh 3123 Tall Oaks Cir Norman OK 73072-4717	8	13	RIVER OAKS SECTION 6, A Replat of Lots 26 thru 30, Block 12 & Lots 3 thru 7, Block 13 of River Oaks Sec. 3, To Norman OK #42899
13	Mary Anne Bradfield 3117 Tall Oaks Cir Norman OK 73072-4717	7	13	RIVER OAKS SECTION 6, A Replat of Lots 26 thru 30, Block 12 & Lots 3 thru 7, Block 13 of River Oaks Sec. 3, To Norman OK #42898

14	Bradford W. Edgar and Michael D. Randall, as Co-Trustees of The Red Bull Trust 3111 Tall Oaks Cir Norman OK 73072-4717	6	13	RIVER OAKS SECTION 6, A Replat of Lots 26 thru 30, Block 12 & Lots 3 thru 7, Block 13 of River Oaks Sec. 3, To Norman OK #42897
15	STP HOMES, INC PO Box 8067 Moore OK 73153-8067	5	13	RIVER OAKS SECTION 6, A Replat of Lots 26 thru 30, Block 12 & Lots 3 thru 7, Block 13 of River Oaks Sec. 3, To Norman OK #42896
16	Wright Farms Livestock and Land LLC 16428 S 225 th East Ave Coweta OK 74429-6622	4	13	RIVER OAKS SECTION 6, A Replat of Lots 26 thru 30, Block 12 & Lots 3 thru 7, Block 13 of River Oaks Sec. 3, To Norman OK #42895
17	Shaina and Shaila Patel 1214 W Lindsey St Norman OK 73069-4308	3	13	RIVER OAKS SECTION 6, A Replat of Lots 26 thru 30, Block 12 & Lots 3 thru 7, Block 13 of River Oaks Sec. 3, To Norman OK #42894
18	Wanda D. Scott 3116 Tall Oaks Cir Norman OK 73072-4717	2	13	RIVER OAKS SECTION 3, to Norman OK #42876
19	Charles Keith Martin 3122 Tall Oaks Cir Norman OK 73072-4717	1	13	RIVER OAKS SECTION 3, to Norman OK #42875
20	Carolyn S. Constant 3127 Bent Oaks Cir Norman OK 73072-4718	32	12	RIVER OAKS SECTION 3, to Norman OK #42874
21	Carol A. Hoadley 3121 Bent Oaks Cir Norman OK 73072-4718	31	12	RIVER OAKS SECTION 3, to Norman OK #42873
22	Kelli A. Smart 3115 Bent Oaks Cir Norman OK 73072-4718	31A	12	RIVER OAKS SECTION 6, A Replat of Lots 26 thru 30, Block 12 & Lots 3 thru 7, Block 13 of River Oaks Sec. 3, To Norman OK #42893
23	Alfredo Loera 3109 Bent Oaks Cir Norman OK 73072-4718	30	12	RIVER OAKS SECTION 6, A Replat of Lots 26 thru 30, Block 12 & Lots 3 thru 7, Block 13 of River Oaks Sec. 3, To Norman OK #42892

24	Libby Kivko 2702 S Pickard Ave Norman OK 73072-6924	29	12	RIVER OAKS SECTION 6, A Replat of Lots 26 thru 30, Block 12 & Lots 3 thru 7, Block 13 of River Oaks Sec. 3, To Norman OK #42891
25	Billy Jack Smith & Anita Jo Smith 13941 S Hudson Ave Bixby OK 74008-4081	28	12	RIVER OAKS SECTION 6, A Replat of Lots 26 thru 30, Block 12 & Lots 3 thru 7, Block 13 of River Oaks Sec. 3, To Norman OK #42890
26	Blake A. Johnson, as Successor Trustee of The Judith K. Johnson Revocable Living Trust 3114 Bent Oaks Cir Norman OK 73072	27	12	RIVER OAKS SECTION 6, A Replat of Lots 26 thru 30, Block 12 & Lots 3 thru 7, Block 13 of River Oaks Sec. 3, To Norman OK #42889
27	William Boyd & Judy Boyd, Trustees of The William Boyd & Judy Boyd Revocable Living Trust 3120 Bent Oaks Cir Norman OK 73072	26	12	RIVER OAKS SECTION 6, A Replat of Lots 26 thru 30, Block 12 & Lots 3 thru 7, Block 13 of River Oaks Sec. 3, To Norman OK #42888
28	Jose Ruiz 3126 Bent Oaks Cir Norman OK 73072	25	12	RIVER OAKS SECTION 3, to Norman OK #42872
29	Thomas Lynn Potts & Tonya Lynn Potts 3130 Bent Oaks Cir Norman OK 73072-4718	24	12	RIVER OAKS SECTION 3, to Norman OK #42871
30	Catherine Sue Thomas 3204 Rambling Oaks Dr Norman OK 73072-4709	23	12	RIVER OAKS SECTION 3, to Norman OK #42870
31	Marcia L. Garst 3125 Saint Clair Dr Norman OK 73072-4763	14	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #129511
32	Brenda S. Keeling 3121 Saint Clair DR Norman OK 73072	15	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #129512
33	Warren Dale Reynolds & Karen Ann Reynolds, Trustees of the Warren & Karen Reynolds Living Trust 3117 Saint Clair Dr Norman OK 73072	16	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #129513

34	Holly Cole 3113 Saint Clair Dr Norman OK 73072	17	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #129514
35	Stephen F. Vickers PO Box 249 Lindsay OK 73052-0249	18B	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #153910
36	Cies Properties Inc. 1203 Brookhaven Blvd Norman OK 73072-3612	20A	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #153911
37	Cies Properties Inc. 1203 Brookhaven Blvd Norman OK 73072-3612	21 & N16' of 22 a/k/a 21A	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #144349
38	Chetna Kadian 307 Summit BND Norman OK 73071-4171	23 & S16' of 22 a/k/a 23A	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #144350
39	Max Weldon & Kay Weldon, Trustees of The Max Weldon Living Trust 317 Millbrook Pl Norman OK 73072-4762	24A & Pt of 26A a/k/a 24B	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #159622
40	Gerald D. Smith 2512 SE 38 th St Moore OK 73160-9732	26C	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #167037
41	Cies Properties Inc. 1203 Brookhaven Blvd Norman OK 73072-3612	28A	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #167039
42	Cies Properties Inc. 1203 Brookhaven Blvd Norman OK 73072-3612	29A	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #167040
43	Cies Properties Inc. 1203 Brookhaven Blvd Norman OK 73072-3612	30A	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #167041

44	Cies Properties Inc. 1203 Brookhaven Blvd Norman OK 73072-3612	31A	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #167042
45	Cies Properties Inc. 12103 Brookhaven Blvd Norman OK 73072-3612	32A	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #167043
46	Gregory P. Moss & Phyllis Jean Moss, as Trustees of The Moss Family Living Trust 209 Millbrook PL Norman OK 73072	33C	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #175574
47	C. Thomas Knotts Family Trust & Jann G. Knotts Family Trust 201 Millbrook Pl Norman OK 73072	35D	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #175575
48	Brookhaven Square 3 rd PO Box 720096 Norman OK 73070-4074	Open Space B		BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #129584
49	Jason & Stephanie J. Vogel 3124 St. Clair CMN Norman OK 73072	Pt 5 & 6 a/k/a 5A	2	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK LOT 5A BLOCK 2 AKA PRT LT 5 AND PRT LT 6 BLK 2 BEG NW/C LT 5 E40.36' S82.50' W40.36' N82.50' POB #129579
50	Dale R. Fuqua 3120 Saint Clair CMN Norman OK 73072-4769	Pt 6 a/k/a 6A	2	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK LOT 6A BLOCK 2 AKA PRT LT 6 BLK 2 BEG NE/C LT 6 S82.50' W38' N82.50' E38' POB #129580
51	William F. Wetmore, III & Marsha K. Wetmore 3116 Saint Clair CMN Norman OK 73072-4769	7 & 8 a/k/a 7A	2	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #129581

52	Charles W. & Sandra R. Snider 3108 Saint Clair CMN Norman OK 73072-4769	9	2	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #129565
53	Alice L. Camp, Trustee of The Alice L. Camp Revocable Trust 3101 Millbrook Dr. Norman OK 73072-4765	10A	2	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #154829
54	Cies Properties Inc. 1203 Brookhaven Blvd Norman OK 73072-3612	11B	2	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #154830
55	Cies Properties Inc. 1203 Brookhaven BLVD Norman OK 73072-3612	Pt 11 & 12 a/k/a 12A	2	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK LT 12A BLK 2 AKA W5' OF LT 11 AND E33' OF LT 12 BLK 2 #146450
56	Cies Properties Inc. 1203 Brookhaven BLVD Norman OK 73072-3612	Pt 12 & 13 a/k/a 13A	2	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK LT 13A BLK 2 AKA W 5' OF LT 12 AND E 35' OF LT 13 BLK 2 #146451
57	Judith Clark Barry, Trustee of The Judith Clark Barry Revocable Trust 3117 Millbrook DR Norman OK 73072-4765	Pt 13 & All of 14 a/k/a 14A	2	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK LT 14A BLK 2 AKA W3' OF LT 13 AND ALL OF LT 14 BLK 2 #146452
58	Gary L. & Carolyn R. Kueter 3112 Millbrook Dr Norman OK 73072-4759	53C	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #172981
59	Cies Properties Inc. 1203 Brookhaven Blvd Norman OK 73072-3612	51B	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #172980
60	Mohsen & Shahla Gohar 3100 Millbrook DR Norman OK 73072-4759	50	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #129549

61	Sooner Ranch Properties LP 9 Hobb Hill LN Lucas TX 75002-7471	48 & 49 a/k/a 48A	1	BROOKHAVEN SQUARE 4 TH ADDITION, a Planned Unit Development, to Norman OK #146448
62	Huntington At The Mall Owners 1322 Fretz DR Edmond OK 73003			INTERSTATE SQUARE LT PRT LT 1A BLK 1 AKA BEING PRTS LTS 26B THRU 37 BLK 1 BROOKHAVEN SQUARE 4 ADDN BEG SE/C LT 27 BLK 1 W1529` N 13D E573.10` S 76D E14.85` S 13D W582.33` POB #167048
63	ALICE M. LUNDSTROM 3003 River Oaks DR, Apt 111 Norman OK 73072-4824	UNIT G-3		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36465
64	DONALD B. & GLORIA A. ADKINS 3003 River Oaks DR, Apt 129 Norman OK 73072-4874	UNIT G-21		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36466
65	FRANCIS NJOKU 403 S MAIN ST FORT STOCKTON TX 79735- 7210	UNIT G-23		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36467
66	CHONG SUN FRASHIER 4113 Sam Gordon DR Norman OK 73072-4024	UNIT G-10		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36468
67	JODI HUBBEL 3003 River Oaks DR, Apt 214 Norman OK 73072-4826	UNIT G-20		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36471

68	JERRY KEITH KITTINGER 3901 BELLWOOD DR NORMAN OK 73072	UNIT 101 & UNIT G-1 & UNIT G-2	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36472
69	STEPHANIE ANNE CIRAR 3003 River Oaks DR, Apt 102 Norman OK 73072-4824	UNIT 102	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36473
70	JEFFREY S. GIBSON 5101 Deerhurst DR Norman OK 73072-3882	UNIT 103	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36474
71	RONDA LASHAY 3003 RIVER OAKS DR, 104 NORMAN OK 73072	UNIT 104	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36475
72	DAVID E. WRENN 3003 River Oaks DR, Apt 105 Norman OK 73072-4824	UNIT 105	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36476
73	JERRY & LYNNE HOOT 53 SLAMA RD EDGEWATER MD 21037	UNIT 106	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36477
74	LISA M. WEAVER 3003 River Oaks DR, Apt 107 Norman OK 73072-4824	UNIT 107 & UNIT G-11	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36478

75	JEAN M. HOLLADAY 3003 River Oaks DR, Apt 108 Norman OK 73072-4824	UNIT 108	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36479
76	JOHN T. LAWSON, III & KIMBERLY A. LAWSON 3003 RIVER OAKS DR, 109 NORMAN OK 73072	UNIT 109	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36480
77	PAUL DELLOYD, II 3003 RIVER OAKS DR, 110 NORMAN OK 73072	UNIT 110	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36481
78	JEFFREY S. MARLEY & KATHERINE D. MARLEY 3003 River Oaks DR, Apt 111 Norman OK 73072-4824	UNIT 111	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36482
79	JARIN DYKSTRA 3003 River Oaks DR, Apt 112 Norman OK 73072-4824	UNIT 112	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36483
80	M LINNEMANN PROPERTIES, LLC 4725 Lake Front DR Norman OK 73072-9745	UNIT 113	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36484
81	MARIA E. EZPELETA 3003 River Oaks DR, Apt 114 Norman OK 73072-4824	UNIT 114 & UNIT G-14	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36485
82	SHARON SUE STEWART, AS TRUSTEE OF THE SHARON SUE STEWART LIVING TRUST 3003 RIVER OAKS DR, 115 NORMAN OK 73072	UNIT 115	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36486

83	ERIC & BRENDA EDGE 3003 River Oaks DR, Apt 116 Norman OK 73072-4824	UNIT 116 & UNIT G-16	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36487
84	KATHY L. KLOSS 3003 River Oaks DR, Apt 117 Norman OK 73072-4824	UNIT 117	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #166840
85	BADAR KHAN 3003 RIVER OAKS DR, 118 NORMAN OK 73072	UNIT 118 & UNIT G-13	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36489
86	BRENNA LONG-WHEELER & LESLIE LONG & DONALD WHEELER 3003 RIVER OAKS DR, 119 NORMAN OK 73072	UNIT 119 & UNIT G-15	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36490
87	DENEICE N. JOHNSON 3003 RIVER OAKS DR, 120 NORMAN OK 73072	UNIT 120	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36491
88	LORI S. HANNA 3003 River Oaks DR, Apt 121 Norman OK 73072-4824	UNIT 121	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36492
89	ELSA TEWOLDE 3003 River Oaks DR, Apt 122 Norman OK 73072-4824	UNIT 122	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36493
90	LONNIE W. BURKS 820 72nd AVE SE Norman OK 73026-3710	UNIT 123	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36494

91	WALTER RICHARD O'CONNELL, JR. 3003 River Oaks DR, 124 Norman OK 73072-4824	UNIT 124		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36495
92	JAN CAROLE RUSSELL 3003 River Oaks DR, Apt 125 Norman OK 73072-4824	UNIT 125 & UNIT G-18		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36496
93	RON & DANISE PHILLIPS 212 Mimosa DR Norman OK 73069-8652	UNIT 126		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36497
94	BONNIE STEPHENS 3003 River Oaks DR, Apt 127 Norman OK 73072-4874	UNIT 127		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36498
95	STOREYTIME PROPERTIES, LLC 1900 NW Expressway, Ste 815 Oklahoma City OK 73118-1815	UNIT 128		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36499
96	DONALD B. ADKINS & GLORIA A. ADKINS 3003 River Oaks DR, Apt 129 Norman OK 73072-4874	UNIT 129		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36500
97	ROGRIGO RIVERA REYES 3003 River Oaks DR, Apt 130 Norman OK 73072-4874	UNIT 130		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36501
98	RONALD D. MULLINS 3003 RIVER OAKS DR, 131 NORMAN OK 73072	UNIT 131 & UNIT G-25		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36502

99	IVA LOU SCRIVNER & TIR LYNN SEQUERA, TRUSTEES OF THE IVA LOU SCRIVNER REVOCABLE TRUST 5620 RACHEL CT ARLINGTON TX 76017	UNIT 132		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36503
100	ANITRA S. PEACOCK 3003 River Oaks DR, Apt 133 Norman OK 73072-4874	UNIT 133		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36504
101	SHERRY L. BAKER, AS TRUSTEE OF THE SHERRY L. BAKER REVOCABLE TRUST 3003 RIVER OAKS DR, 134 NORMAN OK 73072	UNIT 134		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36505
102	BRITTANY HOUSLEY 3003 River Oaks DR, Apt 135 Norman OK 73072-4825	UNIT 135		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36506
103	DUC N. LE 3003 RIVER OAKS DR UNIT 136 Norman OK 73072	UNIT 136		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36507
104	GARY A. ADAMS & RACHEL ADAMS 3003 River Oaks DR, Apt 137 Norman OK 73072-4825	UNIT 137		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36508
105	GARY A. ADAMS & RACHEL ADAMS 3003 River Oaks DR, Apt 137 Norman OK 73072-4825	UNIT G-27		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #106113
106	KARIN KELLER 3003 RIVER OAKS DR, 138 NORMAN OK 73072	UNIT 138		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36509

107	JOHN J. LAREAU & LAKETA M. LAREAU, CO- TRUSTEES OF THE LAREAU FAMILY TRUST 2819 Majesty CT Norman OK 73072-7529	UNIT 139		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36510
108	GAYLE OLSON-SUIT 3003 River Oaks DR, Apt 140 Norman OK 73072-4825	UNIT 140		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36511
109	STEVEN D. DAVIDSON & MELINDA C. DAVIDSON 910 Greenbriar LN Duncanville TX 75137-3714	UNIT 141		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36512
110	VICKY WHITE 3003 River Oaks DR, Apt 142 Norman OK 73072-4825	UNIT 142		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36513
111	BOBBIE WARD 3003 RIVER OAKS DR APT 143 Norman OK 73072-4825	UNIT 143		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #169722
112	GAYLE B. THORNTON & DORTHY E. THORNTON 3003 River Oaks DR, Apt 144 Norman OK 73072-4825	UNIT 144		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36515
113	GEORGE F. CONKLIN & LOIS L. CONKLIN, TRUSTEES OF THE GEORGE F. CONKLIN & LOIS L. CONKLIN REVOCBLE LIVING TURST 3003 RIVER OAKS DR, UNIT 145 NORMAN OK 73072	UNIT 145 & UNIT G-28		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #191832

114	JEWELDEAN CASTLE, AS TRUSTEE OF THE JEWELDEAN CASTLE LIVING TRUST 3003 RIVER OAKS DR, 146 NORMAN OK 73072	UNIT 146		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36517
115	EVA H. MCGINNIS, TRUSTEE OF THE WILLIAM P. & EVA H. MCGINNIS FAMILY TRUST 1819 Crestmont ST Norman OK 73069-6409	UNIT 147		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36518
116	BILLY DAN JOHNSON & SYLVIA R. JOHNSON 3003 River Oaks DR, Apt 148 Norman OK 73072-4825	UNIT 148		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36519
117	JAMES SAMUEL HINES 3003 RIVER OAKS DR, 149 NORMAN OK 73072	UNIT 149		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36520
118	MARK FREEMAN ROBERTS 3003 RIVER OAKS DR, 150 NORMAN OK 73072	UNIT 150 & UNIT G-4		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36521
119	RENEE J. TEAGUE 3003 RIVER OAKS DR, 151 NORMAN OK 73072	UNIT 151		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36522
120	HAITHAM R. KHRAIS 4104 56TH PL Oklahoma City OK 73112	UNIT 152		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36523
121	AXELSON A. JORQUE 3003 River Oaks DR, Apt 153 Norman OK 73072-4825	UNIT 153		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36524

122	MARVIN WAYNE CRAMER & PENNY JILL CRAMER 3003 RIVER OAKS DR, 154 NORMAN OK 73072	UNIT 154	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36525
123	CATHERINE I. DRAPER 3003 River Oaks DR, Apt 155 Norman OK 73072-4825	UNIT 155	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36526
124	RICHARD T. HOWARD, II & MICHELLE K. HOWARD 3003 RIVER OAKS DR, 156 NORMAN OK 73072	UNIT 156	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36527
125	DIXIE L. CHAHIN 3003 River Oaks DR, Apt 157 Norman OK 73072-4825	UNIT 157	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36528
126	MATTHEW & ELAINE TIFFEE 356 FALCON LN EUFAULA OK 74432	UNIT 158	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36529
127	AMES WENDELL LEWIS 3003 RIVER OAKS DR, 159 NORMAN OK 73072	UNIT 159	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36530
128	BETTY N. GOSS, SOLE TRUSTEE OF THE GOSS FAMILY TRUST 3003 River Oaks DR, Apt 160 Norman OK 73072-4880	UNIT 160	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36531
129	VALERIE H. STEFFEE 3003 River Oaks DR, Apt 202 Norman OK 73072-4825	UNIT 202 & UNIT G-6	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36532

130	DAWSON INVESTMENTS LLC 3003 RIVER OAKS DR, 203 NORMAN OK 73072	UNIT 203	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36533
131	SHAD & VALERIE SATTERTHWAITE 2545 MCGEE DR Norman OK 73072	UNIT 204	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36534
132	SHELIA L. KNIGHT F/K/A SHELIA BUCKLEY & JENNIFER G. BAKER, TRUSTEES OF THE JASON E. BLACK SUPPLEMENTAL NEEDS TRUST 3003 River Oaks DR, # 205 Norman OK 73072	UNIT 205	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36535
133	TERRI MARTIN 3003 River Oaks DR, Apt 206 Norman OK 73072-4825	UNIT 206	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36536
134	PHONG NGUYEN 3003 RIVER OAKS DR, 207 NORMAN OK 73072-4825	UNIT 207	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36537
135	ASHLEY SEYFERT 3003 RIVER OAKS DR, 208 NORMAN OK 73072	UNIT 208	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36538
136	BRAYTON BAY REVOCABLE LIVING TRUST, KENNETH WAYNE BRAYTON & KAREN ANN BRAYTON, AS INITIAL CO-TRUSTEES 3003 River Oaks DR, Apt 209 Norman OK 73072-4825	UNIT 209	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36539
137	MARIANA M. LEHMAN 3003 River Oaks DR, Apt 210 Norman OK 73072-4826	UNIT 210	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36540

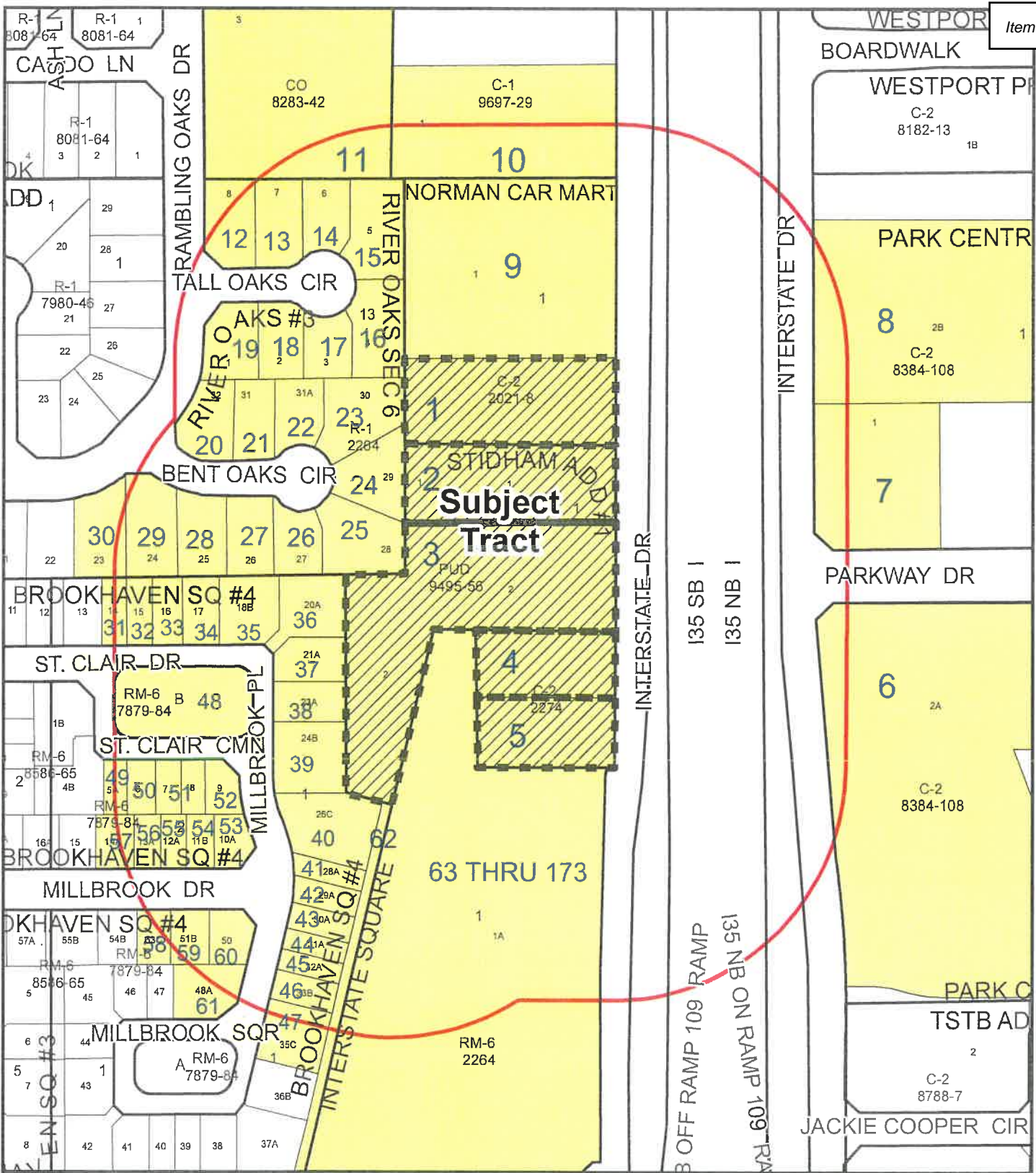
138	SHARON KAYE TROYANO 3003 River Oaks DR, Apt 211 Norman OK 73072-4826	UNIT 211	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36541
139	SHANNON & ROBERT C. SHANNON, TRUSTEES OF THE SHANNON FAMILY TRUST 6527 SE 53rd ST Oklahoma City OK 73135-5304	UNIT 212	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36542
140	KATHLEEN TEAGUE 3003 River Oaks DR, Apt 213 Norman OK 73072-4826	UNIT 213	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36543
141	JODI HUBBEL 3003 River Oaks DR, Apt 214 Norman OK 73072-4826	UNIT 214	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36544
142	MONICA GAYLOR PO BOX 45974 TINKER AFB OK 73145	UNIT 215	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36545
143	YANCEY DOUGLAS 3003 River Oaks DR, Apt 217 Norman OK 73072-4826	UNIT 217 & UNIT G-22	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36546
144	FLOYD W. & VIRGINIA A. LAMKE 1829 LINWOOD ST Weatherford OK 73096	UNIT 218 & UNIT G-9	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36547
145	TRACY M. DAVIS 3003 RIVER OAKS DR, 220 NORMAN OK 73072	UNIT 220	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36548

146	FRANCIS NJOKU 403 S MAIN ST FORT STOCKTON TX 79735-7210	UNIT 221		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36549
147	JANIE E. BIGGS 3003 River Oaks DR, Apt 223 Norman OK 73072-4826	UNIT 223		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36550
148	JESSICA R. HARRIS 3003 River Oaks DR, Apt 224 Norman OK 73072-4826	UNIT 224		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36551
149	ALI TAREMI 6095 JERRYS DR COLUMBIA MD 21044	UNIT 226		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36552
150	MARK A. DOMINGUEZ 3003 River Oaks DR, Apt 227 Norman OK 73072-4826	UNIT 227		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36553
151	JAYNE BROWN 3003 River Oaks DR, Apt 229 Norman OK 73072-4826	UNIT 229		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36554
152	BREANNA YOUNG 3003 RIVER OAKS DR, 230 NORMAN OK 73072	UNIT 230		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36555
153	JOHN JEFFERY GRAVES 3304 Belladonna DR Plano TX 75093-2136	UNIT 232		THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36556

154	TAYLOR ELY 3003 RIVER OAKS DR, 233 NORMAN OK 73072	UNIT 233	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36557
155	SCOTT A. POPE, TRUSTEE OF THE SCOTT A. & PEGGY A. POPE LIVING TRUST 3003 RIVER OAKS DR APT 235 Norman OK 73072-4899	UNIT 235	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36558
156	GWEN M. MCGRATH 3003 River Oaks DR, Apt 236 Norman OK 73072-4899	UNIT 236	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36559
157	ASHLEY D. TAYLOR 3003 River Oaks DR, Apt 238 Norman OK 73072-4899	UNIT 238 & UNIT G-26	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36560
158	SIERRA N. SMITH 3003 River Oaks DR, Apt 239 Norman OK 73072-4899	UNIT 239	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36561
159	LAUREN LESTER 3003 River Oaks DR, Apt 241 Norman OK 73072-4826	UNIT 241	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36562
160	GEORGE L. CHAMBERLAIN, JR., SOLE TRUSTEE OF THE GEORGE L. CHAMBERLAIN, JR. LIVING TRUST PO Box 720055 Norman OK 73070-4039	UNIT 242 & UNIT G-17	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36563
161	SAEID YAGHOUBI YEGANEH & MEHRDOKHT TOGHANIAN 4508 SE 35th ST Del City OK 73115-3514	UNIT 244	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36564

162	BOBBY J. FLORER 3003 River Oaks DR, Apt 245 Norman OK 73072-4899	UNIT 245	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit (Lot 1, Block 1, Interstate Square) Ownership Estate #36565
163	NASIR MARAKAH PO BOX 721383 NORMAN OK 73072	UNIT 246	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36566
164	AXELSON A. JORQUE 3003 River Oaks DR, Apt 153 Norman OK 73072-4825	UNIT 247	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36567
165	THE MINTON MARION PAYNE, JR. & ANA JOSEFA G. DE PAYNE REVOCABLE LIVING TRUST, MINTON MARION PAYNE, JR. & JOSEFA G. DE PAYNE, TRUSTEES 3003 River Oaks DR, Apt 248 Norman OK 73072-4899	UNIT 248 & UNIT G-12	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36568
166	DEBORAH GREEN 24331 County Road 1550 Allen OK 74825-6258	UNIT 249	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36569
167	RIZWANA QURESHI 3003 RIVER OAKS DR, 251 NORMAN OK 73072	UNIT 251	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36570
168	JAMIE J. PECK, TRUSTEE & KRISTIN K. PECK, TRUSTEE OF THE BABYCAKES REVOCABLE TRUST 3003 RIVER OAKS DR, 252 NORMAN OK 73072	UNIT 252	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #36571
169	MARIANA LEHMAN 3003 RIVER OAKS DR 210 NORMAN OK 73072	UNIT G-7	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #86442

170	ELSA TEWOLDE 3003 River Oaks DR, Apt 122 Norman OK 73072-4824	UNIT G-24	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #166841
171	SHANNON FAMILY TRUST 6527 SE 53rd ST Oklahoma City OK 73135-5304	UNIT G-5	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #119166
172	WAYNE & KAREN BRAYTON 3003 River Oaks DR, 209 Norman OK 73072-4825	UNIT G-8	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #154956
173	DANIEL M. JOHNSON 2108 Reynolds CT Norman OK 73069-5135	UNIT G-19	THE HUNTINGTON THE AT THE MALL, an Oklahoma Unit Ownership Estate (Lot 1, Block 1, Interstate Square) #101374

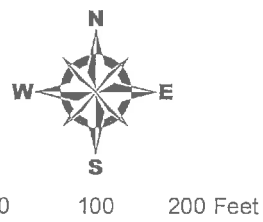


Radius Map



350ft. Radius

Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



- Subject Tract
- Radius
- Zoning
- Parcels
- Notification Area

February 13, 2024



February 29, 2024

To: Brenda Hall, City Clerk
City of Norman
201 West Gray
Norman, OK 73069
(405) 366-5433

From: Terri Massey
tmassey@gc-okc.com
405-265-0641 x 109

TRANSMITTAL LETTER

Via: Hand Deliver

Re: Easement Closing Application for Orrklahoma Realty-Norman, LLC on property located at 418 N. Interstate Drive

Attachments:

- 1 Petition Requesting Easement Closing
- 1 Copy of Legal Description of Easement Area to be Closed
- 3 Copies of Exhibit Depicting Easement Area to be Closed
- 3 Copies of Certified Ownership List
- 1 Check in the amount of \$400 for filing fee

Comments: Please accept the enclosed documents for consideration by the Planning Commission at their April 11, 2024, meeting. Feel free to contact me if you have any questions or if additional information is needed.

Thank you,

tmassey



CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, April 11, 2024 at 6:30 PM

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 11th day of April, 2024.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <https://norman-ok.municodemeetings.com> at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 6:32 p.m.

ROLL CALL

PRESENT

Steven McDaniel
Liz McKown
Michael Jablonski
Chair Erica Bird
Doug McClure
Jim Griffith
Maria Kindel
Kevan Parker (arrived at 6:48 p.m.)

ABSENT

Cameron Brewer

A quorum was present.

STAFF PRESENT

Jane Hudson, Planning & Community Development Director
Lora Hoggatt, Planning Services Manager
Kelly Abell, Planner I
Justin Fish, Planner I
Ken Danner, Subdivision Development Manager
David Riesland, Transportation Engineer
Beth Muckala, Assistant City Attorney
Nathan Madenwald, Utilities Engineer
Bryce Holland, Multimedia Specialist
Roné Tromble, Admin. Tech. IV

SPUD Zoning, Utility Easement Closure & Preliminary Plat

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-49: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT AND THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (418 N. INTERSTATE DRIVE)

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Location Map
3. SPUD Narrative with Exhibits A-F
4. Preliminary Site Development Plan
5. Transportation Impacts
6. Pre-Development Summary

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-50: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, CLOSING A PORTION OF THE 17-FOOT-WIDE UTILITY EASEMENT LOCATED IN LOT TWO (2), BLOCK ONE (1), AN AMENDED PLAT OF STIDHAM ADDITION NO. 1, A PLANNED UNIT DEVELOPMENT, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF.

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Location Map
3. Request to Close a Public Easement

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2324-18: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY ORRKLAHOMA REALTY-NORMAN, L.L.C. (GRUBBS CONSULTING, L.L.C.) FOR SOONER KIA NORMAN, A SIMPLE PLANNED UNIT DEVELOPMENT FOR 4.77 ACRES OF PROPERTY LOCATED AT 418 N. INTERSTATE DRIVE.

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Location Map
3. Transportation Impacts
4. Preliminary Plat
5. Preliminary Site Development Plan

PRESENTATION BY STAFF: Lora Hoggatt reviewed the staff report, a copy of which is filed with the minutes.

Mr. Jablonski asked about the easement. Ms. Hoggatt responded that, as far as we know, there is nothing in it and there have been no objections to closing it.

Mr. Jablonski asked why they don't just make everything C-2. Ms. Hoggatt responded that they wanted to keep the conditions that were part of the previous approval that protect the residential to the west of the site. Those included landscaping, and providing parking, and showing more specifically how the site would be used so it would have less of an impact.

Mr. Jablonski noted that the narrative requests a 5' setback on the north and south. He asked what it would be if it were zoned C-2. Ms. Hoggatt responded that C-2 doesn't have large setbacks.

PRESENTATION BY THE APPLICANT: Mark Grubbs, Grubbs Consulting, 1800 South Sara Road, representing the applicant, said the purpose of the SPUD is to incorporate the north undeveloped lot into the already developed land. They will be removing the building and redeveloping it with a new building, and cleaning the site up. There are two different zonings: C-2 and the PUD. Because they are developing it all as one lot, it has to be combined into a single lot. The easement closure is needed because the building will be located over it, and there is nothing in the easement. They are requesting a SPUD, because it is under 5 acres, and they essentially copied the contents of the old PUD into the SPUD with all the same protections that it had historically for the residential to the west: keep the landscape buffer, add the requirement for the 8' sight-proof fence along the west, and to keep the barriers in place. The SPUD specifically only allows the use for automotive sales and the accompanying services that go with it.

Mr. Griffith asked if the new building will be south of the old building. Mr. Grubbs responded that the gray shading under the north portion of the building on the site plan is the existing building. The building will extend south almost to the south property line. It will increase the size of the building quite a bit.

Mr. Jablonski asked about the dark gray shading to the west, and the buffers between the SPUD and the residential area. Mr. Grubbs clarified that the dark gray does not allow automotive sales to happen; only parking from the apartments and the employees can park there. There is a 5' landscape buffer with trees that exist within that, which was in the original PUD. Mr. Jablonski asked how well it works to block light and sound. Mr. Grubbs did not know. The lighting will meet City code.

Mr. McDaniel asked if they anticipate any change to the buffer zone. Mr. Grubbs does not anticipate changing that area.

AUDIENCE PARTICIPATION: None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Mr. Jablonski expressed concern about a future heat problem with the amount of asphalt and concrete for the project. He wondered if there were some places they could put trees in the back parking lot for employees. Mr. Grubbs said they are not changing the west line. Ms. Hoggatt pointed out the landscape plan included in the packet. Mr. Grubbs indicated they are adding additional trees to meet the current landscape code requirements. Additional trees are being added to the west lot, but they do not plan to

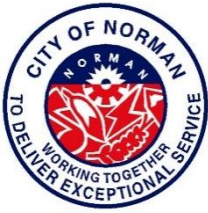
disturb the existing trees along the west line. Ms. Bird suggested container plants could be added for additional vegetation.

Motion made by McDaniel, seconded by McKown, to recommend adoption of Ordinance No. O-2324-49, Ordinance No. O-2324-50, and PP-2324-18 for SOONER KIA NORMAN, A Simple Planned Unit Development, to City Council.

Voting Yea: McDaniel, McKown, Jablonski, Bird, McClure, Griffith, Kindel, Parker

The motion to recommend adoption of Ordinance No. O-2324-49, Ordinance No. O-2324-50, and PP-2324-18 to City Council passed by a vote of 8-0.

*



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Orrklahoma Realty-Norman, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development
ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-50: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, CLOSING A PORTION OF THE 17-FOOT-WIDE UTILITY EASEMENT LOCATED IN LOT TWO (2), BLOCK ONE (1), AN AMENDED PLAT OF STIDHAM ADDITION NO. 1, A PLANNED UNIT DEVELOPMENT, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF.

APPLICANT Sooner Kia Norman
Orrklahoma Realty-Norman, LLC.

REQUESTED ACTION Partial closure of a seventeen-foot (17') utility easement within Lot 2, Block 1, Amended Stidham Addition No. 1, a Planned Unit Development.
418 North Interstate Drive.

BACKGROUND: The applicant has requested partially closing and vacating a platted seventeen-foot (17') utility easement located within Lot 2, Block 1, Amended Stidham Addition No. 1, a Planned Unit Development. The final plat for Lot 2, Block 1, Amended Stidham Addition No. 1, a Planned Unit Development was filed of record with the Cleveland County Clerk on December 11, 1995.

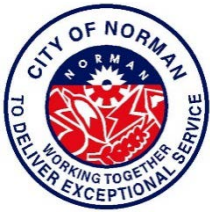
DISCUSSION: With the partial closure and potential vacation of the utility easement, the applicant would be able to construct a dealership complex.

Staff did not receive any objections from the utility companies.

RECOMMENDATION: Staff recommends approval of the request to close a portion of a seventeen-foot (17') utility easement located within Lot 2, Block 1, Amended Stidham Addition No. 1, a Planned Unit Development.

ACTION NEEDED: Recommend approval or disapproval of the request to close a portion of a seventeen-foot (17') utility easement within Lot 2, Block 1, Amended Stidham Addition No. 1, a Planned Unit Development.

PLANNING COMMISSION RESULTS: At their meeting of April 11, 2024, Planning Commission recommended adoption of Ordinance No. O-2324-50 by a vote of 8-0.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/11/2024

REQUESTER: Orrklahoma Realty-Norman, L.L.C.

PRESENTER: Lora Hoggatt, Planning Services Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-50: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, CLOSING A PORTION OF THE 17-FOOT-WIDE UTILITY EASEMENT LOCATED IN LOT TWO (2), BLOCK ONE (1), AN AMENDED PLAT OF STIDHAM ADDITION NO. 1, A PLANNED UNIT DEVELOPMENT, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF.

APPLICANT

Sooner Kia Norman
Orrklahoma Realty-Norman, LLC.

REQUESTED ACTION

Partial closure of a seventeen-foot (17') utility easement within Lot 2, Block 1, Amended Stidham Addition No. 1, a Planned Unit Development.
418 North Interstate Drive.

BACKGROUND: The applicant has requested partially closing and vacating a platted seventeen-foot (17') utility easement located within Lot 2, Block 1, Amended Stidham Addition No. 1, a Planned Unit Development. The final plat for Lot 2, Block 1, Amended Stidham Addition No. 1, a Planned Unit Development was filed of record with the Cleveland County Clerk on December 11, 1995.

DISCUSSION: With the partial closure and potential vacation of the utility easement, the applicant would be able to construct a dealership complex.

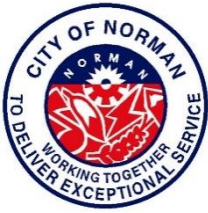
Staff did not receive any objections from the utility companies.

RECOMMENDATION: Staff recommends approval of the request to close a portion of a seventeen-foot (17') utility easement located within Lot 2, Block 1, Amended Stidham Addition No. 1, a Planned Unit Development.

ACTION NEEDED: Recommend approval or disapproval of the request to close a portion of a seventeen-foot (17') utility easement within Lot 2, Block 1, Amended Stidham Addition No. 1, a Planned Unit Development.

File Attachments for Item:

11. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-51 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 36-101 ("DEFINITIONS"), 36-508 ("NONCONFORMING USES"), AND 36-548 ("OFF STREET PARKING REQUIREMENTS"), ALL IN CHAPTER 36 ("ZONING") OF THE CODE OF THE CITY OF NORMAN TO REMOVE PARKING REQUIREMENTS FOR ACCESSORY DWELLING UNITS WHERE ALLOWED, TO CLARIFY APPLICABILITY OF PROVISIONS TO GARAGE APARTMENTS, "NON-CONFORMITY" AND TO IMPLEMENT OTHER LANGUAGE CHANGES AS ARE CONSISTENT THEREWITH; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: City of Norman

PRESENTER: Jane Hudson, Planning Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-51 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 36-101 ("DEFINITIONS"), 36-508 ("NONCONFORMING USES"), AND 36-548 ("OFF STREET PARKING REQUIREMENTS"), ALL IN CHAPTER 36 ("ZONING") OF THE CODE OF THE CITY OF NORMAN TO REMOVE PARKING REQUIREMENTS FOR ACCESSORY DWELLING UNITS WHERE ALLOWED, TO CLARIFY APPLICABILITY OF PROVISIONS TO GARAGE APARTMENTS, "NON-CONFORMITY" AND TO IMPLEMENT OTHER LANGUAGE CHANGES AS ARE CONSISTENT THEREWITH; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND: On March 26, 2024, City Council adopted the Accessory Dwelling Unit Ordinance, Ordinance No. O-2324-40. Accessory Dwelling Units (ADUs) have been a topic of conversation in Norman in recent years. In 2023, the City had a contract with the Strong Towns organization. One of the main ideas to come from the Community Action Lab was to explore options for an Accessory Dwelling Unit (ADU) ordinance. The community would like more options to incrementally increase density without overbuilding lots or cause undue strain on infrastructure.

Staff went to the Council Business and Community Affairs Committee on December 7, 2023, to present general ideas for the ordinance and to gain Council feedback. It was determined the ordinance should not remove or replace some allowable uses, such as garage apartments or guesthouses. The intent is to allow more flexibility with these uses, such as allowing for a one-story, accessible garage apartment.

At that meeting, parking was discussed several times, the discussion included: new dwelling units require two parking spaces on-site; how to keep additional on-street parking from possibly impacting adjacent property owners; if two parking spaces are required, it could deny a property owner the opportunity to add an ADU because those two additional parking spaces would cause them to go over the allowed coverage of 65%. There was not a final determination made at that meeting so staff continued to move forward with the ADU ordinance, knowing we needed to continue to visit the discussion of parking.

DISCUSSION:

The attached ordinance provides for an exemption to the parking requirement for ADUs where they have a maximum square footage of 650 SF. Any requests for ADUs in excess of 650 SF could require additional BOA approvals on ADU size and/or parking requirements. This will affect the allowed ADU by right in the following districts:

- A-1, General Agricultural District,
- A-2, Rural Agricultural District,
- RE, Residential Estate Dwelling District,
- R-1, Single-Family Dwelling District, and
- R-1-A, Single-Family Attached Dwelling District.

RECOMMENDATION:

Staff forwards this possible amendment to the parking requirements for Accessory Dwelling Units (ADUs) to Chapter 36, Zoning Ordinance, as Ordinance No. O-2324-51 to the Planning Commission for consideration and recommendation to City Council.

PLANNING COMMISSION RESULTS: At their meeting of April 11, 2024, Planning Commission recommended adoption of Ordinance No. O-2324-51 by a vote of 8-0.

Ordinance No. O-2324-51

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 36-101 (“DEFINITIONS”), 36-508 (“NONCONFORMING USES”), AND 36-548 (“OFF STREET PARKING REQUIREMENTS”), ALL IN CHAPTER 36 (“ZONING”) OF THE CODE OF THE CITY OF NORMAN TO REMOVE PARKING REQUIREMENTS FOR ACCESSORY DWELLING UNITS WHERE ALLOWED, TO CLARIFY APPLICABILITY OF PROVISIONS TO GARAGE APARTMENTS, AND TO IMPLEMENT OTHER LANGUAGE CHANGES AS ARE CONSISTENT THEREWITH; AND PROVIDING FOR THE SEVERABILITY THEREOF.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 1. That Section 36-101 of the Code of the City of Norman shall be amended to read as follows:

SEC. 36-101. – DEFINITIONS

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

* * *

Garage apartment means a single dwelling unit co-located within a building where motor vehicles are normally and regularly stored and having a roof or wall in common. For the purposes of this Chapter, garage apartments shall be defined and treated separately as a use, distinct from Accessory Dwelling Units (ADUs), and shall be allowed in districts only as specifically listed and referenced.

* * * *

§ 2. That Section 36-508 of the Code of the City of Norman shall be amended to read as follows:

SEC. 36-508. – NONCONFORMING USES

(a) Continuation. Any use or structure existing at the time of enactment or subsequent amendment of this chapter, but not in conformity with its provisions, may be continued with the following limitations. Any use or building which does not conform to the provisions of this chapter may not be:

- (1) Changed to another nonconforming use.
- (2) Re-established after discontinuance for two years.
- (3) Extended except in conformity to this chapter.

Provided, however, that all buildings and uses existing at the time of passage of this chapter which do not comply with the required off-street parking requirement, as specified in NCC 36-548 through 36-552, and ADUs not complying with minimum off-street parking as of April 25, 2024, shall not be defined as nonconforming uses because of a lack of said off-street parking facilities under the terms of this chapter.

* * * *

§ 3. That Section 36-548 of the Code of the City of Norman shall be amended to read as follows:

SEC. 36-548. – OFF-STREET PARKING REQUIREMENTS

(a) *Duty to provide and maintain off-street parking.* The duty to provide and maintain the off-street parking spaces herein required shall be the joint and several responsibilities of the operator and owner of the use and the operator and owner of the land on which, or the structure or structures in which, is located the use or uses for which off-street parking space is required to be provided and maintained. Each parking space shall have minimum dimensions of 8 1/2 feet by 19 feet, plus adequate space for ingress and egress. No land shall be used or occupied, no structure shall be designed, erected, altered, used, or occupied, and no use shall be operated unless the off-street parking space herein required is provided in at least the amount specified, and maintained in the manner herein set forth; provided, however, that where off-street parking space is not provided or maintained for land, structures, or uses actually used, occupied, and operated as of July 1966, it shall not be required under this chapter.

(b) *Number of off-street parking spaces required.* Off-street parking spaces for motor vehicles shall be provided in at least the amount shown in the following list:

<i>Use</i>	<i>Spaces Required</i>
Dwellings and Lodgings:	
Single and two-family dwellings	2 per primary du, ADU more than 650 sq ft in area (where allowed), and garage apartment (where allowed)
Fraternity or sorority houses	1 for each accommodation
Mobile homes (park/subdivision)	2 per mobile home

* * * *

§ 4. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance, except that the effective date provision shall not be severable from the operative provisions of the ordinance.

ADOPTED this _____ day
of _____, 2024.

NOT ADOPTED this _____ day
of _____, 2024.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)

Ordinance No. O-2324-51

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 36-101 (“DEFINITIONS”), 36-508 (“NONCONFORMING USES”), AND 36-548 (“OFF STREET PARKING REQUIREMENTS”), ALL IN CHAPTER 36 (“ZONING”) OF THE CODE OF THE CITY OF NORMAN TO REMOVE PARKING REQUIREMENTS FOR ACCESSORY DWELLING UNITS WHERE ALLOWED, TO CLARIFY APPLICABILITY OF PROVISIONS TO GARAGE APARTMENTS, AND TO IMPLEMENT OTHER LANGUAGE CHANGES AS ARE CONSISTENT THEREWITH; AND PROVIDING FOR THE SEVERABILITY THEREOF.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 1. That Section 36-101 of the Code of the City of Norman shall be amended to read as follows:

SEC. 36-101. – DEFINITIONS

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

* * *

Garage apartment means a single dwelling unit co-located within a building where motor vehicles are normally and regularly stored and having a roof or wall in common. For the purposes of this Chapter, garage apartments shall be defined and treated separately as a use, distinct from Accessory Dwelling Units (ADUs), and shall be allowed in districts only as specifically listed and referenced.

* * * *

§ 2. That Section 36-508 of the Code of the City of Norman shall be amended to read as follows:

SEC. 36-508. – NONCONFORMING USES

(a) Continuation. Any use or structure existing at the time of enactment or subsequent amendment of this chapter, but not in conformity with its provisions, may be continued with the following limitations. Any use or building which does not conform to the provisions of this chapter may not be:

- (1) Changed to another nonconforming use.
- (2) Re-established after discontinuance for two years.
- (3) Extended except in conformity to this chapter.

Provided, however, that all buildings and uses existing at the time of passage of this chapter which do not comply with the required off-street parking requirement, as specified in NCC 36-548 through 36-552, and ADUs not complying with minimum off-street parking as of April 25, 2024, shall not be defined as nonconforming uses because of a lack of said off-street parking facilities under the terms of this chapter.

* * * *

§ 3. That Section 36-548 of the Code of the City of Norman shall be amended to read as follows:

SEC. 36-548. – OFF-STREET PARKING REQUIREMENTS

(a) *Duty to provide and maintain off-street parking.* The duty to provide and maintain the off-street parking spaces herein required shall be the joint and several responsibilities of the operator and owner of the use and the operator and owner of the land on which, or the structure or structures in which, is located the use or uses for which off-street parking space is required to be provided and maintained. Each parking space shall have minimum dimensions of 8 1/2 feet by 19 feet, plus adequate space for ingress and egress. No land shall be used or occupied, no structure shall be designed, erected, altered, used, or occupied, and no use shall be operated unless the off-street parking space herein required is provided in at least the amount specified, and maintained in the manner herein set forth; provided, however, that where off-street parking space is not provided or maintained for land, structures, or uses actually used, occupied, and operated as of July 1966, it shall not be required under this chapter.

(b) *Number of off-street parking spaces required.* Off-street parking spaces for motor vehicles shall be provided in at least the amount shown in the following list:

<i>Use</i>	<i>Spaces Required</i>
Dwellings and Lodgings:	
Single and two-family dwellings	2 per <u>primary du, ADU more than 650 sq ft in area (where allowed), and garage apartment (where allowed)</u>
Fraternity or sorority houses	1 for each accommodation
Mobile homes (park/subdivision)	2 per mobile home

* * * *

§ 4. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance, except that the effective date provision shall not be severable from the operative provisions of the ordinance.

ADOPTED this _____ day
of _____, 2024.

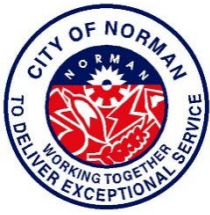
NOT ADOPTED this _____ day
of _____, 2024.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/11/2024

REQUESTER: City of Norman

PRESENTER: Jane Hudson, Planning Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-51: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 36-101 ("DEFINITIONS"), 36-508 ("NONCONFORMING USES"), AND 36-548 ("OFF STREET PARKING REQUIREMENTS"), ALL IN CHAPTER 36 ("ZONING") OF THE CODE OF THE CITY OF NORMAN TO REMOVE PARKING REQUIREMENTS FOR ACCESSORY DWELLING UNITS WHERE ALLOWED, TO CLARIFY APPLICABILITY OF PROVISIONS TO GARAGE APARTMENTS, "NON-CONFORMITY" AND TO IMPLEMENT OTHER LANGUAGE CHANGES AS ARE CONSISTENT THEREWITH; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND: On March 26, 2024, City Council adopted the Accessory Dwelling Unit Ordinance, Ordinance No. O-2324-40. Accessory Dwelling Units (ADUs) have been a topic of conversation in Norman in recent years. In 2023, the City had a contract with the Strong Towns organization. One of the main ideas to come from the Community Action Lab was to explore options for an Accessory Dwelling Unit (ADU) ordinance. The community would like more options to incrementally increase density without overbuilding lots or cause undue strain on infrastructure.

Staff went to the Council Business and Community Affairs Committee on December 7, 2023, to present general ideas for the ordinance and to gain Council feedback. It was determined the ordinance should not remove or replace some allowable uses, such as garage apartments or guesthouses. The intent is to allow more flexibility with these uses, such as allowing for a one-story, accessible garage apartment.

At that meeting, parking was discussed several times, the discussion included: new dwelling units require two parking spaces on-site; how to keep additional on-street parking from possibly impacting adjacent property owners; if two parking spaces are required, it could deny a property owner the opportunity to add an ADU because those two additional parking spaces would cause them to go over the allowed coverage of 65%. There was not a final determination made at that meeting so staff continued to move forward with the ADU ordinance, knowing we needed to continue to visit the discussion of parking.

DISCUSSION:

The attached ordinance provides for an exemption to the parking requirement for ADUs where they have a maximum square footage of 650 SF. Any requests for ADUs in excess of 650 SF could require additional BOA approvals on ADU size and/or parking requirements. This will affect the allowed ADU by right in the following districts:

- A-1, General Agricultural District,
- A-2, Rural Agricultural District,
- RE, Residential Estate Dwelling District,
- R-1, Single-Family Dwelling District, and
- R-1-A, Single-Family Attached Dwelling District.

RECOMMENDATION:

Staff forwards this possible amendment to the parking requirements for Accessory Dwelling Units (ADUs) to Chapter 36, Zoning Ordinance, as Ordinance No. O-2324-51 to the Planning Commission for consideration and recommendation to City Council.



CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, April 11, 2024 at 6:30 PM

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 11th day of April, 2024.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <https://norman-ok.municodemeetings.com> at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 6:32 p.m.

ROLL CALL

PRESENT

Steven McDaniel

Liz McKown

Michael Jablonski

Chair Erica Bird

Doug McClure

Jim Griffith

Maria Kindel

Kevan Parker (arrived at 6:48 p.m.)

ABSENT

Cameron Brewer

A quorum was present.

STAFF PRESENT

Jane Hudson, Planning & Community Development Director

Lora Hoggatt, Planning Services Manager

Kelly Abell, Planner I

Justin Fish, Planner I

Ken Danner, Subdivision Development Manager

David Riesland, Transportation Engineer

Beth Muckala, Assistant City Attorney

Nathan Madenwald, Utilities Engineer

Bryce Holland, Multimedia Specialist

Roné Tromble, Admin. Tech. IV

Zoning Code Amendment

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-51: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 36-101 ("DEFINITIONS"), 36-508 ("NONCONFORMING USES"), AND 36-548 ("OFF STREET PARKING REQUIREMENTS"), ALL IN CHAPTER 36 ("ZONING") OF THE CODE OF THE CITY OF NORMAN TO REMOVE PARKING REQUIREMENTS FOR ACCESSORY DWELLING UNITS WHERE ALLOWED, TO CLARIFY APPLICABILITY OF PROVISIONS TO GARAGE APARTMENTS, "NON-CONFORMITY" AND TO IMPLEMENT OTHER LANGUAGE CHANGES AS ARE CONSISTENT THEREWITH; AND PROVIDING FOR THE SEVERABILITY THEREOF.

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Ordinance No. O-2324-51 Annotated

PRESENTATION BY STAFF: Lora Hoggatt reviewed the staff report, a copy of which is filed with the minutes.

Ms. Bird asked when ADUs can be more than 650 sq. ft. Ms. Hoggatt explained that the 650 sq. ft. requirement is in the R-1 and R-1-A zones. In A-1, A-2, and RE, a guest house was already an allowance in the code, so the size was not limited. The difference is that those can now be rented or leased, and can have a full kitchen.

AUDIENCE PARTICIPATION: None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Motion made by Kindel, seconded by Griffith, to recommend adoption of Ordinance No. O-2324-51 to City Council.

Voting Yea: McDaniel, McKown, Jablonski, Bird, McClure, Griffith, Kindel, Parker

The motion to recommend adoption of Ordinance No. O-2324-51 to City Council passed by a vote of 8-0.

*

File Attachments for Item:

12. CONSIDERATION OF ACCEPTANCE, CONFIRMATION, ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

PIONEER LIBRARY SYSTEM BOARD OF TRUSTEES

TERM: 07-01-24 TO 06-30-27: TRAE CARSON, WARD 4



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/14/2024

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, CONFIRMATION,
ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR
POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

PIONEER LIBRARY SYSTEM BOARD OF TRUSTEES
TERM: 07-01-24 TO 06-30-27: TRAE CARSON, WARD 4

Trae Carson is a reappointment.

-CERTIFICATION OF LIBRARY BOARD APPOINTMENTS

This is to certify to the Oklahoma Department of Libraries that the following person has been appointed by the City Council of Norman, OK, Cleveland County, to the Pioneer Library System Board in accordance with the provisions of the Oklahoma Library Code, Constitution of Oklahoma, Article 2 #12 and 51 O.S. 1971 #6.

Name: Trae Carson As provided in the Oklahoma Library
Code, 65. O.S. 1971, Article 4—103 (b).
Address: 315 Keith Street
Norman, OK 73069
Phone: (405) 816-0490
Email: traecarson@gmail.com

Three Year Term: July 1, 2024 – June 30, 2027

Executed the _____ day of _____, 20____.

Mayor

Attest:

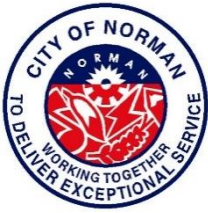
City Clerk _____

(seal)

ODL
7/27/78

File Attachments for Item:

13. CONSIDERATION OF AUTHORIZATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT FOR THE PURCHASE OF LIFT STATION D REPLACEMENT PUMP FROM HAYNES EQUIPMENT COMPANY IN THE AMOUNT OF \$88,445, SOLE SOURCE AUTHORIZATION, AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/01/2024

REQUESTER: Nathan Madenwald, Utilities Engineer

PRESENTER: Nathan Madenwald, Utilities Engineer

ITEM TITLE: CONSIDERATION OF AUTHORIZATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT FOR THE PURCHASE OF LIFT STATION D REPLACEMENT PUMP FROM HAYNES EQUIPMENT COMPANY IN THE AMOUNT OF \$88,445, SOLE SOURCE AUTHORIZATION, AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The Utilities Department for the City of Norman operates and maintains the wastewater collection system and Wastewater Reclamation Facility (WRF). The collection system is comprised of gravity and pressure mains, lift stations, and other appurtenances to convey wastewater flows to the WRF. Lift Station D is the largest station within the collection system, is located within the Little River sewershed and pumps wastewater uphill under pressure into the Canadian River sewershed. Additionally, Lift Station D was designed as the headworks for the potential future North WRF to meet future treatment demands, and has flow equalization basins to store peak flows during wet weather events.

Lift Station D has three pumps that convey the flows through the 16 and 20-inch force main to a gravity sewer interceptor located along 12th Avenue NE and north of Robinson Avenue. Two pumps are sized at 2.52 million gallons per day (MGD) to provide pumping during normal flows and one pump is sized at 6.05 MGD to provide additional capacity during peak wet weather flows. All pumps have variable frequency drives allowing adjustment of the pump speed and resulting pump capacity.

DISCUSSION:

One of the pumps sized for 2.52 MGD failed on December 7, 2023. This pump was installed in 2012 and therefore has been in operation for approximately 12 years. Staff evaluated repair and rehabilitation of the pump but it was determined that full replacement of the pump was warranted due to the age and condition of the existing pump.

For ease of operation and maintenance and to reduce on-hand materials, staff work to standardize pump types and manufacturers. The proposed replacement pump is a Wilo brand

pump which matches the existing pump to be replaced and the other two pumps still in operation. Haynes Equipment Company is sole representative and distributor for Wilo USA for all counties in the State of Oklahoma as documented in the attached letter.

To fund the purchase, a budget transfer in the amount \$90,000 from Sewer Emergency Replacement, Construction (account 32199974-46101 / Project WW0248) into Sewer Emergency Replacement, Materials account (32199974-46301 / WW0248) is proposed. Purchase of the pump would then be out of the Sewer Emergency Replacement materials account.

RECOMMENDATION 1:

Staff recommends purchase of Lift Station D replacement pump in the amount of \$88,445 from Haynes Equipment Company.

RECOMMENDATION 2:

Staff recommends approval of the sole source authorization.

RECOMMENDATION 3:

Staff recommends budget transfer in the amount \$90,000 from Sewer Emergency Replacement, Construction (Account 32199974-46101 / WW0248) into Sewer Emergency Replacement materials account (32199974-46301 / WW0248).



WILO USA LLC – W66 N1253 Forward Way, Cedarburg, WI 53012

4/15/2024

To whom it may concern,

Haynes Equipment Company, located in Oklahoma City, OK, is the sole representative & distributor for the Wilo USA water management channel for all counties in the state of Oklahoma.

If you have any other questions or concerns, please do not hesitate to reach out.

Best Regards,

Tim Kowaleski
Midwest Regional Sales Manager
Water Management

T +1 262-204-6720

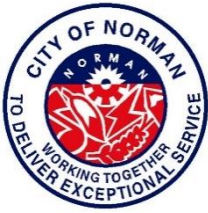
M +1 262-777-9142

Tim.Kowaleski@wilo.com

Date:	April 15, 2024
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File Attachments for Item:

14. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2324-40: SUBMITTED BY CORE AND MAIN AND OKLAHOMA CONTRACTOR'S SUPPLY, LLC FOR THE PURCHASE OF COPPER METER YOKES FOR WATER METERS, HIGH DENSITY POLYETHYLENE PLASTIC (HDPE) METER BOXES WITH CAST IRON LIDS, HDPE METER BOXES WITH ANTI-FLOAT LIDS, HDPE ANTI-FLOAT LIDS AND REPAIR CLAMPS FOR THE LINE MAINTENANCE DIVISION.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Scott Aynes, Line Maintenance Division Manager

PRESENTER: Scott Aynes, Line Maintenance Division Manager

ITEM TITLE: CONSIDERATION OF AWARDDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2324-40: SUBMITTED BY CORE AND MAIN AND OKLAHOMA CONTRACTOR'S SUPPLY, LLC FOR THE PURCHASE OF COPPER METER YOKES FOR WATER METERS, HIGH DENSITY POLYETHYLENE PLASTIC (HDPE) METER BOXES WITH CAST IRON LIDS, HDPE METER BOXES WITH ANTI-FLOAT LIDS, HDPE ANTI-FLOAT LIDS AND REPAIR CLAMPS FOR THE LINE MAINTENANCE DIVISION.

BACKGROUND:

The Water Line Maintenance Division has over 43,000 water meters to maintain and over 650 miles of water distribution lines to keep operational. Copper meter yokes are used in connecting the water meter and residential service lines to the City water main. The high density polyethylene (HDPE) meter boxes with cast iron lids or anti-float lids are used to cover the water meter when installing a new meter service. Repair clamps are used to repair ruptured water mains and come in many lengths and diameters and are used according to the specific type and extent of the break.

Each year, funds are allocated in the amount of \$255,859 for Meter Sets-Repairs (account 31955251-43218), and \$69,040 for repair clamps in Water and Sewer Supplies (account 31955251-43216). The funds are used for installation and repair of water meters, repairing of water line breaks, and ground restoration after the repair.

DISCUSSION:

Bid 2324-40 provides for competitive bid on the subject materials. Publication of this contract ran two weeks consecutively in the Norman Transcript on March 8, 2024 and March 15, 2024. Bid packets were sent out to eight (8) vendors, with three (3) vendors submitting their sealed bid. Bid packets were opened April 4, 2024. The material needed to make repairs on the older water lines and to set new meters has increased 9% over the year. Bid 2324-40 provides competitive prices for the purchase, on an "as needed" basis for varied repair clamps, copper

meter yokes for water meters, meter boxes with lids, and stand-alone lids. The attached bid tabulation provides a complete accounting of these bids

RECOMMENDATION:

Staff recommends awarding Bid 2324-40 to the lowest and best bidders as follows:

Copper Meter Yokes for Water Meters (Section I) to Core and Main
Repair Clamps (Category I, VI-X, XII-XLVI) to Oklahoma Contractor's Supply, LLC
Repair Clamps (Category II-V and XI) to Core and Main
Meter Boxes with HDPE Cast Iron Lids to Core & Main
Meter Boxes with HDPE Anti-float Lids to Core & Main
HDPE Anti-Float Lids to Core & Main

CITY OF NORMAN BID ITEM: Meter Yokes, Meter Boxes, Repair Clamps BID NO: 2324-40 DATE: 4/4/24	American Waterworks Supply Inc	Oklahoma Contractor Supply	Core and Main					Item 14.
Section I Copper Meter Yokes	\$ 174.90	\$ —	\$ 170.72	\$	\$	\$	\$	\$
Section I Repair Clamps	\$ 79,615.00	\$ —	\$ —	\$	\$	\$	\$	\$
Category I	\$ 85.00	\$ 45.32	\$ 45.73	\$	\$	\$	\$	\$
Category II	\$ 110.00	\$ 63.24	\$ 58.63	\$	\$	\$	\$	\$
Category III	\$ 136.00	\$ 63.24	\$ 58.63	\$	\$	\$	\$	\$
Category IV	\$ 217.00	\$ 96.52	\$ 89.95	\$	\$	\$	\$	\$
Category V	\$ 163.00	\$ 70.40	\$ 68.35	\$	\$	\$	\$	\$
Category VI	\$ 261.00	\$ 95.90	\$ 108.13	\$	\$	\$	\$	\$
Category VII	\$ 287.00	\$ 119.58	\$ 120.62	\$	\$	\$	\$	\$
Category VIII	\$ 433.00	\$ 160.90	\$ 184.64	\$	\$	\$	\$	\$
Category IX	\$ 545.00	\$ 199.28	\$ 222.45	\$	\$	\$	\$	\$
Category X	\$ 710.00	\$ 257.02	\$ 280.00	\$	\$	\$	\$	\$
Category XI	\$ 191.00	\$ 81.32	\$ 79.93	\$	\$	\$	\$	\$
Category XII	\$ 306.00	\$ 109.22	\$ 119.20	\$	\$	\$	\$	\$
Category XIII	\$ 351.00	\$ 139.36	\$ 145.34	\$	\$	\$	\$	\$
Category XIV	\$ 497.00	\$ 186.35	\$ 199.48	\$	\$	\$	\$	\$
Category XV	\$ 815.00	\$ 304.39	\$ 314.78	\$	\$	\$	\$	\$

Received and Opened

Fred Duke

Date

4.4.2024

CITY OF NORMAN BID ITEM: Meter Yokes, Meter Boxes, Repair Clamps BID NO: 2324-40 DATE: 4/4/24	American Waterworks Supply Inc	Oklahoma Contractor Supply	Core and Main					Item 14.
Category XVI	\$ 524.00	\$ 164.72	\$ 196.50	\$	\$	\$	\$	\$
Category XVII	\$ 727.00	\$ 220.96	\$ 254.24	\$	\$	\$	\$	\$
Category XVIII	\$ 863.00	\$ 260.04	\$ 349.79	\$	\$	\$	\$	\$
Category XIX	\$ 1,233.00	\$ 373.34	\$ 418.87	\$	\$	\$	\$	\$
Category XX	\$ 1,384.00	\$ 370.07	\$ 454.77	\$	\$	\$	\$	\$
Category XXI	\$ 1,771.00	\$ 394.69	\$ 807.49	\$	\$	\$	\$	\$
Category XXII	\$ 2,727.00	\$ 564.42	\$ 807.49	\$	\$	\$	\$	\$
Category XXIII	\$ 3,770.00	\$ 672.05	\$ 2,330.00	\$	\$	\$	\$	\$
Category XXIV	\$ 7,680.00	\$ 1,239.13	\$ 4,197.20	\$	\$	\$	\$	\$
Category XXV	\$ 7,680.00	\$ 1,118.75	\$ 5,500.00	\$	\$	\$	\$	\$
Category XXVI	\$ 8,597.00	\$ 1,311.99	\$ 5,500.00	\$	\$	\$	\$	\$
Category XXVII	\$ 13,404.00	\$ 1,498.19	\$ 7,500.00	\$	\$	\$	\$	\$
Category XXVIII	\$ 18,774.00	\$ 1,714.75	\$ 7,500.00	\$	\$	\$	\$	\$
Category XXIX	\$ 137.00	\$ 54.58	\$ 130.00	\$	\$	\$	\$	\$
Category XXX	\$ 241.00	\$ 83.80	\$ 150.00	\$	\$	\$	\$	\$
Category XXXI	\$ 137.00	\$ 54.58	\$ 150.00	\$	\$	\$	\$	\$
Category XXXII	\$ 241.00	\$ 83.80	\$ 150.00	\$	\$	\$	\$	\$

Received and Opened Fred Duke

Date 4.4.2024

CITY OF NORMAN BID ITEM: Meter Yokes, Meter Boxes, Repair Clamps BID NO: 2324-40 DATE: 4/4/24	American Waterworks Supply Inc	Oklahoma Contractor Supply	Core and Main					Item 14.
Category XXXIII	\$ 193.00	\$ 76.87	\$ 114.00	\$	\$	\$	\$	\$
Category XXXIV	\$ 273.00	\$ 110.15	\$ 114.00	\$	\$	\$	\$	\$
Category XXXV	\$ 193.00	\$ 76.87	\$ 114.00	\$	\$	\$	\$	\$
Category XXXVI	\$ 273.00	\$ 110.15	\$ 114.00	\$	\$	\$	\$	\$
Category XXXVII	\$ 225.00	\$ 93.04	\$ 120.00	\$	\$	\$	\$	\$
Category XXXVIII	\$ 359.00	\$ 154.19	\$ 181.43	\$	\$	\$	\$	\$
Category XXXIX	\$ 225.00	\$ 93.04	\$ 181.43	\$	\$	\$	\$	\$
Category XL	\$ 359.00	\$ 154.19	\$ 181.43	\$	\$	\$	\$	\$
Category XLI	\$ 258.00	\$ 97.97	\$ 196.72	\$	\$	\$	\$	\$
Category XLII	\$ 413.00	\$ 170.14	\$ 196.72	\$	\$	\$	\$	\$
Category XLIII	\$ 258.00	\$ 97.97	\$ 196.72	\$	\$	\$	\$	\$
Category XLIV	\$ 413.00	\$ 170.14	\$ 196.72	\$	\$	\$	\$	\$
Category XLV	\$ 588.00	\$ 235.91	\$ 275.00	\$	\$	\$	\$	\$
Category XLVI	\$ 588.00	\$ 235.91	\$ 275.00	\$	\$	\$	\$	\$
Section I Meter Boxes w/cast iron lid	\$ 179.00	\$ 130.00	\$ 115.00	\$	\$	\$	\$	\$
Meter Boxes w/HDPE antifloat lids	\$ 160.00	\$ 110.00	\$ 82.65	\$	\$	\$	\$	\$
HDPE antifloat lids	\$ 46.00	\$ 30.00	\$ 26.94	\$	\$	\$	\$	\$

Received and Opened Fred Duke

Date 4.4.2024

LINE MAINTENANCE - TABULATION OF BIDS
Copper Meter Yokes, Meter Boxes, Repair Clamps
BID 2324-40 **April 4, 2024**

	American Waterworks Supply, Inc. Norman, OK	Oklahoma Contractor Supply OKC, OK	Core and Main OKC, OK		
Section I Copper Meter Yokes	\$174.90	No Bid	\$170.72		
Section I Repair Clamps	\$79,615.00	No Bid	No Bid		
Category I	\$85.00	\$45.32	\$45.73		
Category II	\$110.00	\$63.24	\$58.63		
Category III	\$136.00	\$63.24	\$58.63		
Category IV	\$217.00	\$96.52	\$89.95		
Category V	\$163.00	\$70.40	\$68.35		
Category VI	\$261.00	\$95.90	\$108.13		
Category VII	\$287.00	\$119.58	\$120.62		
Category VIII	\$433.00	\$160.90	\$184.64		
Category IX	\$545.00	\$199.28	\$222.45		
Category X	\$710.00	\$257.02	\$280.00		
Category XI	\$191.00	\$81.32	\$79.93		
Category XII	\$306.00	\$109.22	\$119.20		

LINE MAINTENANCE - TABULATION OF BIDS
Copper Meter Yokes, Meter Boxes, Repair Clamps
BID 2324-40 **April 4, 2024**

	American Waterworks Supply, Inc. Norman, OK	Oklahoma Contractor Supply OKC, OK	Core and Main OKC, OK		
Category XIII	\$351.00	\$139.36	\$145.34		
Category XIV	\$497.00	\$186.35	\$199.48		
Category XV	\$815.00	\$304.39	\$314.78		
Category XVI	\$524.00	\$164.72	\$196.50		
Category XVII	\$727.00	\$220.96	\$254.24		
Category XVIII	\$863.00	\$260.04	\$349.79		
Category XIX	\$1,233.00	\$373.34	\$418.87		
Category XX	\$1,384.00	\$370.07	\$454.77		
Category XXI	\$1,771.00	\$394.69	\$807.49		
Category XXII	\$2,727.00	\$564.42	\$807.49		
Category XXIII	\$3,770.00	\$672.05	\$2,330.00		
Category XXIV	\$7,680.00	\$1,239.13	\$4,197.20		
Category XXV	\$7,680.00	\$1,118.75	\$5,500.00		
Category XXVI	\$8,597.00	\$1,311.99	\$5,500.00		

LINE MAINTENANCE - TABULATION OF BIDS
Copper Meter Yokes, Meter Boxes, Repair Clamps
BID 2324-40 **April 4, 2024**

	American Waterworks Supply, Inc. Norman, OK	Oklahoma Contractor Supply OKC, OK	Core and Main OKC, OK		
Section XXVII	\$13,404.00	\$1,498.19	\$7,500.00		
Section XXVIII	\$18,774.00	\$1,714.75	\$7,500.00		
Category XXIX	\$137.00	\$54.58	\$130.00		
Category XXX	\$241.00	\$83.80	\$150.00		
Category XXXI	\$137.00	\$54.58	\$150.00		
Category XXXII	\$241.00	\$83.80	\$150.00		
Category XXXIII	\$193.00	\$76.87	\$114.00		
Category XXXIV	\$273.00	\$110.15	\$114.00		
Category XXXV	\$193.00	\$76.87	\$114.00		
Category XXXVI	\$273.00	\$110.15	\$114.00		
Category XXXVII	\$225.00	\$93.04	\$120.00		
Category XXXVIII	\$359.00	\$154.19	\$181.43		
Category XXXIX	\$225.00	\$93.04	\$181.43		
Category XL	\$359.00	\$154.19	\$181.43		

LINE MAINTENANCE - TABULATION OF BIDS
Copper Meter Yokes, Meter Boxes, Repair Clamps
BID 2324-40 **April 4, 2024**

	American Waterworks Supply, Inc. Norman, OK	Oklahoma Contractor Supply OKC, OK	Core and Main OKC, OK		
Category XLI	\$258.00	\$97.97	\$196.72		
Category XLII	\$413.00	\$170.14	\$196.72		
Category XLIII	\$258.00	\$97.97	\$196.72		
Category XLIV	\$413.00	\$170.14	\$196.72		
Category XLV	\$588.00	\$235.91	\$275.00		
Category XLVI	\$588.00	\$235.91	\$275.00		
Section I					
Meter Boxes w/cast iron lid	\$179.00	\$130.00	\$115.00		
Meter Boxes w/ HDPE Antifloat lids	\$160.00	\$110.00	\$82.65		
HDPE Antifloat lids	\$46.00	\$30.00	\$26.94		

File Attachments for Item:

15. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2324-42: SUBMITTED BY SHEPPARD CONCRETE AND ARROYO'S CONCRETE LLC FOR THE REPAIR OF CONCRETE FOR THE LINE MAINTENANCE DIVISION.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Scott Aynes, Line Maintenance Division Manager

PRESENTER: Scott Aynes, Line Maintenance Division Manager

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2324-42:
SUBMITTED BY SHEPPARD CONCRETE AND ARROYO'S CONCRETE LLC FOR THE REPAIR OF CONCRETE FOR THE LINE MAINTENANCE DIVISION.

BACKGROUND:

The Water Line Maintenance Division at times encounters water main breaks under all types of concrete. Awarding this bid will allow the Division to get damaged concrete repaired in a professional and timely manner for the citizens of Norman and utility customers.

Each year, funds are allocated in the amount of \$52,500 for Maintenance & Repair Contract - Concrete (account 31955251-44237).

DISCUSSION:

Bid 2324-42 provides competitive prices for the repair of damaged concrete, on an "as needed" basis. Publication of this contract ran two weeks consecutive in the Norman Transcript on March 8, 2024 and March 15, 2024. Bid packets were sent out to three (3) vendors, with two (2) vendors submitting their sealed bid. Bids were opened April 4, 2024. The attached bid tabulation provides a complete accounting of these bids.

RECOMMENDATION:

Staff recommends Bid 2324-42 be awarded to the lowest and best bidders as follows:

Sidewalks and Roadways - 3000 Per Square Inch (PSI) to Arroyo's Concrete LLC
Curbs to Sheppard Concrete
Driveways - 3000 PSI High-Early Strength to Sheppard Concrete
Roadway - 3000 PSI Fast Track to Sheppard Concrete
Traffic Plan to Sheppard Concrete

BID RECORD
City of Norman

Item 15.

BID: 2324-42

TITLE: CONCRETE REPAIR

DATE: 4/4/24

BIDDER NAME	Sheppard Concrete	Arroyo's Concrete LLC			
1. Section I	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. Sidewalks	\$ <u>10.35</u>	\$ <u>10.00</u>	\$ _____	\$ _____	\$ _____
3. Curbs	\$ <u>23.75</u>	\$ <u>40.00</u>	\$ _____	\$ _____	\$ _____
4. Driveways 3000 PSI High-Early Strength	\$ <u>12.75</u>	\$ <u>13.00</u>	\$ _____	\$ _____	\$ _____
5. Roadways 3000 PSI	\$ <u>13.75</u>	\$ <u>13.00</u>	\$ _____	\$ _____	\$ _____
6. Roadway 3000 PSI Fast Track	\$ <u>15.85</u>	\$ <u>90.00</u>	\$ _____	\$ _____	\$ _____
7. Traffic Plan	\$ <u>120.00</u>	\$ <u>500.00</u>	\$ _____	\$ _____	\$ _____
8.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
10.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
11.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
12.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
13.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Received and Opened by: Fred Duke

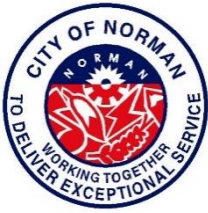
Date: 4.4.2024

LINE MAINTENANCE – TABULATION OF BIDS
Concrete Repair
BID 2324-42 **April 4, 2024**

	Sheppard Concrete Moore, OK	Arroyo's Concrete LLC OKC, OK				
1. Section I						
2. Sidewalks	\$10.35 Sq. Ft.	\$10.00 Sq. Ft.				
3. Curbs	\$23.75 Per Ft.	\$40.00 Per Ft.				
Driveways 3000 PSI						
4. High-Early Strength	\$12.75 Sq. Ft.	\$13.00 Sq. Ft.				
Roadways						
5. 3000 PSI	\$13.75 Sq. Ft.	\$13.00 Sq. Ft.				
Roadway						
6. 3000 PSI Fast Track	\$15.85 Sq. Ft.	\$90.00 Sq. Ft.				
7. Traffic Plan	\$120.00 Per Plan	\$500.00 Per Plan				

File Attachments for Item:

16. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID-2324-46: SUBMITTED BY S.W. GILLIS TO LOWER SANITARY SEWER MANHOLES AT VARIOUS LOCATIONS THROUGHOUT THE SEWER COLLECTION SYSTEM FOR THE LINE MAINTENANCE DIVISION.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Scott Aynes, Line Maintenance Manager

PRESENTER: Scott Aynes, Line Maintenance Manager

ITEM TITLE: CONSIDERATION OF AWARDDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID-2324-46: SUBMITTED BY S.W. GILLIS TO LOWER SANITARY SEWER MANHOLES AT VARIOUS LOCATIONS THROUGHOUT THE SEWER COLLECTION SYSTEM FOR THE LINE MAINTENANCE DIVISION.

BACKGROUND:

The Sewer Line Maintenance Division has over 12,000 sewer manholes to maintain, and over 500 miles of sewer collection line in the collection system. The scope of service consists of raising and/or lowering sanitary sewer manholes ranging in incremental heights from six-inches to a predetermined height at various locations throughout the sewer collection system.

Over the years, sanitary sewer manholes in the City have been inadvertently buried from development and citizens' landscaping concepts. Access to these manholes is necessary for scheduled maintenance and is critical when the sewer main is obstructed. Without access to the sewer main to remove the obstruction, the main can become surcharged and overflow, causing personal property damage and environmental impacts.

Each year, funds are allocated in the amount of \$33,000 for Maintenance & Repair Contract Other (account 32955252-44229) to use for raising and lowering of sewer manholes in the collection system.

DISCUSSION:

Bid 2324-46 provides for competitive prices for the lowering of sanitary sewer manholes, on an "as needed" basis. Publication of this contract ran two weeks consecutive in the Norman Transcript on March 8, 2024 and March 15, 2024. Bid packets were sent out to two (2) vendors, with one (1) vendor submitting their sealed bid. Bids were opened on April 4, 2024. The attached bid tabulation provides a complete accounting of these bids.

RECOMMENDATION:

Staff recommends awarding bid 2324-46 be awarded to the lowest and best bidders as follows:

SW Gillis, PO Box 815, Norman, OK 73070 for the following materials:

- Repair Cone
- Lower Manhole per foot
- Remove and replace concrete
- Remove and replace asphalt per foot
- Traffic Plan

BID: 2324-46

TITLE: LOWERING OF MANHOLE

DATE: 4/4/24

BIDDER NAME					
S. W. Gillis					
1. Section I:	\$		\$		\$
2. Repair Cone	\$	490.00	\$		\$
3. Lower Manhole per Ft	\$	560.00	\$		\$
4. Remove and Replace Concrete	\$	88.00	\$		\$
5. Remove and Replace Ashphalt per Ft	\$	136.00	\$		\$
6. Traffic Plan	\$	520.00	\$		\$
7.	\$		\$		\$
8.	\$		\$		\$
9.	\$		\$		\$
10.	\$		\$		\$
11.	\$		\$		\$
12.	\$		\$		\$
13.	\$		\$		\$

Received and Opened by: Fred Duke

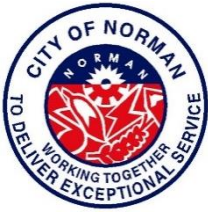
Date: 4.4.2024

LINE MAINTENANCE – TABULATION OF BIDS
Lowering of Manholes
BID 2324-46 **April 4, 2024**

	S.W. Gillis Norman, OK					
1. Section I						
2. Repair Cone	\$490.00					
Lower Manhole 3. Per Ft.	\$560.00					
Remove & Replace Concrete per 4. Sq. Ft.	\$88.00					
Remove & Replace Asphalt per 5. Sq. Ft.	\$136.00					
6. Traffic Plan	\$520.00					

File Attachments for Item:

17. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2324-47: SUBMITTED BY BOB CUNNINGHAM, INC FOR THE PURCHASE OF SAND FOR THE LINE MAINTENANCE DIVISION



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Scott Aynes, Line Maintenance Division Manager

PRESENTER: Scott Aynes, Line Maintenance Division Manager

ITEM TITLE: CONSIDERATION OF AWARDDING, ACCEPTANCE, REJECTION.
AMENDMENT, AND/OR POSTPONEMENT OF BID 2324-47:
SUBMITTED BY BOB CUNNINGHAM, INC FOR THE PURCHASE OF
SAND FOR THE LINE MAINTENANCE DIVISION

BACKGROUND:

The Line Maintenance Division has over 43,000 water meters to maintain and over 650 miles of water distribution lines to keep operational. Screened sand is used for installation and repair of water meters, repairing of water line breaks, and ground restoration after the repair.

Each year, funds are allocated in the amount of \$36,695 for Construction Materials-Rock and Sand (account 31955251-43303).

DISCUSSION:

Bid 2324-47 provides for competitive bid on the subject materials. Publication of this contract ran two weeks consecutively in the Norman Transcript on March 8, 2024 and March 15, 2024. Bid packets were sent out to nine (9) vendors, with two (2) vendors submitting their sealed bid. Bids were opened April 4, 2024. The increase of price per cubic yard has increased by 36% over last year. The attached bid tabulation provides a complete accounting of these bids.

RECOMMENDATION:

Staff recommends awarding Bid 2324-47 to the lowest and best bidders as follows:

Bob Cunningham, Inc. for sand at the lowest and best bidder meeting specifications.

BID RECORD
City of Norman

Item 17.

BID: 2324-47

TITLE: SAND

DATE: 4/4/24

BIDDER NAME	Section I Unit Price Per Cubic Yard				
1. Brown Transportation	\$ 17.20	\$	\$	\$	\$
2. Bob Cunningham Inc	\$ 15.25	\$	\$	\$	\$
3.	\$	\$	\$	\$	\$
4.	\$	\$	\$	\$	\$
5.	\$	\$	\$	\$	\$
6.	\$	\$	\$	\$	\$
7.	\$	\$	\$	\$	\$
8.	\$	\$	\$	\$	\$
9.	\$	\$	\$	\$	\$
10.	\$	\$	\$	\$	\$
11.	\$	\$	\$	\$	\$
12.	\$	\$	\$	\$	\$
13.	\$	\$	\$	\$	\$

Received and Opened by: Fred Duke

Date: 4.4.2024

LINE MAINTENANCE – TABULATION OF BIDS
Sand
BID 2324-47 April 4, 2024

	Brown Transportation Ardmore, OK	Bob Cunningham Inc. Washington, OK				
1. Section I						
Unit Price Per Cubic Yard	\$17.20	\$15.25				

File Attachments for Item:

18. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2324-48: SUBMITTED BY SCHWARZ SAND, L.L.C., FOR THE PURCHASE OF 1 ½" AGGREGATE MATERIAL and 1 ½" CRUSHED CONCRETE (GRAVEL) FOR THE LINE MAINTENANCE DIVISION.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Scott Aynes, Line Maintenance Division Manager

PRESENTER: Scott Aynes, Line Maintenance Division Manager

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2324-48:
SUBMITTED BY SCHWARZ SAND, L.L.C., FOR THE PURCHASE OF 1 ½" AGGREGATE MATERIAL and 1 ½" CRUSHED CONCRETE (GRAVEL) FOR THE LINE MAINTENANCE DIVISION.

BACKGROUND:

The Water Line Maintenance Division has over 43,000 water meters to maintain and over 650 miles of water distribution lines to keep operational. Aggregate materials such as rock and sand are used for pipe bedding and are used as select backfill materials for excavations. This practice is in keeping with standards from ASTM, OSHA, AWWA and other professional organizations and complies with standards set forth by the City Engineer.

Each year, funds are allocated in the amount of \$36,695 for Construction Materials-Rock and Sand (account 31955251-43303).

DISCUSSION:

Bid 2324-48 provides for competitive bid on the subject materials. Publication of this contract ran two weeks consecutively in the Norman Transcript on March 8, 2024 and March 15, 2024. Bid packets were sent out to nine (9) vendors, with one (1) vendor submitting their sealed bid. Bids were opened April 4, 2024. The material needed to make repairs on the older water lines has increased twelve percent (12%) over the previous year. The attached bid tabulation provides a complete accounting of the bid.

RECOMMENDATION:

Staff recommends awarding Bid 2324-48 to the lowest and best bidders as follows:

Schwarz Sand LLC for 1 ½' aggregate material and 1 ½" crushed concrete (gravel) at a price per ton of \$16.

BID RECORD
City of Norman

Item 18.

BID: 2324-48

TITLE: GRAVEL

DATE: 4/4/24

BIDDER NAME	Section I Unit Price Divd per Ton	Unit Price Pckd Up per Ton			
1. Schwarz Sand LLC	\$ —	\$ 16.00	\$	\$	\$
2.	\$	\$	\$	\$	\$
3.	\$	\$	\$	\$	\$
4.	\$	\$	\$	\$	\$
5.	\$	\$	\$	\$	\$
6.	\$	\$	\$	\$	\$
7.	\$	\$	\$	\$	\$
8.	\$	\$	\$	\$	\$
9.	\$	\$	\$	\$	\$
10.	\$	\$	\$	\$	\$
11.	\$	\$	\$	\$	\$
12.	\$	\$	\$	\$	\$
13.	\$	\$	\$	\$	\$

Received and Opened by: Fred Duke

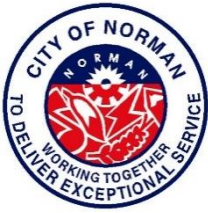
Date: 4.4.2024

LINE MAINTENANCE – TABULATION OF BIDS
Gravel
BID 2324-48 April 4, 2024

	Schwarz Sand LLC Yukon, OK					
1. Section I Unit Price Delivered Per Ton	No Bid					
Unit Price Picked Up Per Ton	\$16.00					

File Attachments for Item:

19. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A SUB-GRANTEE AWARD #1480.506 CERT TEAM PROJECT/IJ #8 EXTENSION IN THE AMOUNT OF \$4,434.34 FROM HOMELAND SECURITY TO SUPPORT THE EFFORTS OF THE CITIZENS EMERGENCY RESPONSE TRAINING (CERT) PROGRAM FOR THE FIRE DEPARTMENT, AND APPROVAL OF CONTRACT K-2324-129 EXTENSION AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: David Grizzle

PRESENTER: David Grizzle, Emergency Management Coordinator

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A SUB-GRANTEE AWARD #1480.506 CERT TEAM PROJECT/IJ #8 **EXTENSION** IN THE AMOUNT OF \$4,434.34 FROM HOMELAND SECURITY TO SUPPORT THE EFFORTS OF THE CITIZENS EMERGENCY RESPONSE TRAINING (CERT) PROGRAM FOR THE FIRE DEPARTMENT, AND APPROVAL OF CONTRACT K-2324-129 EXTENSION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

During August 2023, the Oklahoma Office of Homeland Security gave notice of a funding opportunity to support local Citizens Corps programs with a grant up to \$10,000. This purpose of this grant is to support local Emergency Management programs that operate and maintain a Citizens Emergency Response Training (CERT) program. Homeland Security first approved \$5,051.92. This included items to enhance the emergency management response capability and the offer to resubmit for the remaining amount.

The Community Emergency Response Team (CERT) Program is a training program that prepares citizens to help themselves, their families, and their neighbors in the event of a disaster in their community. Through CERT, citizens can learn about disaster preparedness and receive training in basic disaster response skills such as fire safety, light search and rescue, and medical operations. With this training, volunteers can provide critical support by giving immediate assistance to victims before emergency first responders arrive on scene.

DISCUSSION:

The City of Norman Emergency Management Division satisfied the expenditure of the previous approvals for the grant and submitted a request for an extension of the grant.

The request for funds for the extension included a fire training system. This system uses a propane based fire and is extinguished with dry chemical extinguishers to replicate the experience of extinguishing a fire that might be common to a home or office fire. Along with the system the request included ten dry chemical refillable extinguishers that will be used in training. This system will be utilized to train volunteers and utilized at various preparedness venues to allow the public to experience using a live extinguisher. The Norman Fire

Department Fire Prevention Division has access to the system so it may be used in their prevention activities and training in private sector businesses.

RECOMMENDATION:

It is recommended the grant extension received in the amount of \$4,434.34 be receipted into the Special Grants Fund revenue account Emergency Management / Other Revenue (account 226-333360) and appropriated to Emergency Management/Minor Equipment and Tools (account 22695508-43610), and Contract K-2324-129 extension be approved.

The expenditure and revenue accounts project number is GF0080.

Award ID#	Region	Subgrantee	Agency	IJ#	Project Description	Program	State / Local	ITEM (Approval Requested)	Est. Unit Cost	Qty	Total	February 2024 Approval	Original Award Amount	Adjustments	Revised Award Amount	Total Approved To Date	Checks Written	Current Available
1480.506	6	Norman, City of	EM	8	CERT Program	SHSP	local	Smart TV with mounting for trailer	\$ 292.96	1.00	\$ 292.96			\$ 9,486.22	\$ 9,486.22	\$ 9,468.22	\$ -	\$ 9,486.22
1480.506	6	Norman, City of	EM	8	CERT Program	SHSP	local	Project 2 - tables, portable radios, flashlights, medical response bags, fans	\$ 1,829.96	1.00	\$ 1,829.96							
1480.506	6	Norman, City of	EM	8	CERT Program	SHSP	local	Project 3 - generator	\$ 2,499.00	1.00	\$ 2,499.00							
1480.506	6	Norman, City of	EM	8	CERT Program	SHSP	local	Project 4 - portable projector, portable screen, large wheeled duffel	\$ 430.00	1.00	\$ 430.00							
1480.506	6	Norman, City of	EM	8	CERT Program	SHSP	Local	Burn pan	\$ 3,573.00	1.00	\$ 3,573.00							
1490.506	6	Norman, City of	EM	8	CERT Program	SHSP	Local	Fire extinguishers	\$ 86.13	10.00	\$ 861.30							



Oklahoma Office of
Homeland Security
Prevent, Protect, Prepare

Item 19.

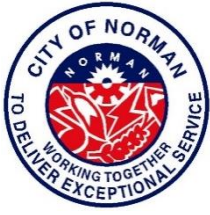
P.O. Box 53365
Oklahoma City, OK 73152
(405) 425-7296 Office (405) 425-7295 Fax
www.homelandsecurity.ok.gov

REVISED SUB-RECIPIENT AWARD

Sub-grantee – Required for Reimbursement		Original Award Amount	
FEI#	UEI #	\$5,051.92	
City of Norman Larry Heikkila, Mayor 201 W Gray St Norman, OK 73069		Revised Award Amount	
		\$9,468.22	
		Sub-Recipient Award Number	
		#1480.506	
		Federal Award Identification Number	
		EMW-2022-SS-00038	
		Award Effective Date	Revised Date
		9/1/2022	3/28/2024
		Project Period	
		9/1/2022 – 8/31/2024	
Project Title/IJ		CFDA	
Homeland Security Grant Program CERT Team Project/IJ #8		97.067	
Applicable Funds		Region	County
Homeland Security Grant Program FY 2022 (SHSP - Local)		6	Cleveland
Method of Payment: This is a Reimbursement Grant.		Is Sub-Grantee NIMS Compliant? (Please Check One) YES <input type="checkbox"/> NO <input type="checkbox"/>	
Agency/Jurisdiction Chief Executive Officer Information-Primary Authorized Official		Project Contact/ Secondary Authorized Official (If Applicable)	
City or County Official (Mayor, City Manager, County Commissioner, Head of Nonprofit)			
Title of Primary Authorized Official		Title of Secondary Authorized Official	
Mayor		Emergency Management Coordinator	
Name		Name	
Larry Heikkila		David R Grizzle	
Telephone	Fax	Telephone	Fax
405-366-5402		405-245-9522	
Email		Email	
mayor@normanok.gov		David.grizzle@normanok.gov	
Signature of Primary Authorized Official: (Required):		Signature of Secondary Authorized Official: (Required):	
Date		Date	
The Primary Authorized Official certifies: <ul style="list-style-type: none">Legal authorization to accept grants on behalf of the named governmental entity.Proposed project can be completed by August 31, 2024Sub-Grantee will comply with all laws, regulations, statutes, assurances, certifications, and other requirements referenced in Schedules A, B and C (if applicable) and Schedules 1-5 (if applicable) each of which is attached hereto.All submitted data is true and correct to the best of signatory's knowledge.			
Special Conditions			
ODEMHS Approving Official		Contact Information www.ok.gov/homeland	
Tim Tipton		Oklahoma Office of Homeland Security	
Commissioner/Homeland Security Advisor		P.O. Box 53365	
		Oklahoma City, OK 73152	
Signature of ODEMHS Approving Official		Telephone	Fax
Tim Tipton		(405) 425-7296	(405) 425-7295
Digitally signed by Tim Tipton Date: 2024.03.28 16:07:48 -05'00'			

File Attachments for Item:

20. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A CONVEYANCE BY QUIT CLAIM DEED: BY THE CITY OF NORMAN, OKLAHOMA, TO THE CITY OF NORMAN, OKLAHOMA, FOR PROPERTY LOCATED AT THE NE CORNER OF ROBINSON AVE. AND 24TH AVE NE IN ORDER TO CONSOLIDATE RECORD TITLE IN ADVANCE OF PLATTING AS THE HALL PARK COMPLEX.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: City of Norman, Oklahoma

PRESENTER: Elisabeth Muckala, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A CONVEYANCE BY QUIT CLAIM DEED: BY THE CITY OF NORMAN, OKLAHOMA, TO THE CITY OF NORMAN, OKLAHOMA, FOR PROPERTY LOCATED AT THE NE CORNER OF ROBINSON AVE. AND 24TH AVE NE IN ORDER TO CONSOLIDATE RECORD TITLE IN ADVANCE OF PLATTING AS THE HALL PARK COMPLEX.

BACKGROUND:

On April 1, 2014, the voters of Norman approved Ordinance O-1314-33, extending the dedicated ½ percent Public Safety Sales Tax (PSST) permanently (effective October 1, 2015) to certain Critical Public Safety Capital Needs projects, including more than \$21M in funds to finance the Emergency Communications (Radio) System and Emergency Operations Center (ECOC) facilities.

A Request for Qualifications (RFQ 1516-58) was issued on May 16, 2016 asking for firms to present their qualifications for architectural and engineering design of the ECOC. Following vetting, including interviews and presentations, the Architects Design Group of Winter Park, Florida was selected for this project, its work to be completed in phases pursuant to Contract K-1617-69. Amendments have been brought to augment the scope of design based on funding.

On May 25, 2021, the City Council appropriated \$9,500,000 in American Recovery Plan Act entitlement funding (Resolution R-2021-128) to provide for the full completion of the ECOC project. The 19,800 square foot design provides for all necessary components and fully hardens the entire structure to help ensure its usability in the event of severe weather emergencies

It was ultimately determined a Construction Manager at Risk (CMaR) format was preferable for this project much as for the City's many ongoing Norman Forward projects. On November 5,

2021, the City advertised its Request for Qualifications and on November 17, 2021 received CMAA service proposals from four (4) construction management service companies. Based on their experience with other similar projects, Crossland Construction Company, Inc. was selected as the firm having the best proposal for managing the construction work on the ECOC. The CMAA contract, K-2122-88, for \$32,250 was approved by City Council on January 18, 2022.

Part of this City's plan to develop the ECOC includes platting the property on which it will sit, as well as surrounding contiguous properties previously acquired by the City of Norman. Wallace Engineering was retained to work on the platting of this property, all located at the NE corner of the intersection of Robinson Ave. and 24 Ave. NE, to be platted as the Hall Park Complex. As part of Wallace Engineering's efforts, it was suggested that the City of Norman prepare record title to the platted property by combining the multiple tracts into one tract conveyed under one deed, the Quit Claim Deed presented for the City Council's consideration.

DISCUSSION:

City Staff has reviewed the conveyance, as well as the plans for final-platting the property and is satisfied that the plan represents the best course for the City's management and future use of these properties. Particularly, the property that is now and will continue to be operated and utilized by the Norman Utilities Authority will ultimately be platted as a lot separate and apart from that utilized as trails, open space, and the ECOC facility. This conveyance is one step in the process of preparing for the City's final platting of this property.

RECOMMENDATION:

City Staff recommends that City Council approve the conveyance and acceptance of the Quit Claim Deed for the Hall Park Complex property, and direct staff to take other actions as necessary, including the filing of record of the same, to accomplish the final platting of the same.

QUIT CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS THAT:

The City of Norman, Oklahoma, a municipal corporation ("Grantor"), in consideration of the sum of Ten and No/100 Dollars (U.S. \$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby quitclaim, grant, bargain, sell and convey unto **The City of Norman, Oklahoma**, a municipal corporation ("Grantee"), whose mailing address is 201 W. Gray, Norman OK 73069, all of Grantor's right, title, interest, estate and every claim and demand, both at law and in equity, in and to the real property situated in Oklahoma County, State of Oklahoma, described on Exhibit A attached hereto.

TO HAVE AND TO HOLD the same unto the Grantee, its successors and assigns, so that neither Grantor, nor any person in Grantor's name and behalf, shall or will hereafter claim or demand any right or title thereto or any part thereof; but they and every one of them shall by these presents be excluded and forever barred.

IN WITNESS WHEREOF, Grantor has executed and delivered this instrument on this ____ day of April, 2024

**Exempt documentary stamp tax O.S. Title 68,
Article 32, Section 3202, Paragraph 11**

The City of Norman, Oklahoma

By: _____
its Mayor

Attest:

[seal]

City Clerk

ACKNOWLEDGMENT

STATE OF OKLAHOMA)
)
COUNTY OF CLEVELAND) SS.

This instrument was acknowledged before me on this _____ day of April, 2024 by _____ as Mayor of The City of Norman, Oklahoma.

Notary Public

Exhibit A page 1 of 9**Book 3798 Page 537 (Tract 2) & Book 3798 Page 540 (Tract 2)
Being better described below at Book 2240 Page 1020 (15.48± Acre tract)**

A tract of land in the SW 1/4 of Section 22, T9N, R2W, Hall Park, Cleveland County, Oklahoma, more particularly described as follows:

Commencing at the SE corner of the SW 1/4 of said Section 22, T9N, R2W;

Thence N 00°02'02" W, along the East line of said SW 1/4, 1868.99 feet;

Thence West 521.68 feet to the point or place of beginning.

Thence South 560.00 feet;

Thence West 480.00 feet;

Thence South 725.00 feet;

Thence West 200.00 feet;

Thence N 54°24'46" W, 185.00 feet;

Thence North 210.00 feet;

Thence N 04°27'35" E, 970.28 feet;

Thence East 755.00 feet to the point or place of beginning.

AND

**Book 3798 Page 537 (Tract 3) & Book 3798 Page 540 (Tract 3)
Being better described below at Book 2240 Page 1020 (47.43± Acre tract)**

A tract of land in the SW 1/4 of Section 22, T9N, R2W, Hall Park, Cleveland County, Oklahoma, more particularly described as follows:

Beginning at the recorded SE corner of hall Park Business & Professional Center, a plat recorded in Book 12, Page 199;

Thence along the recorded boundary line of said Hall Park Business & Professional Center, North, 219.56 feet;

Thence continuing along said recorded boundary line N 33°33'29" W, 257.09 feet;

Exhibit A page 2 of 9

Thence continuing along said recorded boundary line N 60°09'45" E, 50.00 feet;

Thence continuing along said recorded boundary line N 33°33'29" W, 280.00 feet;

Thence continuing along said recorded boundary line N 58°45'00" W, 157.00 feet;

Thence N 46°02'28" E, 165.00 feet;

Thence N 21°10'03" E, a distance of 80.44 feet to the SE corner of Hall Park Fourth Addition, a plat filed for record in Book 11, Page 43;

Thence S 79°20'23" E, 432.46 feet;

Thence South, 210.00 feet;

Thence S 54°24'46" E, 185.00 feet;

Thence East, 200.00 feet;

Thence North, 725.00 feet;

Thence East, 480.00 feet;

Thence North, 560.00 feet;

Thence East, 521.68 feet to a point on the East line of said SW 1/4;

Thence S 00°02'02" E along the East line of said SW 1/4, 1868.99 feet to the SE corner of said SW 1/4;

Thence N 89°18'36" W along the South line of said SW 1/4, 1538.42 feet to the point of beginning.

Less one square acre in the SE corner of said SW 1/4.

AND

Book 3798 Page 537 (Tract 8) & Book 3798 Page 540 (Tract 8)
Park Area at HALL PARK (Public Greenway and Utility Reserve)

Exhibit A page 3 of 9**AND****Book 3798 Page 537 (Tract 10) & Book 3798 Page 540 (Tract 10)
Being better described below at Book 3522 Page 330**

A tract of land in the Southwest Quarter of Section 22, Township 9 North, Range 2 West of the Indian Meridian, Cleveland County Oklahoma, being more particularly described as follows:

Commencing at the Southwest Corner of said Southwest Quarter;

Thence North 00°00'00" East, along the west line of said Southwest Quarter, a distance of 1600.00 feet to the northwest corner of Hall Park Fourth Addition;

Thence North 90°00'00" East, along the north line of said Hall Park Fourth Addition, a distance of 50.00 feet to the POINT OF BEGINNING, said point being on the east right-of-way line of 24th Street NE;

Thence North 00°00'00" East, along said east right-of-way line of 24th Street NE, a distance of 185.22 feet;

Thence North 90°00'00" East, perpendicular to the west line of said Southwest Quarter, a distance of 370.00 feet;

Thence South 00°00'00" West, parallel with the west line of said Southwest Quarter, a distance of 182.82 feet;

Thence South 60°00'00" East, parallel with the east line of said Hall Park Fourth Addition, a distance of 342.38 feet;

Thence South 24°34'41" East a distance of 529.16 feet;

Thence South 90°00'00" West, parallel with the south line of said Hall Park Fourth Addition, a distance of 86.60 feet to the southeast corner of said Hall Park Fourth Addition;

Thence North 30°00'00" West, along the east line of said Hall Park Fourth Addition, a distance of 550.00 feet;

Thence North 60°00'00" West, along the east line of said Hall Park Fourth Addition, a distance of 347.38 feet;

Thence South 90°00'00" West, along the north line of said Hall Park Fourth Addition, a distance of 224.16 feet to the POINT OF BEGINNING.

Exhibit A page 4 of 9**LESS AND EXCEPT Book 4516 Page 43****Being a portion of above Book 3798 Page 537 (Tract 10) & Book 3798 Page 540 (Tract 10)**

A parcel of land located in the Southwest Quarter (SW/4) of Section Twenty-two (22), Township Nine (9) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described by metes and bounds as follows, with the basis of Bearing being Hall park Fourth Addition plat call of "North" for the West line of said Southwest Quarter (SW/4):

Commencing at the Southwest corner of said Southwest Quarter (SW/4);

Thence North 00°00'00" East, along the West line of said Southwest Quarter (SW/4), a distance of 1666.22 feet;

Thence North 90°00'00" East perpendicular to the West line of said Southwest Quarter (SW/4), a distance of 50.00 feet to the Point of Beginning, said point falling on the East Right-of-Way line of 24th Avenue NE, said point also being North 00°00'00" East a distance of 66.22 feet from the Northwest corner of Lot 1, Block 17, Hall Park Fourth Addition;

Thence North 00°00'00" East, parallel with the West line of said Southwest Quarter (SW/4), a distance of 119.00 feet;

Thence North 90°00'00" East, parallel with the North line of said Lot 1, Block 17, Hall Park Fourth Addition, a distance of 370.00 feet;

Thence South 00°00'00" West, parallel with the West line of said Southwest Quarter (SW/4), a distance of 134.00 feet;

Thence South 90°00'00" West, parallel with the North line of said Lot 1, Block 17, Hall Park Fourth Addition, a distance of 345.00 feet;

Thence North 59°02'10" West a distance of 29.15 feet to the Point of Beginning.

Exhibit A page 5 of 9**AND****Book 4516 Page 36**

Three parcels of land located in Lot One (1), in Block Seventeen (17), of HALL PARK FOURTH ADDITION, being a part of the Southwest Quarter (SW/4) of Section Twenty-two (22), Township Nine (9) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, each being more particularly described by metes and bounds as follows, with the Basis of bearing being the Hall Park Fourth Addition plat call of "North" for the West line of said Southwest Quarter (SW/4):

Parcel 1 of 3

Commencing at the Northwest corner of said Lot 1, Block 17;

Thence North 90°00'00" East, along the North line of said Lot 1, Block 17, a distance of 45.00 feet to the Point of Beginning;

Thence continuing North 90°00'00" E, along the North line of said Lot 1, Block 17, a distance of 179.16 feet;

Thence South 60°00'00" East, along the Northeasterly line of said Lot 1, Block 17, a distance of 347.38 feet;

Thence South 30°00'00" East, along the Easterly line of said Lot 1, Block 17, a distance of 60.00 feet;

Thence North 60°00'00" East, parallel with the Northeasterly line of said Lot 1, Block 17, a distance of 228.83 feet;

Thence North 00°45'59" East a distance of 13.99 feet;

Thence North 89°14'01" West a distance of 25.00 feet;

Thence North 60°00'00" West, parallel with the Northeasterly line of said Lot 1, Block 17, a distance of 63.82 feet;

Thence South 90°00'00" West, parallel with the North line of said Lot 1, Block 17, a distance of 212.74 feet;

Thence North 45°00'00" West a distance of 26.88 feet;

Thence North 00°00'00" East a distance of 25.00 feet, parallel with the West line of said Lot 1, Block 17, a distance of 46.00 feet to the Point of Beginning.

Exhibit A page 6 of 9Parcel 2 of 3

Beginning at the Southeast corner said Lot 1, Block 17;

Thence South 90°00'00" West, along the South line of said Lot 1, Block 17, a distance of 192.13 feet;

Thence North 00°00'00" East, parallel with the West line of said Lot 1, Block 17, a distance of 209.42 feet;

Thence North 22°21'14" West a distance of 65.78 feet;

Thence North 13°04'03" West a distance of 60.93 feet;

Thence North 00°00'00" East, parallel with the West line of said Lot 1, Block 17, a distance of 70.36 feet to a point on the Easterly line of said Lot 1, Block 17;

Thence South 30°00'00" East, along the Easterly line of said Lot 1, Block 17, a distance of 461.85 feet to the Point of Beginning.

Parcel 3 of 3

Beginning at the Southwest corner said Lot 1, Block 17;

Thence North 00°00'00" East, along the West line of said Lot 1, Block 17, a distance of 100.00 feet;

Thence North 90°00'00" East, parallel with the South line of said Lot 1, Block 17, a distance of 366.00 feet;

Thence South 45°17'06" East a distance of 142.13 feet to a point on the South line of said Lot 1, Block 17;

Thence South 90°00'00" West, along the South line of said Lot 1, Block 17, a distance of 467.00 feet to the Point of Beginning.

Exhibit A page 7 of 9**Together now also known as:**

A tract of land located in the Southwest Quarter (SW/4) of Section Twenty-two (22), Township Nine (9) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma and a part of HALL PARK FOURTH ADDITION to the Town of Hall Park, now City of Norman, and all of PARK AREA to the Town of Hall Park, now City of Norman, being more particularly described as follows:

Commencing at the Southeast corner (SE/cor) of said Southwest Quarter (SW/4);

Thence South 89°48'38" West, along the South line of said Southwest Quarter (SW/4), a distance of 208.71 feet to the POINT OF BEGINNING, said point being the Southwest corner (SW/cor) of a 1 acre tract of recorded at Book 3547, Page 627 and conveyed at Book 3547, Page 629 at the Office of the Cleveland County Clerk;

Thence continuing South 89°48'38" West, along said South line, a distance of 1345.84 feet to the Southeast corner (SE/cor) of HALL PARK BUSINESS & PROFESSIONAL CENTER, recorded at Book 12, Page 199 at the Office of the Cleveland County Clerk;

Thence along the Easterly and Northerly line of said HALL PARK BUSINESS & PROFESSIONAL CENTER for the next seven (7) calls;

1. North 00°45'49" West a distance of 217.48 feet (a bearing of South and a distance of 219.56 feet shown on said plat);
2. North 34°19'18" West a distance of 257.09 feet;
3. North 59°23'56" East a distance of 50.00 feet;
4. North 34°19'17" West a distance of 280.00 feet;
5. North 59°30'52" West a distance of 157.00 feet;
6. North 79°30'49" West a distance of 459.00 feet;
7. South 89°14'11" West a distance of 202.00 feet to the Northwest corner Lot One (1), Block One (1) of said HALL PARK BUSINESS & PROFESSIONAL CENTER, also being the Southwest corner of Greenway, Drainage, and Utility Easement as shown on PARK AREA, recorded at Book 13, Page 54 at the Office of the Cleveland County Clerk, also being the east right-of-way line of 24th Avenue NE;

Thence North 00°45'49" West along said east right-of-way line of 24th Avenue NE, also being the west line of said Greenway, Drainage, and Utility Easement as shown on PARK AREA, a distance of 100.00 feet to the Southwest corner (SW/cor) of HALL PARK FOURTH ADDITION, recorded at Book 11, Page 43 at the Office of the Cleveland County Clerk;

Exhibit A page 8 of 9

Thence continuing North 00°45'59" West along said east right-of-way line of 24th Avenue NE, also being the west line of Public Greenway and Utility Reserve as shown on said HALL PARK FOURTH ADDITION, a distance of 100.00 feet;

Thence North 89°14'11" East parallel with the south line of said HALL PARK FOURTH ADDITION a distance of 366.00 feet;

Thence South 46°02'55" East a distance of 142.13 feet to the south line of said HALL PARK FOURTH ADDITION;

Thence North 89°14'11" East along the south line of said HALL PARK FOURTH ADDITION, a distance of 140.87 feet;

Thence North 00°45'49" West a distance of 209.42 feet;

Thence North 23°07'03" West a distance of 65.78 feet;

Thence North 13°49'52" West a distance of 60.93 feet;

Thence North 00°45'49" West a distance of 70.36 feet to the east line of said HALL PARK FOURTH ADDITION;

Thence North 30°45'49" West along the east line of said HALL PARK FOURTH ADDITION, a distance of 28.15 feet;

Thence North 60°45'49" West a distance of 228.83 feet;

Thence North 00°00'10" East a distance of 13.99 feet;

Thence North 89°59'50" West a distance of 25.00 feet;

Thence North 60°45'49" West a distance of 63.82 feet;

Thence South 89°14'11" West a distance of 212.74 feet;

Thence North 45°45'49" West a distance of 26.88 feet;

Thence North 00°45'49" West a distance of 46.00 feet to the north line of said HALL PARK FOURTH ADDITION;

Thence South 89°14'11" West along the north line of said HALL PARK FOURTH ADDITION a distance of 45.00 feet to the Northwest corner Lot One (1), Block Seventeen (17) of said HALL PARK FOURTH ADDITION, also being the east right-of-way line of 24th Avenue NE;

Exhibit A page 9 of 9

Thence North 00°45'59" West along said east right-of-way line of 24th Avenue NE, a distance of 66.22 feet;

Thence South 59°47'59" East a distance of 29.15 feet;

Thence North 89°14'11" East a distance of 345.00 feet;

Thence South 00°45'49" East a distance of 48.82 feet;

Thence South 60°45'49" East parallel with the Easterly line of said HALL PARK FOURTH ADDITION, a distance of 342.38 feet;

Thence South 25°20'28" East a distance of 529.16 feet;

Thence South 89°14'11" West a distance of 86.60 feet to the Southeast corner of said HALL PARK FOURTH ADDITION;

Thence South 79°37'20" East along the southerly line of a 178.78± Acre Tract recorded at Book 2229 Page 485 at the Office of the Cleveland County Clerk, a distance of 432.46 feet;

Thence North 04°00'36" East along the easterly line of said Book 2229 Page 485, a distance of 970.28 feet;

Thence North 89°04'57" East along the southerly line of said Book 2229 Page 485, a distance of 1,276.68 feet to the East line of the Southwest Quarter (SW/4) of said Section, also being the West line of FROST CREEK, recorded at Book 22, Page 56 at the Office of the Cleveland County Clerk;

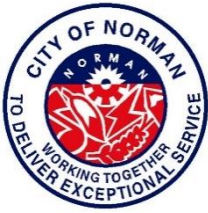
Thence South 01°09'11" East along East line of the Southwest Quarter (SW/4) of said Section, also being the West line of said FROST CREEK, a distance of 1654.61 feet to the Northeast corner of said Book 3547, Page 629;

Thence South 89°48'38" West, along the North line of said Book 3547, Page 629, a distance of 208.71 feet to the Northwest corner of said Book 3547, Page 629;

Thence South 01°09'11" East, along the West line of said Book 3547, Page 629, a distance of 208.71 feet to the POINT OF BEGINNING.

File Attachments for Item:

21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONSENT TO ENCROACH EN-2324-5: FOR LOT 10, BLOCK 7, MARLATT ADDITION, FOR A METAL STORAGE BUILDING IN THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA. (5512 36th Avenue NW)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Beth Muckala, Assistant City Attorney

PRESENTER: Beth Muckala, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONSENT TO ENCROACH EN-2324-5: FOR LOT 10, BLOCK 7, MARLATT ADDITION, FOR A METAL STORAGE BUILDING IN THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA. (5512 36th Avenue NW)

BACKGROUND:

An encroachment request has been filed in the office of the City Clerk by property owner(s), Gregory L. Rushing, requesting a Consent to Encroach into a utility easement at the above-described property.

DISCUSSION:

The application for the Consent to Encroachment concerns the encroachment upon a City of Norman and Norman Utilities Authority (NUA) utility easement for a proposed metal storage building. The owner(s) are requesting that the proposed metal storage building be allowed to encroach upon the existing utility easement located across the west side of the property. Currently, there are no City utilities within the platted easement however, preliminary sewer alignments include a potential sanitary sewer within said easement. Previous requests for sewer assessment districts have been received from the Marlatt Addition but none have proceeded to design or completion.

A platted 10-foot utility easement exists along the west property line and will be encroached upon for the proposed metal storage building. This structure will encroach the easement by approximately 10-feet.

The applicants have obtained a response from AT&T Oklahoma who has indicated they have a facility in the easement but have retired their cable. No other facility exists in the easement.

Staff has reviewed the application and the “hold harmless” clauses. From a legal perspective, it protects the City’s and the NUA’s concerns with respect to damage to the property owners’ property should the City and the NUA or other authorized entity be required to perform work within its easement. There are some conditions applied to this Consent to Encroachment as listed below:

1. The property owner(s), and property owners' heirs, successors, or assigns (hereafter collectively the "Owner Parties") shall be responsible for the cost to repair any damages to the City's utilities or infrastructure caused by any excavation, piercing or other construction activities conducted by the Owner Parties or their agents;
2. The Owner Parties shall be required to apply for and receive any applicable permits prior to commencing work and shall construct the proposed metal building precisely as depicted in the application, and shall make no alterations to the same without further review and approval by the City and/or the NUA;
3. At the City's sole discretion, the property owner shall be responsible for the cost the City incurs to remove any improvements or structure if needed to install, maintain, or repair NUA facilities in the existing easement or provide satisfactory additional easement at no cost to the City or other entity installing a sewer line for public dedication. The Owner acknowledges that where the City, in its sole discretion, deems a revised sewer alignment unfeasible, provision of easement may not be a satisfactory solution and may necessitate removal or a portion or all of the building;
4. Where the City, in its sole discretion, determines to and is able to revise sanitary sewer alignment to route around the proposed metal building, the reasonably necessary costs of said rerouting shall be borne by the property owner (at this time, said costs are approximately \$43,700 in 2024 dollars but actual construction costs, whether lower or higher than the estimated cost, will be required to be paid or will be assessed against the property in accordance with applicable law);
5. Where the City, in its sole discretion, determines the need to remove a portion or all of said proposed metal building, the City shall bear no responsibility for damages for the loss or replacement of said proposed metal building. Instead, the property owner shall be solely responsible for the cost to repair or replace any improvements or structure after any utility installation, repairs, or maintenance by the City or NUA. The Owner acknowledges that the City, in its sole discretion, may determine those areas of the originally platted easement in which the proposed metal building, or any portion of it, cannot be reconstructed;
6. The Owner Parties hereby waive and release any claims against the City and the NUA, or any affected franchisee utilities, for any damages to the metal building and related improvements caused by installation of utilities, failure or repair and maintenance of the City's and the NUA's facilities within the easement area;
7. AT&T Oklahoma has inactivated their facility located in the easement and does not oppose to the encroachment. Upon information and belief, no other facility currently exists in the easement; and
8. Damages to existing facilities of the City or NUA or any affected franchise utility resultant from any current/future construction may carry possible financial charges to the Owner Parties.

The benefit to having the consent to encroach on file is that it is evidence of the property owners' understanding that, while the City and the NUA is allowing them to encroach upon the easement,

the City and the NUA are not liable and will not be responsible for damage to the property owners' property in the event maintenance has to be performed within the easement.

All necessary City departments have responded on this item and have no objection to the proposed Consent Agreement and Covenant, with the conditions stated therein. Please note that this Consent Agreement and Covenant concerns only the City's consent to encroach where a project is otherwise permissible under City Code. Further evaluation will occur once such an application has been submitted by applicants relating to this project.

RECOMMENDATION:

Based upon the above and foregoing, the City Attorney's office is forwarding the above Consent to Encroach, EN-2324-5, for Council consideration.

CONSENT AGREEMENT AND COVENANT

Consent to Encroachment No. EN-2324-5

WHEREAS, the City of Norman and the Norman Utilities Authority (NUA), in Cleveland County, State of Oklahoma are in possession of a utility easement on the land described as follows, to-wit:

Lot 10, Block 7, Marlatt Addition, City of Norman, Cleveland County,
Oklahoma (5512 36th Avenue NW)

AND WHEREAS, the owner(s) of the above-described property requests that a proposed metal storage building be allowed to encroach upon an existing utility easement;

AND WHEREAS, the City and the NUA have been requested to consent in writing to the proposed metal storage building being located at the requested location;

NOW, THEREFORE, the City of Norman and the NUA do hereby consent to said proposed metal storage building being within and upon the utility easement with the following conditions:

1. The property owner(s), and property owners' heirs, successors, or assigns (hereafter collectively the "Owner Parties") will be responsible for the cost to repair any damages to the City's utilities or infrastructure caused by any excavation, piercing or other construction activities conducted by the Owner Parties or their agents;
2. The Owner Parties shall be required to apply for and receive any applicable permits prior to commencing work and shall construct the proposed metal building precisely as depicted in the application, and shall make no alterations to the same without further review and approval by the City and/or the NUA;
3. At the City's sole discretion, the property owner shall be responsible for the cost the City incurs to remove any improvements or structure if needed to install, maintain, or repair NUA facilities in the existing easement or provide satisfactory additional easement at no cost to the City or other entity installing a sewer line for public dedication. The Owner acknowledges that where the City, in its sole discretion, deems a revised sewer alignment unfeasible, provision of easement may not be a satisfactory solution and may necessitate removal or a portion or all of the building;
4. Where the City, in its sole discretion, determines to and is able to revise sanitary sewer alignment to route around the proposed metal building, the reasonably necessary costs of said rerouting shall be borne by the property owner (at this time, said costs are approximately \$43,700 in 2024 dollars but actual construction costs, whether lower or higher than the estimated cost, will be required to be paid or will be assessed against the property in accordance with applicable law);
5. Where the City, in its sole discretion, determines the need to remove a portion or all of said proposed metal building, the City shall bear no responsibility for damages for the loss or replacement of said proposed metal building. Instead, the property owner shall be solely

responsible for the cost to repair or replace any improvements or structure after any utility installation, repairs, or maintenance by the City or NUA. The Owner acknowledges that the City, in its sole discretion, may determine those areas of the originally platted easement in which the proposed metal building, or any portion of it, cannot be reconstructed

6. The Owner Parties hereby waive and release any claims against the City and the NUA, or any affected franchisee utilities, for any damages to the metal building and related improvements caused by installation of utilities, failure or repair and maintenance of the City's and the NUA's facilities within the easement area;
7. AT&T Oklahoma has inactivated their facility located in the easement and does not oppose to the encroachment. Upon information and belief, no other facility currently exists in the easement; and
8. Damages to existing facilities of the City or NUA or any affected franchise utility resultant from any current/future construction may carry possible financial charges to the Owner Parties.

The consent is limited to the proposed metal storage building as indicated in the application being located within the utility easement and the City does not authorize or consent to the construction or location of any other structure of a permanent nature within the easement. Further, this Consent is given with the understanding that the Owner Parties are responsible for any and all direct and consequential damages resulting from the granting of this consent with entry to or upon the existing utility easement as required at any time in the future.

The City and the NUA, or any other entity so authorized, shall not be held responsible for any and all direct or consequential damages to encroaching improvements resulting from entry, by the City and the NUA, or any other entity so authorized, upon said utility easement, for any purpose associated with the maintenance, construction, relocation, etc. of any drainage and/or utility located within the said easement.

This Consent carries with it obligations and benefits affecting the land, and constitutes a covenant running with the land, shall be binding upon the Owner Parties, and any heirs, successors and assigns.

IN WITNESS WHEREOF, the undersigned has executed this consent this 14th day of May, 2024.


THE CITY OF NORMAN, OKLAHOMA

ATTEST:

Mayor

City Clerk

OWNER

By: 
Gregory L. Rushing
Co-Trustee, Revocable Living Trust

OWNER

By: (see next page)
Dana L. Rushing
Co-Trustee, Revocable Living Trust

COUNTY OF Cleveland)
STATE OF Oklahoma) ss:

On this 8 day of May, 2024, before me personally appeared Gregory L. Rushing and ~~Dana L. Rushing~~, to me known to be Co-Trustees of the Gregory L. and Dana L. Rushing Revocable Living Trust and Owner Parties and the identical person(s) who executed the same as their free and voluntary act and deed for the uses and purposes therein set forth. S.E.

Witness my hand and official seal the day and year last above written.




Notary Public

My Commission Expires: 1/25/2025

My Commission Number: 21001091

OWNER

By: (see previous page)
Gregory L. Rushing
Co-Trustee, Revocable Living Trust

OWNER

By: [Signature]
Dana L. Rushing
Co-Trustee, Revocable Living Trust

COUNTY OF Cleveland)
STATE OF Oklahoma) ss:

On this 10 day of May, 2024, before me personally appeared ~~Gregory L. Rushing~~ and Dana L. Rushing, to me known to be Co-Trustees of the Gregory L. and Dana L. Rushing Revocable Living Trust and Owner Parties and the identical person(s) who executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and official seal the day and year last above written.



[Signature]
Notary Public

My Commission Expires: 1/25/2025

My Commission Number: 21001091



DATE: January 3, 2024

TO: Beth Muckala, Assistant City Attorney
Sarah Encinias, Legal Administrative Technician
Rone Tromble, Administrative Technician IV
Ken Danner, Subdivision Development Manager
Nathan Madenwald, Utilities Engineer
Jane Hudson, Director of Planning and Community Development

FROM: Brenda Hall, City Clerk 

SUBJECT: Request for Consent to Encroachment No. 2324-5

I am in receipt of an encroachment request for permission to encroach on a utility easement located in Block 7, Lot 10, Marlott Addition a/k/a 5512 36th Avenue N.W. for construction of a metal building. The application fee has been paid. After the information has been received from the Planning Department, Public Works Department, and Utilities Department and a determination has been made on whether to recommend approval or denial, please forward your recommendation and Consent to Encroachment Form, if needed, to my office in order that it may be scheduled as an agenda item.

This item will be scheduled as an agenda item on February 13, 2024, and the information must be received in my office by February 5, 2024. If there is a problem in meeting that timeframe, please advise.

smr
attachments

office memorandum

December 28, 2023

FILED IN THE OFFICE
OF THE CITY CLERK
ON 1-3-24 OMA

City of Norman

RE: 5512 36TH Ave NW 73072
Lot 10 Block 7 MARLOTT ED.

To whom this concerns...

Please accept this letter as my formal request to encroach the utility easement that's in the middle of my property as shown

I have had DKIE spot all utilities on my property and AT&T has the only utilities there. They're dead and no longer usable. I also reached out to Simon Lathrop with AT&T and he emailed my approval needed to grant my permission to build over that easement. His consent has been provided with this letter as well.

I'd appreciate your timely consideration to this matter so I can begin construction

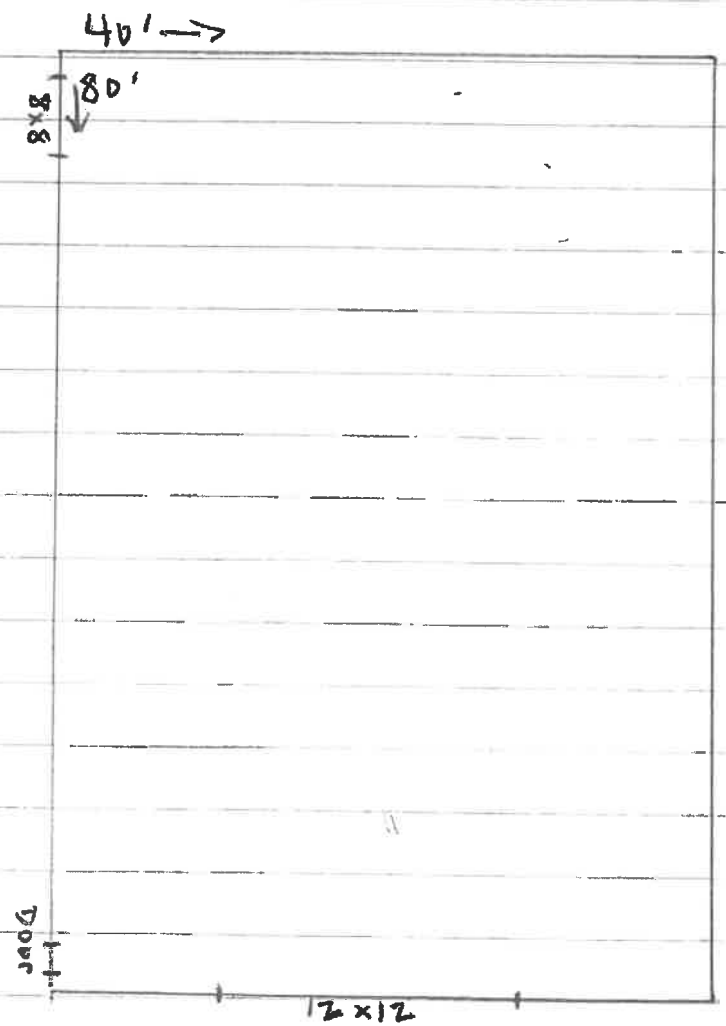
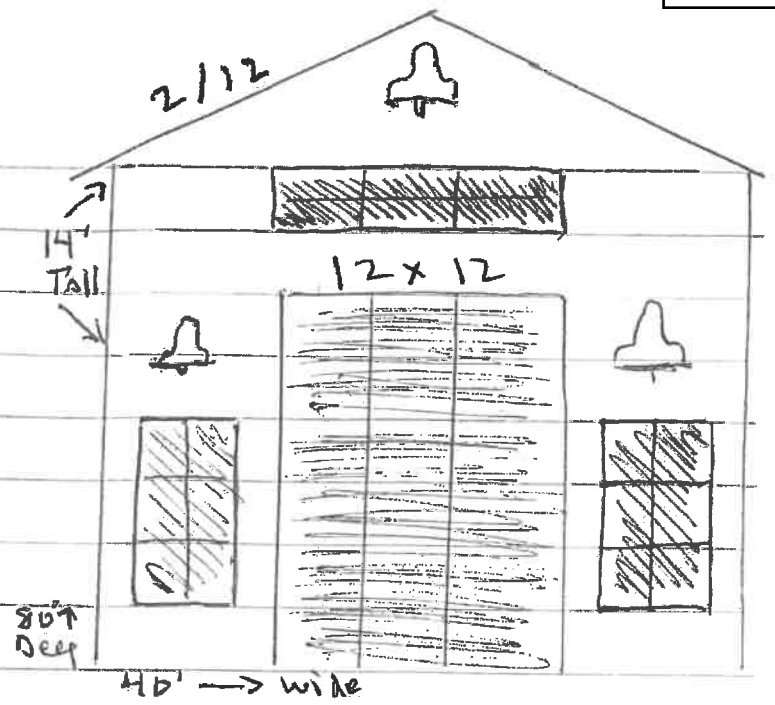
of a 40x80x14 Metal building to
finish building project, mem care
auto collection.

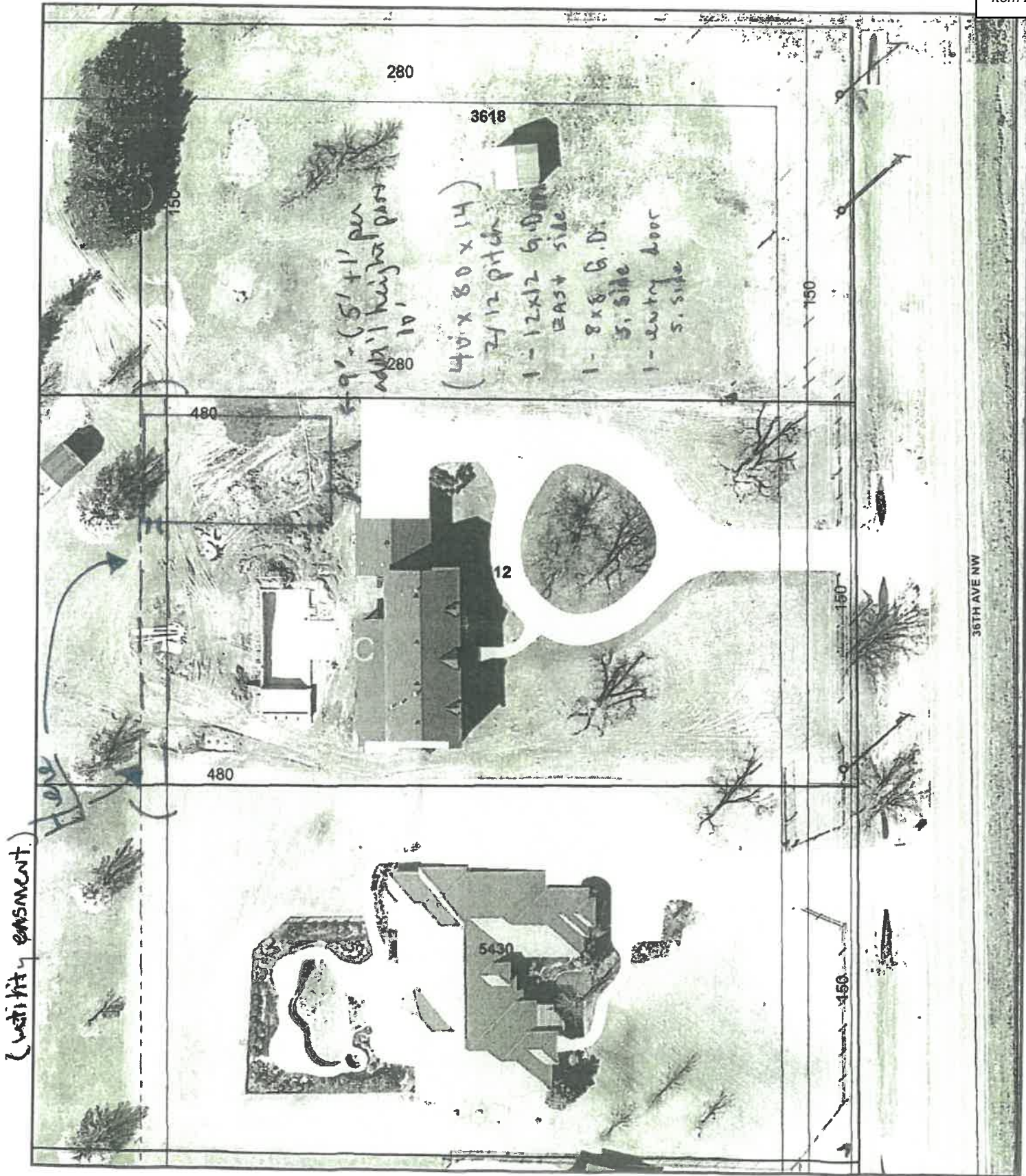
Any questions, please reach out
to me at 405-623-7339 (Greg)

Thank You,

Greg

Greg Arshing, homeowner





Map produced by the City of Norman
Geographic Information System

The City of Norman assumes no
Responsibility for errors or omissions
in the information presented.

5512 36TH AVE NW





office memorandum

TO: Honorable Mayor and Councilmembers

FROM: Lora Hoggatt, Planning Services Manager

DATE: January 17, 2024

SUBJECT: Consent to Encroach – No. 2324-5
Lot 10, Block 7, Marlatt Addition
5512 36th Ave. N.W.

The subject address is has a platted 10' utility easement across the middle of the lot. The applicant would like to place an accessory structure in this easement. The proposed accessory structure will still be subject to all applicable zoning regulations. The submitted site plan for this request meets required setbacks and coverages. Staff will verify all setbacks and coverage requirements with the building permit application.

Planning and Community Development Staff does not oppose the encroachment of this accessory structure into this utility easement.

Cc: Jane Hudson, Director of Planning & Community Development
Beth Muckala, Assistant City Attorney
Jamie Meyer, Deputy City Clerk
Brenda Hall, City Clerk



office memorandum

DATE: April 30, 2024

TO: Beth Muckala, Assistant City Attorney

FROM: Ken Danner, Subdivision Development Manager *KD*

SUBJECT: Consent to Encroach No. 2324-5
Marlatt Addition
5512 36th Avenue N.W.

Public Works/Engineering staff does not oppose the proposed encroaching into a ten-foot (10') utility easement. The owner received a statement from the only utility company AT&T located within the easement.

If you have further questions, please feel free to contact me.

Reviewed by: Scott Sturtz, Interim Director of Public Works

cc: Brenda Hall, City Clerk
Chris Mattingly, Director of Utilities
Jane Hudson, Director of Planning and Community Development

OGE Energy Corp. PO Box 321
Oklahoma City, Oklahoma 73101-0321
405-553-3000
www.oge.com



JANUARY 8, 2024

KEN DANNER, DEVELOPMENT COORDINATOR
NORMAN PLANNING COMMISSION
P. O. BOX 370
NORMAN, OK. 73070

RE: Applicant: Greg Rushing
Request to encroach in a utility easement
Location: 5512 36th Avenue NW
Legal: Part of Lot 10, Block 7, Marlatt Addition
Encroachment No. 2324-5

Mr. Danner;

Oklahoma Gas and Electric Company (OG&E) has reviewed the request by Mr. Rushing. Our records show that OG&E has no facilities in the utility easement he plans construct a metal building.

OG&E does not object to this request, provided the applicant abides by the City of Norman guidelines for the work to be done and does the following:

- 1.) Notify "Call-Okie" at (405) 840-5032 at least 48 hours before digging to have all lines marked.
- 2.) If equipment is involved and is as high as the lowest OG&E overhead wire, approximately 18 feet, and it will be operating within 10 feet of our wire, you should call OG&E construction at 553-5143, to have wires covered.
- 3.) Call OG&E construction at 553-5143 two days before drilling and/or trenching closer than ten feet to an OG&E utility pole and/or wire, or five feet to an OG&E underground line.
- 4.) OG&E would not be held responsible for damaging a private line in a (public/platted) easement.
- 5.) OG&E would need to be reimbursed ahead of time for the cost of relocating any facilities.

Should local service be disrupted to any OG&E customer due to any work performed by the applicant, they will be held responsible for any costs incurred by OG&E to restore service. Obtaining a permit from the City of Norman or beginning the above referenced work constitutes acceptance of the terms of this letter. If you have any questions, or if I can provide you with any other information, please contact me at (405) 553-5174.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy J. Bailey".


Timothy J. Bailey
Right-Of-Way Agent



office memorandum

Date: April 30, 2024

To: Brenda Hall, City Clerk

From: Nathan Madenwald, Utilities Engineer 

Subject: Consent to Encroach 2324-5
(5512 36th Avenue NW – Lot 10 Block 7, Marlatt Addition)

An existing platted utility easement lies along the west side of the subject property. The applicant is requesting encroachment into the west utility easement for construction of a metal building (80 feet by 40 feet).

Currently, there are no City utilities within the platted easement. However, the Marlatt Addition is not currently served with City sanitary sewer. Previous requests for sewer assessment districts have been received but none have proceeded through to design or completion. Preliminary sewer alignments include a potential sanitary sewer within said easement.

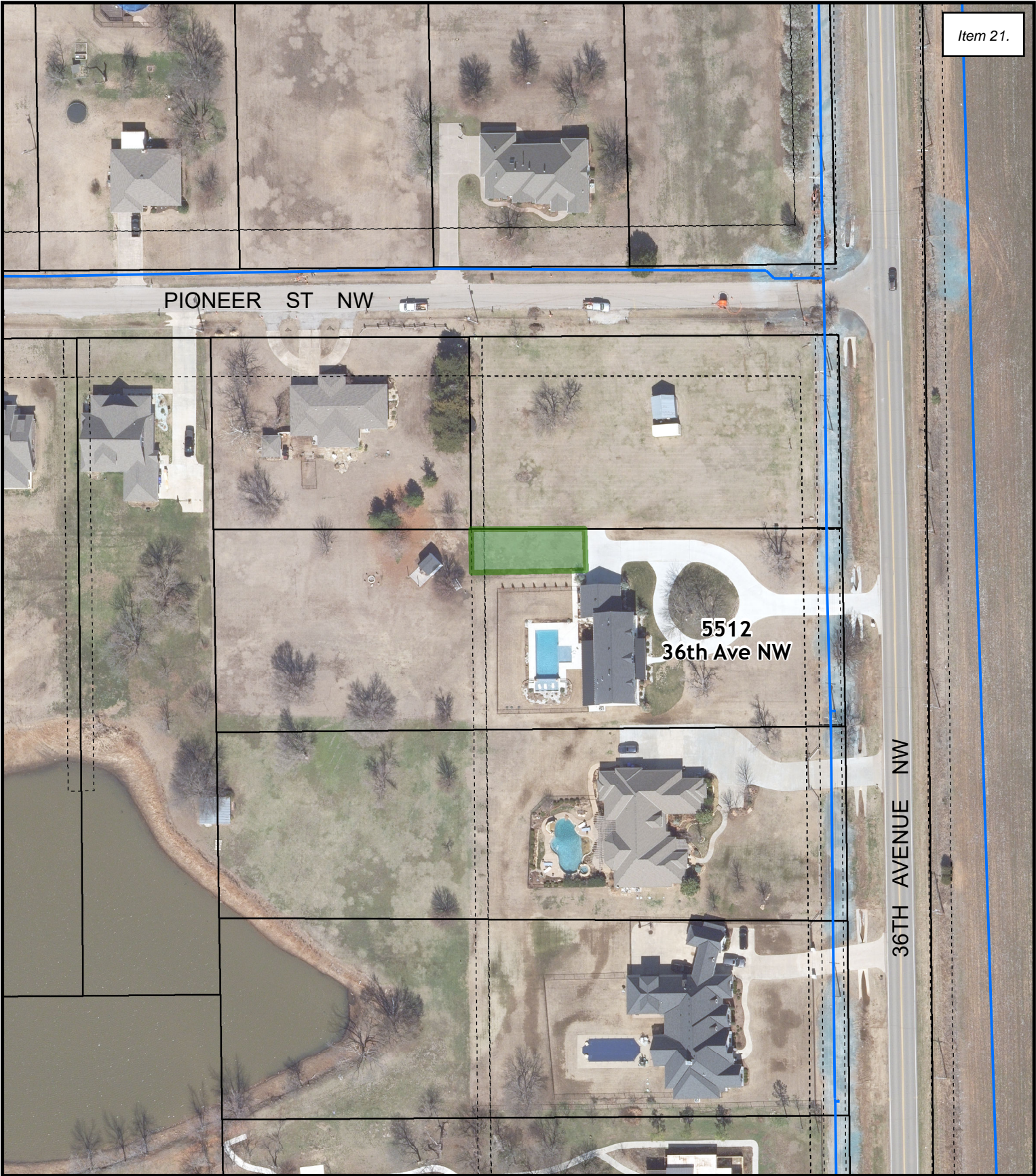
The Norman Utilities Authority (NUA) objects to all encroachments in utility easements. However, if the applicant agrees to the following requirements with consent document filed of record on the property for the duration that the encroachment is in place, NUA staff will not oppose a recommendation for approval:

1. The property owner will be responsible for the cost to repair any damages to the City's utilities caused by any excavation or other construction activities conducted by the property owner or his agents.
2. The property owner shall construct the proposed metal building precisely as depicted in this application, and according to future permits, which shall be maintained, and shall make no alterations to said proposed metal building without further review and approval by the City and/or NUA.
3. At the City's sole discretion the property owner will be responsible for the cost the City incurs to remove any improvements or structure if needed to maintain, repair, or install NUA facilities in the existing easement or provide satisfactory additional easement at no cost to the City or other entity installing a sewer line for public dedication. The Owner acknowledges that where the City, in its sole discretion, deems a revised sewer alignment unfeasible, provision of easement may not be a satisfactory solution, and may necessitate removal of a portion or all of the building.
4. Where the City, in its sole discretion, determines to and is able to revise sanitary sewer alignment to route around the proposed metal building, the reasonably necessary costs of said rerouting shall be borne by the property owner (at this time, said costs are approximately \$43,700 in 2024 dollars but actual construction costs, whether lower or higher than the estimated cost, will be required to be paid or will be assessed against the property in accordance with applicable law).
5. Where the City, in its sole discretion, determines the need to remove a portion or all of said proposed metal building, the City shall bear no responsibility for damages for the loss or replacement or said proposed metal building. Instead, the property owner shall be solely responsible for the cost to repair or replace any improvements or structure after any utility repairs, maintenance or installation by the City or NUA. The Owner acknowledges that the City, in its sole discretion, may determine those areas of the originally platted easement in which the proposed metal building, or any portion of it, cannot be reconstructed.
6. The property owner will waive and release any claims against the City for any damages to the residence and related improvements (up to and including entire loss of the proposed improvements) caused by failure or repair, maintenance, and installation of utilities within the easement area for public dedication.

Please advise if questions arise.

Attachments: Map of Water and Sewer Infrastructure and Proposed Encroachment
January 3, 2024 Consent to Encroachment No. 2324-5 Memo from City Clerk
Final Plat – Marlatt Addition

cc: Ken Danner
Kathryn Walker
Beth Muckala
Sarah Encinias
Chris Mattingly



Consent to Encroach: 2324-05



Map Produced by the City of Norman
Geographic Information System.

The City of Norman assumes no
responsibility for errors or omissions
in the information presented.

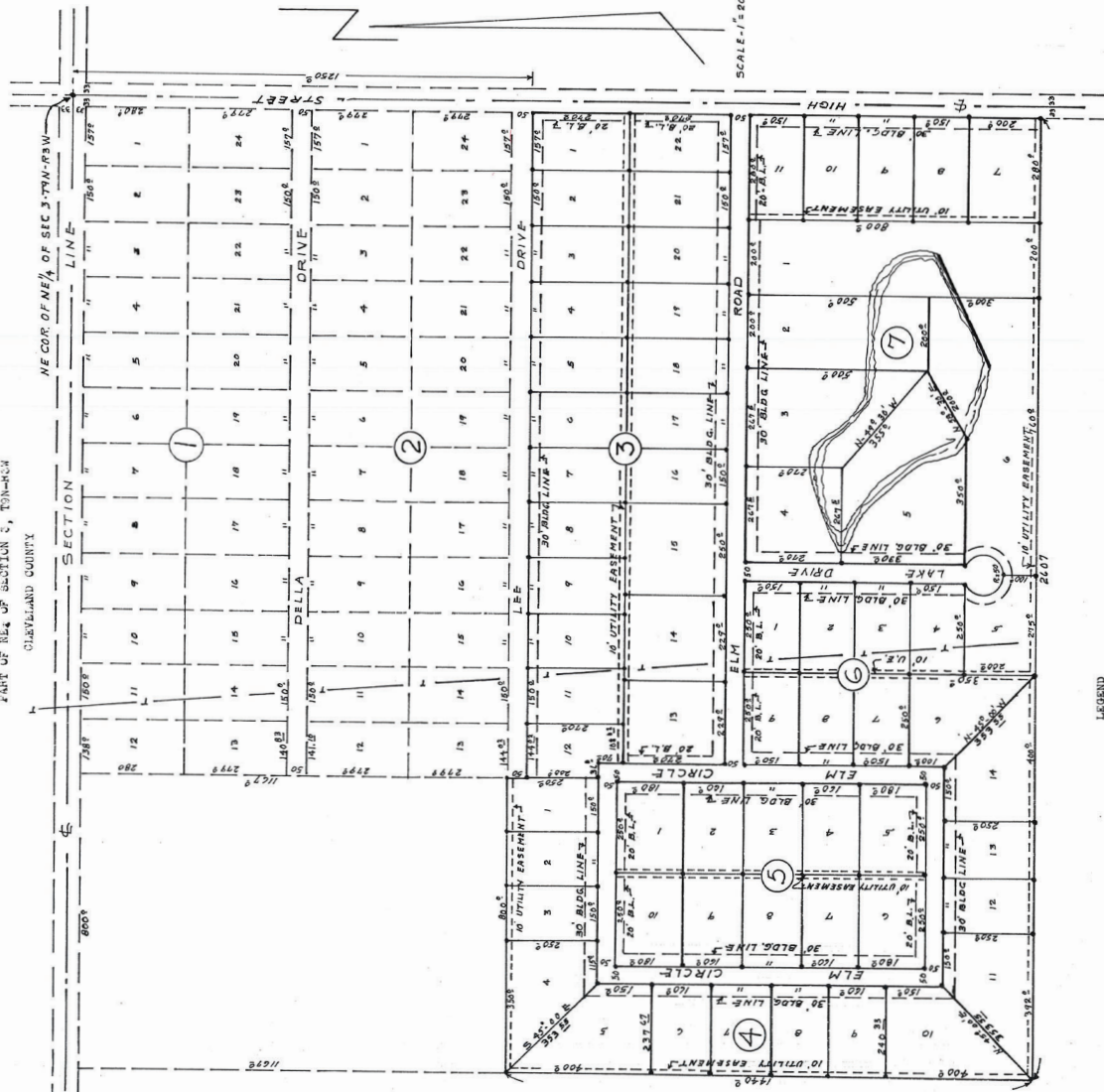
0 50 100 150 Feet

April 30, 2024



- Water Mains
- SS Force Main
- SS Gravity Main
- Consent To Encroach
- Parcel Boundary
- Easement

BLOCKS 3, 4, 5, 6 & 7
MARLATT SUBDIVISION
PART OF NE 1/4 OF SECTION 5, T3N-R3W
CLEVELAND COUNTY, OKLAHOMA



LEGEND
Iron Pin
This Addition
Building Lines
Subdivision Lines
Adjoining Additions

BLOCKS 3, 4, 5, 6 & 7
MARLATT SUBDIVISION
PART OF NE 1/4 OF SECTION 5, T3N-R3W
CLEVELAND COUNTY, OKLAHOMA

OWNER'S CERTIFICATION & DEDICATION:

We, Everett L. Marlatt & Della J. Marlatt, (husband & wife), owners of that part of the NE 1/4 of Section 5, T3N-R3W of I.M. described as follows: beginning at a point 1250 feet South of the NE Corner of said NE 1/4; thence West 1334.02 ft.; thence North 50 ft.; thence West 800 ft.; thence South 1440 ft.; thence East 2640 ft.; thence North 1390 ft. to the point of beginning; do hereby certify that we are the owners of and the only persons who have any right, title or interest in the land described above and as shown on the Amended Map; that said Map is a correct survey of said property made with our consent; that we do hereby dedicate to the public, use of all streets as shown on the Amended Map; that we do hereby guarantee a clear title to the land so dedicated from ourselves, our heirs or assigns forever.

Witness our hands and seals this 3rd day of November, 1969

STATE OF OKLAHOMA }
COUNTY OF CLEVELAND }

Everett L. Marlatt
Della J. Marlatt

Before me, Vera M. Burnett, the undersigned, a Notary Public in and for said County & State on this 3rd day of November, 1969, personally appeared Everett L. Marlatt & Della J. Marlatt (husband & wife), to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary acts and deeds for the uses and purposes herein set forth.

Witness my hand and seal the date last above written.

Vera M. Burnett
Notary Public

My commission expires October 28, 1962

SURVEYOR'S CERTIFICATE:

I, E.H. Durkee, the undersigned, do hereby certify that I am by profession a surveyor, and that the Amended Map of Blocks 3, 4, 5, 6 & 7 of the MARLATT SUBDIVISION correctly represents a survey made under my supervision of October 2, 1969, and that all monuments shown thereon actually exist and their position correctly shown.

E.H. Durkee
E.H. Durkee, Surveyor

Subscribed and sworn to before me this 3rd day of November, 1969.

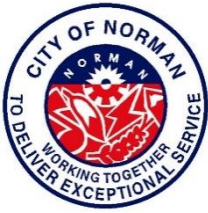
Vera M. Burnett
Notary Public

My commission expires October 28, 1962

STATE OF OKLAHOMA
COUNTY OF CLEVELAND
FILED FOR RECORD
Nov 4 1969 at 4:30 PM
Helen J. Gandy, Clerk
By *Edith Nell*

File Attachments for Item:

22. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONSENT TO ENCROACH EN-2324-7: FOR LOT 2, BLOCK 4, COBBLESTONE CREEK, SECTION III, FOR THE INSTALLATION OF A SWIMMING POOL IN THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA. (1304 Sawgrass Drive)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Beth Muckala, Assistant City Attorney

PRESENTER: Beth Muckala, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONSENT TO ENCROACH EN-2324-7: FOR LOT 2, BLOCK 4, COBBLESTONE CREEK, SECTION III, FOR THE INSTALLATION OF A SWIMMING POOL IN THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA. (1304 Sawgrass Drive)

BACKGROUND:

An encroachment request has been filed in the office of the City Clerk by property owner(s), Christopher Edwards and Mimi Edwards, requesting a Consent to Encroach into a utility easement at the above-described property.

DISCUSSION:

The application for the Consent to Encroach concerns the encroachment upon a City of Norman and Norman Utilities Authority (NUA) utility easement for a proposed swimming pool. The owner(s) are requesting that the proposed swimming pool be allowed to encroach upon the existing utility easement located across the south side of the property.

A platted 17-foot utility easement and golf course easement exists along the south property line and will be encroached upon for the proposed swimming pool. This structure will encroach the easement by approximately 17-feet.

The applicants have obtained a response from Oklahoma Electric Cooperative, Oklahoma Gas and Electric Company, Oklahoma Natural Gas, and Cox Communications who have indicated that they have no facilities located in the easement. AT&T Oklahoma was notified of this request but did not respond. The City and NUA also have no facilities located in the easement.

Staff has reviewed the application and the “hold harmless” clauses. From a legal perspective, it protects the City’s and the NUA’s concerns with respect to damage to the property owners’ property should the City and the NUA or other authorized entity be required to perform work within its easement. There are some conditions applied to this Consent to Encroachment as listed below:

1. The property owner(s), and property owners’ heirs, successors, or assigns (hereafter collectively the “Owner Parties”) shall be responsible for the cost to install or repair any

damages to the City's utilities or infrastructure caused by any excavation, piercing or other construction activities conducted by the Owner Parties or their agents;

2. The Owner Parties shall be required to apply for and receive any applicable permits prior to commencing work;
3. The Owner Parties shall be responsible for the cost the City and the NUA incurs to remove any swimming pool, structure, paving, curb, retaining wall, landscaping, and/or any other item if needed to maintain or repair NUA facilities;
4. The Owner Parties shall be hereby solely responsible for the cost to repair or replace any swimming pool, structure, paving, curb, retaining wall, landscaping, or any other item after such repair;
5. The Owner Parties hereby waive and release any claims against the City and the NUA for any damages to the swimming pool and related improvements caused by failure or repair and maintenance of the City's and the NUA's facilities within the easement area;
6. Oklahoma Electric Cooperative, Oklahoma Gas and Electric Company, and Oklahoma Natural Gas, who have indicated that they have no facilities located in the easement and do not oppose to the encroachment. Cox Communications responded that it has facilities in the area but has not objected to this request. AT&T Oklahoma was notified but provided no response or objection;
7. By encroaching on said easement, the Owner Parties release Oklahoma Electric Cooperative, Oklahoma Gas and Electric Company, Oklahoma Natural Gas, Cox Communications, and AT&T Oklahoma for any damages caused by any excavation by these utility companies for purposes of installing, maintaining or replacing the City's and the NUA's utility facilities within the easement area; and
8. Damages to Oklahoma Electric Cooperative, Oklahoma Gas and Electric Company, Oklahoma Natural Gas, Cox Communications, and AT&T Oklahoma facilities resultant from any current/future construction may carry possible financial charges to the Owner Parties.

The benefit to having the consent to encroach on file is that it is evidence of the property owners' understanding that, while the City and the NUA is allowing them to encroach upon the easement, the City and the NUA are not liable and will not be responsible for damage to the property owners' property in the event installation or maintenance has to be performed within the easement.

All necessary City departments have responded on this item and have no objection to the proposed Consent Agreement and Covenant, with the conditions stated therein. Please note that this Consent Agreement and Covenant concerns only the City's consent to encroach where a project is otherwise permissible under City Code. Further evaluation will occur once such an application has been submitted by applicants relating to this project.

RECOMMENDATION:

Based upon the above and foregoing, the City Attorney's office is forwarding the above Consent to Encroach, EN-2324-7, for Council consideration.

CONSENT AGREEMENT AND COVENANT

Consent to Encroachment No. EN-2324-7

WHEREAS, the City of Norman and the Norman Utilities Authority (NUA), Cleveland County, are in possession of a utility easement on the land described as follows, to-wit:

Lot 2, Block 4, Cobblestone Creek, Section III, City of Norman, Cleveland County, Oklahoma (1304 Sawgrass Drive)

AND WHEREAS, the owner(s) of the above-described property requests that a proposed swimming pool be allowed to encroach upon an existing utility easement;

AND WHEREAS, the City and the NUA have been requested to consent in writing to the proposed swimming pool being located at the requested location;

NOW, THEREFORE, the City of Norman and the NUA do hereby consent to said proposed swimming pool being within and upon the utility easement with the following conditions:

1. The property owner(s), and property owners' heirs, successors, or assigns (hereafter collectively the "Owner Parties") will be responsible for the cost to repair any damages to the City's utilities or infrastructure caused by any excavation, piercing or other construction activities conducted by the Owner Parties or their agents;
2. The Owner Parties will be required to apply for and receive any applicable permits prior to commencing work;
3. The Owner Parties will be responsible for the cost the City and the NUA incurs to remove any swimming pool, structure, paving, curb, retaining wall, landscaping and/or any other item if needed to maintain or repair NUA facilities;
4. The Owner Parties will be responsible for the cost to repair or replace any swimming pool, structure, paving, curb, retaining wall, landscaping, or any other item after such repair;
5. The Owner Parties will waive and release any claims against the City and the NUA for any damages to the residence and related improvements caused by failure or repair and maintenance of the City's and the NUA's utilities within the easement area;
6. Oklahoma Electric Cooperative, Oklahoma Gas and Electric Company, and Oklahoma Natural Gas, who have indicated that they have no facilities located in the easement and do not oppose to the encroachment. Cox Communications responded that it has facilities in the area but has not objected to this request. AT&T Oklahoma was notified but provided no response or objection;
7. By encroaching on said easement, the Owner Parties release Oklahoma Electric Cooperative, Oklahoma Gas and Electric Company, Oklahoma Natural Gas, Cox Communications, and AT&T Oklahoma for any damages caused by any excavation by these utility companies for purposes of installing, maintaining or replacing the City's and the NUA's utility facilities within the easement area; and

8. Damages to Oklahoma Electric Cooperative, Oklahoma Gas and Electric Company, Oklahoma Natural Gas, Cox Communications, and AT&T Oklahoma facilities resultant from any current/future construction may carry possible financial charges to the Owner Parties.

The consent is limited to the proposed swimming pool as indicated in the application being located within the utility easement and the City does not authorize or consent to the construction or location of any other structure of a permanent nature within the easement. Further, this Consent is given with the understanding that the Owner Parties are responsible for any and all direct and consequential damages resulting from the granting of this consent with entry to or upon the existing utility easement as required at any time in the future.

The City and the NUA, or any other entity so authorized, shall not be held responsible for any and all direct or consequential damages to encroaching improvements resulting from entry, by the City and the NUA, or any other entity so authorized, upon said utility easement, for any purpose associated with the maintenance, construction, relocation, etc. of any drainage and/or utility located within the said easement.

This Consent carries with it obligations and benefits affecting the land, and constitutes a covenant running with the land, shall be binding upon the Owner Parties, and any heirs, successors and assigns.

IN WITNESS WHEREOF, the undersigned has executed this consent this 14th day of May, 2024.

THE CITY OF NORMAN, OKLAHOMA

ATTEST:

Mayor


City Clerk

OWNER

By: 

Christopher L. Edwards

OWNER

By: 

Mimi L. Edwards

COUNTY OF CLEVELAND)
) ss:
STATE OF OKLAHOMA)

On this 8 day of May, 2024, before me personally appeared Christopher L. Edwards and Mimi L. Edwards, to me known to be the Owner Parties and the identical person(s) who executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and official seal the day and year last above written.





Notary Public

My Commission Expires: 1/25/2025

My Commission Number: 21001091



DATE: April 4, 2024

TO: Kathryn Walker, City Attorney
Beth Muckala, Assistant City Attorney
Rone Tromble, Administrative Technician IV
Ken Danner, Subdivision Manager
Nathan Madenwald, Utilities Engineer
Jane Hudson, Director of Planning and Community Development

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Request for Consent to Encroachment 2324-7

I am in receipt of an encroachment request for permission to encroach on a utility easement located at 1304 Sawgrass Drive. The application fee has been paid. After the information has been received from the Planning Department, Public Works Department, and Utilities Department and a determination has been made on whether to recommend approval or denial, please forward your recommendation and Consent to Encroachment Form, if needed, to my office in order that it may be scheduled as an agenda item.

This item will be scheduled as an agenda item on May 14, 2024, and the information must be received in my office by May 6, 2024. If there is a problem in meeting that timeframe, please advise.

BH:smr
attachments

office memorandum

Consent to Encroach Request

To whom it may concern:

I am writing to express my desire to seek a consent to encroach on the inactive 17' Golf Course & Utility easement located in my back yard (inside my fence/property line) for the purpose of constructing an in ground pool. In the 16 years I have lived in my home there has never been a utility or infrastructure of any kind installed or maintained within this easement. From speaking with Wayne Veal, the original developer, it seems that the easement was originally reserved as a contingency should it been necessary during development. Development was completed in Cobblestone Creek III in 2007 and the easement was never needed. The original plat which was filed of record on 4/12/2006. In the 18 years since it has never been utilized.

I have called in line spots to document photograph evidence that all utilities for the subdivision are located in the front (street side) of the property. Furthermore, I have secured a signed letter from Tim Shannon, Owner and Operator of Cobblestone Creek Golf Club stating that they do not have any infrastructure located within the easement, nor any need to ever access the easement for any reason and granting me unrestricted permission to build inside of it.

Enclosed with my submission I have included the following documentation:

- Signed consent letter from Cobblestone Creek Golf Club
- Site plan showing easement location, all existing utilities, and proposed pool location
- Original Plat Lot layout with easements and utilities overlayed
- Scaled backyard plan for proposed pool construction

Please let me know if there is any additional documentation I can provide to assist you in your assessment. Thank you for your consideration in this matter.

Respectfully,



Chris Edwards
1304 Sawgrass Drive
Norman, Ok 73072
405-819-0829

cedwards@storehouseok.com

FILED IN THE OFFICE
OF THE CITY CLERK
ON 4/4/24

April 4, 2024

To whom it may concern:

I have reviewed the plans submitted to me by Mr. Edwards to build a new pool on his property located at 1304 Sawgrass Drive in Norman, Oklahoma, in phase 3 of the Cobblestone Creek subdivision, and have granted him full and unrestricted approval to move forward immediately. Specifically with regard to the 17 foot Golf Course and Utility Easement that extends into the back of his property at the residence, I have confirmed that the Cobblestone Creek Golf Club does not have any utilities or infrastructure of any kind contained within his backyard and acknowledge and agree that we do not have any need to access Mr. Edwards backyard for any reason at any time now or in the future. There is a sprinkler line that runs right along the property line, so as long as construction stays inside the property lines... Cobblestone has no issues. I furthermore have no knowledge of any utility of any kind ever having been installed inside his property line in the approximately 20 years since it was platted. I hereby grant Mr. Edwards a full and unrestricted consent to encroach into the easement within the boundaries of his property/fence line.

Thank you!

Tim Shannon-owner

A handwritten signature in black ink, appearing to read 'Tim Shannon', with a large, stylized initial 'T' and a long horizontal flourish extending to the right.

Cobblestone Creek Golf Club
1350 Cobblestone Creek Drive
Norman, Oklahoma 73072

Phone (405) 923-2550

Website <http://www.cobblestonecreekgolfclub.com>

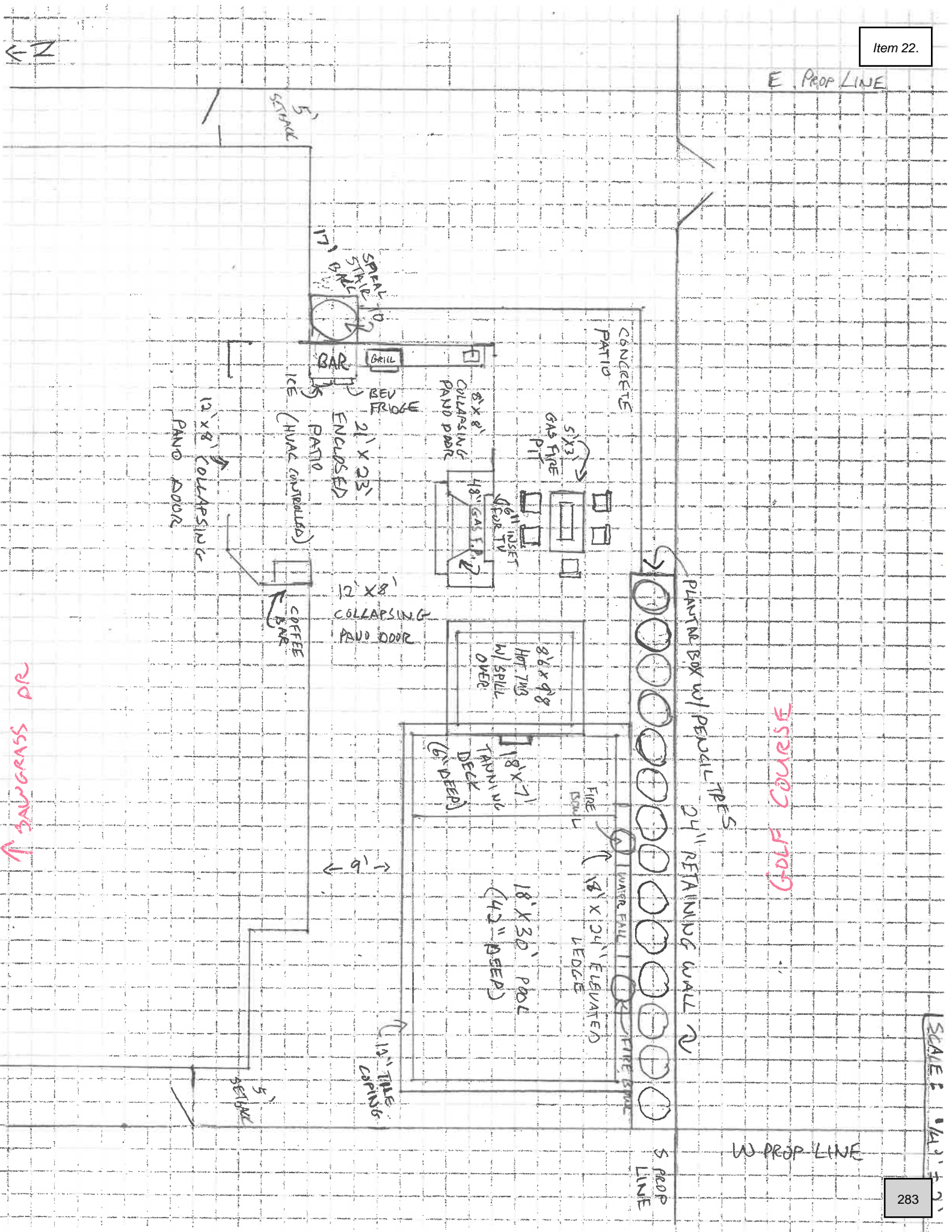
Facebook <http://www.facebook.com/CobblestoneCreekGolfClub>



E PROP LINE

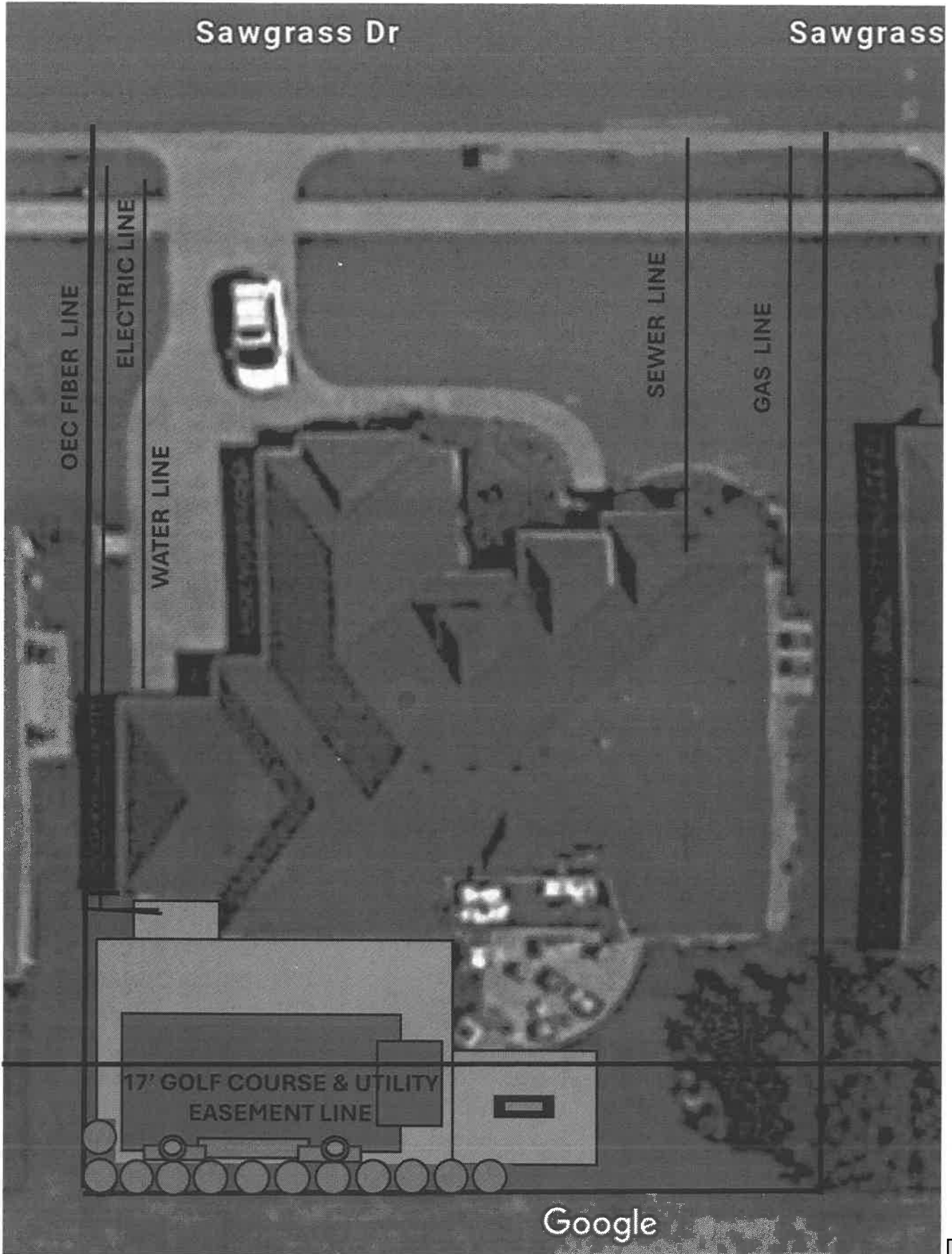
← N

SAVING GRASS



ESIMON 7707

SCALE: 1/4" = 1'-0"





TO: Brenda Hall, City Clerk

FROM: Lora Hoggatt, Planning Services Manager

DATE: May 8, 2024

SUBJECT: Consent to Encroach No. 2324-7
Block 4, Lot 2
Cobblestone Creek III
1304 Sawgrass Dr.

The lot located at the subject address has a platted 17' utility easement across the south side of the lot. The owner is requesting consent to encroach into this platted easement with a new in-ground swimming pool. The impervious area for the lot will still be under the required maximum coverage of 65%. Staff will verify all coverage requirements with the building permit application.

Planning and Community Development Staff does not oppose the encroachment of this in-ground swimming pool.

cc: Jane Hudson, Planning Director
Brenda Hall, City Clerk
Jamie Meyer, Deputy City Clerk
Sarah Encinias, Legal Admin Tech

office memorandum



office memorandum

DATE: April 30, 2024

TO: Beth Muckala, Assistant City Attorney

FROM: Ken Danner, Subdivision Development Manager *KD*

SUBJECT: Consent to Encroach No. 2324-7
Lot 2, Block 4, Cobblestone Creek III
1304 Sawgrass Drive

Public Works/Engineering staff does not oppose a proposed swimming pool encroaching into a seventeen-foot (17') utility and golf course easement. The owner has obtained no objection letter from the golf course. Attached are letters from the utility companies. AT&T has had sufficient time to respond.

If you have further questions, please feel free to contact me.

Reviewed by: Scott Sturtz, Interim Director of Public Works

cc: Brenda Hall, City Clerk
Chris Mattingly, Director of Utilities

Ken Danner

From: Wes White <wwhite@okcoop.org>
Sent: Thursday, April 25, 2024 7:58 AM
To: Ken Danner
Cc: Jack Burdett
Subject: EXTERNAL EMAIL : RE: [External]Request for consent to encroach utility easement for a pool installation

Oklahoma Electric Coop has no objection to the request to encroach the utility easement at 1304 Sawgrass Dr. if you have any questions let me know.

Thanks,
 Wes

Wes White

Manager of Field Design
 Oklahoma Electric
 Cooperative

o: (405) 217-6617
 o: (405) 217-6617
 wwhite@okcoop.org
 www.okcoop.org
 2520 Hemphill Dr | PO Box 1208
 Norman, OK 73070



From: Jack Burdett <Jack.Burdett@NormanOK.gov>
Sent: Tuesday, April 23, 2024 8:55 AM
To: 'CILKE, CARRIE L' <cc3527@att.com>; 'jt6962@att.com' <jt6962@att.com>; 'okcrow@cox.com' <okcrow@cox.com>; baileytj@oge.com; 'Hill, Marti L.' <Marti.Hill@onegas.com>; 'Lee, Caleb W.' <CALEB.LEE@onegas.com>; Thad Peterson <tpeterson@okcoop.org>; Wes White <wwhite@okcoop.org>
Cc: Ken Danner <Ken.Danner@NormanOK.gov>
Subject: [External]Request for consent to encroach utility easement for a pool installation

[EXTERNAL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

All,
 Please contact Ken Danner regarding the attached request for a consent to encroach with your approval or disapproval as soon as possible. Ken's email address is ken.danner@normanok.gov or call him at 366-5458. Please copy me with your response.



PO Box 321
Oklahoma City, Oklahoma 73101-0321

APRIL 24, 2024

KEN DANNER, DEVELOPMENT COORDINATOR
NORMAN PLANNING COMMISSION
P. O. BOX 370
NORMAN, OK. 73070

RE: Applicant: Chris Edwards
Request to encroach in the 17' U/E & Golf Course easement with a swimming pool
Location: 1304 Sawgrass Drive
Legal: Lot 2, Block 4, Cobblestone Creek III
Encroachment No. 2324-7

Mr. Danner;

Oklahoma Gas and Electric Company (OG&E) has reviewed the request by Mr. Edwards. Our records show that OG&E has no facilities in the platted 17' utility easement located on back side of his lot. OG&E does not object to the encroachment of the pool. The applicant must abide by the City of Norman guidelines for any work to be done in the utility easement, and does the following:

- 1.) Notify "Call-Okie" at (405) 840-5032 at least 48 hours before digging to have all lines marked.
- 2.) If equipment is involved and is as high as the lowest OG&E overhead wire, approximately 18 feet, and it will be operating within 10 feet of our wire, you should call OG&E construction at 553-5143, to have wires covered.
- 3.) Call OG&E construction at 553-5143 two days before drilling and/or trenching closer than ten feet to an OG&E utility pole and/or wire, or five feet to an OG&E underground line.
- 4.) OG&E would not be held responsible for damaging a private line in a (public/platted) easement.
- 5.) OG&E would need to be reimbursed ahead of time for the cost of relocating any facilities.

Should local service be disrupted to any OG&E customer due to any work performed by the applicant, they will be held responsible for any costs incurred by OG&E to restore service. Obtaining a permit from the City of Norman or beginning the above referenced work constitutes acceptance of the terms of this letter. If you have any questions, or if I can provide you with any other information, please contact me at (405) 553-5174.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy J. Bailey".

Timothy J. Bailey
Right-Of-Way Agent



April 26th, 2024

Ken Danner
Public Works Dept., Engineering Div.
City of Norman Development Center
225 N. Webster Room 1500
Norman, OK 73069

RE: Request for Letter of No Objection
Revocable Permit

Letter of No Objection

Dear Mr. Danner,

Oklahoma Natural Gas Company, a division of ONE Gas, Inc. (“ONG”) has no objection to the City of Norman granting a revocable permit to Norman Public Works Dept., Engineering Div. for the construction of an in-ground pool that will extend into the rear U/E at 1304 Sawgrass Dr, Norman, Oklahoma, 73072. ONG does not have any underground/aboveground facilities in the area.

Prior to any excavation, please contact OKIE-ONE 1-800-522-6543 a minimum of forty-eight (48) hours. ONG will hold the damaging party responsible for any repairs to our facilities. If any repairs are necessary, ONG is not responsible for any damage to any structures or landscaping on or in the utility easement.

Sincerely,

Caleb Lee

Caleb Lee
Pipeline Systems Engineer II



April 25, 2024

City of Norman Development Center
225 N Webster Room 1500
Norman, OK 73070

Attn: Jack Burdett

RE: Revocable Permit –Letter of No Objection for 1304 Sawgrass Drive, Norman, OK 73072
Cox Communications has no objection to the City of Norman granting a revocable permit to erect, construct, plant, install, and maintain installation of a pool that will encroach in the right-of-way or public easement for the property located at 1304 Sawgrass Drive, Norman, OK 73072. Please be advised that Cox Communications does have aerial/underground facilities in the vicinity; therefore, proceeding with caution is recommended and requested. If relocation of said facilities is necessary to accommodate your excavation or construction, Cox will provide a cost estimate upon request. A geographical depiction of our facilities is attached; however, this is not engineering scale and for the exact location of our facilities, Cox recommends calling in utility locates.

Prior to beginning any digging and/ or trenching activities, please call OKIE–ONE 1-800-522-6543 for exact location of our facilities. Cost to repair ANY Cox Communications facility damage caused during construction of this project will be the responsibility of the damaging party. If any future repairs are necessary, Cox Communications is not responsible for any damages to any structures placed on or in the utility easements.

If you have any questions or concerns, please feel free to contact our office at (405) 417-1991 or email OKCROW@cox.com.

Sincerely,

A handwritten signature in cursive script that reads "Aaron Tinkham".

Aaron Tinkham
Cox Communications
Right of Way Agent
405-417-1991


Cox Communications, Inc., 715 NE 122nd Street, Oklahoma City, Oklahoma 73114



office memorandum

Date: May 7, 2024

To: Brenda Hall, City Clerk

From: Nathan Madenwald, Utilities Engineer 

Subject: Consent to Encroach 2324-7
(1304 Sawgrass Ct – Block 4, Lot 2, Cobblestone Creek, Section III)

An existing platted utility easement lies along the south side of the subject property. The applicant is requesting encroachment into the east 17-foot utility and golf course easement for a pool and other outdoor improvements concrete decking.

An 8-inch waterline and an 8 and 12-inch sanitary sewer lines are located in the existing street right-of-way. No water or sewer facilities are located within the easement to be encroached upon.

The Norman Utilities Authority (NUA) objects to all encroachments in utility easements. However, if the applicant agrees to the following requirements with consent document filed of record on the property for the duration that the encroachment is in place, NUA staff will not oppose a recommendation for approval:

1. The property owner will be responsible for the cost to repair any damages to the City's utilities caused by any excavation or other construction activities conducted by the property owner or his agents.
2. The property owner will be responsible for the cost the City incurs to remove any improvements or structure if needed to maintain, repair, or install NUA facilities.
3. The property owner will be responsible for the cost to repair or replace any improvements or structure after such repairs.
4. The property owner will waive and release any claims against the City for any damages to the residence and related improvements caused by failure or repair, maintenance, and installation of the City's utilities within the easement area.

Please advise if questions arise.

Attachments: Map of Water and Sewer Infrastructure
April 4, 2024 Consent to Encroachment No. 2324-7 Memo from City Clerk
Final Plat – Cobblestone Creek Section III

cc: Ken Danner
Kathryn Walker
Beth Muckala
Sarah Encinias
Chris Mattingly
Nathan Madenwald
Utilities Folder

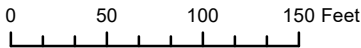


Consent to Encroach: 2324-07



Map Produced by the City of Norman
Geographic Information System.

The City of Norman assumes no
responsibility for errors or omissions
in the information presented.



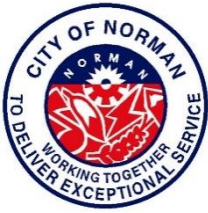
April 30, 2024



- Water Mains
- SS Force Main
- SS Gravity Main
- Consent To Encroach
- Parcel Boundary
- Easement

File Attachments for Item:

23. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1920-116: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN AND COWAN GROUP ENGINEERING, INCREASING THE CONTRACT AMOUNT BY \$76,415 FOR A REVISED CONTRACT AMOUNT OF \$603,015 TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE JAMES GARNER-ACRES STREET TO DUFFY STREET 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/14/2024

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Scott Sturtz, Interim Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1920-116: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN AND COWAN GROUP ENGINEERING, INCREASING THE CONTRACT AMOUNT BY \$76,415 FOR A REVISED CONTRACT AMOUNT OF \$603,015 TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE JAMES GARNER-ACRES STREET TO DUFFY STREET 2019 BOND PROJECT.

BACKGROUND:

On April 2, 2019, the citizens of Norman voted in favor of a \$72 million transportation bond issue, which includes nineteen (19) projects. With the anticipated \$67 million in federal transportation grant funds being leveraged for these projects, approximately \$139 million is budgeted for the nineteen (19) projects.

On August 19, 2019, City staff advertised Request for Proposal RFP 1920-16 to solicit Consulting Engineering Services for the fourteen (14) bond projects still requiring design. This RFP was written to select a group of consultants to complete the design on the remaining 2019 Transportation Bond Projects that will be completed over the next ten (10) years. Twenty-two (22) proposals were received by the 4:00 pm deadline on September 12, 2019. The selection committee consisting of three (3) City staff (Scott Sturtz- City Engineer, Tim Miles-Capital Projects Engineer and Paul D'Andrea- Capital Projects Engineer) and two (2) citizens (Luis Malave- ODOT Purcell Resident Engineer and Brent Everett- OU Assistant Director of Architectural & Engineering Services) shortlisted nine (9) consultant teams for interviews held on October 2, 2019. Five (5) consultant teams were selected after interviews to complete the design on the first set of projects:

Cabbiness Engineering, Norman
Cowan Group, Oklahoma City
Freese and Nichols, Oklahoma City
MacArthur Associated Consultants, Oklahoma City
Olsson Associates, Oklahoma City

These consultants were assigned the various projects by City staff based on capacity, performance on their current projects and capabilities of their firm to complete a specific project. An additional selection process for professional services may be needed in the future if these five firms are not able to complete the program to the City's expectations.

On April 25, 2020 the City Council approved Contract K-1920-116, with Cowan Group Engineering, in the amount of \$526,600 for design of the James Garner-Acres Street to Duffy Street 2019 Bond Project.

DISCUSSION:

After the James Garner-Acres Street to Duffy Street project had reached its 60% design phase, the City requested changes to the project scope, based on requests from public interest groups and the City Council. Simultaneously, the City began to see drastic increases in bid prices for roadway construction due to changes in the market resulting from price increases for goods and services. Because of these two factors when the project construction cost estimates were updated for these changes, it was evident that the project would exceed the construction budget.

In response, staff requested that Cowan Group, suggest ways to reduce the construction cost while still fulfilling the requested project scope. Cowan Group prepared a list of several cost-cutting measures that could be implemented in the design. Staff reviewed the suggestions and approved several of the changes that would result in a projected construction savings of approximately \$500,000.

The requested scope changes in conjunction with the chosen cost-saving design measures, required additional survey and extensive revisions to the plans beyond what would be considered normal after the 60% design phase. For this reason, Cowan Group Engineering has requested Amendment No. 1 to the design contract (K-1920-116) in the amount of \$76,415.00, as compensation for the changes in design scope and time required for the plan revisions.

Funds to cover this amendment are available in the project Design Account (Account 50594019-46201, Project BP0419)

RECOMMENDATION:

Staff recommends approval of Amendment 1 to Contract K-1920-116 between the City of Norman, OK and Cowan Group Engineering, in the amount of \$76,415, to provide additional design services utilizing funds from the James Garner-Acres Street to Duffy Street 2019 Bond Project (Account 50594019-46201; Project BP0419).

AMENDMENT NO. 1 SCOPE OF SERVICES

The following general scope of services for Amendment No. 1 shall be made part of the Agreement for Professional Services (AGREEMENT) between the City of Norman (OWNER) and Cowan Group Engineering (CGE)(CONSULTANT) for the James Garner Avenue Widening Bond Project from Acres to Duffy Street approved the 25th day of February 2020.

DESCRIPTION OF PROJECT

The original scope of work was to improve the existing 2-lane James Garner Avenue from Acres Street to Duffy Street. The preferred typical section was a divided 2-lane roadway with 12-foot wide lanes, a 15-foot wide landscaped median, parallel parking, and combined curb and gutter. Exceptions are in the residential area, from Linn Street to Duffy Street, where the existing right-of-way and existing configuration restricts the improvements to a continuous 2-lane roadway with 12-foot wide lanes and combined curb and gutter. The improvements also include two (2) new signalized intersections at Main Street and Gray Street. The BNSF Railway parallels this street along the east side, this project will include the coordination with BNSF personnel. A 5-foot sidewalk is to be constructed on the west side. The project will include a drainage analysis to evaluate options for an improved storm drain system including evaluation of green infrastructure or Low Impact Development (LID) applications, if feasible. A traffic study will be performed to evaluate intersection options and to optimize the roadway capacity. The traffic study will also include coordination with BNSF Railway and providing the necessary required controls. The scope of work will include topographic survey, existing property boundary research, geotechnical analysis, utility coordination, roadway design, drainage design, traffic analysis, traffic signal and ADA Compliance.

ADDITIONAL SERVICES

Following the 60% Milestone Submittal, the City of Norman began considering alternative typical sections within this corridor and more specifically the on-street parking configurations. CGE prepared alternative alignments and concepts for reverse angle parking for the City to review and in turn develop a final concept for approval. It was decided to move forward with the use of reverse angle parking with no median. The following design change required the redesign of the roadway with the new typical section including the redesign of the drainage and storm sewer system for the corridor. The redesign required the redevelopment of the 60% Plans for resubmittal to the City of Norman for the 60% Milestone Submittal. Please refer to the approved concept plan, Exhibit 1: Reverse Angle Parking with Bike Lane - **\$59,395**

Other additional services include:

- As-built topographic survey for the completed surface improvements at the Cleveland County Wellness Center within the James Garner Avenue right-of-way between Eufaula Street and Comanche Street - **\$1,950**
- Additional landscape and irrigation design for the median of James Garner Avenue from the Blake Baldwin Skate Park to the intersection with Acres Street - **\$1,800**
- Additional engineering services for the preparation of a Norman Floodplain Permit and the design of 115 LF of retaining wall along James Garner Avenue at Imhoff Creek north of W Daws Street - **\$9,454**

- Additional design services and plan preparation for the roadway lighting along James Garner Avenue (approximately 2,890 LF and 21 light poles) - **\$3,816**

COMPENSATION

The CONSULTANT agrees to perform the SERVICES identified in the original AGREEMENT **Attachment A – Scope of Services** and subject **Amendment No. 1**, in accordance with the limitations and conditions set forth in the AGREEMENT to pay a lump sum amount of \$ 603,015 unless changed or modified by a mutually executed contract amendment between the OWNER and the CONSULTANT.

The OWNER shall pay the CONSULTANT for completion of the SERVICES of each task total as identified in subject **Amendment No. 1**, in accordance with the amounts stated below:

Task	Description	Original Agreement	Amendment No. 1	Total
1	Preliminary Engineering Report	63,800	-	63,800
2	Preliminary (30%) Plans	90,800	-	90,800
3	60% Plans	105,800	-	105,800
4	Final (90%) Plans	125,900	-	125,900
5	Plans, Specifications, and Estimate (PS&E) Submittal	42,600	74,465	117,065
6	Public Meetings & Stakeholder Involvement	24,800	-	24,800
7	Bidding / Construction Support / Record Drawings	31,500	-	31,500
8	Survey	29,600	\$1,950	31,550
9	Geotechnical Investigations	11,800	-	11,800
	Total	\$526,600	\$76,415	\$603,015

The Services provided for in this Amendment No. 1 are for the sole use and benefit of OWNER and CONSULTANT. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the OWNER and CONSULTANT.

IN WITNESS WHEREOF, OWNER and Cowan Group Engineering have executed this Agreement.

DATED this ____ day of _____, 2024.

The City of Norman
(OWNER)

Cowan Group Engineering
(CONSULTANT)

Signature _____

Signature  _____

Name _____

Name Jeff Cowan

Title _____

Title CEO

Date _____

Date 3/18/2024

Attest:

Attest:

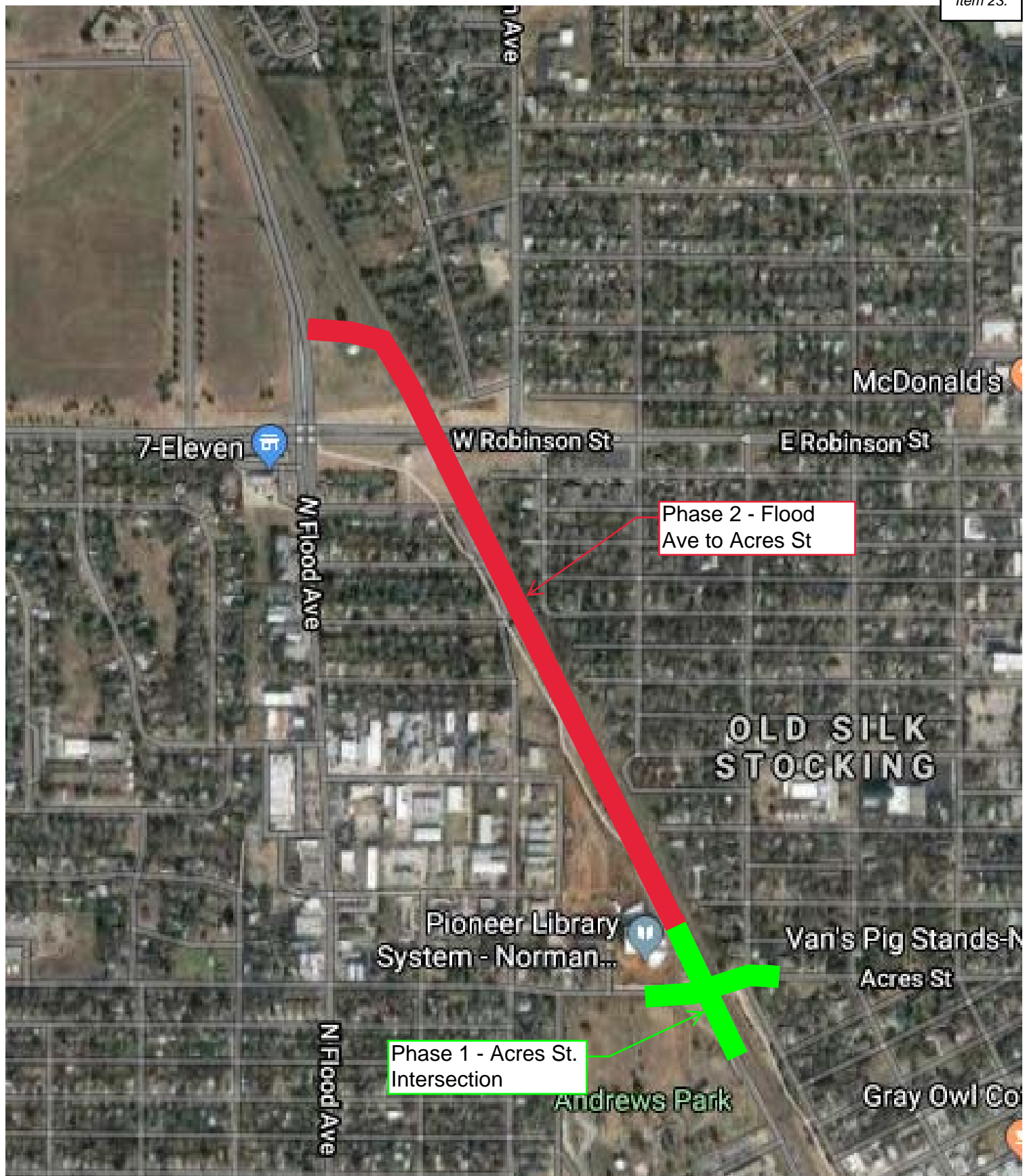
City Clerk



Secretary

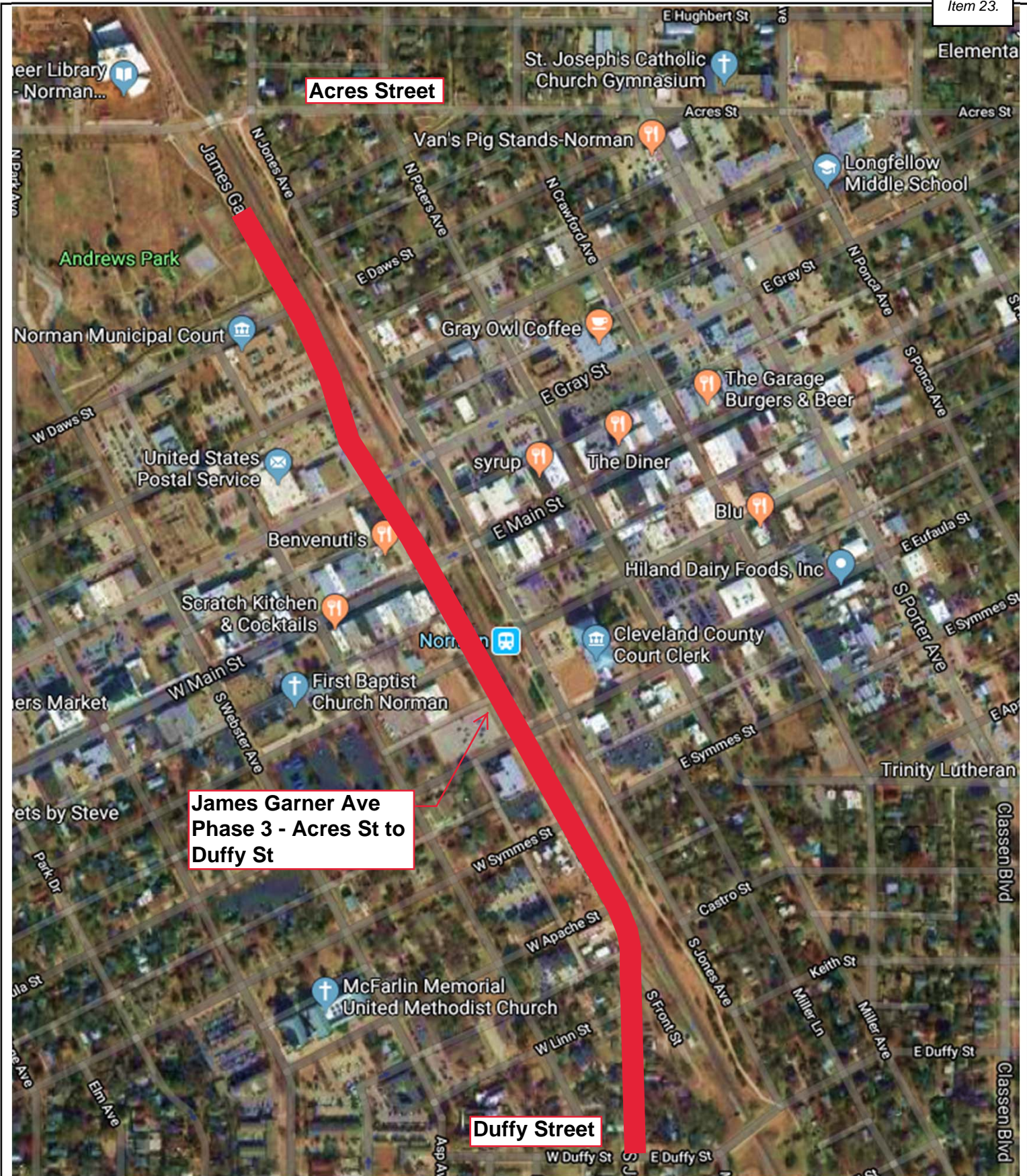
Approved as to form and legality this ____ day of _____, 2021.

City Attorney



**James Garner Avenue Widening
Project Location Map**



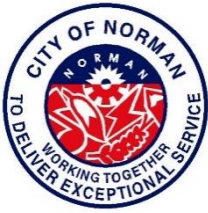


James Garner Avenue Widening Project Location Map



File Attachments for Item:

24. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF REQUEST FOR AUTHORIZATION FOR PARTIAL RELEASE OF RETAINAGE, FROM 5% TO 2.5%, FOR CONTRACT K-2223-33 BETWEEN THE CITY OF NORMAN AND L5 CONSTRUCTION, LLC, FOR THE NORTH BASE COMPLEX PHASE 2 VEHICLE WASH FACILITY PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/14/2024

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Scott Sturtz, Interim Public Works Director

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF REQUEST FOR AUTHORIZATION FOR PARTIAL RELEASE OF RETAINAGE, FROM 5% TO 2.5%, FOR CONTRACT K-2223-33 BETWEEN THE CITY OF NORMAN AND L5 CONSTRUCTION, LLC, FOR THE NORTH BASE COMPLEX PHASE 2 VEHICLE WASH FACILITY PROJECT.

BACKGROUND:

Parks Maintenance Facility: On October 13, 2015, the citizens of Norman voted to fund the Norman Forward Program with a limited term ½ percent sales tax increase for 15 years. This initiative included a number of high-priority projects outlined in the 2014 Library Master Plan Update, the 2009 Norman Parks and Recreation Master Plan and additional projects designed to provide recreational opportunities for Norman residents. One such project was the construction of the Griffin Park Sports Complex.

The Norman Forward Program includes a Maintenance Facility for the City of Norman Parks and Recreation Department. This facility was originally to be relocated from Reaves Park to Griffin Park; however, the City subsequently changed the plans to construct a new Parks and City Transit/Public Safety Maintenance Facility adjacent to the City's current Fleet Maintenance Facility at the North Base Complex, located at 1301 Da Vinci Street near the Norman Municipal Airport. The proposed multi-departmental facility provides maintenance for City Parks and Recreation vehicles and equipment, City Transit System buses, and Public Safety vehicles and equipment.

North Base Complex Design: On March 14, 2017, the Norman City Council approved Contract K-1617-114 between the City of Norman and PDG, LLC d.b.a. Planning Design Group, in the amount of \$761,000 for Professional Architectural Design Services for the Griffin Park Sports Complex.

Because PDG, LLC was performing the professional architectural design services for the Griffin Park Sports Complex, City staff recommended amending their contract to include design of the new Parks Maintenance Facility. These services were over and above those included in contract K-1617-114. Due to the desire to co-locate the Parks, City Transit and Public Safety

Maintenance Facilities at the North Base Campus, staff further recommended including master planning and design of the City Transit and Public Safety Maintenance Facilities in the amended contract.

On August 27, 2019, the Norman City Council approved Amendment 1 to Contract K-1617-114 between the City of Norman and PDG, LLC d.b.a. Planning Design Group, in the amount of \$430,280 for additional Professional Architectural Design Services to add the City Park Maintenance Facility and Transit/Public Safety Maintenance Facility to the existing contract for the Griffin Park Sports Complex.

On April 14, 2020, the Norman City Council approved Amendment 3 to Contract K-1617-114 between the City of Norman and PDG, LLC d.b.a. Planning Design Group, in the amount of \$316,370 for additional Professional Architectural Design Services to provide for an increased project scope and to add bidding services and construction administration services for the City Park Maintenance Facility and Transit/Public Safety Maintenance Facility to the existing contract for the Griffin Park Sports Complex.

On September 8, 2020, the Norman City Council approved Amendment 5 to Contract K-1617-114 between the City of Norman and PDG, LLC d.b.a. Planning Design Group, in the amount of \$49,500 for additional architectural design services for the proposed City Parks and Transit/Public Safety Maintenance Facility to include proposed building and parking revisions, project phasing, renderings, and inclusion of federal third party contracting requirements needed for FTA Grant funding.

On September 8, 2020, the Norman City Council approved Amendment 4 to Contract K-1516-110 between the City of Norman, Oklahoma, The Norman Municipal Authority, and ADG, P.C., in the amount of \$157,180 adding Construction Phase Services for the North Base Complex, Phase 1 Project to the scope of projects receiving program management services.

On October 13, 2020, the Norman City Council awarded Contract K-2021-35 between the City of Norman, Oklahoma, and Flintco LLC, in the amount of \$8,648,000, for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On March 9, 2021, the Norman City Council approved Change Order 1 to Contract K-2021-35 between the City of Norman, Oklahoma, and Flintco LLC, in the amount of \$64,737.65 and 20 Calendar Days, for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On May 25, 2021, the Norman City Council approved Amendment 6 to Contract K-1617-114 with PDG, LLC d.b.a. Planning Design Group, in the amount of \$40,000, for design services to add an additional manual wash bay to the North Base Phase 2 Vehicle Wash Facility.

On July 13, 2021, the Norman City Council approved Change Order 2 to Contract K-2021-35 between the City of Norman, Oklahoma, and Flintco LLC, in the amount of \$76,156.98 and 39 Calendar Days, for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On October 12, 2021, the Norman City Council approved Change Order 3 to Contract K-2021-35 between the City of Norman, Oklahoma, and Flintco LLC, in the amount of \$102,609.21 and

58 Calendar Days, for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On January 25, 2022, the Norman City Council approved Change Order 4 to Contract K-2021-35 between the City of Norman, Oklahoma, and Flintco LLC, in the amount of \$93,249.12 and 41 Calendar Days, for the construction of the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility.

On January 22, 2022 City staff issued substantial completion for the City Park Maintenance Facility and the Transit/Public Safety Maintenance Facility. Upon issuance of substantial completion, the City moved all Transit/Public Safety Maintenance operations into the new facilities, and out of the University of Oklahoma facilities. Parks Maintenance staff is awaiting completion of some critical final punch list items before moving into the new Parks Maintenance Facility to help facilitate efficient completion of the work.

On February 8, 2022, the Norman City Council approved appropriation of funds, in the amount of \$1,800,000 for the construction of the North Base Complex Phase 2 Project, which will provide a vehicle wash facility at the North Base Complex capable of serving all city fleet vehicles and transit busses.

On June 2, 2022, The City of Norman opened bids for the North Base Phase 2 Vehicle Wash Facility project. The low bid, from L5 Construction, was \$2,688,000. This was nearly \$900,000 over the project budget. Consequently, the bids were rejected.

On November 8, 2022, after rebidding the project, the Norman City Council awarded Contract K-2223-33, with L5 Construction, LLC, in the amount of 2,185,500, for construction of the North Base Phase 2 Vehicle Wash Facility project.

On June 27, 2023 the Norman City Council approved Change Order 1 to construction contract K-2223-33 with L5 Construction, LLC, in the amount of \$97,648 to cover costs for construction items added and changed in the plans after bidding.

DISCUSSION:

The North Base Phase 2 Vehicle Wash Facility was ready for final inspections and testing in January, 2024. However, upon startup and inspection, several issues were found that have required either design changes to pass inspection, or revisions to the wash system to resolve operational issues. As a result the project final acceptance has been delayed, while the issues are being investigated and the contractor is working with the design team to deliver solutions. These issues constitute items representing less than 2% of the total contract price.

Due to the delay in final acceptance, the contractor has requested that the retainage for the project be reduced from 5% to 2.5% to facilitate payment of sub-contractors for work that is complete and is unrelated to the issues causing the delay in closeout.

Effective November 1, 2022, the Competitive Bidding Act, provides for the reduction of retainage from 5% to 2.5% once the project has reached 50% completion and the owner has determined that satisfactory progress is being made (see 61 O.S. § 226). The contract for this project was prepared prior to this change in the act but not executed until after the change had taken effect, and the contract language does not mirror the applicable statutory language. City Staff now

submits this verification of satisfactory progress and seeks authorization to reduce retainage in accordance with the Act. City staff has verified that more than 50% of the total project work is complete. Further, City staff believes the work is progressing enough to meet the “satisfactory progress” requirement, and that a reduction in retainage (from 5% to 2.5%) for the North Base Phase 2 Vehicle Wash Facility project, as requested, is appropriate at this time.

If approved, the current retainage held would be reduced from \$114,157.40 to \$57,078.70, necessitating a payment to L5 in the amount of \$57,078.70 in accordance with the statute. The date of substantial completion is not yet known due to the current delay; however, retention of the remaining 2.5% of the total contract price will be withheld throughout the remainder of the contract, through substantial completion and until City staff confirms all final punch list items are complete. Upon said completion, release of the final retainage will accompany a future Council agenda item for final acceptance of the project and final payment to L5.

These retainage funds are being held in the North Base Vehicle Wash project, Construction (Account 505900778-46101; Project BG0260).

RECOMMENDATION:

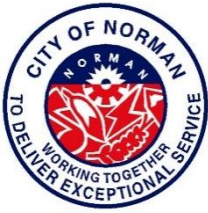
Staff recommends the following:

Reduction of retainage for Contract K-2223-33, with L5 Construction, LLC, for the North Base Complex Phase 2 Vehicle Wash Facility project, from 5% to 2.5% of the total contract amount.



File Attachments for Item:

25. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-169: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND COASTAL WINDFORCE, INC. IN THE AMOUNT OF \$175,000 TO PROVIDE ENGINEERING SERVICES FOR RESURFACING OF ROBINSON TOWER; AND RESURFACING OR DEMOLITION OF LINDSEY TOWER AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Ken Giannone, PE

PRESENTER: Ken Giannone, PE, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-169: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND COASTAL WINDFORCE, INC. IN THE AMOUNT OF \$175,000 TO PROVIDE ENGINEERING SERVICES FOR RESURFACING OF ROBINSON TOWER; AND RESURFACING OR DEMOLITION OF LINDSEY TOWER AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

Lindsey Tower ("Lindsey Tank") is an elevated water storage tank at the intersection of East Lindsey Street and Classen Boulevard that was originally built nearly 100 years ago to serve Norman's potable water system. As Norman's potable water system expanded over the years, the system also changed and in 2014 it was determined that the Lindsey Tank no longer had the hydraulic characteristics necessary to function as viable potable water storage for Norman's system. As a result, it was decommissioned in 2014 with the intention of demolishing it.

Norman Utilities Authority's (NUA's) 2060 Strategic Water Supply Plan, prepared by Carollo Engineering in 2014, included a recommendation that NUA investigate establishing a non-potable recycled wastewater system to provide irrigation water to Reaves Park and additional potential commercial customers along and near Highway 9. Because of the potential for Lindsey Tower to be used as dedicated storage for such a recycled wastewater system, the demolition was put on hold.

On December 14, 2021, City Council approved an engineering contract between Plummer and NUA to evaluate the feasibility of a non-potable recycled wastewater system including the use of Lindsey Tower as dedicated storage for such a system. In early 2024, Plummer submitted their final engineering report. The final report determined that it was not economically feasible to either use Lindsey Tower as part of a new non-potable recycled wastewater system or to return it to service as potable water storage. As a result, the only economically feasible option for NUA is to demolish the Lindsey Tower.

Unrelated to Lindsey Tower, the coatings on NUA's Robinson Water Tower, located near the intersection of Robinson Street and James Garner Avenue, recently began showing signs of

failure. As a result in 2023, NUA issued a purchase order to Dunham Engineering to perform a preliminary inspection of the tower. Dunham Engineering's report confirmed that the coatings on the Robinson Tower were approaching the end of their useful life. Therefore, they recommended that a project to resurface the Robinson Water Tower be scheduled in the near future. Consequently, NUA planned to fund the Robinson Tower Resurfacing project (WA0382) in fiscal year 2024-2025 (FYE 2025).

Also unrelated to Lindsey Tower, the University of Oklahoma (OU) recently contacted NUA and asked if NUA would consider adding logos to some of their existing water towers that advertise both OU and their new Southeastern Conference (SEC) affiliation, assuming, of course, that OU was paying the costs of the adding logos to their water towers. NUA stated that they were open to the idea as long as the details could be worked out with OU and no cost would accrue to NUA. Discussions on this matter are ongoing with OU at this time.

DISCUSSION:

On March 12, 2024, the conclusions of Plummer's engineering report which recommended demolishing the Lindsey Tower were presented to the Trustees of the NUA. After the presentation, City Council members observed that, based on its age and visible location, Lindsey Tower could be considered a landmark, and that it was in such close proximity to the University of Oklahoma's (OU's) football stadium that OU may be interested in contributing to repainting the tank so they could place their logo on it. NUA stated that, since they were obligated to pay to demolish Lindsey Tower, they would be willing to contribute cost for the branding the Lindsey Tower with OU/SEC logos, up to cost of demolishing the towers, in order for the City of Norman to preserve Lindsey Tower as a landmark. Remaining costs over the estimated demolition costs to fund resurfacing and all future maintenance costs for the Lindsey Tower would have to come from OU or other sources.

NUA Trustees further noted that the unrelated Robinson Tower Resurfacing project (WA0382) was planned to be budgeted in FYE 2025, which starts on July 1, 2024. The Trustees noted that if NUA moved the bid for the Robinson Tower project up a few months and combined it with two alternative bids for the unusable (for NUA purposes) Lindsey Tower (demolition or resurfacing exterior surfaces), NUA could have the benefit of obtaining the most competitive pricing for both projects, and the NUA Trustees would be able to evaluate the cost implications and funding possibilities associated with resurfacing the exterior of Lindsey Tower using the actual competitive bid prices rather than with engineering estimates.

NUA Trustees also added that, since they were already in discussions with OU about adding logos to other OU water towers in Norman, they could also use this bid process to obtain supplemental bid pricing to paint OU/SEC logos on Robinson, Lindsey and other towers owned by the City of Norman. This would allow negotiations with OU to proceed with a knowledge of actual costs involved. If no agreement were reached with OU to pay for the cost of the OU logos, these supplemental unit prices would just be deleted from the contract so, in no case, would costs for these logos be incurred by NUA.

The Trustees of the NUA directed that this was an acceptable course of action and that NUA proceed with the combined bid that would include:

1. Bid pricing for Robinson Tower resurfacing;

2. Alternate bid pricing for demolition of Lindsey Tower and for resurfacing exterior and adding logos to the unusable Lindsey Tower; and
3. Supplemental unit prices for adding logos to other NUA water storage tanks.

Consequently, NUA requested proposals from Coastal Windforce, Inc. (CWF; formerly Dunham Engineering) for preparation of bidding documents, construction administration and inspection of work-in-progress for the entire bid package. CWF is a local engineering firm whose sole focus is storage tank construction, maintenance, and rehabilitation, and they have successfully completed all of NUA's recent storage tank-related work. NUA has negotiated a contract in the amount of \$175,000 with CWF for this effort, which NUA considers to be fair and reasonable for the work involved.

It should be noted that the contract total includes \$22,500 for "Additional Services". These services would cover construction management and inspection of logo installation, and the costs for these "Additional Services" would only be incurred if an agreement were reached with OU that included full reimbursement of those costs. Moreover, if such an agreement were reached and these costs were incurred, the reimbursed funds from OU would be returned to the Water Fund and be available for other capital projects.

Funding for this contract would be allocated to the following accounts:

1. Robinson Tower Resurfacing, Design (Account 32993354-46201; Project WA0382) – \$98,500.
2. Lindsey Tower Demolition or Resurfacing, Design (Account 32993354-46201; Project WA0182) – \$76,500.

The Robinson Water Tower design account (32993354-46201 / WA0382) has an available balance of \$2,281. To provide the required additional funding of \$96,219, a transfer of \$100,000 from Hall Park Water Tank Maintenance, Construction (31993354-46101 / WA0294) is proposed. The Hall Park Water Tank Maintenance construction account has an available balance of \$100,000 intended for demolition of the Hall Park tank. That project has been put on hold to determine if there might be a potential use for the existing "standpipe" tank elsewhere within the distribution system, before proceeding with demolition.

The Lindsey Water Tower design account (32993354-46201 / WA0182) has no funds available, as the Lindsey Tower is unusable for NUA purposes. To provide the required funding, a transfer of \$80,000 from Lindsey Water Tower, Construction (Account 32993354-46101; Project WA0182), which has an available balance of \$350,000, allocated by the NUA to complete the demolition of the unusable tower, is proposed.

RECOMMENDATION 1:

Staff recommends that NUA approve Contract K-2324-169 between Norman Utilities Authority and Coastal Windforce, Inc., in the amount of \$175,000 to furnish engineering services associated with the resurfacing of Robinson Tower, either resurfacing or demolition of Lindsey Tower and possible installation of logos on other water towers within the City of Norman.

RECOMMENDATION 2:

Staff recommends that NUA approve budget transfer of \$100,000 from the Hall Park Water Tank Maintenance construction account (31993354-46101 / WA0294) into Robinson Water Tower, Design account (32993354-46201 / WA0382).

RECOMMENDATION 3:

Staff recommends that NUA approve budget transfer of \$80,000 from the Lindsey Water Tower Construction account (32993354-46101 / WA0182) into the Lindsey Water Tower design account (32993354-46201 / WA0182).

**AGREEMENT
FOR
ENGINEERING SERVICES**

This AGREEMENT, between the Norman Utilities Authority (OWNER)
and Coastal Windforce, Inc. (ENGINEER);

WITNESSETH

WHEREAS, OWNER intends to rehabilitate the 500,000-gallon Robinson elevated storage tank located at 435 W Robinson, Norman, OK 73069. The tank will meet AWWA D100 Standards and ODEQ chapter 626 rules and regulations for potable water storage. This PROJECT will be identified as Robinson Tower Resurfacing Project as further described in Attachment B.

WHEREAS, OWNER intends to rehabilitate or demolish the 500,000-gallon Lindsey elevated storage tank located at 600 E Lindsey, Norman, OK 73069. The tank will meet AWWA D100 Standards and ODEQ chapter 626 rules and regulations for potable water storage. This PROJECT will be identified as Lindsey Tower Resurfacing/Demolition Project as further described in Attachment B.

WHEREAS, OWNER is considering installing up to four (4) OU logos and four (4) SEC logos on four elevated storage tanks located in Norman, OK. The tank will meet AWWA D100 Standards and ODEQ chapter 626 rules and regulations for potable water storage. This PROJECT will be identified as OU SEC Logo Project as further described in Attachment B.

WHEREAS, OWNER requires professional engineering services and construction inspection in connection with the PROJECT (the SERVICES); and,

WHEREAS, ENGINEER is prepared to provide said SERVICES; and,

NOW THEREFORE, in consideration of the promises contained in this AGREEMENT, OWNER and ENGINEER agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this AGREEMENT shall be _____.

ARTICLE 2 - COMPLETION DATE

ENGINEER shall complete the SERVICES in accordance with Attachment A, Project Schedule.

ARTICLE 3 - GOVERNING LAW

The laws of the state of Oklahoma shall govern this AGREEMENT.

ARTICLE 4 - SERVICES TO BE PERFORMED BY ENGINEER

ENGINEER shall perform the SERVICES described in Attachment B, Scope of Services.

ARTICLE 5 - COMPENSATION

OWNER shall pay ENGINEER in accordance with Attachment C, Compensation.

ARTICLE 6 - OWNER'S RESPONSIBILITIES

- 6.1. OWNER-Furnished Data: Upon request, OWNER will provide to ENGINEER all data in OWNER's possession relating to ENGINEER's SERVICES on the PROJECT. Such data may include electronic data available from the OWNER's Geographic Information System (GIS) and data generated by OWNER's water distribution system model. ENGINEER will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by OWNER. OWNER's data is provided for temporary use or copying by ENGINEER.

- 6.2. Access to Facilities and Property: OWNER will make its facilities accessible to ENGINEER as required for ENGINEER's performance of its SERVICES
- 6.3. Timely Review: OWNER will examine ENGINEER's studies, reports, sketches, drawings, specifications, proposals, and other documents; and transmit OWNER comments or other decisions to ENGINEER in a timely manner.
- 6.4. Meetings: OWNER will participate in monthly progress meetings or other meetings with ENGINEER or contractor(s) defined in Scope of Services.
- 6.5. Advertisements, Permits, and Access: Unless otherwise agreed to in the Scope of Services, OWNER will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, or federal authorities; and land, easements, rights-of-way, and access necessary for ENGINEER's SERVICES or PROJECT construction.
- 6.6. Hazardous Substances: If hazardous substances in any form are encountered or suspected, ENGINEER will stop its own work in the affected portions of the PROJECT to permit testing and evaluation. ENGINEER will, if requested by OWNER, conduct tests to determine the extent of the problem and will perform the necessary studies and recommend necessary remedial measures at an additional fee with contract terms to be negotiated.

ARTICLE 7 - STANDARD OF CARE

ENGINEER shall exercise the same degree of care skill and diligence in the performance of the SERVICES as is ordinarily possessed and exercised by a professional engineer under similar circumstances. ENGINEER shall correct the SERVICES that fail to satisfy this standard of care. No warranty, express or implied is included in this AGREEMENT or in any drawing, specifications, report or opinion produced pursuant to this AGREEMENT.

ARTICLE 8 - LIABILITY AND INDEMNIFICATION

- 8.1 General. Having considered the potential liabilities that may exist during the performance of the SERVICES, the benefits of the PROJECT, the ENGINEER's fee for the SERVICES and in consideration of the promises contained in this AGREEMENT, OWNER and ENGINEER agree to allocate and limit such liabilities in accordance with this Article.
- 8.2 Indemnification and Liability. The ENGINEER agrees to defend, indemnify, and hold harmless the OWNER, its officers, servants, and employees, from and against legal liability for all claims, damage, cost, and expense (including reasonable attorneys' fees and accountants' fees) to the extent caused by a negligent act, error, or omission of the ENGINEER in the performance of services under this Agreement. OWNER agrees to defend, indemnify, and hold harmless the CONSULTANT, its officers, servants, and employees, from and against legal liability for all claims, damage, cost, and expense (including reasonable attorneys' fees and accountants' fees) to the extent caused by a negligent act, error, or omission of the OWNER in the performance of services under this Agreement, provided such indemnification shall be applicable only to the extent sovereign immunity has been waived pursuant to Oklahoma law. The ENGINEER and the OWNER each agree to promptly service notice on the other party of any claims arising hereunder, and shall cooperate in the defense of such claims. The acceptance by OWNER or its representatives of any certification of insurance providing for coverage other than as required in this Agreement to be furnished by the ENGINEER shall in no event be deemed a waiver of any of the provisions of this indemnity provision. None of the foregoing provisions shall deprive the OWNER of any action, right, or remedy otherwise available to OWNER at common law.
- 8.3 Employee Claims. ENGINEER shall indemnify OWNER against legal liability for damages arising out of claims by ENGINEER's employees. To the extent permitted by applicable law, OWNER shall indemnify ENGINEER against legal liability for damages arising out of claims by OWNER's employees.
- 8.4 Survival. Upon completion of all SERVICES obligations and duties provided for in this AGREEMENT or if this AGREEMENT is terminated for any reason the terms and conditions of this Article shall survive.

ARTICLE 9 - INSURANCE

During the performance of the SERVICES under this AGREEMENT ENGINEER shall maintain the following insurance:

- 9.1 Worker's compensation insurance for ENGINEER's employees as required by Oklahoma Workers Compensation Statutes.
- 9.2 Comprehensive general liability insurance with a minimum of \$125,000 per accident for bodily injury or death and \$25,000 per occurrence for property damage.
- 9.3 Comprehensive automobile liability insurance with a minimum of \$125,000 per accident for bodily injury or death and \$25,000 for property damage.
- 9.4 Professional Liability (errors and omissions) insurance with a minimum policy value of \$1,000,000.

ENGINEER shall furnish OWNER certificates of insurance that shall include a provision that such insurance shall not be canceled without at least thirty days written notice to OWNER. All PROJECT contractors shall be required to include OWNER and ENGINEER as additional insured on their General Liability Insurance policies.

ENGINEER and OWNER each shall require its insurance carriers to waive all rights of subrogation against the other and its directors, officers, partners, commissioners, officials, agents and employees for damages covered by property insurance during and after the SERVICES. A similar provision shall be incorporated into all contractual arrangements entered into by OWNER and shall protect OWNER and ENGINEER to the same extent.

ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY

ENGINEER shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures or safety precautions and programs in connection with the PROJECT; (2) the failure of any contractor, subcontractor, vendor or other PROJECT participant, not under contract to ENGINEER, to fulfill contractual responsibilities to the OWNER or to comply with federal, state or local laws, regulations, and codes; or (3) procuring permits, certificates and licenses required for any construction unless such responsibilities are specifically assigned to ENGINEER in Attachment B, Scope of Services.

ARTICLE 11 - OPINIONS OF COST AND SCHEDULE

Since ENGINEER has no control over the cost of labor, materials or equipment furnished by others or over the resources provided by others to meet PROJECT schedules, ENGINEER's opinion of probable costs and of PROJECT schedules shall be made on the basis of experience and qualifications as a professional engineer. ENGINEER does not guarantee that proposals, bids, or actual PROJECT costs will not vary from ENGINEER's cost estimates.

ARTICLE 12 - REUSE OF DOCUMENTS

Upon OWNER's request ENGINEER shall furnish OWNER with deliverables and/or other data on electronic media. All documents, including but not limited to, drawings, specifications and computer software prepared by ENGINEER pursuant to this AGREEMENT are instruments of Service in respect to the PROJECT. Said documents are not intended or represented to be suitable for reuse by OWNER or others on extensions of the PROJECT or on any other PROJECT.

ARTICLE 13 - TERMINATION

This AGREEMENT may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this AGREEMENT. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party.

OWNER may terminate or suspend performance of this AGREEMENT for OWNER's convenience upon written notice to ENGINEER. ENGINEER shall terminate or suspend performance of the SERVICES on a schedule acceptable to OWNER. If termination or suspension is for OWNER's convenience, OWNER shall pay ENGINEER for all the SERVICES performed to date, amount not to exceed the normal fee amount due for the SERVICES rendered and

termination or suspension expenses. Upon restart, an equitable adjustment shall be made to ENGINEER's compensation.

ARTICLE 14 - DELAY IN PERFORMANCE

Neither OWNER nor ENGINEER shall be considered in default of this AGREEMENT for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this AGREEMENT, such circumstances include, but are not limited to abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riot and other civil disturbances; strikes, work slowdowns and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or SERVICES required to be provided by either OWNER or ENGINEER under this AGREEMENT.

Should such circumstances occur the non-performing party shall, within a reasonable period after being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this AGREEMENT.

ARTICLE 15 - COMMUNICATIONS

Any communication required by this AGREEMENT shall be made in writing to the address specified below:

ENGINEER: Joe Seiter, P.E.
Coastal Windforce, Inc.
2505 Tredington Way
Edmond, OK 73034
405-593-7553
joe@windforceinc.com

OWNER: Kenneth Giannone, P.E.
Capital Projects Engineer
Norman Utilities Authority
225 N. Webster Ave.
Norman OK, 73069
Office: 405-366-5377
Cell: 405-833-3628
kenneth.giannone@normanok.gov

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of ENGINEER and OWNER.

ARTICLE 16 - WAIVER

A waiver by either OWNER or ENGINEER of any breach of this AGREEMENT shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 17 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this AGREEMENT or the occurrence of any event rendering any portion or provision of this AGREEMENT void shall in no way affect the validity or enforceability of any other portion or provision of this AGREEMENT. Any void provision shall be deemed severed from this AGREEMENT, and the balance of this AGREEMENT shall be construed and enforced as if this AGREEMENT did not contain the particular portion or provision held to be void. The parties further agree to amend this AGREEMENT to replace any stricken provision with a valid Provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire AGREEMENT from being void should a provision, which is of the essence of this AGREEMENT, be determined void.

ARTICLE 18 - INTEGRATION

This AGREEMENT represents the entire and integrated AGREEMENT between OWNER and ENGINEER. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this AGREEMENT. This AGREEMENT, including its attachments and schedules, may only be changed by a written amendment executed by both parties. The following attachments and schedules are hereby made a part of this AGREEMENT:

Attachment A - Schedule
Attachment B - Scope of Services
Attachment C - Compensation

ARTICLE 19 - SUCCESSORS AND ASSIGNS

OWNER and ENGINEER each binds itself and its directors, officers, partners, successors, executors, administrators, assigns, and legal representatives to the other party to this AGREEMENT and to the directors, officers, partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all provisions of this AGREEMENT.

IN WITNESS WHEREOF, OWNER and ENGINEER have executed this AGREEMENT.

DATED this _____ day of _____.

Coastal Windforce, Inc., - ENGINEER

ATTEST

By: Joe Seiter, P.E. *Joseph A Seiter*
Title: Vice President

Travis Tatum, P.E. *TS*
President

Norman Utilities Authority- OWNER

APPROVED as to form and legality this _____ day of _____, 20____.

City Attorney

APPROVED by the Trustees of the Norman Utilities Authority this _____ day of _____,
20____.

ATTEST

By: _____
Title: _____

**ATTACHMENT A
CITY OF NORMAN
ROBINSON TOWER RESURFACING PROJECT,
LINDSEY TOWER RESURFACING/DEMOLITION PROJECT,
AND OU SEC LOGO PROJECT**

SCHEDULE

For Robinson Tower Resurfacing Project, Lindsey Tower Resurfacing Project, and OU SEC Logo Project.:

A – PREPARATION OF TECHNICAL PLANS & SPECIFICATIONS:

ENGINEER agrees to pre-construction inspection including lead sampling and testing. If lead is present the ENGINEER agrees to include all current standards for lead removal and disposal in the specification including but not limited to the following:

- 29 CFR 1926.62, Lead. (OSHA). Criteria for control of worker protection for lead exposure.
 - This will include the following:
 - Specification will outline that contractor shall have written protection program for lead.
 - Specification will outline that contractor shall designate competent person that has had training and certification by SSPC, NACE, or other acknowledged source for lead removal.
- The Society for Protective Coatings (SSPC) Lead Removal Guides:
 - SSPC - Guide 6 (CON) - Guide for containing debris generated during paint removal operations and specify the containment system for the work area that is a SSPC Class 2A or better.
 - Specify emission levels that comply with SSPC Guide 6 for an average workday.
 - Specify soil quality samples that will be analyzed for lead content per EPA Method 3050.
 - SSPC - Guide 7 (DIS) - Guide for disposal of lead-contaminated surface preparation debris
- Lead-containing paint on this project is any paint containing more than 10,000 ppm or 1.0% of lead as tested in a laboratory in accordance with ASTM D-3335.
- Hazardous waste: Paint debris is classified as hazardous waste due to the characteristic of toxicity if after testing to Toxicity Characteristic Leaching Procedure (TCLP), the leachate contains any of the elements in the concentrations listed below:
 - Barium 100 mg/l
 - Cadmium 1 mg/l
 - Chromium 5 mg/l
 - Lead 5 mg/l

ENGINEER agrees to prepare the design, produce engineering plans and specifications, prepare the contract documents, advertise for bids to selected contractors and recommend award of a lump sum construction contract to complete the WORK for the OWNER.

ENGINEER shall provide a draft set of contract documents for review and approval to the OWNER within 60 calendar days following receipt of Notice to Proceed from the OWNER.

B – PREPARATION OF TECHNICAL PLANS & SPECIFICATIONS:

ENGINEER shall finalize the documents and advertise the WORK to selected contractors for bid after approval of OWNER within 30 calendar days following receipt of approval from NUA.

ENGINEER agrees to assist the OWNER in opening and reviewing bids and recommending a contractor for award.

C – CONSTRUCTION MANAGEMENT:

ENGINEER agrees to review and approve contractor's shop drawings to insure they are in compliance with the design specification.

ENGINEER agrees to process contractor progress payments and recommend payment by the OWNER.

ENGINEER agrees to prepare and process Contract Change Orders as required during the course of the construction contract.

D – CONSTRUCTION INSPECTION:

ENGINEER agrees to periodically inspect the contractor during the construction period to ensure contract compliance.

ENGINEER agrees to conduct a final inspection of the WORK and to recommend final payment for the CONTRACTOR when the WORK is completed.

ENGINEER agrees to schedule and conduct a one-year warranty inspection of the WORK prior to the end of the warranty period and to coordinate completion of any required warranty repairs.

Failure of ENGINEER to comply with above schedule for various tasks or subtasks may result in OWNER's termination of this AGREEMENT.

**ATTACHMENT B
CITY OF NORMAN
ROBINSON TOWER RESURFACING PROJECT,
LINDSEY TOWER RESURFACING/DEMOLITION PROJECT,
AND OU SEC LOGO PROJECT**

SCOPE OF SERVICES

1.0 SCOPE OF THE PROJECT

This contract will provide the following:

1. The technical plans and specification for the rehabilitation of Robinson Tower, a 500,000-gallon elevated storage tank located at 435 West Robinson, Norman, OK 73069. Once the prescribed technical plans and specifications are bid and Contractor completes project as planned, the tank will meet AWWA D100 Standards and ODEQ chapter 626 rules and regulations for potable water storage.
2. The technical plans and specification for the rehabilitation of Lindsey Tower, a 500,000-gallon elevated storage tank located at 600 East Lindsey, Norman, OK. Once the prescribed technical plans and specifications are bid and Contractor completes project as planned, the tank will meet AWWA D100 Standards and ODEQ chapter 626 rules and regulations for potable water storage.
3. The technical plans and specification for the installation of OU and SEC logos on up to four (4) additional Water Towers within the City of Norman, OK. Once the prescribed technical plans specifications are bid and, if OWNER furnishes written direction to proceed with any logos, completed logos will meet AWWA D100 Standards and ODEQ Chapter 626 rules and regulations for potable water storage.

2.0 SCOPE OF SERVICES

The following services will be provided:

A. DESIGN SERVICES

1. Hold a design kick-off meeting with staff and Norman Utilities Authority personnel to gather data and share information regarding the resurfacing project. Schedule a date and time for ENGINEER assigned employee to climb tank and identify items to be addressed that no longer meet AWWA D100 Standards and ODEQ chapter 626 rules and regulations for potable water storage.
2. Perform inspection and photograph existing conditions of coatings, hatch, ladder, vent pipe, railing, overflow pipe, safety harness system. In addition, perform additional testing to determine whether lead paint will be experienced as part of the project.
3. Provide a summary report of the findings that include recommendations for the coating system, structural repairs, and miscellaneous repairs and verify anticipated Project Cost.
4. Once summary report is approved by City staff, ENGINEER will prepare a 75% draft set of design engineering plans and specifications including advertisement for bids, bid form and fully detailed bid items, contract and bond documents, and special conditions associated with this project.
5. Once 75% draft set is approved by City staff, ENGINEER will finalize 100% plans and specifications and assist staff with bidding project.

B. BIDDING SERVICES

1. For Advertisement, coordinate the bid advertisements, and sell bid packets from the ENGINEER's office.
2. Hold a pre-bid conference at the Owner's request.
3. Prepare and issue all addenda.
4. Attend and assist at bid opening.
5. Review all bids and prepare a bid tabulation.
6. Prepare an opinion of the bids relative to award of the construction contract.

Deliverables

- i. Core drawings and specifications
- ii. Draft 100% quality control review plans and specifications
- iii. Draft 100% Opinion of Probable Construction Cost
- iv. Engineering Design Report and required design calculations
- v. Final sealed plans and specifications
- vi. Final Opinion of Probable Construction Cost

C. CONSTRUCTION ADMINISTRATION SERVICES

ENGINEER shall provide the construction administration services for the construction period, as summarized below:

1. Conduct the pre-construction conference and issue the necessary memoranda to begin a successful project. All roles and responsibilities of project participants will be identified and discussed. Staging area will be identified, as well as covering important topics such as submittal process, pay process, hours of operation, job site safety, and inspection coordination requirements.
2. ENGINEER will coordinate with contractor all necessary tests for contractor personnel and all required disposal documentation as lead is present.
3. All progress and coordination meetings necessary during the project shall be coordinated by ENGINEER.
4. Review all shop drawings associated with the construction.
5. Prepare and process construction pay estimates and make recommendations for each.
6. Review and make comments on the contractor's proposed construction schedules. Monitor the progress for each process relative to the approved schedule throughout the construction project and report problems, concerns, and proposed remedies to Owner.
7. Evaluate to present options and opinions for consideration by the Owner on claims submitted by the contractors.
8. Evaluate and prepare change orders necessary for the project and make recommendations to Owner.
9. Compile pre-construction and construction photographic and video documentation of the project.
10. Conduct pre-final inspections with the contractor and prepare the necessary punch lists for distribution.
11. Conduct the final inspections after completion of the punch lists by the contractors.
12. Review all contractual requirements of the contractor and recommend project acceptance to the Owner upon satisfactory completion.

13. Update electronic files (ACAD) of construction drawings to reflect the "as-constructed" configuration of the project. Submit to Owner 1 set of reproducible record drawings at completion of project. Submit to Owner 1 set of electronic files of construction drawings.

D. CONSTRUCTION INSPECTION

1. ENGINEER agrees to periodically inspect the contractor during the construction period to ensure contract compliance.
2. ENGINEER will conduct final inspection of the work and recommend final payment for the Contractor once the work is completed.
3. ENGINEER will schedule and conduct a one-year warranty inspection of the work prior to the end of the warranty period and coordinate completion of any required warranty repairs.

3.0 ADDITIONAL SERVICES

Additional Services are those services not included in General Services that may be required for the Project but cannot be defined sufficiently at this time to establish a Scope of Work. These include, but are not necessarily limited to the following:

- a. Other services not included in Basic that are approved by the OWNER.
- b. Modification of design criteria or significant design changes following review and comment on the 100% design document submittals.
- c. Labor and Analytical costs associated with water quality sampling, not included in Basic or Special Services.
- d. Archeological investigations
- e. GIS processing of geophysical and/or geotechnical data beyond the assumptions provided in Basic or Special Services.
- f. Preparing applications and supporting documents for grants, loans, or planning advances for providing data for detailed applications.
- g. Providing additional copies of reports, plans, specifications, OPCC's and contract documents beyond those specifically described in Basic and Special Services.
- h. Preparing environmental impact statements, storm water discharge permits, and 404 permit applications, except as specifically included in the Basic Engineering Services.
- i. Appearing before regulatory agencies or courts as an expert witness in any litigation with third parties other than condemnation proceedings arising from the development or construction of the Project, including the preparation of engineering data and reports for assistance to the OWNER.
- j. Payment of fees for permit applications and publication(s) of notices.
- k. Public relation activities and consulting services.
- l. Additional Easement Services by the Surveyor beyond the dollar amount included for the allowance
- m. Services known to be required for completion of the PROJECT that the OWNER agrees are to be furnished by the ENGINEER or by a sub-consultant that cannot be defined sufficiently at this time to establish the maximum compensation.

**ATTACHMENT C
CITY OF NORMAN
ROBINSON TOWER RESURFACING PROJECT,
LINDSEY TOWER RESURFACING/DEMOLITION PROJECT,
AND OU SEC LOGO PROJECT**

COMPENSATION

The OWNER will compensate ENGINEER on a lump sum basis for the SERVICES rendered. The lump sum fee is broken down below by task as defined in the Scope of Services:

Activity	Task Description	Subtotal	Total
A.	Design Services		
	1. Robinson Tower Resurfacing Project	\$25,000	
	2. Lindsey Tower Resurfacing/Demolition Project	\$25,000	
	TOTAL DESIGN SERVICES =		\$50,000
B.	Bidding Services		
	1. Robinson Tower Resurfacing Project	\$6,000	
	2. Lindsey Tower Resurfacing/Demolition Project	\$6,500	
	TOTAL BIDDING SERVICES =		\$12,500
C.	Construction Administration Services		
	1. Robinson Tower Resurfacing Project	\$20,000	
	2. Lindsey Tower Resurfacing/Demolition Project	\$20,000	
	TOTAL CONSTRUCTION ADMINISTRATION SERVICES =		\$40,000
D.	Inspection Services – Lindsey Tower		
	1. Robinson Tower Resurfacing Project	\$25,000	
	2. Lindsey Tower Resurfacing/Demolition Project	\$25,000	
	TOTAL INSPECTION SERVICES =		\$50,000
E	Additional Services (furnished only at OWNER's request)		
	1. Construction Administration Services for OU SEC Logo Project*	\$2,500*	
	2. Inspection Services for OU SEC :Logo Project**	\$20,000**	
	TOTAL ADDITIONAL SERVICES =		\$22,500
	TOTAL FEE		\$175,000

*Additional Services E.1, *Construction Administration Services for OU SEC Logo Project*, will only be reimbursed if OWNER proceeds with installation of OU & SEC logos on at least one tower in the City of Norman other than Robinson and/or Lindsey Towers.

**Additional Services E.2, *Inspection Services for OU SEC :Logo Project*, will only be reimbursed if OWNER proceeds with installation of OU/SEC logos on at least one tower in the City of Norman other than Robinson and/or Lindsey Towers and at a rate of \$5,000 per tower for up to four (4) logos.

The ENGINEER may submit interim statements, not to exceed one per month, for partial payment for SERVICES rendered. The statements to OWNER will be by task for the percentage of work actually completed. The OWNER shall make interim payments within 30 calendar days in response to ENGINEER's interim statements.

No budgetary allowance has been established for Additional Services. Additional services must be authorized by amendment to this agreement.











2024.05.14 WindForce Contract Robinson Lindsey_5-10-24

Final Audit Report

2024-05-10

Created:	2024-05-10
By:	Joe Seiter (jseiter@nc.rr.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwD-PtFqIVFq4lj8XQni6uU8dUYC_ZrXm

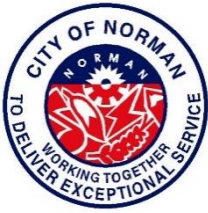
"2024.05.14 WindForce Contract Robinson Lindsey_5-10-24" History

-  Document created by Joe Seiter (jseiter@nc.rr.com)
2024-05-10 - 3:43:11 PM GMT
-  Document emailed to joe@windforceinc.com for signature
2024-05-10 - 3:44:33 PM GMT
-  Email viewed by joe@windforceinc.com
2024-05-10 - 3:44:47 PM GMT
-  Signer joe@windforceinc.com entered name at signing as Joseph A Seiter
2024-05-10 - 3:45:18 PM GMT
-  Document e-signed by Joseph A Seiter (joe@windforceinc.com)
Signature Date: 2024-05-10 - 3:45:20 PM GMT - Time Source: server
-  Document emailed to travis@windforceinc.com for signature
2024-05-10 - 3:45:21 PM GMT
-  Email viewed by travis@windforceinc.com
2024-05-10 - 3:56:05 PM GMT
-  Signer travis@windforceinc.com entered name at signing as Travis C. Tatum
2024-05-10 - 3:57:12 PM GMT
-  Document e-signed by Travis C. Tatum (travis@windforceinc.com)
Signature Date: 2024-05-10 - 3:57:14 PM GMT - Time Source: server
-  Agreement completed.
2024-05-10 - 3:57:14 PM GMT



File Attachments for Item:

26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-140: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$15,300.56 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO REPAIR A CITY VEHICLE DAMAGED BY ANOTHER DRIVER IN A TRAFFIC COLLISION.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Jeanne Snider, Assistant City Attorney

PRESENTER: Jeanne Snider, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-140: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$15,300.56 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO REPAIR A CITY VEHICLE DAMAGED BY ANOTHER DRIVER IN A TRAFFIC COLLISION.

BACKGROUND:

Funding is required to repair City vehicles that are damaged in traffic collisions. To assist with this process, the City has contracted with Alternative Claims Management (ACM) to pursue reimbursement of damage costs from the other driver's insurance policy when the collision is the fault of the other driver.

ACM has remitted payment to the City in the amount of \$15,300.56. This item requests appropriation of these funds to the Risk Management Fund, Miscellaneous Services/Uninsured Losses account to pay for vehicle repairs.

DISCUSSION:

Insurance reimbursement has been received for the following incidents:

On July 14, 2022, a Public Works Traffic Control vehicle (Unit 633) received damage when it was struck by another driver who failed to yield to oncoming traffic. Geico insurance determined their driver to be at fault and after the City received payment for damage costs, a Loss of Use payment was collected by ACM and remitted to the City in the amount of \$240.

On December 19, 2022, a Police Department vehicle (Unit 1190) received damage when it was struck by another driver attempting to leave the scene of an investigation. USAA insurance determined their driver to be at fault and after the City received payment for damage costs, a Loss of Use payment was collected by ACM and remitted to the City in the amount of \$6,810.56.

On February 7, 2023, a Sanitation Department truck (Unit 263) received damage when it was struck by another driver who ran a red light. Continental Casualty insurance determined their

driver to be at fault and after the City received payment for damage costs, a Loss of Use payment was collected by ACM and remitted to the City in the amount of \$8,250.

The collections outlined above, totaling \$15,300.56 issued by ACM on check number 26418, were received by the City and forwarded for deposit into the Refunds/Reimbursements Risk Management account on April 15, 2024.

RECOMMENDATION:

Staff recommends the approval of Resolution R-2324-140 for the appropriation of the above-referenced insurance reimbursement funds of \$15,300.56 from Refunds/Reimbursements Risk Management (Account 439-365264) to Miscellaneous Services – Uninsured Losses (43330104-44798) for the payment of repairs to City of Norman vehicles.

R-2324-140

A RESOLUTION OF THE COUNCIL OF THE CITY OF
NORMAN, OKLAHOMA, APPROPRIATING
\$15,300.56 FROM THE REFUNDS /
REIMBURSEMENTS RISK MANAGEMENT
ACCOUNT TO PAY FOR REPAIRS TO A CITY OF
NORMAN VEHICLE DAMAGED BY ANOTHER
DRIVER.

- § 1. WHEREAS, Alternative Claims Management (ACM) assists the City of Norman to collect insurance funds when a City vehicle is damaged by another driver during an auto collision; and
- § 2. WHEREAS, ACM has remitted payment to the City in the amount of \$15,300.56 representing funds received from insurance. These funds were forwarded for deposit into the City's Refunds/Reimbursements Miscellaneous Risk Management Account on April 15, 2024; and
- § 3. WHEREAS, these funds should be appropriated to the City vehicle repairs account so repairs can be made;

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 4. THAT the following appropriation be made as follows:

Account Name	Losing Account	Gaining Account	Amount
Misc. Serv. – Uninsured Losses	439-365264	43330104-44798	\$ 15,300.56

PASSED AND ADOPTED this 14th day of May, 2024.

Mayor

ATTEST:

City Clerk

Alternative Claims Management

THE FROST NATIONAL BANK
SAN ANTONIO, TEXAS
30-9/1140

Item 26.

04/02/2024

PAY TO THE ORDER OF Norman Police Department

\$ **15,300.56

Fifteen thousand three hundred and 56/100***** DOLLARS

PROTECTED AGAINST FRAUD

Norman Police Department
1301 Da Vinci St
Norman, OK 73069 US

MEMO

Alternative Claims Management

26418

04/02/2024

Norman Police Department

Date	Type	Reference	Original Amount	Balance Due	Payment
03/27/2024	Bill	C-20887	15,300.56	15,300.56	15,300.56
		Check Amount			15,300.56

Trust:Frost Client Tr

15,300.56

Alternative Claims Management

26418

04/02/2024

Norman Police Department

Date	Type	Reference	Original Amount	Balance Due	Payment
03/27/2024	Bill	C-20887	15,300.56	15,300.56	15,300.56
		Check Amount			15,300.56

PAYMENT
RECORD

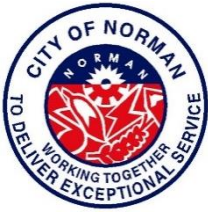
Trust:Frost Client Tr

15,300.56

331

File Attachments for Item:

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-144: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$70,645 FROM VARIOUS ACCOUNTS TO COVER THE LOCAL SHARE OF THE STANTEC COSTS FOR THE SYSTEM INTEGRATION FOR THE TRAFFIC MANAGEMENT SYSTEM.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-144: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$70,645 FROM VARIOUS ACCOUNTS TO COVER THE LOCAL SHARE OF THE STANTEC COSTS FOR THE SYSTEM INTEGRATION FOR THE TRAFFIC MANAGEMENT SYSTEM.

BACKGROUND:

A Traffic Management Center (TMC) is a component of a transportation management system that improves traffic flow and incidence response. Many cities throughout the country, including Oklahoma City, Tulsa and Edmond in the state of Oklahoma, have TMC's designed to better manage the flow of traffic on their streets.

TMCs collect information about the transportation network and combine it with other operational and control data to manage the transportation network and to provide traveler information. TMCs communicate transportation-related information to the media and to the motoring public. It is a place where agencies can coordinate their responses to transportation situations and conditions. The TMC uses closed circuit video equipment and roadside count stations to enable decision makers to identify and react to an incident in a timely manner based on real-time data.

For the last two decades, the City has been working on the development of an Advanced Traffic Management System (ATMS) and communication network of underground fiber optic cable. There are currently ten closed-loop traffic signal coordinated systems and approximately 60 miles of fiber optic cable in the ground connecting most of the City's traffic signals. The remaining signals are stand-alone signals and are not currently part of a coordination system.

The city utilizes video detection systems as its primary means of intersection traffic detection; however, a few intersections do feature in-pavement loop detectors. Where fiber optic cable is available at a given intersection with video detection, the feeds from these cameras are linked to the offices of the Transportation Engineer in the Municipal Complex and the Traffic Control Division Building located in the City Service Center on Da Vinci Street ("North Base"), using the ATMS software. All of the City's school zone flashers utilize cellular modems to provide communications to and from the office through a wireless communication system. The City also

maintains a number of driver feedback speed limit signs with and without school zone flashing beacons.

The City of Norman has already laid the foundation for the establishment of a TMC with its robust fiber optic communication network, state of the art traffic signal controllers and modern vehicle video detection systems. On April 2, 2019, Norman citizens approved a \$72 million general obligation bond proposition to fund 19 transportation projects, including \$366,000 earmarked for the design of a TMC that will be constructed using federal transportation funds. On October 22, 2019, the Norman City Council approved Contract K-1920-49 with Stantec Consulting Services, Inc., to prepare the systems engineering analysis needed to qualify for federal funding of the TMC. On May 10, 2022, the Norman City Council approved Amendment 1 to Contract K-1920-49 with Stantec Consulting Services, Inc., (Stantec) for the design of a traffic management center that included all technology. The technology will be initially located in the Human Resources Building (formerly "Building C") of the Municipal Complex, which is being designed by The McKinney Partnership Architects (McKinney) for renovation. A portion of the Building C remodel, the existing southwest corner of the building, will house the future traffic management center.

The federal fiscal year 2021-2022 (FFY 2022) Transportation Improvement Plan, developed by the Association of Central Oklahoma Governments (ACOG) and approved by the Oklahoma Department of Transportation (ODOT), includes a \$3 million grant for the City's first TMC. The project achieved a perfect score of 100 in the ACOG competitive ranking process. All of the accumulated funds for the TMC will pay for the modifications to the southwest corner of Building C as well as the equipment and communication network necessary to achieve a fully functioning TMC. During the final plans development stage, it was determined, jointly by the City of Norman staff as well as ODOT staff that assistance with bidding as well as equipment procurement would be needed for a project. Following several months of research, a plan was conceived whereby Stantec, under contract with the City, would provide the bidding and procurement services outlined in the previously-approved Amendment 2 to Contract K-1920-49, detailing the Stantec scope of work in this next phase of the TMC design project. With this agreement in place, staff expects that the building and equipment will be out to bid by June 2024 with construction/installation of equipment expected as early as April 2025. Staffing requirements for technicians to occupy the TMC space were presented in the FYE 2025 budget.

DISCUSSION:

For the fee associated with the previously approved Stantec Amendment 2 to Contract K-1920-49, ODOT was able to determine that eighty percent (80%) of the \$473,185.60 fee is eligible for payment using the grant originally obtained from ACOG for the Norman TMC. This means that the grant will pay \$378,548.48 and the City of Norman will be responsible for the remaining \$94,637.12 (20%). For their internal accounting purposes, ODOT split the grant funds into construction and design. The City of Norman was billed for the local share of the anticipated construction costs but not for the system integrator role contained within the ODOT design account. As such, the \$94,637.12 has to be identified within the Traffic Management Center accounts to be able to pay the invoices that have been received and will be received from Stantec for this task.

Following numerous discussions with ODOT, it was determined that the best path forward was to have City of Norman pay the local share of each Stantec invoice and then offer proof of

payment to ODOT, along with a request to pay the 80% share of each Stantec invoice. Currently, the Traffic Management Center Construction Account (50596688/46101; Project BG0087) contains \$23,992.79 that could be used to pay the local share of the Stantec invoices. The use of this account balance results in a deficit of \$70,644.33 that will be needed to pay the local share of all of the expected invoices from Stantec.

Several other accounts in the Capital Improvement Projects Fund have been identified that have balances that would allow a portion to be used for this purpose. Street striping (Account; 50594406/46101; Project TC0270) currently contains a balance of \$48,987.90 and \$10,000 could be transferred to cover a portion of the deficit needed to pay all Stantec invoices. Traffic calming (50590073/46101; TC0230) currently contains a balance of \$99,003.58 and 15,000 could be transferred to cover a portion of the deficit needed to pay all Stantec invoices. ODOT Audit Adjustment (Account 50595552/46201; Project TR0068) currently contains a balance of \$417,493.91, and the remaining \$45,644.33 could be transferred from this account to cover the deficit needed to pay all Stantec invoices.

RECOMMENDATION:

Staff recommends approval of Resolution R-2324-144, along with the transfers identified below, totaling \$70,645, be authorized to pay all of the local share of the Stantec costs for system integration for the Traffic Management Center.

Losing Account					Gaining Account				
Description	Project #	Org	Object	Transfer Amount	Description	Project #	Org	Object	Transfer Amount
Street Striping	TC0270	50594406	46101	-\$10,000	Traffic Management Center Pay-Go	BG0087	50596688	46101	+\$10,000
Traffic Calming	TC0230	50590073	46101	-\$15,000	Traffic Management Center Pay-Go	BG0087	50596688	46101	+\$15,000
ODOT Audit Adjustment	TR0068	50595535	46101	-\$45,645	Traffic Management Center Pay-Go	BG0087	50596688	46101	+\$45,645

Resolution

R-2324-144

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$70,645 FROM VARIOUS ACCOUNTS TO COVER THE LOCAL SHARE OF THE STANTEC COSTS FOR THE SYSTEM INTEGRATION FOR THE TRAFFIC MANAGEMENT SYSTEM.

- § 1. WHEREAS, Council approved amendment number two to Contract K-1920-49 on June 13, 2023, in the amount of \$473,185.60, for the bidding procurement services associated with the equipment needed for the Norman Traffic Management Center (TMC); and
- § 2. WHEREAS, Oklahoma Department of Transportation (ODOT) was able to determine that the City of Norman's local share is \$94,637.12 for the system integrator role contained within the ODOT design account; and
- § 3. WHEREAS, currently the TMC account contains \$23,992.79 resulting in a deficit of \$70,644.33.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 4. That the following transfer be made for reason as stated above:

Account Name	Losing Account	Gaining Account	Amount
Street Striping	Project TC0270; 50594406	Project BG0087, 50596688	\$10,000
Traffic Calming	Project TC0230; 50590073	Project BG0087, 50596688	\$15,000
ODOT Audit Adjustment	Project TR0068; 50595535	Project BG0087, 50596688	\$45,645

PASSED AND ADOPTED this 14th day of May, 2024.

Mayor

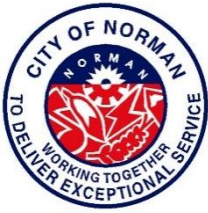
ATTEST:

City Clerk



File Attachments for Item:

28. CONDUCTING A PUBLIC HEARING FOR CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED FIFTH YEAR ACTION PLAN FOR THE FORTY-NINTH YEAR NORMAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION WHICH INCLUDES THE 2024 HOME PROGRAM TOTALING \$1,400,424 TO BE SUBMITTED TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Lisa D. Krieg

PRESENTER: Lisa D. Krieg; CDBG Grants Manager

ITEM TITLE: CONDUCTING A PUBLIC HEARING FOR CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED FIFTH YEAR ACTION PLAN FOR THE FORTY-NINTH YEAR NORMAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION WHICH INCLUDES THE 2024 HOME PROGRAM TOTALING \$1,400,424 TO BE SUBMITTED TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

BACKGROUND:

On April 28, 2020 the Norman City Council approved the 2020-2024 Consolidated Plan which is a comprehensive planning approach to identify and address the needs of low-to-moderate income residents of Norman. The Consolidated Plan provides a basis and strategy for the use of federal funds granted to the City of Norman by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) programs. While the Consolidated Plan serves as a planning document meeting the federal government statutory requirements in 24CFR 91.200-91.230, the Annual Action Plan is the mechanism where the programs and projects are authorized and funded. This Annual Action Plan covers the period beginning July 1, 2024 through June 30, 2025 (2023 Federal Budget). The U.S. Department of Housing and Urban Development (HUD) defines the City of Norman as an entitlement community due to its population and demographics.

As an entitlement community, the City of Norman receives an annual formula allocation of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funding dependent upon funding in the Federal Budget. Programs and activities described in this plan are intended to primarily benefit low and moderate-income residents of the City of Norman, neighborhoods with high concentrations of low-income and moderate-income residents, and the city as a whole. NOTE: Due to the delay of Congress adopting the FY23 Federal Budget, the actual formula appropriation has not been received by the City of Norman as of this date. In accordance with the Citizen Participation Plan and guidance from CPD-24-01, this Fifth Year Action Plan is based upon estimated allocations.

Adjustments will be made as follows once the allocation amount is formally received: CDBG – increases or reductions will be made with in the Housing Rehabilitation Cost Center; HOME Investment Partnerships – increases or reductions will be made within the Development of Affordable Housing Cost Center. These adjustments should be relatively minor based upon award

projection information provided by HUD. If substantial changes are warranted outside of these two cost centers, the Citizen Participation Process will begin again to adjust for the changes.

This plan is the product of public outreach, public hearings, and consultation with multiple agencies that serve the needs of low and moderate-income residents of Norman and agencies that serve the needs of special populations. The Fifth Year Action Plan for the 49th Year Community Development Block Grant Program (\$941,659) and the 2024 HOME Program (\$458,765) includes the proposed use of funds with references to the Five-Year Consolidated Plan Objectives and expected performance outcomes, and totals \$1,400,424.

A complete draft of this document was made available for public review beginning April 21, 2024. Public Comments will be received until May 15, 2024.

DISCUSSION:

The Fifth Year Action Plan is based upon research which utilized existing documents, and the recommendations of the Community Development Policy Committee as a result of a formal citizen participation process. This process included multiple interactions with interested parties and also opportunities for citizen participation from the general public. This year these interactions were conducted in person and included neighborhood meetings for the seven target neighborhoods; multiple individual and focus group meetings where specific information regarding public services, public facilities, housing, homelessness, and economic development/anti-poverty were discussed; in January 2024, the annual Community Dialogue on housing and community development needs was held where issues that affect low and moderate income citizens were discussed in addition to the election of Policy Committee Representatives. The CDBG Policy Committee met three times and included an extensive review of the previous Action Plan's and the current Consolidated Plan's Goals and Objectives and discussed the information that was assembled from the Community Dialogue, neighborhood meetings and focus groups.

The CDBG and HOME projects proposed include housing rehabilitation and related housing projects at \$419,689. The housing related projects include housing rehabilitation and accessibility modifications in addition to staff support for these programs. In efforts to increase the supply of affordable housing, the majority of the \$458,765 of the HOME Investment Partnerships will be programmed to allow for development and partnership with a Community Housing Development Organization. Again included within this year's Action Plan is the focus on revitalization efforts for three specific neighborhoods, Old Silk Stocking, Original Townsite and First Courthouse. This grant proposal is in compliance with the statutory caps for Administration and Public Services. All projects are listed in the attached 2024-2025 Fifth Year Action Plan.

A thirty-day comment period on the proposed Action Plan ends on May 15, 2024. After approval by the Norman City Council, and the official notification of the CDBG and HOME awards, the Fifth Year (2024-2025) Action Plan will be forwarded to the Department of Housing and Urban Development for review.

Funds for CDBG and HOME projects have been included in the FYE 2025 City of Norman annual budget.

RECOMMENDATION:

Approval of the Fifth Year Action Plan which includes the Forty-Ninth Year Community Development Block Grant Program and the 2024 HOME Program are recommended as proposed.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Located in central Oklahoma, just a brief 15-minute drive south of the state capital of Oklahoma City, Norman sprawls across 189 square miles. The city boasts a rich tapestry of history, a spectrum of cultural offerings, and is anchored by esteemed educational institutions, including the renowned University of Oklahoma, with an enrollment of 31,000 students. As of the 2020 U.S. Census, Norman welcomed approximately 128,026 residents, among whom thirty-one percent represented various minority groups. Reflecting socioeconomic dynamics, the median household income stood at \$57,786, while 18.8% of individuals are living in poverty. Within the 53,446 households, 42.8% fell under the umbrella of low- or moderate-income brackets, as per the HUD classification. Consolidated Plan funds are targeted toward these low and moderate income neighborhoods or toward activities that benefit all residents of the city who are low or moderate income.

The Strategic Plan lays out the direction the City intends to take in the distribution of the Community Development Block Grant and HOME funding for the 2020-2025 planning period. The priorities were determined through consultation with citizens, service providers and other City of Norman departments. Some of the programs will be targeted to individual households who qualify for the programs according to their income status (individual or direct benefit). Other programs are directed towards particular areas within Norman where the median income of the census blocks groups meets the HUD standards for area benefit. This standard states the median household income of 51% of households in the area is at or below 80% of MFI. The City's goals and objectives were identified and developed through the context of eligible uses of HUD funding and are listed below and summarized in Section SP-45.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City of Norman undertook a significant public input and planning process during the year leading up to the submission of the Consolidated Plan in 2020. The implementation of these goals is proposed to be continued with this Annual Action Plan. Public input was obtained through focus groups, formal and informal meetings, and public hearings. The Consolidated Plan contained a range of goals, objectives, and outcomes formulated to address needs identified for homelessness, affordable housing, non-

housing community development, barriers to affordable housing, lead based paint hazards, institutional structure, and coordination. The overall goals included:

Housing Rehabilitation

Homelessness

Community Development

Affordable Housing

For the B24 and M24 funding no budget has been established to address the goal of homelessness. There is adequate funding to continue to address this goal.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

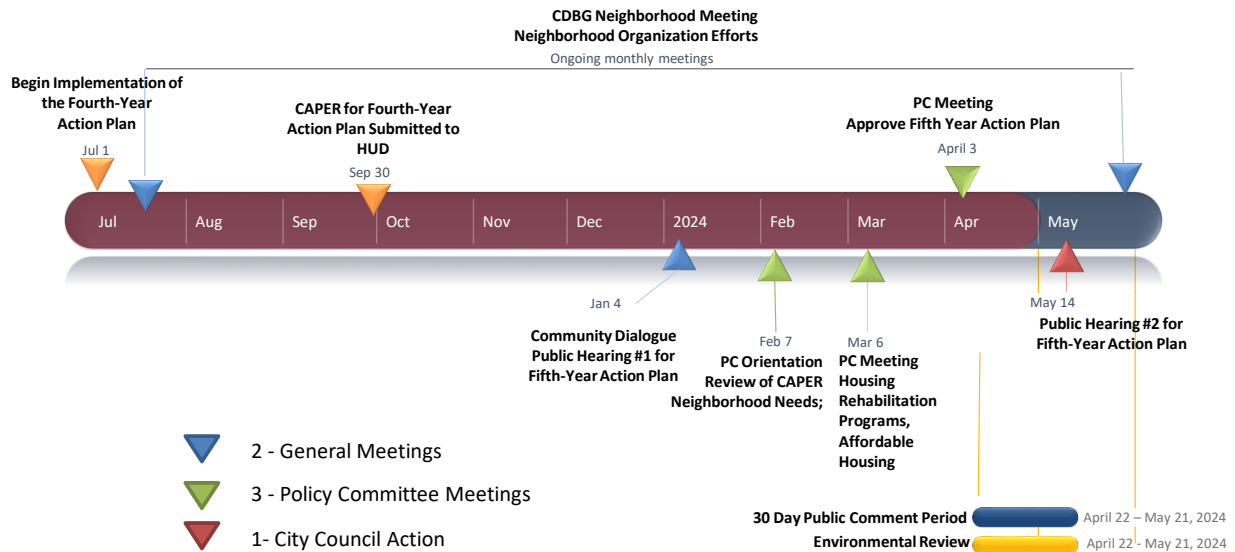
The City of Norman has a long history of successful programs funded through the Community Development Block Grant and HOME Investment Partnerships Program. Of particular importance to the health of the city have been programs that address the condition of the housing stock. The City of Norman has successfully funded housing rehabilitation activities targeting lower income and elderly households unable to properly maintain their homes. By working actively with local homeless service providers, the City of Norman has been able to facilitate the expansion of both the stock of units/beds available to homeless persons and services aimed at helping those persons find employment, housing, health care services, and educational opportunities. Details of past performance can be found in the City's Consolidated Annual Performance and Evaluation Report (CAPER).

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Citizen Participation Process included two Public Hearings and multiple meetings of the CDBG Policy Committee. Consultations for the program are ongoing as staff participates in multiple community based events and committees. The process is outlined in the following timeline.

Citizen Participation Process City of Norman Action Plan Year 5



5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No Public Comments were received.

6. Summary of comments or views not accepted and the reasons for not accepting them

No Public Comments were received.

7. Summary

Based on the needs of the community the City of Norman continues to concentrate these resources towards the provision of affordable housing. This strategy allows for the rehabilitation of owner

occupied low and moderate-income properties, modifications to improve the accessibility of both owner and renter residential units, and the utilization of HOME funds to increase the inventory of affordable housing. Included within the broad scope of affordable housing is the focus on the elimination of homelessness in our community. The CDBG Policy Committee will continue to reaffirm this strategy before each funding cycle, and funding decisions will be based upon the relevancy of the strategy.

This Fifth Year Action-Plan includes projects with objectives and outcomes that address the five-year Consolidated Plan priority needs and meet or exceed the Consolidated Plan goals. For more details about the Consolidated Plan, please refer to the City of Norman website at www.normanok.gov. The Action Plan goals are summarized throughout the plan by:

HUD Objectives - Decent Housing, Suitable Living Environment, and Expansion of Economic Opportunities; and

HUD Outcome - Increases to Availability/Accessibility, Affordability, and Sustainability

This Action Plan supports one or more Consolidated Plan Goals and one or more priority needs.

Proposed Budget

2023 (FYE24) COMMUNITY DEVELOPMENT BLOCK GRANT

CDBG 23 (FYE 24) Budget **\$941,659**

\$ 180,540 Admin, Planning & MFHC (\$15,000)
\$188,331 cap
\$143,000 Strong Neighborhood Initiatives
\$73,000 Project Staff Delivery Costs
\$70,000 Strong Neighborhoods Initiative Projects

\$25,000 Public Services *\$141,258 cap*
\$25,000 Housing Navigator (contract with NHA)
(combination of CDBG and \$33,000 of CDBG CV3 funding)
Housing Rehabilitation
\$453,119 *\$210,000 Housing Rehabilitation*
Rehab Delivery Costs
\$243,119 Rehab Projects

Capital Projects
\$140,000 *\$100,000 Norman Affordable Housing*
Acquisition of Property
\$40,000 Habitat Acquisition
Acquisition of Property

\$941,659

2023 (FYE24) HOME INVESTMENT PARTNERSHIPS

HOME 23 Budget **\$458,765**

\$40,000 Administration (\$15,000 MFHC)
\$43,873 cap
\$70,000 Community Housing Development Corporation
\$68,816 minimum
\$288,765 Affordable Housing Development

\$60,000 Strong Neighborhoods Initiative Homebuyer Program

\$458,765

\$1,400,424 Total Funding Available

Existing CDBG Funded Activities to roll to FYE24

\$ 183,830.00 Housing Rehabilitation
 \$ 17,563.00 Homeless Startup Kits

Existing CDBG Capital Projects

\$ 352,013.00 Neighborhood Initiatives
 \$ 113,106.00 Senior Center Congregate Meal Rehab

HOME Funding

\$	29,088.61	M19 HOME 20	21240014
\$	-	M20 HOME 21	21240020
\$	-	M21 HOME 22	
\$	422,341.82	M22 HOME 23	21240026
\$	443,765.00	M23 HOME 24	21240030
\$	895,195.43		

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator		CDBG/Grants Division, Planning and CD
HOME Administrator		CDBG/Grants Division, Planning and CD

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

The City of Norman 2020-2025 Consolidated Plan and the Fifth Year Action Plan may be viewed at Normanok.gov or a copy requested by contacting Tara Reynolds at 405-366-5322.

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The following information is comprised of the agencies that have served on committees, provided direct input or provided input via other means, CDBG, HOME, and CoC-funded sub-recipients, and delivered the CDBG and HOME services directly. The Consolidated Plan and Action Plan process is a year-round accumulation of reports, discussions, analysis, and observations. All the agencies/groups listed below have had a part in the final product as well as decisions and discussions that happen year-round.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Norman has a very strong commitment to agency coordination, and because of this commitment and the effort to bring community agencies and providers together this has been very successful. Because of the effort to bring all stakeholders to the table, there is a strong knowledge of community resources among the agencies, resulting in a very strong referral network, very effective discussions regarding needs analysis and service delivery resulting in minimal duplication of services.

Although the Norman Housing Authority is not formally affiliated with the City of Norman, they work closely with the City of Norman and service providers to organize resources from the federal government to address the housing needs of Norman's lowest income households. Through the Continuum of Care process, the City of Norman maintains relationships with mental health providers, homeless shelter and service providers, and other governmental agencies with specific responsibilities for homeless individuals and families. This system provides a forum for assisting these agencies grow and meet the needs of their own targeted clientele. The City of Norman also participates in a variety of other coalitions that seek to address other issues that relate to housing and service needs

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Norman, the City of Moore, and the surrounding Cleveland County area comprise the Norman/Cleveland County Continuum of Care (CoC) designated as OK-504. In the past, the City of Norman was designated as the Collaborative Applicant. In April of 2022 Thunderbird Clubhouse transitioned into the role of the Collaborative Applicant with the assistance of the City of Norman. The CoC Steering Committee encompasses 88 members with an elected Executive Committee having 18 members. The Executive Committee meets on a monthly schedule with the entire Steering Committee meeting semi-annually. The City of Norman staff works actively with the Executive Committee and other designated committees in the identification of needs and coordination of resources. In the past, the City

of Norman has often brought CDBG and HOME resources to the table to supplement CoC initiatives and to serve as a local government pass through when required by funders.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

As a voting member of the Continuum of Care Executive Committee, the City of Norman is directly involved with all CoC activities including the allocation of ESG resources. The Norman/Cleveland County CoC has developed and adopted governance documents including conflict of interest policies. The documents which were developed in consultation with the City of Norman, establish guidelines for the evaluation of outcomes and performance standards that are performed by the COC.

The Oklahoma City Continuum of Care is located adjacent to the Norman/Cleveland County CoC and because both represent a common metropolitan area and thus share a commonality in the homeless population. Regular collaboration between the two entities occurs and the common HMIS system is utilized which facilitates identification of the mobile segment of this population.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	City of Norman
	Agency/Group/Organization Type	Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a voting member of the CoC Executive Committee, the City of Norman is directly involved with all CoC activities including the allocation of ESG resources. The Norman/Cleveland County CoC has developed and adopted governance documents including conflict of interest policies. The documents which were developed in consultation with the City of Norman, establish guidelines for the evaluation of outcomes and performance standards that are performed by the COC. The Oklahoma City Continuum of Care is located adjacent to the Norman/Cleveland County CoC and because both represent a common metropolitan area and thus share a commonality in the homeless population. Regular collaboration between the two entities occurs and the common HMIS system is utilized which facilitates identification of the mobile segment of this population.

2	Agency/Group/Organization	Norman Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Norman Housing Authority was included on the staff technical team that collected and analyzed data as well as assisted in community outreach. The outcomes will be accurate data on participants served through the housing authority, and coordinated efforts on future affordable housing projects. NHA staff also assisted in significant outreach activities to low income households served through the NHA.
5	Agency/Group/Organization	Central Oklahoma Community Mental Health Center/Griffin Memorial Hospital
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Health Health Agency Publicly Funded Institution/System of Care Major Employer

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation included participation in the CoC activities, Point in Time data collection. The agency was a participant in the creation and implementation of the Built for Zero programs. Active in regional planning for the CoC. Provides input on sheltered, unsheltered homeless and homeless gaps analysis.
6	Agency/Group/Organization	AGING SERVICES INC
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Agency was consulted through in person conversations to assist in identifying future service and facility needs. The anticipated outcome includes assistance in the City identifying service and facility needs and goals for the Action Plan.
7	Agency/Group/Organization	The Salvation Army
	Agency/Group/Organization Type	Services-homeless

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Agency was consulted through in person conversations as well as community forums to assist in identifying future service and facility needs. The anticipated outcome includes assistance in the City identifying service and facility needs and goals for the Action Plan.
8	Agency/Group/Organization	NORMAN AFFORDABLE HOUSING CORPORATION, INC.
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Agency was consulted through in person conversations as well as community forums to assist in identifying future service and facility needs. The anticipated outcome includes assistance in the City identifying service and facility needs and goals for the Action Plan.

9	Agency/Group/Organization	Thunderbird Clubhouse
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities Services-homeless Services-Health Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Agency was consulted through in person conversations as well as community forums to assist in identifying future service and facility needs. The anticipated outcome includes assistance in the City identifying service and facility needs and goals for the Action Plan.
10	Agency/Group/Organization	Food and Shelter, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Agency was consulted through in person conversations as well as community forums to assist in identifying future service and facility needs. The anticipated outcome includes assistance in the City identifying service and facility needs and goals for the Action Plan.
11	Agency/Group/Organization	Norman CHDO 2015
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Norman 2015 CHDO is a relatively new CHDO approved for participation. Consultation has included analysis of affordable housing designed for those with a physical disability as they developed the Vicksburg Project. Additional consultation occurred as they developed in partnership with the University of Oklahoma, College of Architecture, the Hughbert Street Project. The most recent project included the construction of three single family infill properties which meet the City of Norman Visitability Standards.
12	Agency/Group/Organization	City of Norman Parks Department
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Non-Housing Community Development

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The department was consulted through in person conversations to assist in identifying future facility needs in the implementation of the Parks Master Plan as it relates to the Neighborhood Parks in the CDBG target area.
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Identify any Agency Types not consulted and provide rationale for not consulting

All service providers and agencies that provide services directly pertaining to the Consolidated Planning process have been involved in some type of consultation. Some have been consulted during other meetings and other forums. There have been no agencies left off of communication efforts or meeting invitations. The City of Norman works very hard to ensure strong and positive community collaboration.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Thunderbird Clubhouse, Inc.	Coordination in terms of homeless program delivery and strategic planning. Technical assistance to grantees, support to applicants.
Norman Land Use & Transportation Plan	City of Norman	Long-Range Comprehensive Plan. Overlap in the transportation plan occurs with land use and transportation issues in the low-income areas or areas serving low-income citizens. CDBG funds are used for sidewalk/street repair and public facility projects, all affected by the ability to reach the designated agency or area.
PHA 5 Year Plan	Norman Housing Authority	The 5-Year Plan addresses specific maintenance and planning needs of the Norman Housing Authority, which has a major role in addressing the housing needs of Norman.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The lead agency for the Consolidated Plan as well as each Action Plan is the CDBG/Grants Division of the Planning and Community Development Department of the City of Norman. The division and department oversaw the development of the plan. Two advisory boards performed key roles:

The Community Development Policy Committee: Purpose: To develop and propose community development strategy and policy; to recommend allocation of CDBG and HOME funds. The 18 committee members are drawn from the low and moderate income neighborhoods in the CDBG Target Area and the community at large.

The Continuum of Care Executive Committee: Purpose: To implement the community's plan for homeless services; to make policy recommendations regarding addressing homelessness; to make regular reports to the community on the progress towards elimination of homelessness. The 18 committee members are drawn from the following community resources: housing and other service providers; current or formerly homeless individuals; faith leaders; and researchers.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The lead agency for the Consolidated Plan is the CDBG/Grants Division of the Planning and Community Development Department of the City of Norman. The division and department oversaw the development of the plan. Two advisory boards performed key roles:

The Community Development Policy Committee: Purpose: To develop and propose community development strategy and policy; to recommend allocation of CDBG and HOME funds. The 18 committee members are drawn from the low and moderate income neighborhoods in the CDBG Target Area and the community at large.

The Continuum of Care Executive Committee: Purpose: To implement the community's plan for homeless services; to make policy recommendations regarding addressing homelessness; to make regular reports to the community on the progress towards elimination of homelessness. The 88 Oversight Committee members are drawn from the following community resources: housing and other service providers; current or formerly homeless individuals; faith leaders; and researchers. An 18-member Executive Committee, a Data Committee consisting of 8 members and also a Governance Committee with 8 members oversee all activities of the Continuum.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
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1	Public Meeting	<p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>The Community Dialogue Public Hearing was held on January 3, 2025. Invitations were directed to every Social Service Agency in Norman utilizing the United Way of Norman and the Continuum of Care mailing lists. Invitations were also sent to households who have participated in the CDBG process in the past including the target neighborhoods. In addition to advertising on the City of Norman media outlets, a legal notice was placed in the Norman Transcript announcing the meeting. A total attendance of 10</p>	<p>Comments were directed at overall needs of the low income and special needs populations of Norman. The discussion emphasis other than the impact of the Corona Virus was placed on general welfare and affordable housing.</p>	<p>No written comments were received and all verbal comments were duly recorded and considered.</p>	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
			individuals was recorded at the in-person meeting held at the Norman City Hall.			

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The priorities and accomplishment goals outlined in this document are based on assumptions about future funding levels for the Consolidated Plan programs. In all cases, the City of Norman has used the presumption of level-funding of each program at Federal Fiscal Year 2020 levels as outlined below. Because these programs are subject to annual Congressional appropriations as well as potential changes in funding distribution formulas or the number of communities eligible to receive entitlement grants, the accomplishment projections and planned activities are subject to change with availability of funding.

Fiscal Year 2023 provided a modest increase in CDBG Entitlement and HOME Investment Partnerships funding.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	941,659	0	550,000	1,491,659	0	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	458,765	0	840,000	1,298,765	0	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG and HOME funding will leverage a significant amount of additional resources including federal, state, and local funding. The City of Norman Social and Voluntary Services Commission annually funds \$250,000 in social services through local general revenue. CDBG funds and social service funding are often provided to similar agencies and implemented to maximize funds available and build agency capacity for services. HOME funding often leverages significant investment from private entities

The U.S. Department of Housing and Urban Development (HUD) requires that the Participating Jurisdictions (PJs) that receive HOME funding match \$.25 of every dollar. The matching requirement mobilizes community resources in support of affordable housing. The City of Norman expects to receive approximately \$400,000 in HOME funding for FY2025 and beyond, requiring an annual match requirement of \$100,000. HUD allows cities to rollover excess match from previous years and to date the City of Norman has banked over 2.8 million dollars of excess match.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Oklahoma Department of Mental Health and Substance Abuse Services is collaborating with the City of Norman on the possible redevelopment of Griffin Memorial Hospital (GMH). GMH is located within the CDBG Target Area and as part of the redevelopment; land and or structures could be utilized to meet these identified needs. In addition, Norman Regional Hospital has recently announced the concentration of their activities at the Tecumseh Campus and a potential redevelopment of the Porter Avenue Campus which is located within the CDBG Target Area.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Rehabilitation	2020	2025	Affordable Housing	Community Wide	Need for Housing Rehabilitation Housing and Services for Persons with Special Need	CDBG: \$453,119	Rental units rehabilitated: 15 Household Housing Unit Homeowner Housing Rehabilitated: 20 Household Housing Unit
2	Public Services	2020	2025	Public Services	Community Wide	Need for Housing and Services for Persons with Special Need	CDBG: \$25,000	Expansion of Landlords participating in Section 8 Program, goal 8 units.
3	Community Development	2020	2025	Non-Housing Community Development	2020-2025 SNI Target Area	Need for Housing Rehabilitation Public Improvements	CDBG: \$140,000 HOME: \$60,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1673 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Affordable Rental/Owner Housing	2020	2025	Affordable Housing	Community Wide	Availability of Affordable Rental Units Housing and Services for Persons with Special Need Housing and Services for the Homeless	CDBG: \$140,000 HOME: \$358,765	Rental units constructed: 4 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Housing Rehabilitation
	Goal Description	Housing Rehabilitation Goals include 20 Emergency repair Projects and 15 Accessibility Repair Projects.
2	Goal Name	Public Services
	Goal Description	Expansion of the Housing Navigator Landlord Program to Increase Participation of Section 8 Available Units.
3	Goal Name	Community Development
	Goal Description	Strong Neighborhood Initiative includes the Old Silk Stocking, First Courthouse Neighborhood and Original Townsite Neighborhoods. Will include small neighborhood based improvement projects determined by residents of the area and a limited down-payment assistance program.
4	Goal Name	Affordable Rental/Owner Housing
	Goal Description	Goals include construction of 2 affordable rental units and acquisition of property for development of affordable housing by NAHC and Habitat.

Projects

AP-35 Projects – 91.220(d)

Introduction

The following projects were prioritized by the City of Norman Policy Committee after evaluating the resources that are available and the unmet needs of the community.

Projects

#	Project Name
1	Administration
2	Housing Rehabilitation
3	Public Services
4	CDBG Strong Neighborhood Initiative
5	Development of Affordable Housing

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Currently the immediate need is for affordable rental housing as the low and very low income households compete for affordable units with the student population from the University of Oklahoma. As a part of the update to the City of Norman Comprehensive Plan, a dedicated Housing Market Analysis and Housing Strategic Plan is currently under contract. These efforts will assist in development of strategies that the City of Norman can undertake to address this issue.

AP-38 Project Summary
Project Summary Information

1	Project Name	Administration
	Target Area	Community Wide
	Goals Supported	Housing Rehabilitation Community Development Affordable Rental/Owner Housing
	Needs Addressed	Need for Housing Rehabilitation Availability of Affordable Rental Units Housing and Services for Persons with Special Need Housing and Services for the Homeless Public Improvements
	Funding	CDBG: \$941,659 HOME: \$458,765
	Description	Administration for the CDBG and HOME Programs including Fair Housing Activities.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Beneficiaries are aggregated within the individual activities
	Location Description	Activities will be undertaken at the Grants Office located at 225 N. Webster, Norman, OK.
	Planned Activities	Administration of the CDBG and HOME programs.
2	Project Name	Housing Rehabilitation
	Target Area	Community Wide
	Goals Supported	Housing Rehabilitation Affordable Rental/Owner Housing
	Needs Addressed	Need for Housing Rehabilitation Housing and Services for Persons with Special Need
	Funding	CDBG: \$941,659 HOME: \$458,765
	Description	Housing rehabilitation activities include an Emergency Repair Program and an Accessibility Modification Program. These programs are available community wide.
	Target Date	6/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	35 households will receive rehabilitation assistance.
	Location Description	Accessibility Modifications and Emergency Repair Assistance are available community wide.
	Planned Activities	Housing rehabilitation activities include an Emergency Repair Program and an Accessibility Modification Program. These programs are available community wide.
3	Project Name	Public Services – Section 8 Housing Navigator Program
	Target Area	Community Wide
	Goals Supported	Affordable Rental/Owner Housing
	Needs Addressed	Increasing supply of Section 8 eligible units
	Funding	CDBG: \$941,659 HOME: \$458,765
	Description	Landlord engagement through the Norman Housing Authority to expand the availability of participating landlords in the Section 8 program.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	8 units will be added to the registry of participating landlords.
	Location Description	This program is available community wide.
	Planned Activities	Engagement by dedicated staff at the Norman Housing Authority with existing property owners to increase participation on the Section 8 Program.
4	Project Name	CDBG Strong Neighborhood Initiative
	Target Area	2020-2025 Target Area
	Goals Supported	Housing Rehabilitation Community Development Affordable Rental/Owner Housing

	Needs Addressed	Need for Housing Rehabilitation Public Improvements
	Funding	CDBG: \$941,659 HOME: \$458,765
	Description	Efforts concentrated in two-LMI Target Neighborhoods. Small public improvements, Exterior Property Maintenance and Down Payment Assistance Program to increase homeownership opportunities.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	1,673 persons reside within these three CDBG Target Neighborhoods and will benefit from the improvements.
	Location Description	Census Block Group 400272002.002
	Planned Activities	Efforts concentrated in three-LMI Target Neighborhoods. Small public improvements, Exterior Property Maintenance and Down Payment Assistance Program to increase homeownership opportunities.
4	Project Name	Development of Affordable Housing
	Target Area	Community Wide
	Goals Supported	Affordable Rental/Owner Housing
	Needs Addressed	Availability of Affordable Rental Units Housing and Services for Persons with Special Need Housing and Services for the Homeless
	Funding	CDBG: \$941,659 HOME: \$458,765
	Description	Acquisition of property with or without rehabilitation for affordable housing development.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Acquisition of two sites with CDBG funding. Development of 3 units with HOME funding
	Location Description	Undetermined at this time.

	Planned Activities	Acquisition of property with or without rehabilitation; rehabilitation of existing units or new construction of renter or owner occupied affordable units.
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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The majority of projects planned are Direct Benefit activities. A limited number of Target Area (Area Benefit) projects are proposed.

Geographic Distribution

Target Area	Percentage of Funds
Community Wide	86
2020-2025 Target Area	14

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Rationale behind allocating investments geographically include ensuring the City of Norman is affirmatively furthering fair housing with housing programs offered city wide with qualification based upon the applicant's income for a direct benefit. The designated CDBG Target Area consists of contiguous block groups in the core of Norman with 51% or more of the population at 80% or below AMI, in order to ensure the achievement of a CDBG National Objective. While there are other areas in the City of Norman that meet this low-mod income criterion the infrastructure needs are minimal compared to the Target Area.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Norman will support a variety of affordable projects including rehabilitation (owner and rental), acquisition, and the production of new units.

One Year Goals for the Number of Households to be Supported	
Homeless	2
Non-Homeless	43
Special-Needs	15
Total	60

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	2
The Production of New Units	2
Rehab of Existing Units	58
Acquisition of Existing Units	0
Total	62

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The City of Norman and the Norman Housing Authority have a very viable working relationship, and the partnership between agencies spans beyond Consolidated Plan items. The Norman Housing Authority sees the community as a big picture and not just in relation to the services they provide. Successful partnerships between the Norman Housing Authority and the community will only continue to become stronger.

Actions planned during the next year to address the needs to public housing

Existing CARES Act funding will allow for the continuation of the Housing Navigator program in conjunction with the Norman Housing Authority. To complete the 2024-2025 program year, \$25,000 of CDBG Public Service funding is added to the remaining CARES Act Funding.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Efforts to increase participation by public housing residents are ongoing with planned activities at each site to encourage participation. The Residents Council is very active and participates fully in all decision making.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Housing Authority of the City of Norman (OK-139) is designated as a High Performing Housing Authority.

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Cleveland County Continuum of Care has adopted the use of the VI-SPDAT assessment tool. This tool is instrumental in assessing unsheltered individuals needs and assigning a vulnerability index to them. It is this information that the Coordinated Case Management Team reviews in determining the placement into permanent housing. This tool is utilized by all the homeless service provider's year around; and this effort is also concentrated during the operation of a winter warming shelter and the January point-in-time count. OK504 collaborates closely with the Oklahoma City CoC and as they are currently developing an alternative to the VI-SPDAT, OK504 will align with the eventual assessment tool once released.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Norman plans to support the efforts of the Continuum of Care homeless service provider's efforts to provide emergency and transitional housing needs for households who are experiencing homelessness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

As mentioned previously, case management is the most effective method of assisting all homeless (chronic, individuals, families with children, veterans, and unaccompanied youth) both obtain housing and remain housed. Utilizing pre-programmed funding that is remaining, the City of Norman's Annual Action Plan contributes to helping homeless persons make the transition to permanent supportive housing and independent living by providing funds for Housing Start-up Kits will be used to increase the funding that is available for permanent housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely

low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

As mentioned previously, case management is the most effective method of assisting all homeless (chronic, individuals, families with children, veterans, and unaccompanied youth) both obtain housing and remain housed. The City of Norman's Annual Action Plan contributes to helping homeless persons make the transition to permanent supportive housing and independent living by providing funds for Housing Start-up Kits.

The City of Norman assists in the coordination of many of these efforts with the Continuum of Care. The CoC monitors the discharge planning policies of the systems of care and attempts to intervene when these policies result in the potential for homelessness. The CoC also coordinates the Emergency Solutions Grant Program in that it evaluates the funding priorities related to prevention activities and sets the levels of assistance.

Discussion

Norman prides itself in a decades-long track record of successful partnerships among public and private sector entities in regard to homelessness and other special needs activities. The Consolidated Plan delivery system is an example of this. Communication and cooperation between the City of Norman's Grants Division and the partner agencies and organizations that administer activities is strong. Staff has worked closely with the organizations involved with the Consolidated Plan programs to improve regulatory compliance, monitoring, cooperation and partnership among agencies, and technical capacity of organizations involved with project delivery.

The City of Norman's Strategic Plan Goals contribute to helping persons make the transition to permanent housing and independent living by supporting and in certain instances providing funding to facilities operated by agencies that serve these populations and by expanding housing options available to these populations. The City of Norman Social and Voluntary Services Commission administers over \$250,000 annually in local government revenue to assist social service providers serving these populations.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Norman will continue to provide the Analysis of Impediments to Fair Housing (AI). Past and present AI's have indicated that Norman has done well in avoiding systematic impediments to fair housing choice, although affordability remains an important challenge. City ordinances, regulations, administrative policies, procedures and practices do not impede housing choice.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

A review of the City of Norman housing policy indicates there are no institutional barriers to obtain affordable housing. The city has adopted the 2018 International Codes (Building, Residential, Fire, Mechanical, Plumbing and Fuel Gas); the 2006 Energy Code; and the 2018 National Electrical Code. The 2015 International Property Maintenance Code that has been adopted as the minimum housing code is similar to the requirements of HUD's Housing Quality Standards. The minimum housing code is enforced through pro-active code compliance for the exterior of the properties while the interior is enforced on a complaint basis. The city does not impose rent controls. Regulations that are designed to protect the health, safety, and welfare of citizens may affect the cost of housing. However, these regulations are not designed to discourage the availability of affordable housing. Therefore, the City of Norman does not propose actions or reform steps to remove or restructure such policies in the coming five-year period.

Discussion:

The primary obstacle to meeting all of the identified needs, including those identified as affordable housing activities is the general lack of funding resources available to the public and private agencies who serve low and moderate income residents.

AP-85 Other Actions – 91.220(k)

Introduction:

This Annual Action Plan provides a basis and strategy for the use of federal funds granted to the City of Norman by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME). This Action Plan covers the period beginning July 1, 2024 through June 30, 2025. Programs and activities described in this plan are intended to primarily benefit low and moderate-income residents of the City of Norman, neighborhoods with a high concentration of low-income and moderate-income residents, and the city as a whole.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting all of the identified needs, including those identified as high priorities is the general lack of funding resources available to the public and private agencies who serve low and moderate income residents. Norman, due to being an entitlement community, is not eligible for state CDBG or HOME funding. Since no state dollars are available for community development activities, the city's general fund is based upon sales tax revenues and has been stretched. This leaves little room for expansion of community development funding at the local level. Furthermore, the City of Norman's entitlement grants have been reduced over the last several years further limiting the funds available to address the needs in the community. Staff continues to look for other funding opportunities to leverage projects and priorities in the Consolidated Plan.

Actions planned to foster and maintain affordable housing

The City of Norman will continue to work with Norman Affordable Housing Corporation (NAHC) in efforts to provide affordable housing. NAHC is a 501(c)(3) that is sponsored by the Norman Housing Authority. NAHC works very closely with the designated Community Development Housing Organization for the City of Norman, CHDO 2015. The City of Norman will be releasing an RFP for a consultant to develop a Strategic Housing Plan for the City. Within this plan, a focus will be on furthering the ability to encourage the development of Affordable Housing.

Actions planned to reduce lead-based paint hazards

The City of Norman will continue to reduce the number of units containing lead-based paint hazards, primarily through its housing rehabilitation programs. Each rehabilitation project is required to be lead-safe upon completion of rehabilitation activities. The City of Norman will continue to utilize a licensed

risk assessor to provide lead hazard evaluation for projects requiring an assessment.

Actions planned to reduce the number of poverty-level families

One purpose of the Consolidated Plan Programs and other initiatives in Norman is to reduce the number of persons in poverty. The emphasis in Norman is to help people rise out of poverty, rather than temporarily easing their situation. Although essential short-term direct aid such as emergency food and shelter is provided, the strongest community support is for programs to address the root causes of poverty and assisting people in becoming self-sufficient in the long-term. Two key components of helping people attain self-sufficiency are employment and housing. Examples of programs that directly influence people's ability to escape poverty include job education and placement services as well as housing advocacy, homeless prevention and rental assistance. Projects that indirectly affect poverty include those that improve the community at-large and provide transportation and child care services that help people access employment and services. CDBG, HOME, CoC and State ESG funds are often used as matching funds for other grants that also contribute to reducing the number of families living in poverty. Thus, the power of these federal dollars is leveraged to a greater extent. Recognizing that limited Consolidated Plan dollars should be focused where the need is greatest; Norman gives preference to projects that directly benefit low and moderate income residents or serve low and moderate income neighborhoods over those that will benefit the city as a whole. This strategy will ensure that scarce resources are directed to best serve those who have the greatest need, including those areas with the greatest concentration of poverty. In addition to Consolidated Plan programs, a number of other public, private, and partnership initiatives have been designed to assist in the reduction of poverty rates including the Cleveland County Workforce Development Program.

Actions planned to develop institutional structure

The Planning and Community Development Department, Grants Division is the lead agency of the City in the development of the Consolidated Plan and Annual Action Plans. The Staff provides fiscal and regulatory oversight of all CDBG and HOME funding. The Norman City Council acts as the final authority for the appropriation of funds for Annual Action Plan activities under the Consolidated Plan grant programs, following recommendations of the CDBG Policy Committee. In addition, the City provides opportunities to the maximum extent possible, to women and minority owned business enterprises for contract bids and services. The City of Norman encourages inclusion in the list of approved bidders for minority and women-owned businesses, and actively works to recruit new contractors into the programs administered.

Actions planned to enhance coordination between public and private housing and social service agencies

To accomplish these goals, the City of Norman will work closely with CHDO 2015, Inc., the City of Norman CHDO, will be the agency primarily working towards the goal of Construction of Housing

objectives. The City of Norman Housing Rehabilitation staff will administer the Exterior Property Maintenance Program, Emergency Repair Program, and the Accessibility Modification Program through the City of Norman using local licensed contractors. Social service agencies will offer tenant and rental assistance as well as consultation, and will provide programing to move people from the shelter situation into housing of a more permanent nature.

Discussion:

Norman prides itself on a decades-long track record of successful partnerships among public and private sector entities. The Consolidated Plan delivery system is an example of this. Communication and cooperation between the City of Norman's Grants Division and the partner agencies and organizations that administer activities is strong. City of Norman staff has worked closely with the organizations involved in Consolidated Plan programs to improve regulatory compliance, monitoring, cooperation and partnerships among agencies, and technical capacity of organizations involved in project delivery.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The CDBG Policy Committee has made allocation recommendations for CDBG and HOME funding for the 2024-2025 Program Year based upon evaluation of the identified needs of the low and moderate income populations of Norman. This Action Plan is a piece of an overall Consolidated Plan and the goals are all based upon the Strategy. Program Income is minimal and when received is returned if possible to the particular activity which generated the income, and therefore not considered as part of the allocation process.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

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**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City of Norman does not plan any additional investment beyond eligible uses of HOME funds identified in 92.205.

A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

A very limited down payment assistance program is being implemented with the Target Area. To guarantee the required period of affordability a subordinate mortgage (5 year term, forgiven 20% on anniversary of mortgage annually) will be executed as part of the property purchase and filed at the Cleveland County Courthouse. This document will remain in effect for a period of five years from date of purchase. Staff will monitor the residency requirements to insure that in addition to the mortgage the property remains owner occupied. In the case of a default, the remaining balance of the mortgage will be due and payable.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

All units that are acquired or developed with HOME funds for the purpose of the provision of affordable housing are secured by a deed restriction filed at the Cleveland County Courthouse that is in effect for the required period of affordability. Monitoring of these units in ongoing with no identification of troubled units identified.

Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

There are no plans to utilize HOME funds to refinance existing debt secured by multi-family housing rehabilitated with HOME funds. The City of Norman will subordinate CDBG and HOME funds as requested by property owners refinancing debt that meet the program requirements. The City of Norman has adopted subordination requirements that provide flexibility for property owners while insuring the affordability of the property is maintained.

The City of Norman will continue to utilize their HOME allocation to provide TBRA funds as well as the provision of funds for the development of affordable housing, both rental and owner occupied

when feasible.

- Encourage landlords to accept tenants with poor or criminal history.
- Support agencies that provide housing stabilization services.
- Promote collaboration with community based providers.

As mentioned above, job education and job placement services are very important, and are a key component in any anti-poverty strategy. In addition, case management as a whole for those who are in need of assistance is extremely important, as in many circumstances short-term financial assistance really does not solve the problem, and often times it is not even a temporary fix. In addition to Consolidated Plan programs, a number of other public, private, and partnership initiatives have been designed to assist in the reduction of poverty rates.

The overall goals of the reduction of poverty will be addressed by the collaboration between agencies to ensure gaps in services and funding are addressed, while maintaining the utilization of each funding source.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

A deed restriction is filed at the Cleveland County Courthouse for any HOME project with a period of affordability. Annual monitoring occurs to insure the owner is complying with the affordability requirements and property requirements.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

There are no plans to utilize HOME funds to refinance existing debt secured by multi-family housing rehabilitated with HOME funds. The City of Norman will subordinate CDBG and HOME funds as requested by property owners refinancing debt that meet the program requirements. The City of Norman has adopted subordination requirements that provide flexibility for property owners while

insuring the affordability of the property is maintained.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).
6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).
7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).