

CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069 Tuesday, September 09, 2025 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 call 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 4 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

AWARDS AND PRESENTATIONS

- NOMINATION AND APPOINTMENT OF AN ELIGIBLE PERSON TO FILL THE COUNCIL VACANCY IN WARD 5.
- 2. ADMINISTERING THE OATH OF OFFICE TO AND SEATING OF COUNCILMEMBER-ELECT BRANDON NOFIRE, WARD 5.

3. A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, EXTENDING APPRECIATION TO MICHAEL NASH FOR SERVING AS WARD FIVE COUNCILMEMBER IN NORMAN, OKLAHOMA.

PROCLAMATIONS

- 4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-8: PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF SEPTEMBER 17 THROUGH 23, 2025, AS CONSTITUTION WEEK IN THE CITY OF NORMAN.
- 5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-9: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SEPTEMBER 15, 2025 THROUGH OCTOBER 15, 2025, AS HISPANIC HERITAGE MONTH 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 23 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 SPECIAL MEETING – FYE 2026 BUDGET ADOPTION MINUTES OF JUNE 10, 2025.

First Reading Ordinance

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-4 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 THE SOUTHWEST QUARTER (SW/4) OF SECTION 12, TOWNSHIP 9 NORTH (T9N), RANGE 3 WEST (R3W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND I-2, HEAVY INDUSTRIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NORTH OF W. TECUMSEH ROAD ON N. FLOOD AVENUE)

- 8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-5 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 THE EAST HALF (E/2) OF SECTION NINE (9) AND THE WEST HALF OF SECTION TEN (10), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF THE INTERSECTION OF CLASSEN BOULEVARD AND CEDAR LANE ROAD)
- 9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-7 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 THE NORTHEAST QUARTER (NE/4) OF SECTION TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE THE SAME IN THE I-1, LIGHT INDUSTRIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (5451 HUETTNER DRIVE)
- 10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-8 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 SPRING BROOK ADDITION 11 LT 1 BLK 1, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, AND TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3250 W. ROBINSON STREET)
- 11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-10 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 20-1008 ("LICENSE REQUIRED") THROUGH 20-1013 ("OUTSIDE SALES") OF ARTICLE 20-X ("FOOD SERVICES") WITHIN CHAPTER 20 ("LICENSES AND OCCUPATIONS") AND APPENDIX A ("CITY OF NORMAN FEE SCHEDULE") TO THE CODE OF THE CITY OF NORMAN TO IMPLEMENT CHANGES CONSISTENT WITH NEW STATE LAWS RELATING TO THE LICENSURE, REGULATION AND INSPECTION OF MOBILE FOOD ESTABLISHMENTS AND MOBILE FOOD PREPARATION VEHICLES; PROVIDING AN EFFECTIVE DATE OF NOVEMBER 1, 2025; AND PROVIDING FOR THE SEVERABILITY THEREOF.

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O2526-11 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 2-301 TO REMOVE MENTION OF NORMAN ELECTION COMMISSION; REPEALING ARTICLE 10-II TITLED "CAMPAIGN DISCLOSURES OF CONTRIBUTORS, CONTRIBUTIONS AND EXPENDITURES" OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF.

Appointments

13. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

HUMAN RIGHTS COMMISSION

TERM: 09/09/25 TO 07/13/28, RACHEL WYATT-SWANSON, WARD 8

TERM: 09/09/25 TO 07/13/28, BRANDON CLARK, WARD 5

Reports/Communications

- 14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RATIFICATION OF SUBMISSION AND ACKNOWLEDGING RECEIPT OF THE DEVELOPMENT OVERSIGHT COMMITTEE FOR TAX INCREMENT FINANCE DISTRICT NUMBER TWO ANNUAL REPORT FOR THE PERIOD JULY 1, 2024, TO JUNE 30, 2025.
- 15. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

Donation

16. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF \$1,000 FROM KELLY CALLAHAN TO BE USED AT THE NORMAN ANIMAL WELFARE CENTER.

Contracts

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-35: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ALLIANCE MAINTENANCE, INC., IN THE AMOUNT OF \$12,635.00 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE YOUNG FAMILY ATHLETIC CENTER.

18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-62: BY AND BETWEEN THE CITY OF NORMAN, THE NORMAN UTILITIES AUTHORITY, AND CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT FOR THE DELIVERY OF TEMPORARY WATER SUPPLY

Resolutions

- 19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-34: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN REQUESTING \$6,542,848.90 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN TECUMSEH ROAD AND CARRINGTON LANE IN NORMAN.
- 20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-35: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$5,854,148.03 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN CARRINGTON LANE AND FRANKLIN ROAD IN NORMAN.
- 21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-36: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO TECUMSEH ROAD BETWEEN FLOOD AVENUE AND 24TH AVENUE NW IN NORMAN.
- 22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-40: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$2,848,263.20 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN INDIAN HILLS ROAD AND THE MOORE CITY LIMITS IN NORMAN.
- 23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-42: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO JAMES GARNER AVENUE BETWEEN ACRES STREET AND DUFFY STREET IN NORMAN.

NON-CONSENT ITEMS

Preliminary Plats

24. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-5: A PRELIMINARY PLAT FOR 1508 SHADYBROOK DRIVE (A REPLAT OF LOTS 5, 6, AND 7, BLOCK 2, INDIAN POINT ESTATES) GENERALLY LOCATED ONE-QUARTER MILE EAST OF 12TH AVENUE S.E. AND ONE-QUARTER MILE NORTH OF POST OAK ROAD (1508 Shadybrook Drive).

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 four minutes or less.

ADJOURNMENT

File Attachments for Item:

1. NOMINATION AND APPOINTMENT OF AN ELIGIBLE PERSON TO FILL THE COUNCIL VACANCY IN WARD 5.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09-09-2025

REQUESTER: Ward 5 Selection Committee

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: NOMINATION AND APPOINTMENT OF AN ELIGIBLE PERSON TO FILL

THE COUNCIL VACANCY IN WARD 5.

BACKGROUND:

The resignation of Michael Nash created a vacancy in Ward Five. Mayor Holman asked that interested persons in Ward Five submit applications to be considered by a Ward Five Candidate Selection Committee. The minutes are attached for the Ward 5 Selection Committee meetings. The Committee selected Brandon Nofire as the nomination for the Interim Ward 5 Councilmember. In accordance therewith, the above-described item is submitted for City Council's consideration.





CITY OF NORMAN, OK WARD 5 CANDIDATE SELECTION COMMITTEE

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

Monday, August 25, 2025 at 5:30 PM

MINUTES

The Ward 5 Candidate Selection Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B in the Development Center, on Monday, August 25, 2025, at 5:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, the Development Center at 225 N. Webster and on the City website at least 48 hours prior to the beginning of the meeting.

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

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:00 p.m.

MEMBERS PRESENT:

Heidi Smith
Shavonne Evans
Randy Carter
John Griego
Aysha Prather

MEMBERS ABSENT:

None

OTHERS PRESENT:

Kathryn Walker, Assistant City Attorney Jamie Meyer, Deputy City Clerk Shannon Stevenson, Assistant City Manager

AGENDA ITEMS

1. ELECTION OF A CHAIRMAN

a. Action Item: Motion to appoint a Chairman

Member Smith nominated Member Evans for Chairman, which motion was duly seconded by Member Griego. No other nominations were received; therefor, Member Evans was approved by acclimation.

DISCUSSION REGARDING INTERVIEW QUESTIONS AND PROCESS FOR THE WARD 5 CANDIDATES.

Councilmember Nash resigned his position effective August 12, 2025, which left a vacancy for the Ward 5 Council seat. City Council in its Special Meeting of August 19, 2025, appointed the Ward 5 Candidate Selection Committee to review applications and meet with interested applicants to make a recommendation to be considered by Council for the Ward 5 position.

Committee members discussed the potential questions and the process for conducting the interviews.

3. DISCUSSION REGARDING THE SCHEDULING OF THE WARD 5 CANDIDATE INTERVIEWS.

Committee members narrowed down the list of candidates from 14 to four for interviews. Those being interviewed include Dianna Hutzel, Brandon Clark, Brandon Nofire and Ben Fenwick. The meeting for interviews with the candidates will be scheduled for Thursday, August 28, 2025, beginning at 4:00 p.m. Candidates will be scheduled in 60-minute intervals. The Deputy City Clerk will schedule them by lot and notify each candidate of their respective time. At the conclusion of the interviews the Committee will discuss which applicant to move forward for Council consideration.

Items submitted for the record

- 1. Resolution R-2122-139
- 2. Potential Questions for Ward 5 Candidates
- 3. Application from Dianna Hutzel
- 4. Application from Brandon Clark
- 5. Application for Alannah Callahan
- 6. Application for Trey Kirby
- 7. Application for Timothy Shannon
- 8. Application for Michael Delaney
- 9. Application for Patrick Maga
- 10. Application of Bryan Privett
- 11. Application for Phillip Hillian
- 12. Application for Hans Osgood

- 13. Application for Julie Bivin
- 14. Application for Randy Stokes
- 15. Application for Brandon Nofire
- 16. Application for Ben Fenwick
- 17. Voting Records from Cleveland County Election Board

ADJOURNMENT

The meeting adjourned at 6:33 p.m.





CITY OF NORMAN, OK WARD 5 CANDIDATE SELECTION COMMITTEE

Development Center, 225 North Webster, Conference Room C, Norman, OK 73069

Thursday, August 28, 2025 at 4:00 PM

MINUTES

The Ward 5 Candidate Selection Committee Meeting of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room C in the Development Center, on Thursday, August 28, 2025, at 4:00 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, the Development Center at 225 N. Webster and on the City website at least 48 hours prior to the beginning of the meeting.

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

CALL TO ORDER

Chairman Evans called the meeting to order at 4:00 p.m.

MEMBERS PRESENT:

Heidi Smith Randy Carter John Griego Aysha Prather Chairman Shavonne Evans

MEMBERS ABSENT:

None

OTHERS PRESENT:

Kathryn Walker, Assistant City Attorney Brenda Hall, City Clerk Jamie Meyer, Deputy City Clerk

AGENDA ITEMS

1. APPROVAL OF THE MINUTES FROM THE AUGUST 25, 2025, MEETING.

Member Carter moved that the minutes be approved, which the motion was duly seconded by Member Prather.

Items submitted for the record

1. Ward 5 Candidate Selection Committee minutes of August 25, 2025

YEAS: Members Heidi Smith, Randy Carter, Aysha Prather, John Griego, and Chairman Shavonne Evans

NAYES: None

The Minutes were approved.

INTERVIEWS WITH INTERIM WARD 5 CANDIDATES:

Dianna Hutzel

Ben Fenwick

Brandon Clark

Brandon Nofire

Committee members interviewed the candidates by asking the questions listed below in a round table environment.

- 1. We've all reviewed your application and resume, but more informally, can you tell us a little about yourself?
- 2. What motivated you to apply for this appointment, and why do you want to serve Ward 5 at this time?
- 3. What professional, personal, or community experiences do you feel best prepare you to serve as a contributing member of City Council?
- 4. Have you attended City Council meetings, board and commission meetings, or Ward meetings?
- 5. What do you know about the role of the City Council in Norman?
- 6. In your view, what are the 3 most important issues facing Ward 5? What other issues do you see in Ward 5? How should these issues be addressed by the City?
- 7. What are the most important issue(s) facing the City of Norman as a whole?
- 8. Residents may ask you to vote a specific way on an issue because of how that decision impacts them in the moment. The greater good of the entire city requires consideration of long-term implications and perhaps making a different decision. How would you balance the interests of Ward 5 with the interests of the City as a whole?
- 9. The City Manager, City Attorney and the City Auditor are the only employees of the City Council. How would you develop and maintain an effective and productive relationship with the City Manager? The City Attorney? The City Auditor?

Item 2, continued

Item 1.

- 10. How do you think the City Council should interact with other staff?
- 11. City Council requires a significant time commitment, including at least 5 meetings a month, as well as hours reading in preparation for meetings, communication with constituents, and representing the City at various events. Typically, this can require attending daytime, evening and sometimes weekend meetings. Are you available to take on additional responsibilities beyond the regular business meetings? How will you balance Council responsibilities with your other professional and personal obligations?
- 12. How do you view the relationship between OU and the City?
- 13. Civility and mutual accountability are important for productive relationships. How would you ensure that your actions promote civility and mutual accountability?
- 14. What is your approach to handling controversial and complicated issues?
- 15. Give an example of a contentious issue you have helped resolve, and explain how you approached conflict resolution, consensus-building, or problemsolving.
- 16. How will you communicate with your constituents?
- 17. How would you address and combat misinformation in the community?
- 18. Do you intend to run for the Ward 5 seat in February?
- 19. If you received a \$1 million grant to use for the City any way you wanted, what would you do with it and why?
- 20. What do you believe the Council's response should be to the turnpike issue?
- 21. What are your thoughts about tax increment financing (TIF) in general and the Arena Project specifically?
- 22. What would you do differently, if anything to address the housing crisis, including homelessness, then the approach the current council has taken?
- 23. How will you balance the needs and wishes of the rural portions of Ward 5 with the needs and wishes of the more urban portions of Ward 5?
- 24. Final Question Is there anything else you would like the Panel to know regarding your application or your interest in serving Ward 5? Any questions?

All candidates participated in the interviews.

3. DISCUSSION OF CANDIDATES AND MOTION TO RECOMMEND A CANDIDATE FOR CITY COUNCIL CONSIDERATION.

The Committee discussed the strong/weak points for each of the applicants. Chairman Evans said she was impressed with all four of the finalists. She said all were sincere, service-minded and community-oriented and the Committee Members concurred.

Member Prather moved that Brandon Nofire be approved for the Ward 5 Interim Council seat and his name be submitted to City Council for formal consideration, which motion was duly seconded by Member Smith; and the question being upon approving Brandon Nofire for the Ward 5 Interim Council seat and upon the subsequent submission, a vote was taken with the following result:

Item 3, continued

YEAS: Members Heidi Smith, Randy Carter, Aysha Prather, John Griego, and Chairman Shavonne Evans

NAYES: None

Chairman Evans declared the motion carried and Brandon Nofire as the Ward 5 Interim Council seat nomination approved; and his name will be submitted to City Council for formal consideration.

ADJOURNMENT

The meeting adjourned at 7:47 p.m.

File Attachments for Item:

2. ADMINISTERING THE OATH OF OFFICE TO AND SEATING OF COUNCILMEMBER-ELECT BRANDON NOFIRE, WARD 5.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09-09-2025

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: ADMINISTERING THE OATH OF OFFICE TO AND SEATING OF

COUNCILMEMBER-ELECT BRANDON NOFIRE, WARD 5.

BACKGROUND:

Municipal Criminal Court Judge Drew Nichols will be present to administer the abovedescribed Oath of Office after which Councilmember-Elect Brandon Nofire will take his respective seat as a member of the Council of the City of Norman, Oklahoma

File Attachments for Item:

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-8: PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF SEPTEMBER 17 THROUGH 23, 2025, AS CONSTITUTION WEEK IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: Kathy Muckala

PRESENTER: Stephen Tyler Holman, Mayor

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL,

REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-8: PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF SEPTEMBER 17 THROUGH 23, 2025, AS CONSTITUTION WEEK IN THE

CITY OF NORMAN.

Proclamation

P-2526-8

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF SEPTEMBER 17 TO SEPTEMBER 23, 2025, AS CONSTITUTION WEEK IN THE CITY OF NORMAN

- § 1. WHEREAS, September 17, 2025, marks the 238th anniversary of the signing of the Constitution of the United States of America by delegates to the Constitutional Convention; and
- § 2. WHEREAS, the United States Constitution, created in 1787 with 4,543 words including signatures, is both the shortest and oldest written constitution in use by any major government and is, for the United States, the living legal document guaranteeing fundamental rights and freedoms to its people; and
- § 3. WHEREAS, Constitution Week was established by President Eisenhower in 1956 at the request of National Society Daughters of the American Revolution and later adopted by the United States Congress to be celebrated annually during the week of September 17 23; and
- § 4. WHEREAS, the purposes of Constitution Week are to raise awareness about the Constitution and its importance in shaping American society, encourage citizens to participate in the democratic process and understand their rights and responsibilities, and honor the principles of liberty, justice, and equality enshrined in the Constitution.

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

§ 5. Do hereby proclaim the week of September 17 through 23, 2025, as Constitution Week in the City of Norman and urge all citizens to study the Constitution and reflect on the privileges of being an American, consider the responsibilities that those privileges involve, and ask our citizens to reaffirm those ideals that the Framers of the United States Constitution espoused in 1787, by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

PASSED AND APPROVED this 9th day of September, 2025.

ATTEST:	Mayor, Stephen T. Holman
City Clerk	

File Attachments for Item:

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-9: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SEPTEMBER 15, 2025 THROUGH OCTOBER 15, 2025, AS HISPANIC HERITAGE MONTH IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: Grace Holloman

PRESENTER: Grace Holloman, Accessibility & Cultural Coordinator

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL,

ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-9: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SEPTEMBER 15, 2025 THROUGH OCTOBER 15, 2025, AS HISPANIC

HERITAGE MONTH IN THE CITY OF NORMAN.

Proclamation

P-2526-9

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAMING SEPTEMBER 15, 2025, THROUGH OCTOBER 15, 2025, AS HISPANIC HERITAGE MONTH IN THE CITY OF NORMAN.

- § 1. WHEREAS, Hispanic Heritage Week started in 1968 by President Lyndon Johnson and was expanded by President Ronald Reagan to cover a 30-day period from September 15 through October 15 in 1988; and
- § 2. WHEREAS, Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua celebrate the anniversary of their independence on September 15th, and Mexico and Chile celebrate their independence days on September 16th and September 18th, respectively, and Dia de la Raza on October 12th; and
- § 3. WHEREAS, the 2025 Hispanic Heritage Month national theme, "Collective Heritage: Honoring the Past, Inspiring the Future," is an opportunity to recognize and learn about the history, journeys, and achievements of Hispanic and Latin American communities while spotlighting the unique voices of those who continue to pioneer change and shape the future; and
- § 4. WHEREAS, Norman is home to people whose ancestry represents hundreds of nations, including Mexico, Spain, and the Spanish-speaking countries of Central America, South America, and the Caribbean; and
- § 5. WHEREAS, Hispanic Heritage month is an opportunity to celebrate the array of distinct and vibrant cultures that, throughout the history of Norman, the State of Oklahoma, and our country, have contributed to our prosperity and culture while energizing our diversity.

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

§ 6. Do hereby proclaim September 15 through October 15, 2025, as Hispanic Heritage Month in the City of Norman and invite all citizens to join me in celebrating Hispanic culture, traditions, and achievements in our community while continuing to work towards a more inclusive community.

PASSED AND APPROVED this 9th day of September, 2025.

Mayor, Stephen T. Holman



City Clerk

ATTEST:

File Attachments for Item:

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

CITY COUNCIL SPECIAL MEETING – FYE 2026 BUDGET ADOPTION MINUTES OF JUNE 10, 2025.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

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 SPECIAL MEETING - FYE 2026 BUDGET ADOPTION

MINUTES OF JUNE 10, 2025.



CITY OF NORMAN, OK CITY COUNCIL SPECIAL MEETING - FYE 2026 BUDGET **ADOPTION**

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069 Tuesday, June 10, 2025 at 2:00 PM

MINUTES

The City Council, Norman Utilities Authority, Norman Municipal Authority, and Norman Tax Increment Finance Authority of the City of Norman, Cleveland County, State of Oklahoma, met in Special Session in the Council Chambers of the Norman Municipal Building, on the 10th day of June 2025 at 2:00 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website 48 hours prior to the beginning of the meeting.

CALL TO ORDER

Mayor Heikila Called the Meeting to Order at 2:00 p.m.

ROLL CALL

PRESENT

Mayor Larry Heikkila Councilmember Ward 2 Matthew Peacock Councilmember Ward 3 Bree Montova Councilmember Ward 4 Helen Grant

Councilmember Ward 5 Michael Nash

Councilmember Ward 6 Joshua Hinkle

Councilmember Ward 7 Stephen Holman

Councilmember Ward 8 Scott Dixon

ABSENT

Councilmember Ward 1 Austin Ball

AGENDA ITEMS

1. CONSIDERATION OF ADOPTION. REJECTION, AMENDMENT. AND/OR POSTPONEMENT OF THE FYE 2026 CITY OF NORMAN PROPOSED OPERATING AND CAPITAL BUDGETS AND NORMAN CONVENTION AND VISITORS BUREAU. INC., FYE 2026 BUDGET WITH DETAILED ANNUAL PLAN OF WORK.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Item 1, continued:

Amendments to the Budget

Amendment No. 1: Make grammatical and typographical corrections to the Budget documents, with no financial impact.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

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

Amendment No. 1 to the FYE 2026 Budget was Approved

*

Amendment No. 2: Increase City Council allocations in the General Fund by \$25,000 to support Social and Voluntary Services contributions.

Motion made by Councilmember Ward 3 Montoya, Seconded by Councilmember Ward 4 Grant.

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

Amendment No. 2 to the FYE 2026 Budget was Approved

*

Amendment No. 3: Increase Parks and Recreation allocations in the General Fund by \$11,200 for contributions to the Historical Museum and the Performing Arts Studio/ Depot.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

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

Participants in discussion

1. Ms. Cynthia Rogers, Ward 4, made comments.

Amendment No. 3 to the FYE 2026 Budget was Approved

*

Item 1, continued:

Acting as the City Council and the Norman Utilities Authority.

Amendment No. 4: Increase Sanitation Fund allocations by \$200,000 to fund solar arrays at the Transfer Station.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 3 Montoya.

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

Amendment No. 4 to the FYE 2026 Budget was Approved

*

Acting as the City Council and the Norman Utilities Authority.

<u>Amendment No. 5:</u> Increase Water Fund allocations by \$125,000 and Water Reclamation Fund allocations by \$125,000 to fund solar arrays at the Line Maintenance Facility.

Motion made by Councilmember Ward 5 Nash, Seconded by Councilmember Ward 4 Grant.

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

Amendment No. 5 to the FYE 2026 Budget was Approved

*

Acting as the City Council and the Norman Utilities Authority.

<u>Amendment No. 6:</u> Increase Water Reclamation Fund allocations by \$3,800,000 to fund renovations to the Water Reclamation administrative and storage buildings.

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

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

Amendment No. 6 to the FYE 2026 Budget was Approved

*

Item 1, continued:

Amendment No. 7: Increase Community Development Block Grant Fund revenue and appropriations by \$90,849.55 to reflect the awarded amount from the U.S. Department of Housing and Urban Development for FYE 2026.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 4 Grant.

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

Amendment No. 7 to the FYE 2026 Budget was Approved

*

Amendment No. 8: Increase Transit and Parking Fund allocations by \$665,000 to fund On-Demand transit services, increase Transit and Parking Fund revenues by \$131,477 for the University of Oklahoma's portion of the On-Demand transit services, and \$24,990 for an increase in Federal Transit Authority grant revenue.

Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

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

Participants in Discussion

1. Mr. Taylor Johnson, Transit and Parking Program Manager

Amendment No. 8 to the FYE 2026 Budget was Approved

*

Participants in discussion

- 1. Ms. Cynthia Rogers, Ward 4, asked questions
- 2. Ms. Mayumi Windler, Ward 2, asked questions
- 3. Mr. Anthony Francisco, Director of Finance
- 4. Mr. Darrel Pyle, City Manager
- 5. Mr. Chris Mattingly, Director of Utilities

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

The FYE 2026 Budget was Adopted, as Amended.

*

ltem	6

ADJOURNMENT

The Meeting Adjourned at 2:34 p.m.		
ATTEST:		
City Clerk	 Mayor	

File Attachments for Item:

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-4 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 THE SOUTHWEST QUARTER (SW/4) OF SECTION 12, TOWNSHIP 9 NORTH (T9N), RANGE 3 WEST (R3W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND I-2, HEAVY INDUSTRIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NORTH OF W. TECUMSEH ROAD ON N. FLOOD AVENUE)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: Power Homes, LLC

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE 0-2526-4 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 THE SOUTHWEST QUARTER (SW/4) OF SECTION 12, TOWNSHIP 9 NORTH (T9N), RANGE 3 WEST (R3W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, AGRICULTURAL DISTRICT, AND I-2, HEAVY INDUSTRIAL DISTRICT, PLACE SAME IN A SPUD, SIMPLE AND **PLANNED** DEVELOPMENT: AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NORTH OF W. TECUMSEH ROAD

ON N. FLOOD AVENUE)

APPLICANT/REPRESENTATIVE Power Homes, LLC

LOCATION Located north of W. Tecumseh Road on N.

Flood Avenue

WARD 8

CORE AREA No.

EXISTING ZONING A-2, Rural Agricultural District and I-2, Heavy

Industrial District

EXISTING LAND USE Job Center

PROPOSED ZONING SPUD, Simple Planned Unit Development

District

PROPOSED LAND USE No Change

REQUESTED ACTION

A-2, Rural Agricultural District, and I-2, Heavy Industrial District, to a SPUD, Simple Planned Unit Development

BACKGROUND: The subject property covers approximately 2.75 acres of land. The applicant is requesting a rezoning from A-2, Rural Agricultural District, and I-2, Heavy Industrial District, to a SPUD, Simple Planned Unit Development. The property will be developed as a mixed-use development, featuring commercial and industrial uses. A complete list of allowable uses can be found within the attached SPUD Narrative as Exhibit C.

PROCEDURAL REQUIREMENTS:

PRE-DEVELOPMENT: PD25-12 April 24, 2025

Questions about the development centered on concerns about building materials. A neighboring property owner stated their PUD guidelines do not allow for metal buildings, and they hope this development won't either. Onsite drainage and Water Quality Protection Zones (WQPZ) were also discussed.

BOARD OF PARKS COMMISSIONERS:

This development does not include residential development and does not require a trail easement. As such, the development is not required to go before the Board of Parks Commissioners.

ZONING ORDINANCE CITATION:

36-510 SPUD, SIMPLE PLANNED UNIT DEVELOPMENTS

1. General Description. The Simple Planned Unit Development referred to as SPUD, is a special zoning district that provides an alternate approach to the conventional land use controls 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 developments.

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 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.

STAFF ANALYSIS: The development site is vacant; there is an abandoned building located on the tract to the south and a single-family dwelling located on a tract to the north. The proposed development will be like the recent developments seen in the surrounding area. The proposed development will bring in a larger volume of traffic than the subject property currently generates because the site is vacant.

The following information is outlined in the SPUD Narrative:

USE: The property will be developed as a mixed-use development, featuring a variety of uses including commercial and industrial uses. A complete list of the allowable uses can be found within the attached SPUD Narrative as Exhibit C.

AREA REGULATIONS: Buildings within this development will not have a required front, side, or rear setback. However, no building may encroach upon any public easements or rights-of-way.

TRAFFIC ACCESS, CIRCULATION, PARKING AND SIDEWALKS: One access point from 24th Court NW is proposed; this leads to an interior private drive providing access to each building. Parking will be provided as shown on the Site Development Plan found in the SPUD Narrative as Exhibit B. Sidewalks will be provided along the public street.

SIGNAGE: All signage will be constructed in accordance with the City of Norman sign regulations, as amended from time to time, under Section 28-505, Commercial Zone Sign Standards.

LIGHTING: The Property shall comply with Section 36-549, Commercial Outdoor Lighting Standards, as amended from time to time.

SANITATION/UTILITIES: Trash dumpsters will be located as depicted on the Site Development Plan or in locations approved by City sanitation services.

LANDSCAPING / FENCING/WALLS: Landscaping will be installed in accordance with the City of Norman landscaping regulations as amended from time to time, under Section 36-551, Landscaping Requirements for Off-Street Parking Facilities. Fencing is not required but may be installed.

SITE PLAN: The Site Development Plan proposes six new buildings with parking provided internally. The site was designed in order to follow requirements for both a plugged oil well and the Water Quality Protection Zone (WQPZ).

EXTERIOR MATERIALS: The exterior of the buildings within the development may be constructed of brick, stone, synthetic stone, wood, glass, high impact quality stucco or EIFS, masonry, metal accents, and/or metal exteriors with aggregate, sandblasted or textured coating finish. The applicant may file restrictive covenants against the property to more narrowly tailor architectural review within the development.

Staff notes the applicant changed this section since the Planning Commission meeting on August 14, 2025. The applicant added a provision requiring facades of the buildings to be constructed with 80% masonry materials as listed above.

OPEN SPACE: A minimum of 20 percent (20%) of the Property will be preserved as open space. These areas of open space are depicted on the Green Space Site Plan found in the SPUD Narrative as Exhibit E

HEIGHT: The SPUD Narrative states there are no height limits for buildings in the development.

ALTERNATIVES/ISSUES:

IMPACTS: The SPUD Narrative proposes a mix of commercial and industrial uses that will be housed in six large buildings. The uses proposed in this SPUD align with other developments in the surrounding area. Engineered drainage solutions were required of the applicant because a large portion of the development site is located within the WQPZ.

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.

ENGINEERING:

Please see attached report from Engineering regarding the preliminary plat.

TRANSPORTATION ENGINEER:

Please see attached report from the Transportation Engineer.

UTILITIES:

At building permit stage, turning movements showing sanitation truck ingress/egress will be necessary to determine if slight orientation modifications would be required.

CONCLUSION: Staff forwards this request for rezoning from A-2, Rural Agricultural District, and I-2, Heavy Industrial District, to a SPUD, Simple Planned Unit Development, and Ordinance O-2526-4, for consideration by City Council.

<u>PLANNING COMMISSION RESULTS:</u> At their meeting of August 14, 2025, the Planning Commission discussed incorporating language into the project narrative to require that at least 80% of the exterior materials consist of masonry.

Motion by Commissioner Parker to recommend approval of Ordinance O-2526-4, and seconded by Commissioner Griffith. Commissioner Jablonski proposed a friendly amendment to include a condition to recommend narrative language requiring 80% masonry exterior materials, as well as PP-2526-3. The friendly amendment was accepted by Commissioner Parker and seconded by Commissioner Griffth.

The motion passed unanimously with a vote of 8-0.

There has been a change to the application since the Planning Commission vote; the change is noted in the Exterior Materials section of this staff report.

O-2526-4

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 THE SOUTHWEST QUARTER (SW/4) OF SECTION 12, TOWNSHIP 9 NORTH (T9N), RANGE 3 WEST (R3W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRCT AND I-2, HEAVY INDUSTRIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND THEREOF. PROVIDING FOR THE SEVERABILITY (GENERALLY LOCATED NORTH OF W. TECUMSEH ROAD ON N. FLOOD AVENUE)

- § 1. WHEREAS, Power Homes, LLC, the owners of the hereinafter described property, have made application to have the subject property removed from the A-2, Rural Agricultural District and I-2, Heavy Industrial District and placed in a SPUD, Simple Planned Unit Development; 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 August 14, 2025 as required by law, considered the same and recommended approval with the special condition of adding a requirement that at least 80% of the exterior materials consist of masonry; 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 A-2, Rural Agricultural District, and I-2, Heavy Industrial District and place the same in a SPUD, Simple Planned Unit Development, to wit:

A tract of land lying in the Southwest Quarter (SW/4) of Section 12, Township 9 North (T9N), Range 3 West (R3W) of the Indian Meridian (I.M.), Norman, Cleveland County, Oklahoma, and being more particularly described as follows:

Ordinance No. O-2526-4 Page 2

COMMENCING at the Northwest corner of the Southwest Quarter (SW/4) of the SW/4; THENCE South 89°14'14" East along the North line of said SW/4 a distance of 33.00 feet to the POINT OF BEGINNING;

THENCE continuing South 89°14'14" East along said North line a distance of 421.60 feet;

THENCE South 14°26'36" East a distance of 292.12 feet;

THENCE South 52°56'45" West a distance of 205.00 feet;

THENCE North 35°19'26" West a distance of 129.80 feet;

THENCE South 58°21'10" West a distance of 187.15 feet;

THENCE North 15°25'26" West a distance of 41.50 feet to a point on a non-tangent curve;

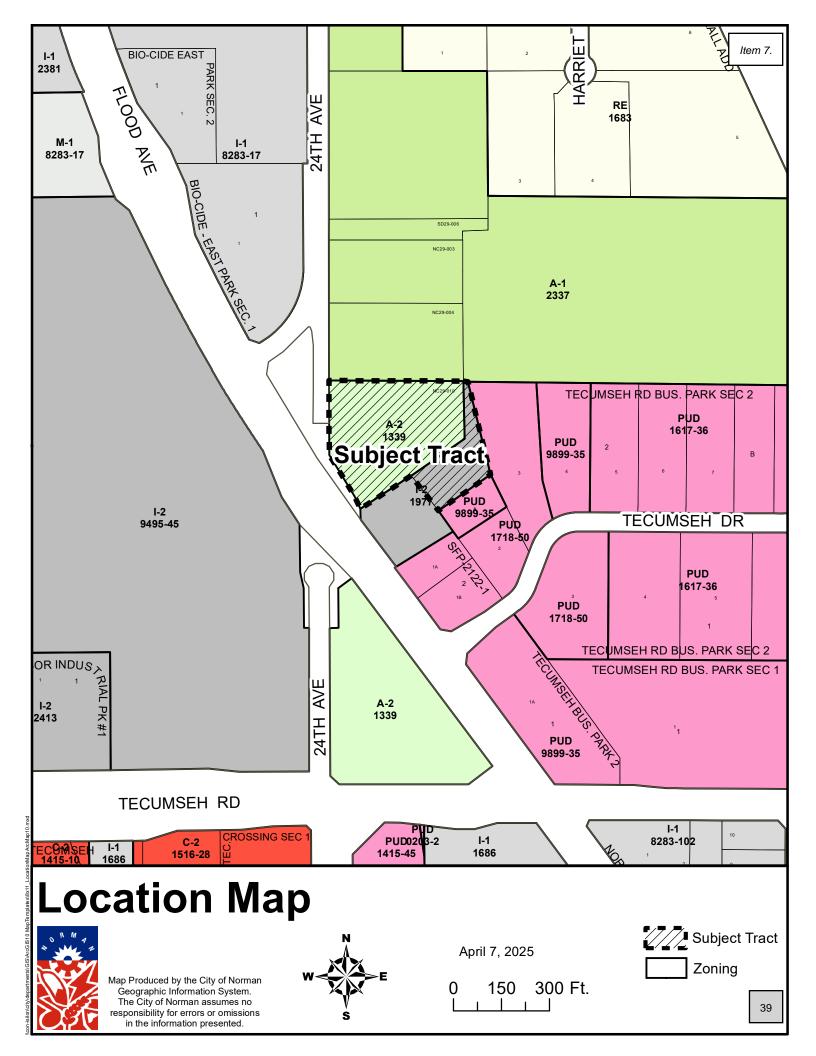
THENCE around a curve to the right having a radius of 6780.49 feet (said curve subtended by a chord which bears North 33°16'40" West, a distance of 156.07 feet) and an arc length of 156.07 feet;

THENCE North 00°03'20" East a distance of 233.83 feet to the POINT OF BEGINNING.

Said tract contains 3.65 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:
 - a. The site shall be developed in accordance with the SPUD Narrative dated August 22, 2025, Site Development Plan, and supporting documentation, which are made a part hereof.
- § 6. <u>Severability</u>. 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
	, 2025.		,2025.
(Mayor)		(Mayor)	
ATTEST:			
(City Clerk)			



NORTH FLOOD BUSINESS PARK

A SIMPLE PLANNED UNIT DEVELOPMENT NORMAN, OKLAHOMA

APPLICANT:

POWER HOMES, LLC

APPLICATION FOR:

SIMPLE PLANNED UNIT DEVELOPMENT PRELIMINARY PLAT

Submitted June 2, 2025 Revised August 22, 2025

PREPARED BY:

RIEGER SADLER JOYCE LLC 136 Thompson Drive Norman, Oklahoma 73069

TABLE OF CONTENTS

I. INTRODUCTION

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. Additional Development Criteria

EXHIBITS

- A. Legal Description of the Property
- B. Preliminary Site Development Plan
- C. Allowable Uses
- D. Preliminary Plat
- E. Greenspace Exhibit

I. <u>INTRODUCTION</u>

Power Homes, LLC (the "**Applicant**") intends to rezone and preliminary plat the property that is more particularly described on <u>Exhibit A</u> (the "**Property**") to a Simple Planned Unit Development ("**SPUD**") in order to facilitate the development of a business park featuring commercial and industrial uses compatible with the neighboring properties. The Property contains approximately 3.65 acres and a conceptual site plan of the proposed development has been attached hereto as <u>Exhibit B</u>.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property is generally located north of West Tecumseh Road on North Flood Avenue, as is more particularly shown on the attached exhibits.

B. Existing Land Use and Zoning

The Property is undeveloped and is currently zoned A-2, Rural Agricultural, and I-2, Heavy Industrial. This request seeks to rezone the Property to a Simple Planned Unit Development.

C. Elevation and Topography

The Property contains elevations ranging from approximately 1145 to 1155. The Property is generally flat with gradual elevation change from the South to the North.

D. Drainage

The Applicant proposes stormwater and drainage management systems that will meet or exceed the City's applicable ordinances and regulations. A portion of the site is within the Lake Thunderbird Watershed Stream Planning Corridor therefore Water Quality Protection Zone (WQPZ) is required. Stormwater and drainage on the Property will be managed through engineered solutions including bio retention ponds. A drainage report will be provided to City Staff as part of the Preliminary Plat application.

E. Utility Services

All necessary utilities for this project are currently located within the necessary proximity to serve the Property, or they will be extended by the Applicant, 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 applicable City codes, ordinances, and/or regulations.

G. Traffic Circulation and Access

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

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property shall be developed in compliance with the Preliminary Site Development Plan, attached hereto as **Exhibit B**, subject to final design development and the changes allowed by Section 36-510 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:

A complete list of the allowable uses for the Property is attached as **Exhibit C**.

B. Area Regulations:

Building Setback: There shall be no front, side, and rear yard building setbacks. Buildings may not encroach upon public easements, private easements, or rights-of-way.

Height: There shall be no height limit for any building or structure in the Property.

C. Additional Development Criteria:

1. Exterior Materials

The exterior of the buildings constructed within the Property may be constructed of brick, stone, synthetic stone, wood, glass, high impact quality stucco or EIFS, masonry, metal accents, metal exteriors with aggregate, sandblasted or textured coating finish, and any combination thereof (collectively, "Masonry"). The exterior façade of the buildings on the Property shall contain no less than 80% Masonry, exclusive of all windows, doors, roofs, or glass. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.

2. Sanitation

Trash dumpster will be located as depicted on the conceptual Site Development Plan or in locations as modified or approved by City sanitation services.

3. Signage

All signs shall comply with the commercial sign standards of the City of Norman Sign Code, and as thereafter amended.

4. Traffic access and circulation

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

5. Open Space

The areas initially planned as green space are depicted on the conceptual greenspace exhibit attached hereto as **Exhibit E**. The current layout shows approximately 1.98 acres of greenspace. A minimum of 20% of the Property will be used as open space.

6. Parking

Parking for the Property may be developed in compliance with the parking layout shown on the Site Development Plan, subject to final design development and the changes allowed under Section 36-510 of the City of Norman's SPUD Ordinance, as amended from time to time. The Property shall comply with Norman's applicable parking ordinances, as amended from time to time.

7. Landscaping and Fencing

Landscaping shall be installed and maintained in order to meet or exceed the City of Norman's applicable landscaping requirements. Fencing, such as, by way of example and not limitation, wrought iron, stockade wood, composite, and other fencing types, is permissible but is not required within the Property. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review of fencing within the development. Fencing placement and height shall comply with applicable City ordinances, as amended from time to time.

8. Phasing

It is anticipated that the development of the Property will occur in multiple phases. Notwithstanding the foregoing, the actual timing, sequence, and number of future phases will be determined by market demand and absorption.

9. Sidewalks

All sidewalks will be constructed in accordance with final development plans and the City of Norman's applicable standards and specifications.

10. 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.

EXHIBIT A

Legal Description of the Property

A tract of land lying in the Southwest Quarter (SW/4) of Section 12, Township 9 North (T9N), Range 3 West (R3W) of the Indian Meridian (I.M.), Norman, Cleveland County, Oklahoma, and being more particularly described as follows:

COMMENCING at the Northwest corner of the Southwest Quarter (SW/4) of the SW/4; THENCE South 89°14'14" East along the North line of said SW/4 a distance of 33.00 feet to the POINT OF BEGINNING;

THENCE continuing South 89°14'14" East along said North line a distance of 421.60 feet;

THENCE South 14°26'36" East a distance of 292.12 feet;

THENCE South 52°56'45" West a distance of 205.00 feet;

THENCE North 35°19'26" West a distance of 129.80 feet;

THENCE South 58°21'10" West a distance of 187.15 feet;

THENCE North 15°25'26" West a distance of 41.50 feet to a point on a non-tangent curve;

THENCE around a curve to the right having a radius of 6780.49 feet (said curve subtended by a chord which bears North 33°16'40" West, a distance of 156.07 feet) and an arc length of 156.07 feet;

THENCE North 00°03'20" East a distance of 233.83 feet to the POINT OF BEGINNING.

Said tract contains 3.65 acres, more or less.

EXHIBIT B

Preliminary Site Development Plan Full Size Documents Submitted to City Staff

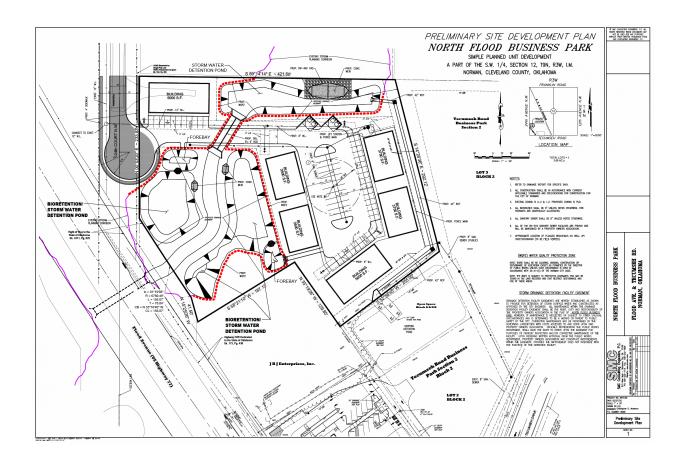


EXHIBIT C Allowable Uses

Allowable Commercial Uses:

- Art Gallery/Studio.
- Assembly Halls of non-profit corporations.
- Libraries.
- Museums.
- Music Conservatories.
- Office buildings and office uses.
- Trade schools and schools for vocational training.
- Churches and other places of worship.
- Short-term rentals.
- Antique shop.
- Appliance Store.
- Artist materials supply, or studio.
- Automobile parking lots.
- Automobile supply store.
- Baby shop.
- Bakery/Baked Goods store.
- Bank.
- Barber shop, or beauty parlor.
- Book or stationery store.
- Camera shop.
- Candy store.
- Catering establishment.
- Child Care / Day Care establishment.
- Clothing or apparel store.
- Coffee house or coffee shop.
- Commercial uses/shops/or services.
- Dairy products or ice cream store.
- Delicatessen store.
- Dress shop.
- Drug store or fountain.
- Dry Cleaning and Laundry Establishment.
- Dry goods store.
- Fabric or notion store.
- Florist/Flower Shop.
- Furniture Store.
- Gift Shop.

- Grocery or supermarket.
- Hardware store.
- Hotel or motel.
- Interior decorating store.
- Jewelry shop.
- Key shop.
- Leather Store and/or Leather Goods Store.
- Locksmith.
- Medical Marijuana Dispensary, as allowed by state law.
- Music, Radio, Electronics, Telephone, or Television Store.
- Outdoor Patio.
- Painting and decorating shop.
- Pet shop/or Small Animal Hospital.
- Pharmacy.
- Photographer's studio.
- Restaurant/Bar/Lounge/Tavern.
- Retail Shops or Stores.
- Retail spirits store/Liquor store.
- Spa or Similar Establishment.
- Smoke, Tobacco, Vape, or Similar Shop.
- Self-service laundry.
- Sewing machine sales.
- Sporting goods sales.
- Shoe store or repair shop.
- Sign Store/Printing Store.
- T-Shirt Printing or Similar Sales or Services.
- Tanning Spa or Tanning Establishment.
- Tailor shop.
- Theater (excluding drive-in theaters), Bowling Alley, Arcade, or Similar Establishments, including those that sell alcoholic beverages in compliance with state law.
- Tier I Medical Marijuana Processor, as allowed by state law.
- Tier II Medical Marijuana Processor, as allowed by state law.
- Toy store.

Allowable Industrial Uses:

- Self-Storage/Personal Storage.
- Warehouse buildings and warehouse uses.
- Automobile sales and service, but not including automobile or machinery wrecking establishments or junk yards.
- Boat sales and service.

- Building materials sales yard, including the sale of rock, sand, gravel, and cement and the like as an incidental part of the main business. This shall not be construed as permitting a cement batch plant or transit mix plant.
- Contractor's equipment storage yard or yard for rental equipment of a type commonly used by contractors.
- Farm machinery or contractor's machinery storage yard.
- Mobile home and camper sales.
- Public utility service company yard or electric receiving or transforming station.
- Truck and farm implement sales and service.
- Truck terminal.
- Veterinary hospital.
- Kennel.
- Trade schools and schools for vocational training.
- Medical buildings and medical uses.

EXHIBIT D

Preliminary Plat Full Size Documents Submitted to City Staff

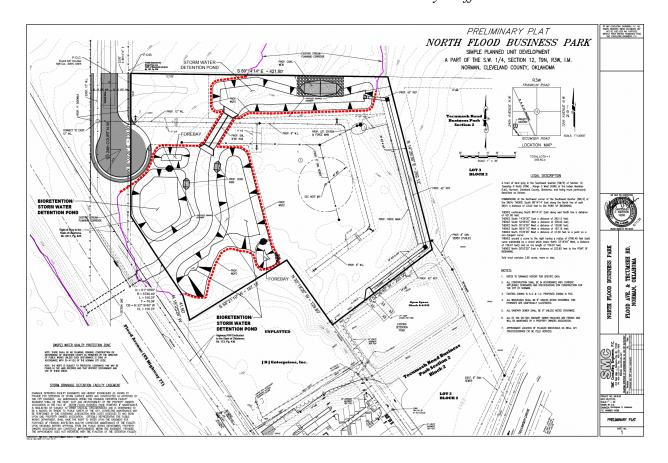
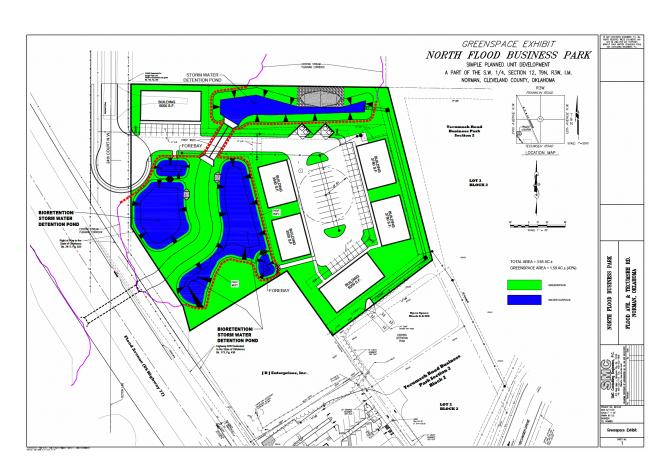


EXHIBIT E Greenspace Plan Full Size Documents Submitted to City Staff



NORTH FLOOD BUSINESS PARK

A SIMPLE PLANNED UNIT DEVELOPMENT NORMAN, OKLAHOMA

APPLICANT:

POWER HOMES, LLC

APPLICATION FOR:

SIMPLE PLANNED UNIT DEVELOPMENT PRELIMINARY PLAT

Submitted June 2, 2025 Revised August 11, 2025

PREPARED BY:

RIEGER SADLER JOYCE LLC 136 Thompson Drive Norman, Oklahoma 73069

TABLE OF CONTENTS

I. INTRODUCTION

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. Additional Development Criteria

EXHIBITS

- A. Legal Description of the Property
- B. Preliminary Site Development Plan
- C. Allowable Uses
- D. Preliminary Plat
- E. Greenspace Exhibit

I. <u>INTRODUCTION</u>

Power Homes, LLC (the "Applicant") intends to rezone and preliminary plat the property that is more particularly described on <u>Exhibit A</u> (the "Property") to a Simple Planned Unit Development ("SPUD") in order to facilitate the development of a business park featuring commercial and industrial uses compatible with the neighboring properties. The Property contains approximately 3.65 acres and a conceptual site plan of the proposed development has been attached hereto as **Exhibit B**.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property is generally located north of West Tecumseh Road on North Flood Avenue, as is more particularly shown on the attached exhibits.

B. Existing Land Use and Zoning

The Property is undeveloped and is currently zoned A-2, Rural Agricultural, and I-2, Heavy Industrial. This request seeks to rezone the Property to a Simple Planned Unit Development.

C. Elevation and Topography

The Property contains elevations ranging from approximately 1145 to 1155. The Property is generally flat with gradual elevation change from the South to the North.

D. Drainage

The Applicant proposes stormwater and drainage management systems that will meet or exceed the City's applicable ordinances and regulations. A portion of the site is within the Lake Thunderbird Watershed Stream Planning Corridor therefore Water Quality Protection Zone (WQPZ) is required. Stormwater and drainage on the Property will be managed through engineered solutions including bio retention ponds. A drainage report will be provided to City Staff as part of the Preliminary Plat application.

E. Utility Services

All necessary utilities for this project are currently located within the necessary proximity to serve the Property, or they will be extended by the Applicant, 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 applicable City codes, ordinances, and/or regulations.

G. Traffic Circulation and Access

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

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property shall be developed in compliance with the Preliminary Site Development Plan, attached hereto as **Exhibit B**, subject to final design development and the changes allowed by Section 36-510 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:

A complete list of the allowable uses for the Property is attached as **Exhibit C**.

B. Area Regulations:

Building Setback: There shall be no front, side, and rear yard building setbacks. Buildings may not encroach upon public easements, private easements, or rights-of-way.

Height: There shall be no height limit for any building or structure in the Property.

C. Additional Development Criteria:

1. Exterior Materials

The exterior of the buildings constructed within the Property may be constructed of brick, stone, synthetic stone, wood, glass, high impact quality stucco or EIFS, masonry, metal accents, metal exteriors with aggregate, sandblasted or textured coating finish, and any combination thereof. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.

2. Sanitation

Trash dumpster will be located as depicted on the conceptual Site Development Plan or in locations as modified or approved by City sanitation services.

3. Signage

All signs shall comply with the commercial sign standards of the City of Norman Sign Code, and as thereafter amended.

4. Traffic access and circulation

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

5. Open Space

The areas initially planned as green space are depicted on the conceptual greenspace exhibit attached hereto as **Exhibit E**. The current layout shows approximately 1.98 acres of greenspace. A minimum of 20% of the Property will be used as open space.

6. Parking

Parking for the Property may be developed in compliance with the parking layout shown on the Site Development Plan, subject to final design development and the changes allowed under Section 36-510 of the City of Norman's SPUD Ordinance, as amended from time to time. The Property shall comply with Norman's applicable parking ordinances, as amended from time to time.

7. Landscaping and Fencing

Landscaping shall be installed and maintained in order to meet or exceed the City of Norman's applicable landscaping requirements. Fencing, such as, by way of example and not limitation, wrought iron, stockade wood, composite, and other fencing types, is permissible but is not required within the Property. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review of fencing within the development. Fencing placement and height shall comply with applicable City ordinances, as amended from time to time.

8. Phasing

It is anticipated that the development of the Property will occur in multiple phases. Notwithstanding the foregoing, the actual timing, sequence, and number of future phases will be determined by market demand and absorption.

9. Sidewalks

All sidewalks will be constructed in accordance with final development plans and the City of Norman's applicable standards and specifications.

10. 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.

EXHIBIT A

Legal Description of the Property

A tract of land lying in the Southwest Quarter (SW/4) of Section 12, Township 9 North (T9N), Range 3 West (R3W) of the Indian Meridian (I.M.), Norman, Cleveland County, Oklahoma, and being more particularly described as follows:

COMMENCING at the Northwest corner of the Southwest Quarter (SW/4) of the SW/4; THENCE South 89°14'14" East along the North line of said SW/4 a distance of 33.00 feet to the POINT OF BEGINNING;

THENCE continuing South 89°14'14" East along said North line a distance of 421.60 feet;

THENCE South 14°26'36" East a distance of 292.12 feet;

THENCE South 52°56'45" West a distance of 205.00 feet;

THENCE North 35°19'26" West a distance of 129.80 feet;

THENCE South 58°21'10" West a distance of 187.15 feet;

THENCE North 15°25'26" West a distance of 41.50 feet to a point on a non-tangent curve;

THENCE around a curve to the right having a radius of 6780.49 feet (said curve subtended by a chord which bears North 33°16'40" West, a distance of 156.07 feet) and an arc length of 156.07 feet;

THENCE North 00°03'20" East a distance of 233.83 feet to the POINT OF BEGINNING.

Said tract contains 3.65 acres, more or less.

EXHIBIT B

Preliminary Site Development Plan Full Size Documents Submitted to City Staff

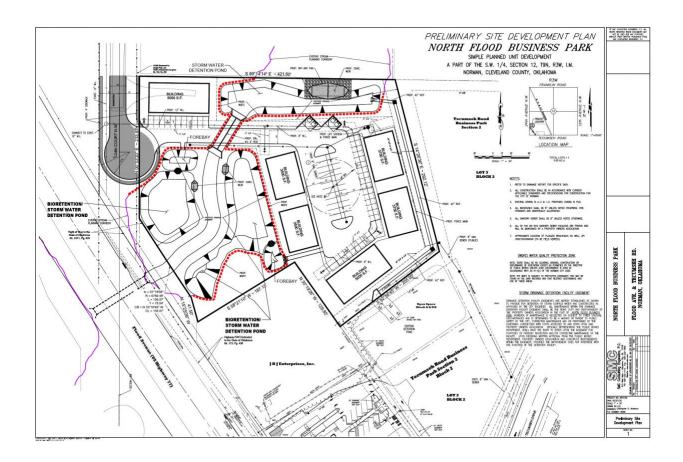


EXHIBIT C Allowable Uses

Allowable Commercial Uses:

- Art Gallery/Studio.
- Assembly Halls of non-profit corporations.
- Libraries.
- Museums.
- Music Conservatories.
- Office buildings and office uses.
- Trade schools and schools for vocational training.
- Churches and other places of worship.
- Short-term rentals.
- Antique shop.
- Appliance Store.
- Artist materials supply, or studio.
- Automobile parking lots.
- Automobile supply store.
- Baby shop.
- Bakery/Baked Goods store.
- Bank.
- Barber shop, or beauty parlor.
- Book or stationery store.
- Camera shop.
- Candy store.
- Catering establishment.
- Child Care / Day Care establishment.
- Clothing or apparel store.
- Coffee house or coffee shop.
- Commercial uses/shops/or services.
- Dairy products or ice cream store.
- Delicatessen store.
- Dress shop.
- Drug store or fountain.
- Dry Cleaning and Laundry Establishment.
- Dry goods store.
- Fabric or notion store.
- Florist/Flower Shop.
- Furniture Store.
- Gift Shop.

- Grocery or supermarket.
- Hardware store.
- Hotel or motel.
- Interior decorating store.
- Jewelry shop.
- Key shop.
- Leather Store and/or Leather Goods Store.
- Locksmith.
- Medical Marijuana Dispensary, as allowed by state law.
- Music, Radio, Electronics, Telephone, or Television Store.
- Outdoor Patio.
- Painting and decorating shop.
- Pet shop/or Small Animal Hospital.
- Pharmacy.
- Photographer's studio.
- Restaurant/Bar/Lounge/Tavern.
- Retail Shops or Stores.
- Retail spirits store/Liquor store.
- Spa or Similar Establishment.
- Smoke, Tobacco, Vape, or Similar Shop.
- Self-service laundry.
- Sewing machine sales.
- Sporting goods sales.
- Shoe store or repair shop.
- Sign Store/Printing Store.
- T-Shirt Printing or Similar Sales or Services.
- Tanning Spa or Tanning Establishment.
- Tailor shop.
- Theater (excluding drive-in theaters), Bowling Alley, Arcade, or Similar Establishments, including those that sell alcoholic beverages in compliance with state law.
- Tier I Medical Marijuana Processor, as allowed by state law.
- Tier II Medical Marijuana Processor, as allowed by state law.
- Toy store.

Allowable Industrial Uses:

- Self-Storage/Personal Storage.
- Warehouse buildings and warehouse uses.
- Automobile sales and service, but not including automobile or machinery wrecking establishments or junk yards.
- Boat sales and service.

- Building materials sales yard, including the sale of rock, sand, gravel, and cement and the like as an incidental part of the main business. This shall not be construed as permitting a cement batch plant or transit mix plant.
- Contractor's equipment storage yard or yard for rental equipment of a type commonly used by contractors.
- Farm machinery or contractor's machinery storage yard.
- Mobile home and camper sales.
- Public utility service company yard or electric receiving or transforming station.
- Truck and farm implement sales and service.
- Truck terminal.
- Veterinary hospital.
- Kennel.
- Trade schools and schools for vocational training.
- Medical buildings and medical uses.

EXHIBIT D

Preliminary Plat Full Size Documents Submitted to City Staff

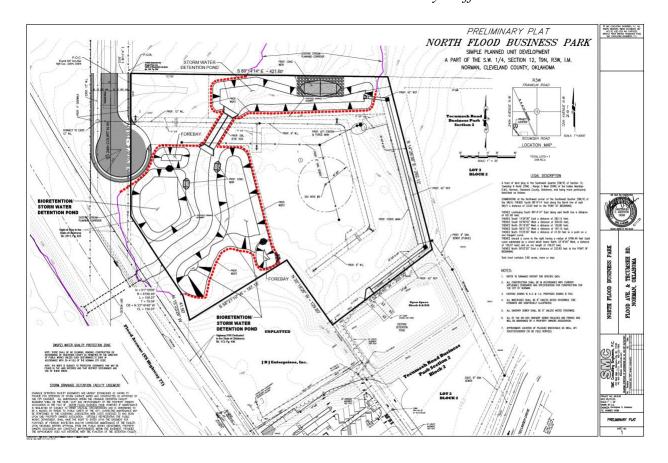
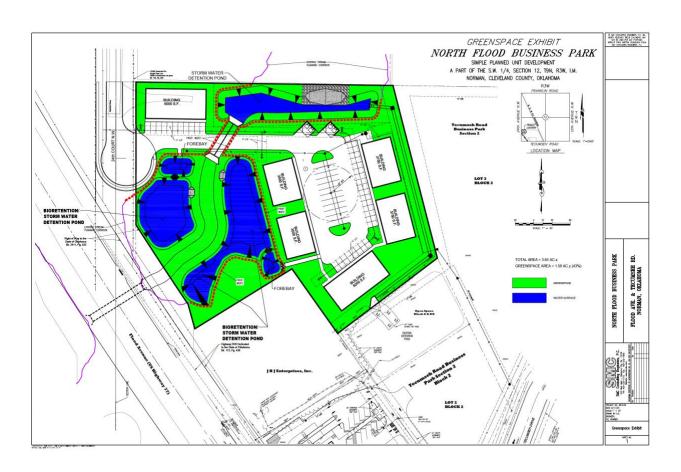


EXHIBIT E Greenspace Plan Full Size Documents Submitted to City Staff





City of Norman Predevelopment

April 24, 2025

Applicant: Power Homes, LLC

Project Location: North of W Tecumseh Road on N Flood Avenue

Case Number: PD25-12

<u>Time:</u> 5:30 PM

Applicant/Representative:

Rieger Sadler Joyce

Attendees:

David Armstrong

City Staff

Destiny Andrews, Planner II Ken Danner, Subdivision Development Manager Beth Muckala, Assistant City Attorney

Application Summary:

Rezoning from A-2, Rural Agricultural District, to PUD, Planned Unit Development, with intentions to construct a six building business park.

Neighbor's Comments/Concerns/Responses

Questions about the project centered on concerns about building materials.

A neighboring property owner stated their PUD guidelines do not allow for metal buildings and that they hope this project won't either.

Onsite drainage and Water Quality Protection Zones (WQPZ) were also discussed.

The meeting ended at 5:44 PM with no further concerns.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/14/2025

REQUESTER: Power Homes, LLC

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-4: 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 THE SOUTHWEST QUARTER (SW/4) OF SECTION 12, TOWNSHIP 9 NORTH (T9N), RANGE 3 WEST (R3W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND I-2, HEAVY INDUSTRIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NORTH OF W.

TECUMSEH ROAD ON N. FLOOD AVENUE)

APPLICANT/REPRESENTATIVE Power Homes, LLC

LOCATION Located north of W. Tecumseh Road on N.

Flood Avenue

WARD 8

CORE AREA No

EXISTING ZONING A-2, Rural Agricultural District and I-2, Heavy

Industrial District

EXISTING LAND USE Job Center

PROPOSED ZONINGSPUD, Simple Planned Unit Development

District

PROPOSED LAND USE No Change

REQUESTED ACTIONA-2, Rural Agricultural District, and I-2,

Heavy Industrial District, to a SPUD, Simple

Planned Unit Development

BACKGROUND: The subject property covers approximately 2.75 acres of land. The applicant is requesting a rezoning from A-2, Rural Agricultural District, and I-2, Heavy Industrial District, to a SPUD, Simple Planned Unit Development. The property will be developed as a mixed-use development, featuring commercial and industrial uses. A complete list of allowable uses can be found within the attached SPUD Narrative as Exhibit C.

PROCEDURAL REQUIREMENTS:

PRE-DEVELOPMENT: PD25-12 April 24, 2025

Questions about the development centered on concerns about building materials. A neighboring property owner stated their PUD guidelines do not allow for metal buildings, and they hope this development won't either. Onsite drainage and Water Quality Protection Zones (WQPZ) were also discussed.

BOARD OF PARKS COMMISSIONERS:

This development does not include residential development and does not require a trail easement. As such, the development is not required to go before the Board of Parks Commissioners.

ZONING ORDINANCE CITATION:

36-510 SPUD, SIMPLE PLANNED UNIT DEVELOPMENTS

1. General Description. The Simple Planned Unit Development referred to as SPUD, is a special zoning district that provides an alternate approach to the conventional land use controls 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 developments.

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 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.

STAFF ANALYSIS: The development site is vacant; there is an abandoned building located on the tract to the south and a single-family dwelling located on a tract to the north. The proposed development will be like the recent developments seen in the surrounding area. The proposed development will bring in a larger volume of traffic than the subject property currently generates because the site is vacant.

The following information is outlined in the SPUD Narrative:

USE: The property will be developed as a mixed-use development, featuring a variety of uses including commercial and industrial uses. A complete list of the allowable uses can be found within the attached SPUD Narrative as Exhibit C.

AREA REGULATIONS: Buildings within this development will not have a required front, side, or rear setback. However, no building may encroach upon any public easements or rights-of-way.

TRAFFIC ACCESS, CIRCULATION, PARKING AND SIDEWALKS: One access point from 24th Court NW is proposed; this leads to an interior private drive providing access to each building. Parking will be provided as shown on the Site Development Plan found in the SPUD Narrative as Exhibit B. Sidewalks will be provided along the public street.

SIGNAGE: All signage will be constructed in accordance with the City of Norman sign regulations, as amended from time to time, under Section 28-505, Commercial Zone Sign Standards.

LIGHTING: The Property shall comply with Section 36-549, Commercial Outdoor Lighting Standards, as amended from time to time.

SANITATION/UTILITIES: Trash dumpsters will be located as depicted on the Site Development Plan or in locations approved by City sanitation services.

LANDSCAPING / FENCING/WALLS: Landscaping will be installed in accordance with the City of Norman landscaping regulations as amended from time to time, under Section 36-551, Landscaping Requirements for Off-Street Parking Facilities. Fencing is not required but may be installed.

SITE PLAN: The Site Development Plan proposes six new buildings with parking provided internally. The site was designed in order to follow requirements for both a plugged oil well and the Water Quality Protection Zone (WQPZ).

EXTERIOR MATERIALS: The exterior of the buildings within the development may be constructed of brick, stone, synthetic stone, wood, glass, high impact quality stucco or EIFS, masonry, metal accents, and/or metal exteriors with aggregate, sandblasted or textured coating finish. The applicant may file restrictive covenants against the property to more narrowly tailor architectural review within the development.

OPEN SPACE: A minimum of 20 percent (20%) of the Property will be preserved as open space. These areas of open space are depicted on the Green Space Site Plan found in the SPUD Narrative as Exhibit E

HEIGHT: The SPUD Narrative states there are no height limits for buildings in the development.

ALTERNATIVES/ISSUES:

IMPACTS: The SPUD Narrative proposes a mix of commercial and industrial uses that will be housed in six large buildings. The uses proposed in this SPUD align with other developments in the surrounding area. Engineered drainage solutions were required of the applicant because a large portion of the development site is located within the WQPZ.

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.

ENGINEERING:

Please see attached report from Engineering regarding the preliminary plat.

TRANSPORTATION ENGINEER:

Please see attached report from the Transportation Engineer.

UTILITIES:

At building permit stage, turning movements showing sanitation truck ingress/egress will be necessary to determine if slight orientation modifications would be required.

CONCLUSION: Staff forwards this request for rezoning from A-2, Rural Agricultural District, and I-2, Heavy Industrial District, to a SPUD, Simple Planned Unit Development, and Ordinance O-2526-4, to the Planning Commission for consideration and recommendation to City Council.

NON-CONSENT ITEMS

North Flood Business Park Rezoning & Preliminary Plat

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-4: 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 THE SOUTHWEST QUARTER (SW/4) OF SECTION 12, TOWNSHIP 9 NORTH (T9N), RANGE 3 WEST (R3W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND I-2, HEAVY INDUSTRIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NORTH OF W. TECUMSEH ROAD ON N. FLOOD AVENUE)

ITEMS SUBMITTED FOR THE RECORD

- 1. Staff Report
- 2. Location Map
- 3. SPUD Narrative
- 4. Preliminary Site Development Plan
- 5. Preliminary Plat
- 6. Greenspace Exhibit
- <u>5.</u> CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-3: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY POWER HOMES, LLC. (SMC CONSULTING ENGINEERS, PC.) FOR NORTH FLOOD BUSINESS PARK, A SIMPLE PLANNED UNIT DEVELOPMENT, FOR 3.65 ACRES OF PROPERTY GENERALLY LOCATED NORTH OF W. TECUMSEH ROAD ON N. FLOOD AVENUE.

ITEMS SUBMITTED FOR THE RECORD

- 1. Staff Report
- 2. Location Map
- 3. Pre-Development Summary
- 4. Preliminary Plat
- 5. Preliminary Site Development Plan
- 6. Greenspace Exhibit
- 7. Preliminary Grading Plan
- 8. Tree Preservation Exhibit

Staff Presentation

Justin Fish, Planner I, presented the staff report.

Commissioner Jablonski inquired about height requirements for the proposed buildings.

Gunner Joyce, representative of the applicant, explained the property is located near the airport, and building heights are regulated by the Federal Aviation Administration (FAA).

Applicant Presentation

Gunner Joyce, representative of the applicant, provided an overview of the proposed project. He noted that he had spoken with an adjacent property owner who expressed concerns about the exterior materials of the buildings.

Public Comment

There were no public comments.

Planning Commission Discussion

The Commissioners discussed incorporating language into the project narrative to require that at least 80% of the exterior materials consist of masonry.

Commissioner Jablonski proposed a friendly amendment to include this condition as part of approval.

Motion by Commissioner Parker to recommend approval of Ordinance O-2526-4, and seconded by Commissioner Griffith. Commissioner Jablonski proposed a friendly amendment to include a condition to recommend narrative language requiring 80% masonry exterior materials, as well as PP-2526-3. The friendly amendment was accepted by Commissioner Parker and seconded by Commissioner Griffth.

The motion passed unanimously with a vote of 8-0.

File Attachments for Item:

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-5 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 THE EAST HALF (E/2) OF SECTION NINE (9) AND THE WEST HALF OF SECTION TEN (10), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF THE INTERSECTION OF CLASSEN BOULEVARD AND CEDAR LANE ROAD)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: St. James Park, LLC

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-5 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 THE EAST HALF (E/2) OF SECTION NINE (9) AND THE WEST HALF OF SECTION TEN (10), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE SAME IN A PUD, PLANNED DEVELOPMENT: AND **PROVIDING** FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF THE INTERSECTION OF CLASSEN BOULEVARD AND CEDAR LANE

ROAD)

APPLICANT/REPRESENTATIVE St. James Park, LLC

LOCATION Near the northeast corner of the intersection

of Classen Boulevard and East Cedar Lane

Road

WARD 5

CORE AREA No

EXISTING ZONINGR-1, Single-Family Dwelling District

EXISTING LAND USE DESIGNATION Urban Low

CHARACTER AREA Suburban

PROPOSED ZONINGPUD, Planned Unit Development

PROPOSED LAND USE No Change

REQUESTED ACTION

R-1, Single-Family Dwelling District, to a PUD, Planned Unit Development

EXISTING CONDITIONS

SIZE OF SITE

95.08 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning	R-1	R-1	R-1 & PUD	C-2 & PUD	R-1, PL, RM-6, & RO
Land Use	Urban Low	Urban Low & Urban Living Center	Urban Low	Commercial & Urban High	Urban Living Center
Current Use	Vacant	Residential & Vacant	Residential & Vacant	Commercial & Residential	Residential

ZONING DESIGNATION

R-1, Single-Family Dwelling District

This residential district is intended for single-family detached development, including accessory dwelling units and other accessory structures. Other uses compatible with single-family residential development are also allowed. Developments in this zoning district should have access to City services and be located in the urbanized area.

LAND USE DESIGNATION

An efficient, walkable pattern of lower-density urban development. Moderate to high building spacing and separation of uses, with further distances between destinations and fewer shared amenities.

• Low-intensity areas will be predominately residential over non-residential uses at compatible densities and scales.

Urban Low

• Gross densities in any single development should.

CHARACTER AREA DESIGNATION

Suburban Neighborhood Areas

Suburban Neighborhood Areas are where suburban residential subdivision development have occurred or are likely to occur (due to availability of water and sewer service). This area is characterized by low pedestrian orientation, existing but largely inconvenient public transit access, high to moderate degree of building and use separation, predominantly residential with scattered civic buildings and varied street patterns, often curvilinear.

In the future, the neighborhoods with good trail access and connections to surrounding services will likely continue to be highly attractive neighborhoods. Future development should elevate connectivity and traditional neighborhood design (TND).

PROCEDURAL REQUIREMENTS

PRE-DEVELOPMENT PD25-18 July 24, 2025

Resident inquired as to the size of home proposed to be constructed for the site. The applicant representative explained the details of the proposed development are not known at this time. A question was asked regarding proposed drainage in this area. The applicant responded they are expanding the existing off site detention pond and adding flumes to the development site. The applicant representative further explained the site will be required to meet the City of Norman's Engineering & Design Criteria. Lastly, the attending neighbors asked questions regarding street connections and if there would be cut through traffic. The applicant representative stated the proposed development will feature smaller streets and an indirect connection to 24th Ave SE. The applicant representative stated the proposed development would have street connections to several existing streets in the South Lake Addition and St. James Park Section 5. There will also be two access points into the site off East Cedar Lane Road. One entering Area 1 of the development and one entering Area 2 of the development.

BOARD OF PARKS COMMISSIONERS

August 7, 2025

The Board unanimously approved (7/0) renewing the public parkland decision for this development, with an increase in land requirement located adjacent to the existing parkland along Southlake Boulevard.

SUMMARY OF APPLICATION:

USE:

The Property will be developed as a residential development that mirrors the uses found in the R-1 Single-Family Dwelling District, but with the allowance for lots of varying sizes that normally would not be permissible under standard R-1 zoning. A complete list of the allowable uses can be found within the attached PUD Narrative as Exhibit D.

AREA REGULATIONS:

The development is divided into two areas, each of which will comply with different Area Regulations. Area 1 is comprised of larger lots and will have a required 25-foot front yard setback, a 5-foot side yard setback, and a 10-foot rear yard setback. Additionally, these lots will have a minimum size of 6,000 square feet, a minimum width of 40 feet, and a maximum impervious coverage limit of 75% of the total lot area.

Area 2 is comprised of smaller lots. These lots have the same setback requirements as found in Area 1 but will have a minimum lot width of 30 feet at the front setback line and a minimum lot size of 3.500 square feet.

The PUD Narrative states there is a maximum building height of two stories, however, buildings in Area 1 may be constructed at three stories if the side yards are increased by an additional 5 feet.

OPEN SPACE:

Approximately 2.35 acres of the Property will be preserved as open space. These areas of open space are depicted on the Green Space Site Plan found in the PUD Narrative as Exhibit E. In addition to the open space included in this development, residents will have access to the open space of the connected St. James Park neighborhood.

TRAFFIC ACCESS, CIRCULATION, PARKING AND SIDEWALKS:

There are two proposed access points to the development site off East Cedar Lane Road. This access point uses the existing private road that connects the property to 24th Ave NW. Parking may be featured as part of some common space amenities. Sidewalks and trails will be provided as shown on the Preliminary Site Development Plan found in the PUD Narrative as Exhibit B.

LANDSCAPING / FENCING/WALLS:

Landscaping will be installed in accordance with the City of Norman landscaping regulations as amended from time to time, under Section 36-551, Landscaping Requirements for Off-Street Parking Facilities.

SIGNAGE:

All signage will be constructed in accordance with the City of Norman sign regulations, as amended from time to time, under Section 28-508, Low Density Residential Zone Sign Standards.

NEAREST PUBLIC PARK:

The nearest park to the proposed development site is South Lakes Park. This park will be accessible through a street connection shown on the Preliminary Plat attached to the PUD Narrative as Exhibit C. The proposed street connection would join the development on the south side to South Lake Boulevard.

REVIEW COMMENTS

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*) indicates that the agency, department, and/or division responded with adverse comments.

CITY DEPARTMENTS

- 1. Fire Department
- 2. Building Permitting Review
- 3. Public Works/Engineering
- 4. Transportation Engineer
- 5. Planning
- 6. Utilities

COMMENTS, BY DEPARTMENT/AGENCY

Items italicized and blue in these sections represent City Staff analysis.

A.1. FIRE DEPARTMENT

Items regarding fire hydrants and fire code will be considered at the building permit stage.

A.2. BUILDING REVIEW

Items regarding building code will be considered at the building permit stage.

A.3. PUBLIC WORKS/ENGINEERING

Please see attached report from Engineering regarding the proposed Preliminary Plat.

A.4. TRANSPORTATION ENGINEER

Please see the attached report from the Transportation Engineer.

A.5. PLANNING

i. ZONING CODE CONSIDERATIONS

i. Purpose – PUD, Planned Unit Development

- i. 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:
 - 1. A maximum choice in the types of environment and living units available to the public.
 - 2. 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.
 - 3. Maximum enhancement and minimal disruption of existing natural features and amenities.
 - 4. 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.
 - 5. More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
 - 6. 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

The applicant is seeking a change in zoning districts to allow for a single-family development with lots of varying sizes. The current zoning of R-1 requires a minimum lot width of 50' and a minimum lot size of 6,000 square feet. While the development proposes lots that meet or exceed these width requirements, it also proposes lots that do not.

ii. Uses Permitted

The Property will be developed as residential development, featuring a variety of lot sizes. The uses within the development mirror those found within the R-1 District. A complete list of the allowable uses for the Property can be found within the attached PUD Narrative as EXHIBIT D.

This PUD proposes uses similar to those found within the R-1 District.

iii. Area Regulations

- 1. Lots within Areas 1 and 2 of the development will have a 25-foot front yard, a 5-foot side yard, and a 10-foot rear yard building setback
- 2. Lots within Area 1 of the development have a minimum width of 40 feet. Lots within Area 2 of the development have a minimum width of 30 feet.
- 3. Lots in Area 1 of the development will have a minimum lots size of 6,000 square feet, while lots in Area 2 of the development will have a minimum lot size of 3,500 square feet.

The Area Regulations for this development mirror those found in the R-1, Single-Family Dwelling District. Where this development deviates from the R-1 District are the required minimum lot widths, required minimum lot size square footage and the required rear yard setback.

iv. Height Regulations

- 1. In Area 1 of the development the maximum building height shall be two stories. A building three stories in height may be constructed if the side yards are increased an additional five feet
- 2. In Area 2 of the development the maximum building height shall be two stories.

The building height requirements for the proposed development are **consistent** with current zoning district regulations for R-1, Single-Family Dwelling District.

COMPREHENSIVE PLAN CONSIDERATIONS

Character Area Policies

i. General Policies

Residential Policies

- 1. New residential development should blend with existing housing, incorporating tools such as buffering requirements and right-sized public spaces as defined in land use categories.
- 2. Accommodate a variety of housing styles, sizes, densities, and price points to suit diverse housing needs.
- New residential development should use a variety of techniques to avoid the appearance of identical homes, increasing vibrancy and diversity in the built environment.

The proposed development is **consistent** with General Residential Policies in that development will feature various lot sizes and Accessory Dwelling Units.

ii. Character Area Policies - Suburban Neighborhood Areas

- 1. Infrastructure extensions should occur incrementally, and new developments must connect to City water and sewer, which may require extension of lines.
- 2. Protect drainageways in accordance with WQPZ ordinance within new development and expand their use for public trail access.
 - a. Treat water quality volume from runoff for volume recommended in stormwater master plan and in accordance with EDC Section 7000.
 - b. The open spaces created around drainageways should be connected when feasible to create wildlife corridors.
- 3. Reduce the impact of higher intensity uses to adjacent lower intensity uses with screening and landscaping. Native landscaping is encouraged.
 - a. Prioritize preservation of existing mature street trees.
- Promote a mix of housing types, including accessory dwelling units, and new, welldesigned similarly scaled multi-unit residences to increase neighborhood density and income diversity.
 - a. Priority for higher density, mixed-income, and affordable housing opportunities should be assigned to locations with multi-modal transportation access and capacity.
 - b. Based on associated Land Use, housing typologies of all intensity levels are appropriate within the Suburban Character area.

5. Encourage:

- a. More mixing of uses, including neighborhood services, job centers, and residential uses of similar intensities.
- b. Retrofitting existing commercial and retail strip development in areas that are likely to undergo renovation or potential demolition in the life of this plan.
- c. Civic, cultural uses, entertainment establishments that will promote community interaction and public open space.
- 6. As streets move further from the center of the Core Neighborhood Character Area and parcel sizes and development patterns work against pedestrian circulation, focus should shift to vehicular safety, corridor appearance and traffic speeds while still providing basic access and safety for pedestrians and bicyclists. Transportation accommodations should:
 - a. Ensure interconnectivity between developments for local and collector streets.
 - b. Provide access to trails with all new development, when feasible to integrate trail plans outlined in the Transportation and Park Master Plans into developments.
 - c. Connect streets between land uses and include complete street approaches for undeveloped sites.
 - d. Use the most recent Transportation Master Plan to fill pedestrian system gaps along streets, to trails, and within developments.
 - e. Encourage network of multi-modal transportation options to neighborhood centers and local mixed-use developments.

The proposed development is consistent with the Suburban Neighborhood Area policies because the development includes Assessory Dwelling Units, a higher density residential area, the ability to connect to existing City utilities and connects to existing streets.

iii. Land Use Development Policies

i. Description and Context - Urban Low (UL)

- 1. An efficient, walkable pattern of lower-density urban development. Moderate to high building spacing and separation of uses, with further distances between destinations and fewer shared amenities.
 - a. Low-intensity areas will be predominately residential over non-residential uses at compatible densities and scales.
 - Gross densities in any single development should be greater than 3 units per acre.

The proposed development is **consistent** with the Urban Low Land Use policy. The development will have a gross density of 3.9 units per acre and is entirely residential.

ii. Building Types - New Development

- 1. Varied types of residential structures
 - Emphasis on single-unit detached and attached residential developments, including small-, standard, and large-lot single-unit detached, duplexes, and townhomes.
- 2. Attached housing may transition to higher intensities along collector and arterial streets, or adjacent to higher intensity uses.
 - a. Attached housing may be allowed throughout a development to create variety.
 - b. Higher intensity multi-unit residential housing would be allowed when parcels are located along and with direct access to an arterial street
- 3. 2 or 3 story commercial and higher density residential on arterials with linted parking areas

The proposed development is comprised entirely of single-family dwellings on lots of varying sizes and is **consistent** with the Land Use policies.

iii. Site Design

- 1. It is critical that these locations take every opportunity to improve connectivity and help mitigate missing connections to nearby developed areas in order to strengthen neighborhood connectivity.
- 2. The variety and diversity of housing stock should be improved as should the functionality of these areas, such as extensive street and sidewalk connections, a wider variety of lot sizes, and integration of and access to open spaces and other nearby activities should be incorporated into the design of new areas

The Site Development Plan attached to the PUD Narrative as Exhibit B shows several street connections from the proposed development to the existing streets of the nearby neighborhoods of South Lake and St. James Park. These connections to existing streets strengthen neighborhood connectivity. The development also proposes a variety of lot sizes. For these reasons the proposed development is **consistent** with the Land Use policies.

iv. Transportation

Existing: The type and arrangement of streets means that almost all trips require a
private vehicle to use at least one arterial road. Some of these areas have connections,
or potential connections, to the regional trail network. Few of these areas have easy
access to transit at this time.

2. Projected: A highly connected multi-modal network is required to support the current and future needs of these important areas. Improving access for pedestrians and bicyclists will be a priority, including modernizing multi-modal infrastructure

The proposed development is **consistent** with the Land Use policy because it provides access to bicycle lanes along East Cedar Lane Road, connections to neighboring communities, and access to the nearby commercial uses.

v. Utility Access

 A full range of utilities should be available. If services are not already in place, they must be extended by the developer during the platting process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility systems.

The proposed development is **consistent** with the Land Use policies as it has existing water access and the ability to expand nearby sewer services.

vi. Public Space

1. This UL Land Use supports a variety of public spaces including parks of various sizes, regional trails, natural areas including wildlife corridor, and walking paths.

Approximately 2.35 acres of the development will be preserved as open space. Proposed open space is shown on the Open Space Plan found in the PUD Narrative as Exhibit E. These open spaces may include amenities such as trails and sidewalks. For this reason, the development is **consistent** with Land Use policies.

vii. Locational Criteria

- 1. Low intensity residential uses shall be adequately buffered or spaced from intensities posing adverse effects including noise, odors, air and light pollution, and heavy traffic.
- Lower intensity residential uses are not appropriate along arterial streets and should be located behind higher intensity residential, commercial, or mixed-use developments along arterial streets.
- 3. Non-residential development is appropriate along arterial and collector streets, primarily at intersections.
- 4. Urban Low is most compatible adjacent to: UM, RR, AR, UR, LCC, TOD, and OP.
- 5. Urban Low is least compatible adjacent to: ULC, CBD, and C and requires additional buffering from uses that generate more noise, odors, air and light pollution, and heavy traffic.

The development is **inconsistent** with the Locational Criteria for the Urban Low Land Use policy because the development proposes lower-intensity residential uses along East Cedar Lane Road, which is an arterial street.

iv. Neighborhood and/or Special Area Plans

This location is not within a Neighborhood or Special Planning Area.

A.6. UTILITIES

i. AIM NORMAN PLAN CONFORMANCE

Proposed development is in accordance with AIM Water and Wastewater Utility Master Plans.

ii. SOLID WASTE MANAGEMENT

Proposed development meets requirements for City streets and provides access for solid waste and recycling services.

iii. WATER/WASTEWATER QUALITY

i. Water Availability

Adequate capacity within the water system exists to serve the proposed development.

ii. Wastewater Availability

Adequate capacity within the wastewater system exists to serve the proposed development.

ALTERNATIVES/ISSUES:

IMPACTS: The development site is vacant and surrounded by residential uses to the north, east, and west. Commercial uses are located to the south of the development site across East Cedar Lane Road. The proposed development will bring in a larger volume of traffic than the subject property currently experiences because the subject property is vacant. The PUD Narrative proposes a single-family development with varying lot sizes split into two Development Areas, which are shown on Exhibit B of the PUD Narrative.

The proposed development is consistent with the AIM Norman Comprehensive Plan because it proposes a single-family development featuring a variety of lot sizes, connections to existing neighborhoods, and access to existing City utilities. The development is not consistent with the Locational Criteria for the Urban Low Land Use policy because it proposes lower-intensity residential uses along East Cedar Lane Road, which is an arterial street

CONCLUSION: Staff forwards this request for rezoning from R-1, Single-Family Dwelling District, to a PUD, Planned Unit Development, and Ordinance O-2526-5, for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of August 14, 2025, the Planning Commission recommended approval of Ordinance O-2526-5 by a vote of 8-0.

O-2526-5

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 THE EAST HALF (E/2) OF SECTION NINE (9) AND THE WEST HALF OF SECTION TEN (10), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND FOR SEVERABILITY PROVIDING THE THEREOF. (GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF THE INTERSECTION OF CLASSEN BOULEVARD AND CEDAR LANE ROAD)

- § 1. WHEREAS, St. James Park, LLC, the owners of the hereinafter described property, have made application to have the subject property removed from the R-1, Single-Family Dwelling District and placed in a PUD, Planned Unit Development; 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 August 14, 2025 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 R-1, Single-Family Dwelling District and place the same in a PUD, Planned Unit Development, to wit:

A tract of land situate within the East Half (E/2) of Section Nine (9) and the West Half of Section Ten (10), Township Eight North (T8N), Range Two West (R2W) of the Indian Meridian, Norman, Cleveland County, Oklahoma; being more particularly described by metes and bounds as follows:

Beginning at the Southeast corner of the Southeast Quarter (SE/4) of said Section 9; thence

S89°06'32"W along the South line of said SE/4 a distance of 1600.39 feet; thence

N00°53'11"W a distance of 215.00 feet; thence

S89°06'50"W a distance of 6.73 feet: thence

N00°53'10"W a distance of 115.00 feet; thence

S89°07'32"W a distance of 31.40 feet; thence

N00°53'10"W a distance of 114.94 feet to a point on a non-tangent curve to the right; thence

4.78 feet along the arc of said curve having a radius of 185.48 feet, subtended by a chord of 4.78 feet which bears N88°22'32"E; thence

N89°06'50"E a distance of 20.51 feet; thence

N00°53'10"W a distance of 165.00 feet: thence

N89°06'50"E a distance of 616.61 feet; thence

N00°05'20"W a distance of 8.16 feet; thence

N89°54'40"E a distance of 115.00 feet; thence

N00°05'20"W a distance of 362.05 feet; thence

N31°32'12"E a distance of 87.67 feet to a point on a non-tangent curve to the right; thence

29.96 feet along the arc of said curve having a radius of 466.62 feet, subtended by a chord of 29.95 feet which bears N56°34'41"W; thence N35°25'06"E a distance of 115.05 feet to a point on a non-tangent curve to the right; thence

145.19 feet along the arc of said curve having a radius of 328.49 feet, subtended by a chord of 144.01 feet which bears N41°58'13"W, to a point; thence

N29°19'06"W a distance of 466.34 feet; thence

S71°19'15"W a distance of 389.78 feet; thence

N18°43'45"W a distance of 134.68 feet; thence

N18°43'45"W a distance of 169.99 feet to a point of curvature to the left: thence

149.70 feet along the arc of said curve having a radius of 970.99 feet, subtended by a chord of 149.55 feet which bears N23°08'45"W; thence N27°35'13"W a distance of 490.87 feet; thence

N27°36'45"W a distance of 128.24 feet to a point of curvature to the right; thence

525.67 feet along the arc of said curve having a radius of 730.79 feet, subtended by a chord of 514.41 feet which bears N07°00'20"W; thence

S78°21'28"E a distance of 24.89 feet; thence

N88°40'25"E a distance of 436.43 feet; thence

S27°34'08"E a distance of 514.32 feet; thence

N62°25'23"E a distance of 133.73 feet; thence

S27°34'37"E a distance of 11.87 feet; thence

N62°25'23"E a distance of 160.81 feet; thence

S27°34'37"E a distance of 32.90 feet; thence S27°35'18"E a distance of 250.21 feet; thence S62°24'42"W a distance of 201.88 feet; thence S27°04'21"E a distance of 174.48 feet; thence N62°55'39"E a distance of 23.10 feet; thence

\$72°04'21"E a distance of 35.36 feet; thence

\$27°04'21"E a distance of 185.00 feet; thence

S17°55'39"W a distance of 35.36 feet; thence

S23°43'34"E a distance of 60.10 feet; thence

S27°04'21"E a distance of 117.70 feet; thence

N62°55'39"E a distance of 334.38 feet to a point on a non-tangent curve to the right; thence

31.39 feet along the arc of said curve having a radius of 505.00 feet, subtended by a chord of 31.38 feet which bears N08°03'03"W; thence

N89°57'16"E a distance of 50.33 feet; thence

N42°16'17"E a distance of 33.67 feet; thence

S87°19'43"E a distance of 106.06 feet; thence

S00°01'42"E a distance of 73.38 feet; thence

S29°22'57"E a distance of 406.65 feet; thence

N89°53'52"E a distance of 74.40 feet to a point on a non-tangent curve to the right; thence

67.04 feet along the arc of said curve having a radius of 700.00 feet, subtended by a chord of 67.01 feet which bears S08°03'01"W; thence S10°47'38"W a distance of 31.92 feet to a point of curvature to the left; thence

140.52 feet along the arc of said curve having a radius of 799.97 feet, subtended by a chord of 140.34 feet which bears S05°45'42"W, to a point; thence

S45°38'22"W a distance of 7.06 feet; thence

S00°05'57"E a distance of 70.00 feet; thence

S45°48'10"E a distance of 35.83 feet to a point on a non-tangent curve to the right; thence

9.05 feet along the arc of said curve having a radius of 780.00 feet, subtended by a chord of 9.05 feet which bears S02°49'57"E; thence

N86°50'07"E a distance of 60.00 feet; thence

N44°38'30"E a distance of 34.22 feet; thence

S88°32'48"E a distance of 91.24 feet; thence

S46°40'41"E a distance of 37.23 feet; thence

N83°08'38"E a distance of 50.00 feet; thence

S06°48'41"E a distance of 87.33 feet; thence

N89°32'09"E a distance of 551.21 feet; thence N00°27'51"W a distance of 39.97 feet; thence

N89°32'09"E a distance of 338.63 feet to a point on a non-tangent curve to the left; thence

23.63 feet along the arc of said curve having a radius of 53.00 feet, subtended by a chord of 23.44 feet which bears \$18°40'59"E; thence

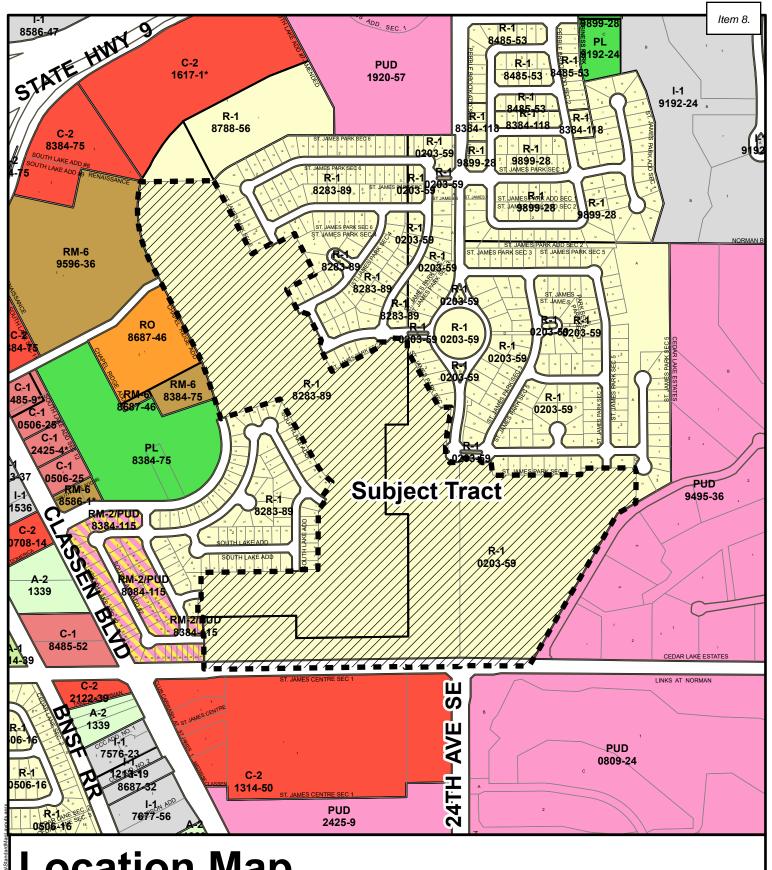
Ordinance No. O-2526-5 Page 4

S00°30'08"W a distance of 198.07 feet; thence S59°58'26"W a distance of 120.87 feet; thence S29°58'26"W a distance of 1048.75 feet; thence S29°58'26"W a distance of 57.51 feet to a point on the South line of the Southwest Quarter (SW/4) of said Section 10; thence N89°37'25"W along said South line a distance of 436.32 feet to the POINT OF BEGINNING.

Said tract contains 4,141,537 Sq Ft or 95.08 Acres, more or less.

- § 5. Further, pursuant to the provisions of Section 36-509 of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:
 - a. The site shall be developed in accordance with the PUD Narrative, Site Development Plan, and supporting documentation, which are made a part hereof.
- § 6. <u>Severability</u>. 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
	,2025.		,2025.
(Mayor)		(Mayor)	
ATTEST:			
(City Clerk)			



Location Map

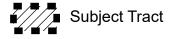


Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



July 9, 2025





St. James Park

A PLANNED UNIT DEVELOPMENT NORMAN, OKLAHOMA

APPLICANT:

St. James Park, L.L.C.

APPLICATION FOR:

PLANNED UNIT DEVELOPMENT PRELIMINARY PLAT

Submitted July 1, 2025 Revised August 8, 2025

PREPARED BY:

RIEGER SADLER JOYCE LLC 136 Thompson Drive Norman, Oklahoma 73069

TABLE OF CONTENTS

I. INTRODUCTION

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. Miscellaneous Development Criteria

EXHIBITS

- A. Legal Description of the Property
- B. Preliminary Site Development Plan & Typical Lot Layouts
- C. Preliminary Plat
- D. Allowable Uses
- E. Green Space Exhibit

I. <u>INTRODUCTION</u>

St. James Park, L.L.C. (the "**Applicant**") seeks to rezone a tract of property, containing approximately 95.08 acres, located in Ward 5 of the City of Norman. More particularly, the site is located north of East Cedar Lane Road, generally located a short distance east of the Northeast corner of the intersection of S. Classen Boulevard and E. Cedar Lane Road, more particularly described on the attached **Exhibit A** (the "**Property**").

The Applicant intends to use this Planned Unit Development ("**PUD**") to put forth the parameters for which the Property may be developed over time. The Property is currently zoned R-1, Single-Family Dwelling. This PUD will allow for the Property to develop as a single-family residential development featuring a variety of lot sizes.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property lies on the North side of East Cedar Lane Road, generally located near the Northeast corner of the intersection of Classen Boulevard and Cedar Lane Road.

B. Existing Land Use and Zoning

The Property is currently zoned R-1, Single-Family Dwelling.

The Southeast and Southwest corners of the Classen Boulevard and Cedar Lane Road intersection are zoned C-2, General Commercial. The Northwest corner of the same intersection is currently zoned C-1, Local Commercial. The Northeast corner of the same intersection is zoned RM-2, Two-Family Dwelling through a PUD Overlay. To the South of the Property is the Armstrong Bank Planned Unit Development and C-2, General Commercial.

The residential subdivision to the North of the Property is zoned R-1, Single-Family Dwelling, and the abutting properties to the East are zoned PUD, Planned Unit Development with Single-Family dwellings. The properties to the Southeast of the Property, across E. Cedar Lane Road, are zoned PUD, Planned Unit Development where multi-family residential dwellings are located.

C. Elevation and Topography

The Property consists of unimproved land and is generally flat.

D. Drainage

A drainage report has been provided by the Applicant to City Staff as part of the Preliminary Plat application. There are no floodplain or water quality protection zone (WQPZ) areas on the property.

D. Utility Services

The necessary utility services for this project are already located in close proximity to the Property. The Applicant shall extend such utility services 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 applicable City codes.

G. Traffic Circulation and Access

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

III. <u>DEVELOPMENT PLAN AND DESIGN CONCEPT</u>

The Property is planned to accommodate a single-family residential development. The Property shall be developed in general compliance with the preliminary site development plan, attached hereto, subject to final revisions or adjustments allowed by the City of Norman's PUD ordinance. The Exhibits attached hereto, and as submitted on behalf on the Applicant, are incorporated herein by reference and further depict the development criteria for the Property.

A. Uses Permitted:

The allowable uses for the Property shall mirror those uses that are allowed in the City of Norman's R-1, Single-Family Dwelling zoning district. A complete list of the allowable uses for the Property is attached as **Exhibit D**.

B. Area Regulations:

1. Area 1 – Single-Family District; Large Lots

The lots within Area 1, as depicted on the Site Development Plan, attached hereto as **Exhibit B**, shall comply with the following regulations:

Front Yard: The minimum depth of the front yard setback shall be twenty-five (25') feet. Each lot shall have a minimum width of forty feet (40') at the front setback line and shall abut the street for a minimum distance of thirty feet (30').

Side Yard: The minimum depth of the side yard setback shall be five (5') feet provided that roof overhangs shall be allowed to encroach upon the side yard setback by two (2') feet.

Rear Yard: The minimum depth of the rear yard setback shall be ten (10') feet.

Density and Lot Size: The maximum lot coverage for all structures, as well as impervious area, shall be no more than seventy-five percent (75%) of the total lot area. The minimum lot size shall be six thousand (6,000) square feet.

Height: The maximum building height shall be two stories, provided that a three-story building may be constructed if the side yards are increased an additional five (5') feet.

2. Area 2 – Single-Family District; Small Lots

The lots within Area 2, as depicted on the Site Development Plan, attached hereto as **Exhibit B**, shall comply with the following regulations:

Front Yard: The minimum depth of the front yard setback shall be twenty-five (25') feet. Each lot shall have a minimum width of thirty (30') feet at the front setback line and shall abut the street for a minimum distance of thirty feet (30').

Side Yard: The minimum depth of the side yard setback shall be five (5') feet provided that roof overhangs shall be allowed to encroach upon the side yard setback by two (2') feet.

Rear Yard: The minimum depth of the rear yard setback shall be ten (10') feet.

Density and Lot Size: The maximum lot coverage for all structures, as well as impervious area, shall be no more than seventy-five percent (75%) of the total lot area. The minimum lot size shall be three thousand five hundred (3,500) square feet.

Height: The maximum building height shall be two stories.

C. Miscellaneous Development Criteria

1. Site Plan

The Site Development Plan for the Property is concurrently submitted with this PUD and shall be incorporated herein as an integral part of the PUD. The development of the property shall be constructed as presented thereon, subject to final design development and changes allowed by the City of Norman's PUD Ordinance, as may be amended from time to time.

2. Open Space/Common Area

Approximately 2.35 acres of open space and green space areas are located throughout the Property, as shown on the Green Space Exhibit, attached hereto as **Exhibit E**. In addition to the common open space contained within this plat, residents will have access to the common areas and amenities of prior sections of the St. James neighborhood.

3. Signage

The entrance to the Property may contain entryway signage and associated walls, fences, and decorative features, in order to identify the addition. The signage may be lighted and landscaped with appropriate vegetation and planter boxes designed so as not to interfere with traffic sight lines. The maximum square footage shall comply with Chapter 28 of the City of Norman's Code of Ordinances for low density residential.

4. Traffic access/circulation/parking and sidewalks

Access to the Property shall be permitted in the manner depicted on the attached 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. Sidewalks will be required adjacent to all public and private streets within the Property. Vehicular maneuvering shall be permitted within the streets and/or rights-of-way, as some common area amenities may feature parallel or similar parking spaces.

5. Landscaping

Landscaping shall be provided in conformity to Section 36-551 of the City of Norman's Zoning Ordinance, as may be amended from time to time.

6. Phasing

It is anticipated that the Property will be developed in multiple phases. The actual timing and number of development phases will be determined by various factors outside of the Applicant's control, including, but not limited to, market demand and absorption rates.

EXHIBIT A

Legal Description of the Property

A tract of land situate within the East Half (E/2) of Section Nine (9) and the West Half of Section Ten (10), Township Eight North (T8N), Range Two West (R2W) of the Indian Meridian, Norman, Cleveland County, Oklahoma; being more particularly described by metes and bounds as follows:

Beginning at the Southeast corner of the Southeast Quarter (SE/4) of said Section 9; thence

S89°06'32"W along the South line of said SE/4 a distance of 1600.39 feet; thence

N00°53'11"W a distance of 215.00 feet; thence

S89°06'50"W a distance of 6.73 feet; thence

N00°53'10"W a distance of 115.00 feet; thence

S89°07'32"W a distance of 31.40 feet; thence

N00°53'10"W a distance of 114.94 feet to a point on a non-tangent curve to the right; thence

4.78 feet along the arc of said curve having a radius of 185.48 feet, subtended by a chord of 4.78

feet which bears N88°22'32"E; thence

N89°06'50"E a distance of 20.51 feet; thence

N00°53'10"W a distance of 165.00 feet; thence

N89°06'50"E a distance of 616.61 feet; thence

N00°05'20"W a distance of 8.16 feet; thence

N89°54'40"E a distance of 115.00 feet; thence

N00°05'20"W a distance of 362.05 feet; thence

N31°32'12"E a distance of 87.67 feet to a point on a non-tangent curve to the right; thence

29.96 feet along the arc of said curve having a radius of 466.62 feet, subtended by a chord of

29.95 feet which bears N56°34'41"W; thence

N35°25'06"E a distance of 115.05 feet to a point on a non-tangent curve to the right; thence

145.19 feet along the arc of said curve having a radius of 328.49 feet, subtended by a chord of

144.01 feet which bears N41°58'13"W, to a point; thence

N29°19'06"W a distance of 466.34 feet; thence

S71°19'15"W a distance of 389.78 feet; thence

N18°43'45"W a distance of 134.68 feet; thence

N18°43'45"W a distance of 169.99 feet to a point of curvature to the left; thence

149.70 feet along the arc of said curve having a radius of 970.99 feet, subtended by a chord of

149.55 feet which bears N23°08'45"W; thence

N27°35'13"W a distance of 490.87 feet: thence

N27°36'45"W a distance of 128.24 feet to a point of curvature to the right; thence

525.67 feet along the arc of said curve having a radius of 730.79 feet, subtended by a chord of

514.41 feet which bears N07°00'20"W; thence

S78°21'28"E a distance of 24.89 feet; thence

N88°40'25"E a distance of 436.43 feet: thence

S27°34'08"E a distance of 514.32 feet; thence

N62°25'23"E a distance of 133.73 feet: thence

S27°34'37"E a distance of 11.87 feet; thence

N62°25'23"E a distance of 160.81 feet; thence

S27°34'37"E a distance of 32.90 feet; thence

S27°35'18"E a distance of 250.21 feet: thence

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S62°24'42"W a distance of 201.88 feet; thence
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S27°04'21"E a distance of 174.48 feet; thence

N62°55'39"E a distance of 23.10 feet; thence

S72°04'21"E a distance of 35.36 feet; thence

S27°04'21"E a distance of 185.00 feet; thence

S17°55'39"W a distance of 35.36 feet; thence

S23°43'34"E a distance of 60.10 feet; thence

S27°04'21"E a distance of 117.70 feet; thence

N62°55'39"E a distance of 334.38 feet to a point on a non-tangent curve to the right; thence

31.39 feet along the arc of said curve having a radius of 505.00 feet, subtended by a chord of

31.38 feet which bears N08°03'03"W; thence

N89°57'16"E a distance of 50.33 feet; thence

N42°16'17"E a distance of 33.67 feet; thence

S87°19'43"E a distance of 106.06 feet; thence

S00°01'42"E a distance of 73.38 feet; thence

S29°22'57"E a distance of 406.65 feet; thence

N89°53'52"E a distance of 74.40 feet to a point on a non-tangent curve to the right; thence

67.04 feet along the arc of said curve having a radius of 700.00 feet, subtended by a chord of

67.01 feet which bears S08°03'01"W; thence

S10°47'38"W a distance of 31.92 feet to a point of curvature to the left; thence

140.52 feet along the arc of said curve having a radius of 799.97 feet, subtended by a chord of

140.34 feet which bears S05°45'42"W, to a point; thence

S45°38'22"W a distance of 7.06 feet; thence

S00°05'57"E a distance of 70.00 feet; thence

S45°48'10"E a distance of 35.83 feet to a point on a non-tangent curve to the right; thence

9.05 feet along the arc of said curve having a radius of 780.00 feet, subtended by a chord of 9.05

feet which bears S02°49'57"E: thence

N86°50'07"E a distance of 60.00 feet; thence

N44°38'30"E a distance of 34.22 feet; thence

S88°32'48"E a distance of 91.24 feet; thence

S46°40'41"E a distance of 37.23 feet; thence

N83°08'38"E a distance of 50.00 feet; thence

S06°48'41"E a distance of 87.33 feet; thence

N89°32'09"E a distance of 551.21 feet; thence

N00°27'51"W a distance of 39.97 feet; thence

N89°32'09"E a distance of 338.63 feet to a point on a non-tangent curve to the left; thence

23.63 feet along the arc of said curve having a radius of 53.00 feet, subtended by a chord of

23.44 feet which bears S18°40'59"E; thence

S00°30'08"W a distance of 198.07 feet; thence

S59°58'26"W a distance of 120.87 feet; thence

S29°58'26"W a distance of 1048.75 feet; thence

S29°58'26"W a distance of 57.51 feet to a point on the South line of the Southwest Quarter

(SW/4) of said Section 10; thence

N89°37'25"W along said South line a distance of 436.32 feet to the POINT OF BEGINNING.

Said tract contains 4,141,537 Sq Ft or 95.08 Acres, more or less.

EXHIBIT B

Preliminary Site Development Plan Full Size Documents Submitted to City Staff (Page 1)

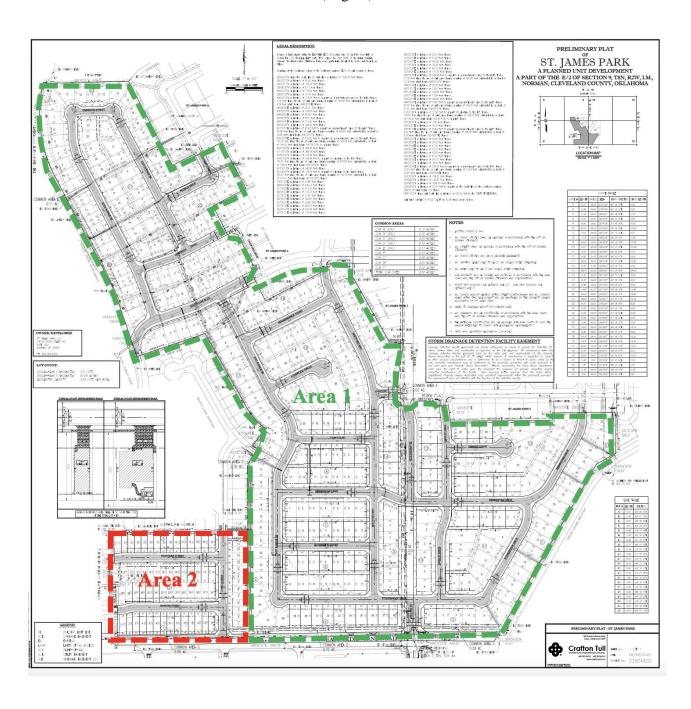


EXHIBIT B

Typical Lot Layout
Full Size Documents Submitted to City Staff
(Page 2)

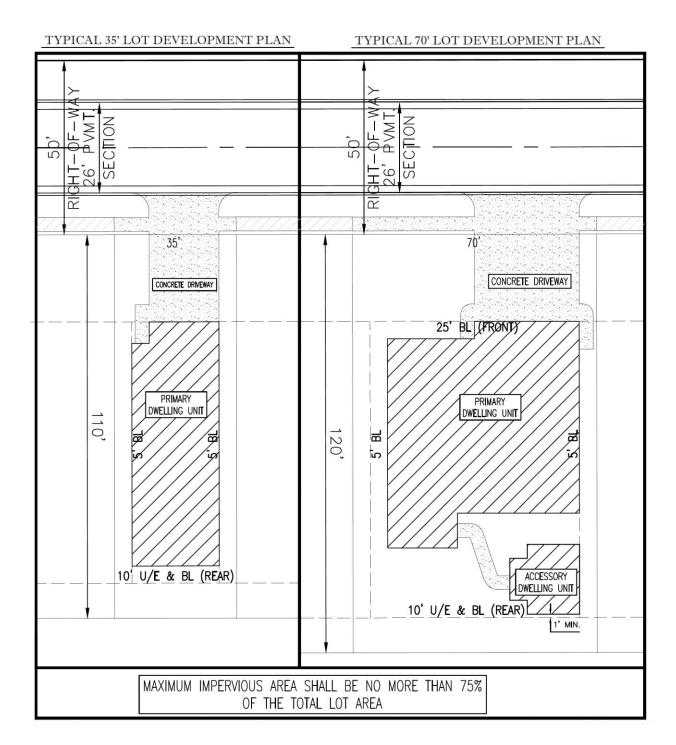


EXHIBIT C

Preliminary Plat Full Size Documents Submitted to City Staff

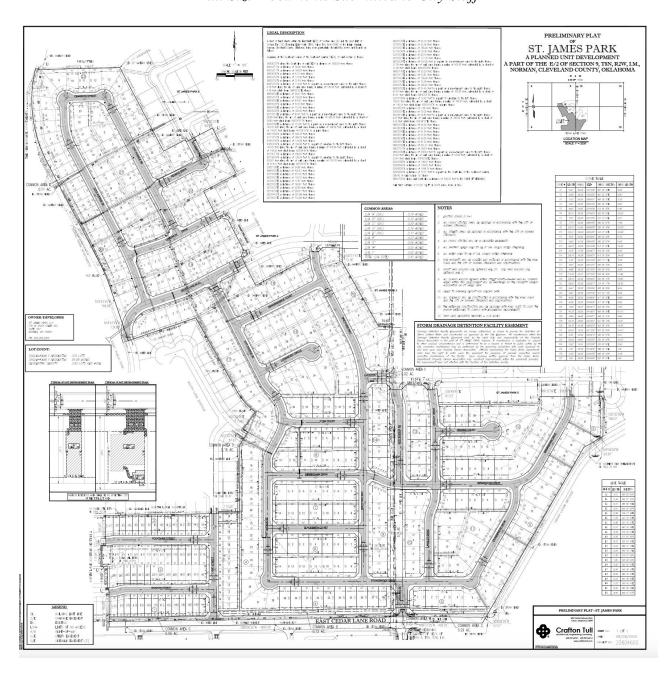


EXHIBIT D

Allowable Uses

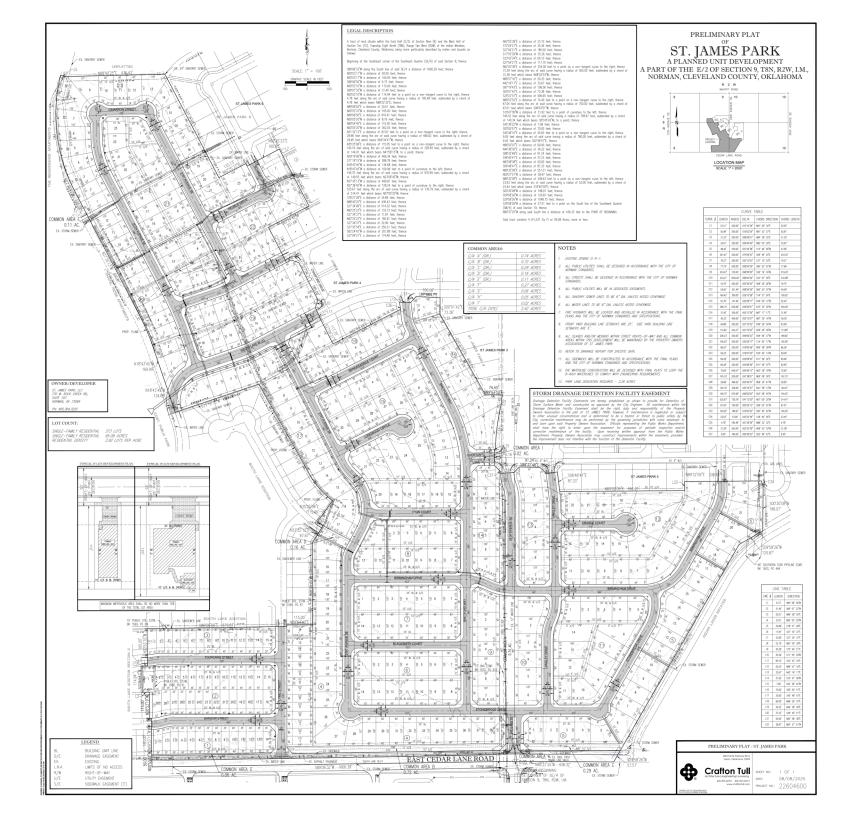
- Detached single family dwellings;
- Family day care home;
- General purpose farm or garden;
- Home occupations;
- Municipal recreation or water supply;
- Accessory buildings;
- Model homes and/or Sales Office
- Short-term rentals; and
- Accessory Dwelling Units (only allowable in Area 1).

EXHIBIT E

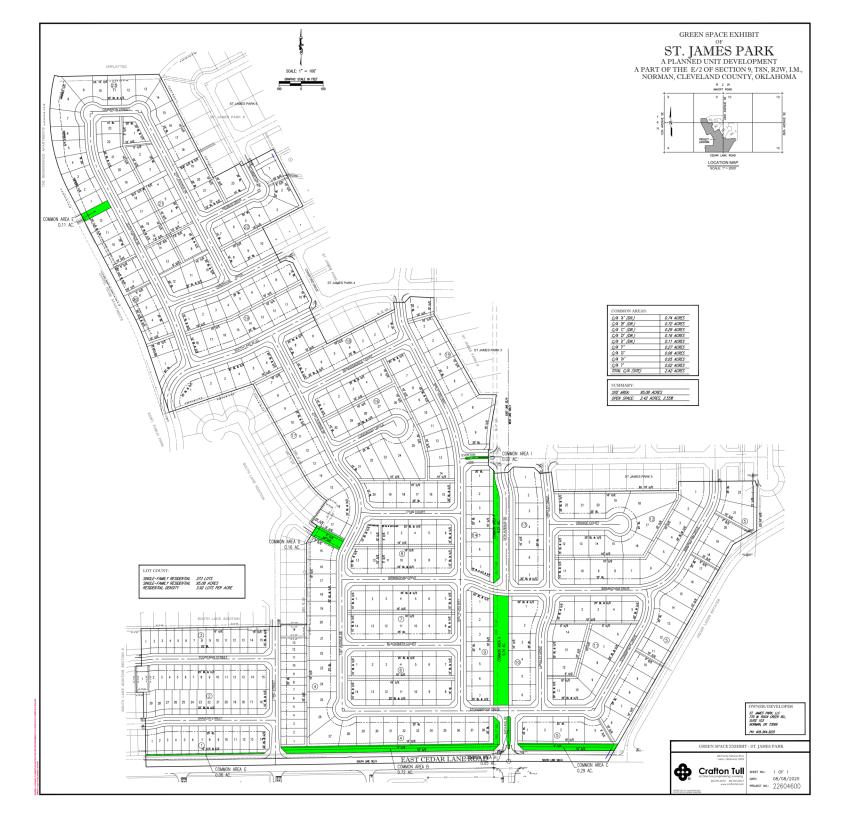
Green Space Exhibit Full Size Documents Submitted to City Staff







Item 8.



Item 8.

City of Norman Predevelopment

July 24, 2025

Applicant: St. James Park L.L.C.

<u>Project Location</u>: Near the Northeast corner of the intersection of Classen Boulevard

and East Cedar Lane Road

Case Number: PD25-18

Time: 5:30 p.m.

Applicant Representative:

Sean Rieger

Attendees:

Ron Rollins Sheila Rollins

Lisa Summers

Rvan Ponto

Marissa Landes

Paul Warren

Juile Warren

Peggy Lee

Chuck Kokosa

Ricky Pope

Holi Pope

Dianna Hunter

City Staff:

Justin Fish, Planner I
Landon Gum, Public Works Engineering

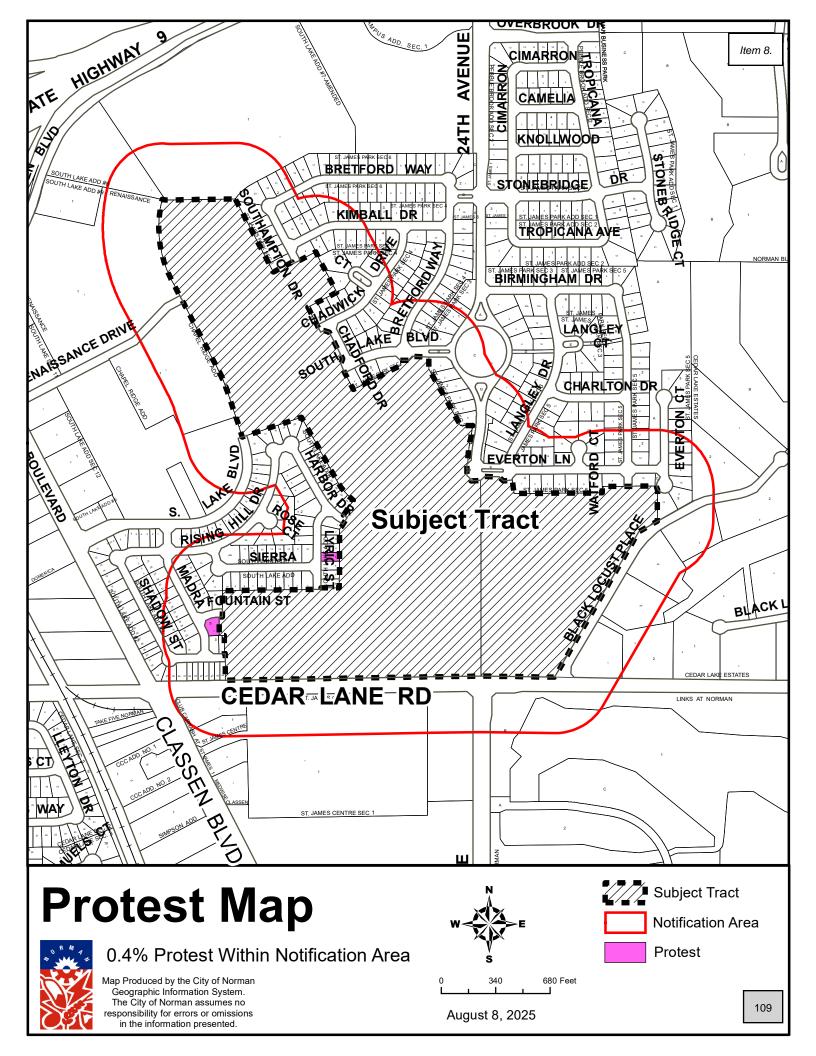
Application Summary:

The applicant submitted a request for a preliminary plat for Charleston Ridge, for 95.08 acres of property located Near the Northeast corner of the intersection of Classen Boulevard and East Cedar Lane Road. This is accompanied by a request for a rezoning from R-1, Single-Family Dwelling District, to PUD, Planned Unit Development. The proposed development is divided into two areas both consisting of Single-Family dwellings of varying lot and building types that match up closely to those found in standard R-1 zoning. The rezoning is required for the applicant to be able to create lots that are less than 50' wide.

Neighbor's Comments/Concerns/Responses:

After the applicant presentation several of the attending neighbors had questions revolving around the proposed development. The applicant was asked if they knew what the square footage of the homes would be. The applicant representative responded saying that those details are not know at this time. The applicant was then asked what

would be done about the drainage in this area. The applicant responded that they are expanding off site detention pond, adding flumes to the development site, and are required to meet the City of Norman's Engineering & Design Criteria. Lastly, the attending neighbors asked questions about street connections and cut through traffic. Addressing the questions about cut through traffic the applicant representative stated the proposed development will feature smaller streets, and created an indirect connection to 24th Ave SE. The applicant representative stated the proposed development would have street connections to several existing streets in the South Lake Addition and St James Park Section 5. There will also be two access points into the site off of East Cedar Lane Road.



OF THE CITY CLERK ON 08/04/25-LW

August 1, 2025

Dear Planning Commission,

My name is Lisa Summars. I have lived in South Lake Development for over 41 years. I am writing in protest to the rezoning from R-1 to PUD in this area.

I disagree with the zoning due to the following:

1. Increased Density

- Traffic congestion: More residents mean more cars, increasing local traffic and possibly straining existing roads.
- Parking problems: Some PUDs may not allocate enough private parking, pushing overflow onto the nearby public and private streets.
- Noise: Higher density brings more activity and noise.

2. Strain on Infrastructure

- Utilities: Water, sewage and electrical systems will be pushed to capacity.
- Public Services: Schools, fire departments and law enforcement may be stretched thin if the area sees a significant population increase.

4. Property Value Concerns

- Uncertainty: if the PUD is poorly managed or declines quality, it will hurt property values for adjacent homeowners.
- Rental saturation: Some PUDs allow high numbers of rentals or short-term Airbnb type units, which will lower nearby home values and stability. How will the city ensure the PUDs are not low-quality Airbnb or VRBO rentals?

5. Loss of Community Character

 Commercial encroachment: If the PUD includes retail or mixed-use development, it will change the residential character of this area.

6. Environmental Impact

 Stormwater runoff: Denser development with more impervious services can lead to more drainage and flooding issues. I am concerned that the rezoning of the property near the South Lake addition will negatively affect the area, as outlined in the bullets above. As a long-term resident of Norman, and the South Lake area, I am invested in the positive growth of my community. I agree with the recent development of retail space near the area, with the development of Dunkin Donuts and several other food chains, because the east side of Norman has long needed business development. However, I have not seen, or been provided, studies citing the need for more single-developed homes or PUD. I urge the city to provide more information on the development – its specific type, the builder, occupancy rate, and more – to sway my negative decision of the development. I encourage the city to reconsider rezoning the area from R-1 to PUD.

Yours,

Lisa Summars

Homeowner in South Lake Addition

Justin Roberts 2000 Fountain St. Norman, OK 73071

FILED IN THE OFFICE OF THE CITY CLERK

ON 7-31-25

7/28/2025

Dear Norman City Council,

I am a resident of the South Lake neighborhood in Norman and am writing to formerly protest the proposed rezoning of the area north of Cedar Lane by St James Park neighborhood.

As a tax payer to the city of Norman and a resident of South Lake, I have three issues with more development in this area:

- With any new development in a given area comes an increase in property taxes in the surrounding area of the new development. Norman already has some of the highest property taxes in the state and they continue to go up every year. I simply do not wish to pay even more property taxes because of something I and many residents never wanted or asked for.
- The Planned Urban Development that is being considered I feel will only negatively impact the property values in South Lake and surrounding areas, especially if the units are bought and turned into rental properties. Rental properties, in general, can negatively affect surrounding areas when the properties are not well maintained due to absentee landlords, tenant abuse or general misuse of the property. If anything, the area needs to remain designated as R1.
- All of the homes in this neighborhood, including my own, that face the field that
 is north of Cedar Lane are offered a degree of privacy due to the area being
 vacant. The residents with homes facing that field will potentially have increased
 out of pocket costs to maintain the same level of privacy they had prior to the
 proposed rezoning and development. It may not even be possible to regain the

same level or privacy once it's lost. Myself and many neighbors that I've spoken to agree that one of the biggest positive aspects of the neighborhood is the rural feeling and general calmness and quietness that comes with an area with little development. The new developments in the surrounding area have already disrupted that to a degree and I and many residents simply do not wish for any further disruption.

I ask that city council will take these points I've made into consideration and keep more development out of our quite literal backyard.

Respectfully,

Justin Roberts



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/14/2025

REQUESTER: St. James Park, LLC

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-5: 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 THE EAST HALF (E/2) OF SECTION NINE (9) AND THE WEST HALF OF SECTION TEN (10), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF THE INTERSECTION OF CLASSEN

BOULEVARD AND CEDAR LANE ROAD)

APPLICANT/REPRESENTATIVE St. James Park, LLC

LOCATION Near the northeast corner of the intersection

of Classen Boulevard and East Cedar Lane

Road

WARD 5

CORE AREA No.

EXISTING ZONINGR-1, Single-Family Dwelling District

EXISTING LAND USE DESIGNATION Urban Low

CHARACTER AREA Suburban

PROPOSED ZONING PUD, Planned Unit Development

PROPOSED LAND USE No Change

REQUESTED ACTION

R-1, Single-Family Dwelling District, to a PUD, Planned Unit Development

EXISTING CONDITIONS

SIZE OF SITE

95.08 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning	R-1	R-1	R-1 & PUD	C-2 & PUD	R-1, PL, RM-6, & RO
Land Use	Urban Low	Urban Low & Urban Living Center	Urban Low	Commercial & Urban High	Urban Living Center
Current Use	Vacant	Residential & Vacant	Residential & Vacant	Commercial & Residential	Residential

ZONING DESIGNATION

R-1, Single-Family Dwelling District

This residential district is intended for single-family detached development, including accessory dwelling units and other accessory structures. Other uses compatible with single-family residential development are also allowed. Developments in this zoning district should have access to City services and be located in the urbanized area.

LAND USE DESIGNATION

Urban Low

An efficient, walkable pattern of lower-density urban development. Moderate to high building spacing and separation of uses, with further distances between destinations and fewer shared amenities.

- Low-intensity areas will be predominately residential over non-residential uses at compatible densities and scales.
- Gross densities in any single development should.

CHARACTER AREA DESIGNATION Suburban Neighborhood Areas

Suburban Neighborhood Areas are where suburban residential subdivision development have occurred or are likely to occur (due to availability of water and sewer service). This area is characterized by low pedestrian orientation, existing but largely inconvenient public transit access, high to moderate degree of building and use separation, predominantly residential with scattered civic buildings and varied street patterns, often curvilinear.

In the future, the neighborhoods with good trail access and connections to surrounding services will likely continue to be highly attractive neighborhoods. Future development should elevate connectivity and traditional neighborhood design (TND).

PROCEDURAL REQUIREMENTS

PRE-DEVELOPMENT

PD25-18

July 24, 2025

Resident inquired as to the size of home proposed to be constructed for the site. The applicant representative explained the details of the proposed development are not known at this time. A question was asked regarding proposed drainage in this area. The applicant responded they are expanding the existing off site detention pond and adding flumes to the development site. The applicant representative further explained the site will be required to meet the City of Norman's Engineering & Design Criteria. Lastly, the attending neighbors asked questions regarding street connections and if there would be cut through traffic. The applicant representative stated the proposed development will feature smaller streets and an indirect connection to 24th Ave SE. The applicant representative stated the proposed development would have street connections to several existing streets in the South Lake Addition and St. James Park Section 5. There will also be two access points into the site off East Cedar Lane Road. One entering Area 1 of the development and one entering Area 2 of the development.

BOARD OF PARKS COMMISSIONERS

August 7, 2025

The Board unanimously approved (7/0) renewing the public parkland decision for this development, with an increase in land requirement located adjacent to the existing parkland along Southlake Boulevard.

SUMMARY OF APPLICATION:

USE:

The Property will be developed as a residential development that mirrors the uses found in the R-1 Single-Family Dwelling District, but with the allowance for lots of varying sizes that normally would not be permissible under standard R-1 zoning. A complete list of the allowable uses can be found within the attached PUD Narrative as Exhibit D.

AREA REGULATIONS:

The development is divided into two areas, each of which will comply with different Area Regulations. Area 1 is comprised of larger lots and will have a required 25-foot front yard setback, a 5-foot side yard setback, and a 10-foot rear yard setback. Additionally, these lots will have a minimum size of 6,000 square feet, a minimum width of 40 feet, and a maximum impervious coverage limit of 75% of the total lot area.

Area 2 is comprised of smaller lots. These lots have the same setback requirements as found in Area 1 but will have a minimum lot width of 30 feet at the front setback line and a minimum lot size of 3,500 square feet.

The PUD Narrative states there is a maximum building height of two stories, however, buildings in Area 1 may be constructed at three stories if the side yards are increased by an additional 5 feet.

OPEN SPACE:

Approximately 2.35 acres of the Property will be preserved as open space. These areas of open space are depicted on the Green Space Site Plan found in the PUD Narrative as Exhibit E. In addition to the open space included in this development, residents will have access to the open space of the connected St. James Park neighborhood.

TRAFFIC ACCESS, CIRCULATION, PARKING AND SIDEWALKS:

There are two proposed access points to the development site off East Cedar Lane Road. This access point uses the existing private road that connects the property to 24th Ave NW. Parking may be featured as part of some common space amenities. Sidewalks and trails will be provided as shown on the Preliminary Site Development Plan found in the PUD Narrative as Exhibit B.

LANDSCAPING / FENCING/WALLS:

Landscaping will be installed in accordance with the City of Norman landscaping regulations as amended from time to time, under Section 36-551, Landscaping Requirements for Off-Street Parking Facilities.

SIGNAGE:

All signage will be constructed in accordance with the City of Norman sign regulations, as amended from time to time, under Section 28-508, Low Density Residential Zone Sign Standards.

NEAREST PUBLIC PARK:

The nearest park to the proposed development site is South Lakes Park. This park will be accessible through a street connection shown on the Preliminary Plat attached to the PUD Narrative as Exhibit C. The proposed street connection would join the development on the south side to South Lake Boulevard.

REVIEW COMMENTS

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*) indicates that the agency, department, and/or division responded with adverse comments.

CITY DEPARTMENTS

- 1. Fire Department
- 2. Building Permitting Review
- 3. Public Works/Engineering
- 4. Transportation Engineer
- 5. Planning
- 6. Utilities

COMMENTS, BY DEPARTMENT/AGENCY

Items italicized and blue in these sections represent City Staff analysis.

A.1. FIRE DEPARTMENT

Items regarding fire hydrants and fire code will be considered at the building permit stage.

A.2. BUILDING REVIEW

Items regarding building code will be considered at the building permit stage.

A.3. PUBLIC WORKS/ENGINEERING

Please see attached report from Engineering regarding the proposed Preliminary Plat.

A.4. TRANSPORTATION ENGINEER

Please see the attached report from the Transportation Engineer.

A.5. PLANNING

i. ZONING CODE CONSIDERATIONS

i. Purpose – PUD, Planned Unit Development

- i. 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:
 - 1. A maximum choice in the types of environment and living units available to the public.
 - 2. 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.
 - 3. Maximum enhancement and minimal disruption of existing natural features and amenities.
 - 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.
 - 5. More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
 - 6. 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

The applicant is seeking a change in zoning districts to allow for a single-family development with lots of varying sizes. The current zoning of R-1 requires a minimum lot width of 50' and a

minimum lot size of 6,000 square feet. While the development proposes lots that meet or exceed these width requirements, it also proposes lots that do not.

ii. Uses Permitted

The Property will be developed as residential development, featuring a variety of lot sizes. The uses within the development mirror those found within the R-1 District. A complete list of the allowable uses for the Property can be found within the attached PUD Narrative as EXHIBIT D.

This PUD proposes uses similar to those found within the R-1 District.

iii. Area Regulations

- 1. Lots within Areas 1 and 2 of the development will have a 25-foot front yard, a 5-foot side yard, and a 10-foot rear yard building setback
- 2. Lots within Area 1 of the development have a minimum width of 40 feet. Lots within Area 2 of the development have a minimum width of 30 feet.
- 3. Lots in Area 1 of the development will have a minimum lots size of 6,000 square feet, while lots in Area 2 of the development will have a minimum lot size of 3,500 square feet.

The Area Regulations for this development mirror those found in the R-1, Single-Family Dwelling District. Where this development deviates from the R-1 District are the required minimum lot widths, required minimum lot size square footage and the required rear yard setback.

iv. Height Regulations

- 1. In Area 1 of the development the maximum building height shall be two stories. A building three stories in height may be constructed if the side yards are increased an additional five feet.
- 2. In Area 2 of the development the maximum building height shall be two stories.

The building height requirements for the proposed development are **consistent** with current zoning district regulations for R-1, Single-Family Dwelling District.

COMPREHENSIVE PLAN CONSIDERATIONS

Character Area Policies

i. General Policies

Residential Policies

- New residential development should blend with existing housing, incorporating tools such as buffering requirements and right-sized public spaces as defined in land use categories.
- 2. Accommodate a variety of housing styles, sizes, densities, and price points to suit diverse housing needs.
- New residential development should use a variety of techniques to avoid the appearance of identical homes, increasing vibrancy and diversity in the built environment.

The proposed development is **consistent** with General Residential Policies in that development will feature various lot sizes and Accessory Dwelling Units.

ii. Character Area Policies - Suburban Neighborhood Areas

- 1. Infrastructure extensions should occur incrementally, and new developments must connect to City water and sewer, which may require extension of lines.
- 2. Protect drainageways in accordance with WQPZ ordinance within new development and expand their use for public trail access.
 - a. Treat water quality volume from runoff for volume recommended in stormwater master plan and in accordance with EDC Section 7000.
 - b. The open spaces created around drainageways should be connected when feasible to create wildlife corridors.
- 3. Reduce the impact of higher intensity uses to adjacent lower intensity uses with screening and landscaping. Native landscaping is encouraged.
 - a. Prioritize preservation of existing mature street trees.
- Promote a mix of housing types, including accessory dwelling units, and new, welldesigned similarly scaled multi-unit residences to increase neighborhood density and income diversity.
 - a. Priority for higher density, mixed-income, and affordable housing opportunities should be assigned to locations with multi-modal transportation access and capacity.
 - b. Based on associated Land Use, housing typologies of all intensity levels are appropriate within the Suburban Character area.

Encourage:

- a. More mixing of uses, including neighborhood services, job centers, and residential uses of similar intensities.
- b. Retrofitting existing commercial and retail strip development in areas that are likely to undergo renovation or potential demolition in the life of this plan.
- c. Civic, cultural uses, entertainment establishments that will promote community interaction and public open space.
- 6. As streets move further from the center of the Core Neighborhood Character Area and parcel sizes and development patterns work against pedestrian circulation, focus should shift to vehicular safety, corridor appearance and traffic speeds while still providing basic access and safety for pedestrians and bicyclists. Transportation accommodations should:
 - a. Ensure interconnectivity between developments for local and collector streets.
 - b. Provide access to trails with all new development, when feasible to integrate trail plans outlined in the Transportation and Park Master Plans into developments.
 - c. Connect streets between land uses and include complete street approaches for undeveloped sites.
 - d. Use the most recent Transportation Master Plan to fill pedestrian system gaps along streets, to trails, and within developments.
 - e. Encourage network of multi-modal transportation options to neighborhood centers and local mixed-use developments.

The proposed development is consistent with the Suburban Neighborhood Area policies because the development includes Assessory Dwelling Units, a higher density residential area, the ability to connect to existing City utilities and connects to existing streets.

iii. Land Use Development Policies

i. Description and Context - Urban Low (UL)

- 1. An efficient, walkable pattern of lower-density urban development. Moderate to high building spacing and separation of uses, with further distances between destinations and fewer shared amenities.
 - a. Low-intensity areas will be predominately residential over non-residential uses at compatible densities and scales.
 - b. Gross densities in any single development should be greater than 3 units per acre.

The proposed development is **consistent** with the Urban Low Land Use policy. The development will have a gross density of 3.9 units per acre and is entirely residential.

ii. Building Types - New Development

- 1. Varied types of residential structures
 - a. Emphasis on single-unit detached and attached residential developments, including small-, standard, and large-lot single-unit detached, duplexes, and townhomes.
- 2. Attached housing may transition to higher intensities along collector and arterial streets, or adjacent to higher intensity uses.
 - a. Attached housing may be allowed throughout a development to create variety.
 - b. Higher intensity multi-unit residential housing would be allowed when parcels are located along and with direct access to an arterial street
- 3. 2 or 3 story commercial and higher density residential on arterials with linted parking areas

The proposed development is comprised entirely of single-family dwellings on lots of varying sizes and is **consistent** with the Land Use policies.

iii. Site Design

- 1. It is critical that these locations take every opportunity to improve connectivity and help mitigate missing connections to nearby developed areas in order to strengthen neighborhood connectivity.
- 2. The variety and diversity of housing stock should be improved as should the functionality of these areas, such as extensive street and sidewalk connections, a wider variety of lot sizes, and integration of and access to open spaces and other nearby activities should be incorporated into the design of new areas

The Site Development Plan attached to the PUD Narrative as Exhibit B shows several street connections from the proposed development to the existing streets of the nearby neighborhoods of South Lake and St. James Park. These connections to existing streets strengthen neighborhood connectivity. The development also proposes a variety of lot sizes. For these reasons the proposed development is **consistent** with the Land Use policies.

iv. Transportation

1. Existing: The type and arrangement of streets means that almost all trips require a private vehicle to use at least one arterial road. Some of these areas have connections, or potential connections, to the regional trail network. Few of these areas have easy access to transit at this time.

2. Projected: A highly connected multi-modal network is required to support the current and future needs of these important areas. Improving access for pedestrians and bicyclists will be a priority, including modernizing multi-modal infrastructure

The proposed development is **consistent** with the Land Use policy because it provides access to bicycle lanes along East Cedar Lane Road, connections to neighboring communities, and access to the nearby commercial uses.

v. Utility Access

1. A full range of utilities should be available. If services are not already in place, they must be extended by the developer during the platting process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility systems.

The proposed development is **consistent** with the Land Use policies as it has existing water access and the ability to expand nearby sewer services.

vi. Public Space

1. This UL Land Use supports a variety of public spaces including parks of various sizes, regional trails, natural areas including wildlife corridor, and walking paths.

Approximately 2.35 acres of the development will be preserved as open space. Proposed open space is shown on the Open Space Plan found in the PUD Narrative as Exhibit E. These open spaces may include amenities such as trails and sidewalks. For this reason, the development is **consistent** with Land Use policies.

vii. Locational Criteria

- 1. Low intensity residential uses shall be adequately buffered or spaced from intensities posing adverse effects including noise, odors, air and light pollution, and heavy traffic.
- Lower intensity residential uses are not appropriate along arterial streets and should be located behind higher intensity residential, commercial, or mixed-use developments along arterial streets.
- 3. Non-residential development is appropriate along arterial and collector streets, primarily at intersections.
- 4. Urban Low is most compatible adjacent to: UM, RR, AR, UR, LCC, TOD, and OP.
- 5. Urban Low is least compatible adjacent to: ULC, CBD, and C and requires additional buffering from uses that generate more noise, odors, air and light pollution, and heavy traffic.

The development is **inconsistent** with the Locational Criteria for the Urban Low Land Use policy because the development proposes lower-intensity residential uses along East Cedar Lane Road, which is an arterial street.

iv. Neighborhood and/or Special Area Plans

This location is not within a Neighborhood or Special Planning Area.

A.6. UTILITIES

AIM NORMAN PLAN CONFORMANCE

Proposed development is in accordance with AIM Water and Wastewater Utility Master Plans.

ii. SOLID WASTE MANAGEMENT

Proposed development meets requirements for City streets and provides access for solid waste and recycling services.

iii. WATER/WASTEWATER QUALITY

i. Water Availability

Adequate capacity within the water system exists to serve the proposed development.

ii. Wastewater Availability

Adequate capacity within the wastewater system exists to serve the proposed development.

ALTERNATIVES/ISSUES:

IMPACTS: The development site is vacant and surrounded by residential uses to the north, east, and west. Commercial uses are located to the south of the development site across East Cedar Lane Road. The proposed development will bring in a larger volume of traffic than the subject property currently experiences because the subject property is vacant. The PUD Narrative proposes a single-family development with varying lot sizes split into two Development Areas, which are shown on Exhibit B of the PUD Narrative.

The proposed development is consistent with the AIM Norman Comprehensive Plan because it proposes a single-family development featuring a variety of lot sizes, connections to existing neighborhoods, and access to existing City utilities. The development is not consistent with the Locational Criteria for the Urban Low Land Use policy because it proposes lower-intensity residential uses along East Cedar Lane Road, which is an arterial street

<u>CONCLUSION:</u> Staff forwards this request for rezoning from R-1, Single-Family Dwelling District, to a PUD, Planned Unit Development, and Ordinance O-2526-5, to the Planning Commission for consideration and recommendation to City Council.

St. James Park Rezoning & Preliminary Plat

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-5: 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 THE EAST HALF (E/2) OF SECTION NINE (9) AND THE WEST HALF OF SECTION TEN (10), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF THE INTERSECTION OF CLASSEN BOULEVARD AND CEDAR LANE ROAD)

ITEMS SUBMITTED FOR THE RECORD

- 1. Staff Report
- 2. Location Mao
- 3. PUD Narrative
- 4. Preliminary Plat
- 5. Green Space Exhibit
- 8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-6: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY ST. JAMES PARK, LLC (CRAFTON TULL & ASSOCIATES, INC.) FOR ST. JAMES PARK ADDITION, A PLANNED UNIT DEVELOPMENT, FOR 95.08 ACRES OF PROPERTY GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF THE INTERSECTION OF CLASSEN BOULEVARD AND CEDAR LANE ROAD.

ITEMS SUBMITTED FOR THE RECORD

- 1. Staff Report
- 2. Location Map
- 3. Preliminary Plat
- 4. Green Space Exhibit
- 5. Development Review Form
- 6. Pre-Development Summary
- 7. Protest Map/Letters

Staff Presentation

Justin Fish, Planner I, presented the staff report.

Commissioner McKown asked for additional clarification on the proposal for open space for this development. Mr. Fish explained that the developer planned to use the existing open space in connecting neighborhoods.

Item 8.

Applicant Presentation

Sean Rieger, representative of the applicant, explained the proposed project.

Commissioner Kindel addressed her concerns regarding the smaller lot sizes abutting the existing larger lot sizes. Ms. Kindel stated she preferred more blending between the two lot sizes.

Mr. Rieger explained the proposed site plan reflected both sides of the street which matched. Additionally, Mr. Rieger stated there was not a huge difference in the two lot sizes.

Public Comment

Lisa Summars, 3417 Lyric Street, Norman, OK (Protest)

Planning Commission Discussion

Commissioner Jablonski expressed he would like to get the open space figured out since Planned Unit Developments (PUDs) lock in site plans for that development.

Jane Hudson, Planning & Community Development Director, explained the open space in the adjacent neighborhood is already platted and had been to the Board of Parks Commissioners.

Commissioners further discussed the status of the adjacent neighborhood's open space, which had previously been considered and voted on by the Board of Parks Commissioners meeting.

Commissioner Bird explained the traffic in the Southlake neighborhood had been a concern; however, the proposed connection to the St. James Park addition, would help with the traffic.

Motion by Commissioner Brewer to recommend approval of Ordinance O-2526-5 and PP-2526-6; **Second** by Commissioner McDaniel.

The motion passed unanimously with a vote of 8-0.

File Attachments for Item:

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-7 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 THE NORTHEAST QUARTER (NE/4) OF SECTION TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE THE SAME IN THE I-1, LIGHT INDUSTRIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (5451 HUETTNER DRIVE)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: High Flyer Holdings, Inc.

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-7 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 THE NORTHEAST QUARTER (NE/4) OF SECTION TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE THE SAME IN THE I-1, LIGHT INDUSTRIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR

THE SEVERABILITY THEREOF. (5451 HUETTNER DRIVE)

APPLICANT/REPRESENTATIVE High Flyer Holdings Inc./Johnson and

Associates

LOCATION 5451 Huettner Drive

WARD 8

CORE AREA No

EXISTING ZONINGPUD, Planned Unit Development

EXISTING LAND USE Job Center

CHARACTER AREA Corridor

PROPOSED ZONING I-1, Light Industrial District

PROPOSED LAND USE No change

REQUESTED ACTIONRezoning from PUD, Planned Unit

Development, to I-1, Light Industrial District

EXISTING CONDITIONS

SIZE OF SITE: 6.18 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning	PUD	I-1	A-2	I-1	A-2
Land Use	Job Center	Job Center	Urban High	Job Center	Civic
Current Use	Undeveloped	Industrial	Undeveloped	Industrial	Civic

ZONING DESIGNATION

PUD, Planned Unit Development

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:

- (1) A maximum choice in the types of environment and living units available to the public.
- (2) 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.
- (3) Maximum enhancement and minimal disruption of existing natural features and amenities.
- (4) 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.
- (5) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.

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.

LAND USE DESIGNATION

Job Center

Emphasis on concentration of high-quality jobs. Vital to the long-term health of the city, these activities have special considerations to aid in maximizing their benefits to the community, including accommodation for freight traffic, above average utility usage (water, electric, natural gas), and temporary outdoor storage for materials awaiting transport. Most activities within this land use occur inside a building or under purpose-built cover. These locations are conducive to larger scale manufacturing, warehousing, and research/technology campuses.

Residential uses are typically not appropriate. Multi-unit residential uses can be mixed into corporate campuses or employee-provided housing arrangements. Adjacent residential uses may be appropriate

CHARACTER AREA DESIGNATION Corridor Area

Corridor Areas are developed or undeveloped land on both sides of a roadway; primarily designated, although not limited to, commercial and mixed-use development with auto-centric design. Scale and location affect the type and intensity of these uses. Corridor character is determined by scale and is recognized in three main areas.

Gateway Corridors

Major thoroughfare that serves as an important entrance or means of access to the community marked by orientation of buildings on the highway; on-site parking; and large setbacks for buildings. Anticipating high public transit access, including stops and shelters in locations safe for passengers and operations. Interstate-35, North Flood Avenue, Alameda Street, Main Street west of 24th, and Highway 9 are Gateway Corridors managed under this Character Area.

PROCEDURAL REQUIREMENTS

PRE-DEVELOPMENT

PD25-19

July 24, 2025

No neighbors attended this meeting.

BOARD OF PARKS COMMISSIONERS

This project does not include residential development and does not require a trail easement. As such, the project is not required to go before the Board of Parks Commissioners.

SUMMARY OF APPLICATION

The applicant is requesting to rezone from PUD, Planned Unit Development, to, I-1 Light Industrial District, to develop a 6.18-acre industrial park. The proposed site will include six industrial lots with approximately 1.15 acres of common area, including a private drainage system.

USE: The proposed site will be an industrial park with I-1, Light Industrial District, uses allowed.

TRAFFIC ACCESS, CIRCULATION, PARKING AND SIDEWALKS:

The development is located along Huettner Drive between I-35 and the BNSF Railroad. Access will be provided from Huettner Drive onto Huettner Court, a public street. No public sidewalks or trails are proposed. Parking is proposed for each lot as shown on the site plan.

LANDSCAPING:

Landscaping will be provided in accordance with Section 36-551, Landscaping Requirements for Off-Street Parking Facilities, which may be amended from time to time.

SIGNAGE:

Signage will comply with the City of Norman's applicable sign regulations in Chapter 28. Signs will be addressed at the building permit phase.

LIGHTING:

Outdoor and exterior lighting will be addressed at the building permit stage and will be provided in accordance with Section 36-549, Commercial Outdoor Lighting Standards, as amended from time to time.

SANITATION/UTILITIES:

The proposed project does not show dumpster locations on the site plan, however it will comply with the City of Norman's applicable rules, ordinances, and regulations for sanitation services. The applicant will connect to the City of Norman's water and sewer systems.

FENCING/WALLS:

Fencing and screening, if provided, will comply with Section 36-552, Fencing, Walls, and Screening.

EXTERIOR MATERIALS: Exterior materials for the project will meet Section 36-547, Exterior Appearance. Any façade abutting a zoning district other than industrial will be required to have 80% masonry.

HEIGHT:

The I-1 Area Regulations restrict building height to a maximum of three stories or 45 feet.

NEAREST PUBLIC PARK:

Ruby Grant Park is 0.61 miles from the proposed development site. Ruby Grant is located at the SE corner of Franklin Road and 36th Avenue NW.

REVIEW COMMENTS

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*) indicates that the agency, department, and/or division responded with adverse comments.

CITY DEPARTMENTS

- 1. Fire Department
- 2. Building Permitting Review

- 3. Public Works/Engineering
- 4. Transportation Engineer
- 5. Planning
- 6. Utilities

COMMENTS, BY DEPARTMENT/AGENCY

Items italicized and blue in these sections represent City Staff analysis.

A.1. FIRE DEPARTMENT

Additional information would be required to determine fire hydrant and fire lane requirements related to the proposed buildings. These items will be addressed during individual building permitting. For details, view the City of Norman Ordinances and adopted 2018 ICC codes as amended by OUBCC including IFC Appendices B, C, and D.

A.2. BUILDING REVIEW

Building codes will be addressed at the building permit stage.

A.3. PUBLIC WORKS/ENGINEERING

Please see the attached report.

A.4. TRANSPORTATION ENGINEER

Please see the attached report from the Transportation Engineer.

A.5. PLANNING

i. ZONING CODE CONSIDERATIONS

I-1, Light Industrial District

i. Purpose

The I-1, Light Industrial District, is intended for light manufacturing, processing, assembly, and office/warehouse uses that operate with minimal noise, odor, dust, or glare, and are confined within enclosed buildings. The district aims to support industrial operations which generate moderate traffic but do not produce the heavy traffic associated with more intensive or hazardous industrial uses. This district serves as a transitional zone between general commercial, multi-family residential areas, and heavier industrial zones, prioritizing activities that are non-disruptive to nearby properties.

The applicant is proposing to create an industrial park totaling 6.18 acres, including six industrial lots, with approximately 1.15 acres of common area, a private drainage system, and 40.685 sq. ft. of buildings.

ii. Uses Permitted

The permitted uses for the I-1 District are listed in Section 36-529. The uses include typical industrial and manufacturing uses. They are split into two categories: those which can be conducted outdoors and those which must be conducted in an enclosed space.

Specific uses from the I-1, Light Industrial District, will be requested at the time of development.

iii. Area Regulations

1. Front yard.

A 25-foot front building setback line shall be established. Across the entire front of all new lots (and the street side of any corner lot) a minimum ten-foot landscape strip shall be installed, which may not be encroached upon by parking or outdoor storage. One eight-foot-tall shade (canopy) tree per 20 feet of lot frontage and one three-gallon shrub per five feet of building frontage shall be installed within this landscape strip. Clustering of these required plantings may be allowed, if approved by the City Forester or his designee. Such planting should be covered by the three-year maintenance bond required when new landscaping is installed with the parking lot on the same tract. All species are to be approved by the City Forester. Signs may be installed in any required landscape area. 2. Side yard.

For uses other than dwelling, no side yard shall be required except on the side of a lot adjoining a residential zoning district in which case there shall be a side yard of not less than five feet. The street side corner setback shall be 15 feet.

3. Rear yard.

Whenever the rear yard adjoins a residential zoning district, the minimum building setback for principal and accessory buildings shall be 30 feet, unless a rear alley is provided.

The proposed six industrial lots will each be required to meet the front, side, and rear area regulations during the building permit stage.

iv. Height Regulations

 Height regulations. Where a lot adjoins a dwelling district, the building shall not exceed three stories or 45 feet in height, unless it is set back one foot from all yard lines for each foot of additional height above 45 feet.

The proposed Industrial Park will meet the height regulations, and no structure will exceed three stories in height or be taller than 45 feet in height.

COMPREHENSIVE PLAN CONSIDERATIONS

Character Area Policies

i. General Policies

Non-Residential Policies

- New non-residential developments should use high quality building materials such as glass, brick, stone, wood or cementitious siding.
- 2. Require that loading areas be located to the rear and sides of buildings and screened from view.
- 3. Ensure that all sides of a parking garage that are visible from a public view are architecturally consistent with the buildings it serves.
- 4. Buildings in a corporate campus setting should have an internal pedestrian network between buildings

Exterior materials for the project will meet Section 36-547, Exterior Appearance. Any façade abutting a zoning district other than industrial will be required to have 80% masonry.

ii. Character Area Policies - Corridor Areas

- 1. Support the natural phasing out of older and lower-yield commercial and industrial uses with regulations and incentives that support mixed-uses and local businesses.
- 2. Use screening, with natural materials, when possible, to lessen noise pollution and visual clutter from existing and future uses along the corridor.
- 3. Promote circulation and manage access to keep traffic flowing by:
 - a. Including access along and into properties for vehicles, public transit, pedestrians, and bicyclists during street and interchange improvements.
 - b. Projects should not create fragmented parcels or impede on- and off-site circulation through, to reduce restriction of future development.
 - c. Allowing redevelopment of excess parking areas or commercial building space for residential uses, especially along public transit routes and areas with strong existing or planned pedestrian connections.
 - d. Requiring shared entrances, cross-access, and avoiding multiple access points for new commercial developments at major intersections.
- 4. Commercial developments should offer both internal and external pedestrian connections, especially between hotels, restaurants, and retail services.
 - a. Connections to the corridors and through developments should improve safety for those walking, bicycling, or using mobility devices.
- 5. Allow redevelopment for high density residential and mixed-residential uses near public transit stops, along pedestrian routes, and where site design does not create secluded enclaves of apartments.
- 6. Add density through development of sites behind properties directly facing streets.
- 7. Retrofit or mask existing strip development or other unsightly features, as necessary.
- 8. Explore requiring that stormwater management and detention have a lower impact than historic stormwater conditions for all new or redevelopment along corridors.

The proposed project is **inconsistent** with the Corridor Area policies because it does not provide mixed-uses or connection to other developments. The proposed project is **consistent** with the screening policy.

iii. Land Use Development Policies

i. Description and Context - Job Center (JC)

- 1. Emphasis on concentration of high-quality jobs. Vital to the long-term health of the city, these activities have special considerations to aid in maximizing their benefits to the community, including accommodation for freight traffic, above average utility usage (water, electric, natural gas), and temporary outdoor storage for materials awaiting transport. Most activities within this land use occur inside a building or under a purpose-built cover. These locations are conducive to larger scale manufacturing, warehousing, and research/technology campuses.
- 2. Residential uses are typically not appropriate. Multi-unit residential uses can be mixed into corporate campuses or employee-provided housing arrangements. Adjacent residential uses may be appropriate.

The proposed industrial park is **consistent** with the Job Center policies because residential uses are not proposed. The proposed buildings appear to meet the first policy.

ii. Building Types

 Appropriate and common structures are mid-rise offices, large warehouse-type structures, and other buildings that support the primary function, for example a gate house.

The proposed building types are **consistent** on the site plan, shown with larger square footage, warehouse-type structures. The structures range in size from 5,100 sq. ft. to 9,500 sq. ft.

iii. Site Design

- 1. Relatively simple site layouts are appropriate.
- 2. Primarily providing employee parking, although parking lots may seem small compared to the building.
- 3. Attention should be paid to appropriate landscaping designed to screen or buffer sites.
- 4. Building design, articulation, and landscaping should contribute to the attractiveness of sites from the major roadways.
- 5. Industrial uses with high external effects like noise and odor must mitigate anticipated adverse impacts on adjacent land uses. Adjacent residential uses are not appropriate in this context.
- 6. Includes access to sidewalks, trails, and side paths from entrances to streets with transit services and/or potential transit service

The site plan is **consistent** with the Site Design policies due to the simple layout consisting of proposed larger structures, smaller parking areas, and landscaping.

iv. Transportation

Clear and simple access to the highway network is important to activities - both for the
movement of goods and for employees, many of whom live in neighboring cities or
counties. As the area intensifies, an evaluation for extending/expanding transit service
would be appropriate. Convenient access and/or integration with trail connections.

Access to the industrial park will be provided from Huettner Court. There is one point of access onto each of the proposed six lots; this is **consistent** with the transportation policy.

v. Utility Access

1. A full range of utilities should be available. If services are not already in place, they must be extended by the developer during the platting process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility systems.

Proposed water and sewer lines will be extended to the site as part of the Preliminary Plat as shown on the attached site plan. This is **consistent** with the Utility Access policy.

vi. Public Space

1. Plazas/gathering areas designed for employees to relax and socialize are appropriate. Publicly owned parks are unlikely.

The proposed project is **not consistent** with the Public Space Policy because there are no areas for socializing or gathering shown on the site plan.

vii. Neighborhood and/or Special Area Plans

This location is not within a Neighborhood or Special Planning Area.

A.6. UTILITIES

I. AIM NORMAN PLAN CONFORMANCE

i. The proposed development is in accordance with AIM Water and Wastewater Utility Master Plans.

II. SOLID WASTE MANAGEMENT

i. The proposed development meets requirements for City streets and provides access for solid waste and recycling services

III. WATER/WASTEWATER QUALITY

i. Water Availability

 Adequate capacity within the water system exists to serve the proposed development.

ii. Wastewater Availability

 Adequate capacity within the wastewater system exists to serve the proposed development.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed industrial park development with large square footage structures, a private drainage area, and simple site designs is consistent in meeting the functional and characteristic policy guidelines. Furthermore, access to a regional highway network enhances connectivity to the industrial area.

<u>CONCLUSION:</u> Staff forwards this request for rezoning from PUD, Planned Unit Development, to I-1 Light Industrial District, as Ordinance O-2526-7, for consideration by City Council.

<u>PLANNING COMMISSION RESULTS:</u> At their meeting of August 14, 2025, the Planning Commission recommended approval of Ordinance O-2526-7 by a vote of 8-0.

O-2526-7

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 THE NORTHEAST QUARTER (NE/4) OF SECTION TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT AND PLACE THE SAME IN THE I-1, LIGHT INDUSTRIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (5451 HUETTNER DRIVE)

- § 1. WHEREAS, High Flyer Holdings, Inc. has made application to have the property described below removed from a PUD, Planned Unit Development, and to have the same placed in the I-1, Light Industrial 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 August 14, 2025 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 a PUD, Planned Unit Development, and to place the same in the I-1, Light Industrial District, to wit:

A tract of land being a part of the Northeast Quarter (NE/4) of Section Two (2), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Norman, Cleveland County, Oklahoma, being more particularly described as follows:

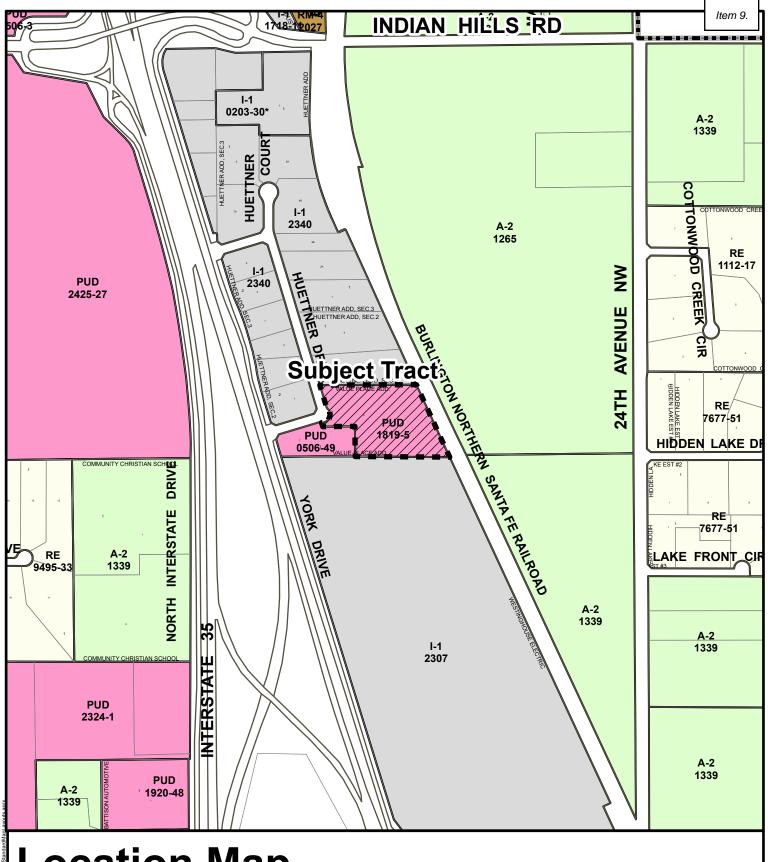
Ordinance No. O-2526-7 Page 2

Lot Two (2), in Block One (1), of VALUE PLACE ADDITION, a Replat of Lots 1 and 2, Block 1, of Huettner Addition Section Two, a Planned Unit Development, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Containing 6.18 acres, more or less.

§ 5. <u>Severability</u>. 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
	, 2025.		, 2025.
(Mayor)		(Mayor)	
ATTEST:			
(City Clerk)			



Location Map

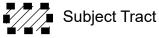


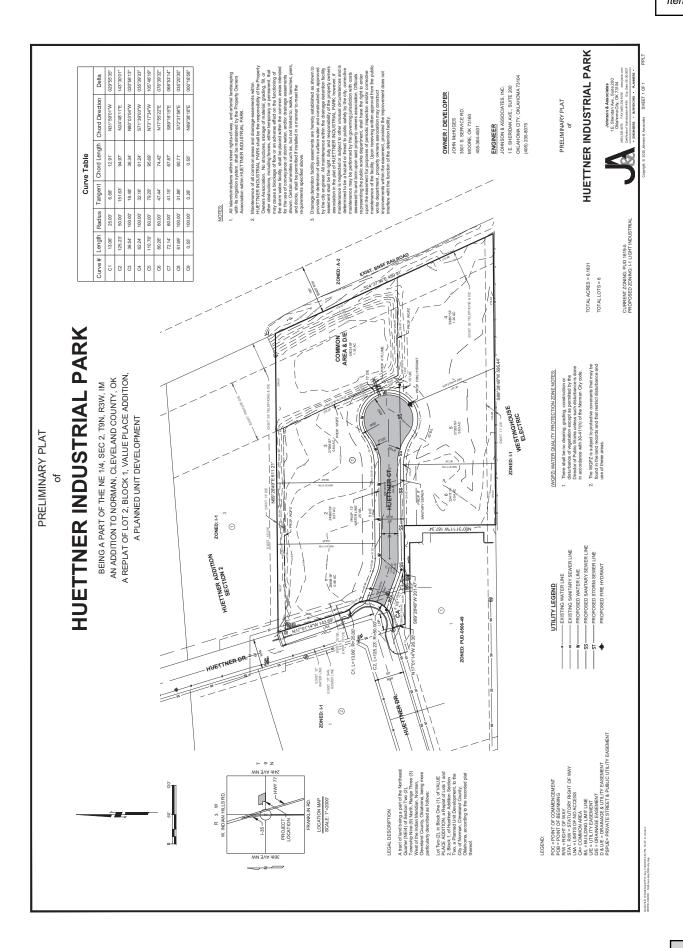
Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



July 8, 2025







139



5451 Huettner Dr.

Conceptual Site Plan





City of Norman Predevelopment

July 25, 2025

Applicant: Johnson and Associates/Mark W. Zitzow

Project Location: 5451 Huettner Drive

Case Number: PD25-19

Time: 5:30 p.m.

Applicant Representative:

Tony Palesano Jessica Bloye Mitchell Moore Adam Ross

Attendees:

No neighbors were in attendance.

City Staff:

Kelly Abell, Planner I

Application Summary:

The applicant is requesting to rezone from O-1819-5, PUD, Planned Unit Development, to, I-1 Light Industrial District, with a preliminary plat, to develop a 6.18-acre Industrial Park. The proposed site will include six (6) industrial lots with approximately 1.15 acres of common area, with a detention pond. The site development plan includes six (6) lots. (1) .69 acre with a proposed structure of 6450sf. (2).50 acre with a proposed structure of 9200 sf. (3) .67 acre with a proposed structure of 9500sf. (4) 1.23 acre, with a proposed structure of 5100 sf. (5) .52 acre with a proposed structure of 6,325 sf. (6) .54 acre with a proposed structure of 5100 sf.

Neighbor's Comments/Concerns/Responses:

No neighbors were present for this meeting.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/14/2025

REQUESTER: High Flyer Holdings, Inc.

PRESENTER: Kelly Abell, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-7: 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 THE NORTHEAST QUARTER (NE/4) OF SECTION TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE THE SAME IN THE I-1, LIGHT INDUSTRIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF.

(5451 HUETTNER DRIVE)

APPLICANT/REPRESENTATIVE High Flyer Holdings Inc./Johnson and

Associates

LOCATION 5451 Huettner Drive

WARD 8

CORE AREA No

EXISTING ZONINGPUD, Planned Unit Development

EXISTING LAND USE Job Center

CHARACTER AREA Corridor

PROPOSED ZONING I-1, Light Industrial District

PROPOSED LAND USE No change

REQUESTED ACTIONRezoning from PUD, Planned Unit

Development, to I-1, Light Industrial District

EXISTING CONDITIONS

SIZE OF SITE: 6.18 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning	PUD	I-1	A-2	I-1	A-2
Land Use	Job Center	Job Center	Urban High	Job Center	Civic
Current Use	Undeveloped	Industrial	Undeveloped	Industrial	Civic

ZONING DESIGNATION

PUD, Planned Unit Development

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:

- (1) A maximum choice in the types of environment and living units available to the public.
- (2) 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.
- (3) Maximum enhancement and minimal disruption of existing natural features and amenities.
- (4) 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.
- (5) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.

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.

LAND USE DESIGNATION

Job Center

Emphasis on concentration of high-quality jobs. Vital to the long-term health of the city, these activities have special considerations to aid in maximizing their benefits to the community, including accommodation for freight traffic, above average utility usage (water, electric, natural gas), and temporary outdoor storage for materials awaiting transport. Most activities within this land use occur inside a building or under purpose-built cover. These locations are conducive to larger scale manufacturing, warehousing, and research/technology campuses.

Residential uses are typically not appropriate. Multi-unit residential uses can be mixed into corporate campuses or employee-provided housing arrangements. Adjacent residential uses may be appropriate

CHARACTER AREA DESIGNATION Corridor Area

Corridor Areas are developed or undeveloped land on both sides of a roadway; primarily designated, although not limited to, commercial and mixed-use development with auto-centric design. Scale and location affect the type and intensity of these uses. Corridor character is determined by scale and is recognized in three main areas.

Gateway Corridors

Major thoroughfare that serves as an important entrance or means of access to the community marked by orientation of buildings on the highway; on-site parking; and large setbacks for buildings. Anticipating high public transit access, including stops and shelters in locations safe for passengers and operations. Interstate-35, North Flood Avenue, Alameda Street, Main Street west of 24th, and Highway 9 are Gateway Corridors managed under this Character Area.

PROCEDURAL REQUIREMENTS

PRE-DEVELOPMENT

PD25-19

July 24, 2025

No neighbors attended this meeting.

BOARD OF PARKS COMMISSIONERS

This project does not include residential development and does not require a trail easement. As such, the project is not required to go before the Board of Parks Commissioners.

SUMMARY OF APPLICATION

The applicant is requesting to rezone from PUD, Planned Unit Development, to, I-1 Light Industrial District, to develop a 6.18-acre industrial park. The proposed site will include six industrial lots with approximately 1.15 acres of common area, including a private drainage system.

USE: The proposed site will be an industrial park with I-1, Light Industrial District, uses allowed.

TRAFFIC ACCESS, CIRCULATION, PARKING AND SIDEWALKS:

The development is located along Huettner Drive between I-35 and the BNSF Railroad. Access will be provided from Huettner Drive onto Huettner Court, a public street. No public sidewalks or trails are proposed. Parking is proposed for each lot as shown on the site plan.

LANDSCAPING:

Landscaping will be provided in accordance with Section 36-551, Landscaping Requirements for Off-Street Parking Facilities, which may be amended from time to time.

SIGNAGE:

Signage will comply with the City of Norman's applicable sign regulations in Chapter 28. Signs will be addressed at the building permit phase.

LIGHTING:

Outdoor and exterior lighting will be addressed at the building permit stage and will be provided in accordance with Section 36-549, Commercial Outdoor Lighting Standards, as amended from time to time.

SANITATION/UTILITIES:

The proposed project does not show dumpster locations on the site plan, however it will comply with the City of Norman's applicable rules, ordinances, and regulations for sanitation services. The applicant will connect to the City of Norman's water and sewer systems.

FENCING/WALLS:

Fencing and screening, if provided, will comply with Section 36-552, Fencing, Walls, and Screening.

EXTERIOR MATERIALS: Exterior materials for the project will meet Section 36-547, Exterior Appearance. Any façade abutting a zoning district other than industrial will be required to have 80% masonry.

HEIGHT:

The I-1 Area Regulations restrict building height to a maximum of three stories or 45 feet.

NEAREST PUBLIC PARK:

Ruby Grant Park is 0.61 miles from the proposed development site. Ruby Grant is located at the SE corner of Franklin Road and 36th Avenue NW.

REVIEW COMMENTS

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*) indicates that the agency, department, and/or division responded with adverse comments.

CITY DEPARTMENTS

- 1. Fire Department
- 2. Building Permitting Review

- 3. Public Works/Engineering
- 4. Transportation Engineer
- 5. Planning
- 6. Utilities

COMMENTS, BY DEPARTMENT/AGENCY

Items italicized and blue in these sections represent City Staff analysis.

A.1. FIRE DEPARTMENT

Additional information would be required to determine fire hydrant and fire lane requirements related to the proposed buildings. These items will be addressed during individual building permitting. For details, view the City of Norman Ordinances and adopted 2018 ICC codes as amended by OUBCC including IFC Appendices B, C, and D.

A.2. BUILDING REVIEW

Building codes will be addressed at the building permit stage.

A.3. PUBLIC WORKS/ENGINEERING

Please see the attached report.

A.4. TRANSPORTATION ENGINEER

Please see the attached report from the Transportation Engineer.

A.5. PLANNING

i. ZONING CODE CONSIDERATIONS

I-1, Light Industrial District

i. Purpose

The I-1, Light Industrial District, is intended for light manufacturing, processing, assembly, and office/warehouse uses that operate with minimal noise, odor, dust, or glare, and are confined within enclosed buildings. The district aims to support industrial operations which generate moderate traffic but do not produce the heavy traffic associated with more intensive or hazardous industrial uses. This district serves as a transitional zone between general commercial, multi-family residential areas, and heavier industrial zones, prioritizing activities that are non-disruptive to nearby properties.

The applicant is proposing to create an industrial park totaling 6.18 acres, including six industrial lots, with approximately 1.15 acres of common area, a private drainage system, and 269,000 sq. ft. of buildings.

ii. Uses Permitted

The permitted uses for the I-1 District are listed in Section 36-529. The uses include typical industrial and manufacturing uses. They are split into two categories: those which can be conducted outdoors and those which must be conducted in an enclosed space.

Specific uses from the I-1, Light Industrial District, will be requested at the time of development.

iii. Area Regulations

1. Front yard.

A 25-foot front building setback line shall be established. Across the entire front of all new lots (and the street side of any corner lot) a minimum ten-foot landscape strip shall be installed, which may not be encroached upon by parking or outdoor storage. One eight-foot-tall shade (canopy) tree per 20 feet of lot frontage and one three-gallon shrub per five feet of building frontage shall be installed within this landscape strip. Clustering of these required plantings may be allowed, if approved by the City Forester or his designee. Such planting should be covered by the three-year maintenance bond required when new landscaping is installed with the parking lot on the same tract. All species are to be approved by the City Forester. Signs may be installed in any required landscape area. 2. Side vard.

For uses other than dwelling, no side yard shall be required except on the side of a lot adjoining a residential zoning district in which case there shall be a side yard of not less than five feet. The street side corner setback shall be 15 feet.

3. Rear yard.

Whenever the rear yard adjoins a residential zoning district, the minimum building setback for principal and accessory buildings shall be 30 feet, unless a rear alley is provided.

The proposed six industrial lots will each be required to meet the front, side, and rear area regulations during the building permit stage.

iv. Height Regulations

 Height regulations. Where a lot adjoins a dwelling district, the building shall not exceed three stories or 45 feet in height, unless it is set back one foot from all yard lines for each foot of additional height above 45 feet.

The proposed Industrial Park will meet the height regulations, and no structure will exceed three stories in height or be taller than 45 feet in height.

COMPREHENSIVE PLAN CONSIDERATIONS

Character Area Policies

i. General Policies

Non-Residential Policies

- New non-residential developments should use high quality building materials such as glass, brick, stone, wood or cementitious siding.
- 2. Require that loading areas be located to the rear and sides of buildings and screened from view.
- 3. Ensure that all sides of a parking garage that are visible from a public view are architecturally consistent with the buildings it serves.
- 4. Buildings in a corporate campus setting should have an internal pedestrian network between buildings

Exterior materials for the project will meet Section 36-547, Exterior Appearance. Any façade abutting a zoning district other than industrial will be required to have 80% masonry.

ii. Character Area Policies - Corridor Areas

- 1. Support the natural phasing out of older and lower-yield commercial and industrial uses with regulations and incentives that support mixed-uses and local businesses.
- 2. Use screening, with natural materials, when possible, to lessen noise pollution and visual clutter from existing and future uses along the corridor.
- 3. Promote circulation and manage access to keep traffic flowing by:
 - a. Including access along and into properties for vehicles, public transit, pedestrians, and bicyclists during street and interchange improvements.
 - b. Projects should not create fragmented parcels or impede on- and off-site circulation through, to reduce restriction of future development.
 - c. Allowing redevelopment of excess parking areas or commercial building space for residential uses, especially along public transit routes and areas with strong existing or planned pedestrian connections.
 - d. Requiring shared entrances, cross-access, and avoiding multiple access points for new commercial developments at major intersections.
- 4. Commercial developments should offer both internal and external pedestrian connections, especially between hotels, restaurants, and retail services.
 - Connections to the corridors and through developments should improve safety for those walking, bicycling, or using mobility devices.
- 5. Allow redevelopment for high density residential and mixed-residential uses near public transit stops, along pedestrian routes, and where site design does not create secluded enclaves of apartments.
- 6. Add density through development of sites behind properties directly facing streets.
- 7. Retrofit or mask existing strip development or other unsightly features, as necessary.
- 8. Explore requiring that stormwater management and detention have a lower impact than historic stormwater conditions for all new or redevelopment along corridors.

The proposed project is **inconsistent** with the Corridor Area policies because it does not provide mixed-uses or connection to other developments. The proposed project is **consistent** with the screening policy.

iii. Land Use Development Policies

i. Description and Context - Job Center (JC)

- 1. Emphasis on concentration of high-quality jobs. Vital to the long-term health of the city, these activities have special considerations to aid in maximizing their benefits to the community, including accommodation for freight traffic, above average utility usage (water, electric, natural gas), and temporary outdoor storage for materials awaiting transport. Most activities within this land use occur inside a building or under a purpose-built cover. These locations are conducive to larger scale manufacturing, warehousing, and research/technology campuses.
- 2. Residential uses are typically not appropriate. Multi-unit residential uses can be mixed into corporate campuses or employee-provided housing arrangements. Adjacent residential uses may be appropriate.

The proposed industrial park is **consistent** with the Job Center policies because residential uses are not proposed. The proposed buildings appear to meet the first policy.

ii. Building Types

 Appropriate and common structures are mid-rise offices, large warehouse-type structures, and other buildings that support the primary function, for example a gate house.

The proposed building types are **consistent** on the site plan, shown with larger square footage, warehouse-type structures. The structures range in size from 5,100 sq. ft. to 9,500 sq. ft.

iii. Site Design

- 1. Relatively simple site layouts are appropriate.
- 2. Primarily providing employee parking, although parking lots may seem small compared to the building.
- 3. Attention should be paid to appropriate landscaping designed to screen or buffer sites.
- 4. Building design, articulation, and landscaping should contribute to the attractiveness of sites from the major roadways.
- Industrial uses with high external effects like noise and odor must mitigate anticipated adverse impacts on adjacent land uses. Adjacent residential uses are not appropriate in this context.
- 6. Includes access to sidewalks, trails, and side paths from entrances to streets with transit services and/or potential transit service

The site plan is **consistent** with the Site Design policies due to the simple layout consisting of proposed larger structures, smaller parking areas, and landscaping.

iv. Transportation

Clear and simple access to the highway network is important to activities - both for the
movement of goods and for employees, many of whom live in neighboring cities or
counties. As the area intensifies, an evaluation for extending/expanding transit service
would be appropriate. Convenient access and/or integration with trail connections.

Access to the industrial park will be provided from Huettner Court. There is one point of access onto each of the proposed six lots; this is **consistent** with the transportation policy.

v. Utility Access

1. A full range of utilities should be available. If services are not already in place, they must be extended by the developer during the platting process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility systems.

Proposed water and sewer lines will be extended to the site as part of the Preliminary Plat as shown on the attached site plan. This is **consistent** with the Utility Access policy.

vi. Public Space

1. Plazas/gathering areas designed for employees to relax and socialize are appropriate. Publicly owned parks are unlikely.

The proposed project is **not consistent** with the Public Space Policy because there are no areas for socializing or gathering shown on the site plan.

vii. Neighborhood and/or Special Area Plans

This location is not within a Neighborhood or Special Planning Area.

A.6. UTILITIES

I. AIM NORMAN PLAN CONFORMANCE

i. The proposed development is in accordance with AIM Water and Wastewater Utility Master Plans.

II. SOLID WASTE MANAGEMENT

i. The proposed development meets requirements for City streets and provides access for solid waste and recycling services

III. WATER/WASTEWATER QUALITY

i. Water Availability

 Adequate capacity within the water system exists to serve the proposed development.

ii. Wastewater Availability

 Adequate capacity within the wastewater system exists to serve the proposed development.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed industrial park development with large square footage structures, a private drainage area, and simple site designs is consistent in meeting the functional and characteristic policy guidelines. Furthermore, access to a regional highway network enhances connectivity to the industrial area.

CONCLUSION: Staff forwards this request for rezoning from PUD, Planned Unit Development, to I-1 Light Industrial District, as Ordinance O-2526-7 to the Planning Commission for consideration and recommendation to City Council.

Huettner Industrial Park Rezoning & Preliminary Plat

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-7: 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 THE NORTHEAST QUARTER (NE/4) OF SECTION TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE THE SAME IN THE I-1, LIGHT INDUSTRIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (5451 HUETTNER DRIVE)

ITEMS SUBMITTED FOR THE RECORD

- Staff Report
- 2. Location Map
- 3. Preliminary Plat
- 4. Conceptual Site Plan
- 12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-8: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY HIGH FLYER HOLDINGS, INC. (JOHNSON & ASSOCIATES, PC.) FOR HUETTNER INDUSTRIAL PARK, (A REPLAT OF LOT 2, BLOCK 1, VALUE PLACE ADDITION) FOR 6.18 ACRES OF PROPERTY LOCATED AT 5451 HUETTNER DRIVE.

ITEMS SUBMITTED FOR THE RECORD

- 1. Staff Report
- 2. Location Map
- 3. Preliminary Plat
- 4. Conceptual Site Plan
- 5. Development Review Form
- 6. Pre-Development Summary

Staff Presentation

Kelly Abell, Planner I, presented the staff report.

Commissioner Griffith asked if any of the buildings would be multi-story.

Ms. Abell explained that in Zoning District I-1, Light Industrial District, buildings cannot exceed three stories in height.

Applicant Presentation

Mitchell Moore, representative of the applicant, explained the proposed project.

Public Comment

There were no public comments.

Item 9.

Planning Commission Discussion

Motion by Commissioner McDaniel to recommend approval of Ordinance O-2526-7 and PP-2526-8; **Second** by Commissioner Griffith.

The motion passed unanimously with a vote of 8-0.

MISCELLANEOUS COMMENTS OF PLANNING COMMISSION AND STAFF

Jane Hudson requested the Commissioners review their emails and respond with any suggestions regarding the new staff report format.

Commissioner McDaniel thanked Jane Hudson, Planning & Community Development Director, and Lora Hoggatt, Planning Services Manager, for their hard work and presentations earlier in the week regarding the new AIM Norman Comprehensive Land Use Plan.

ADJOURNMENT

The meeting was adjourned at 7:03 p.m.		
Passed and approved this	_day of	2025.
Planning Commission Officer		

File Attachments for Item:

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-8 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 SPRING BROOK ADDITION 11 LT 1 BLK 1, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, AND TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3250 W. ROBINSON STREET)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: Cruise In Auto Spa West, LLC

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-8 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 SPRING BROOK ADDITION 11 LT 1 BLK 1, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, AND TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3250 W.

ROBINSON STREET)

APPLICANT/REPRESENTATIVE Cruise in Auto Spa West LLC./Luke Greenfield

LOCATION 3250 W. Robinson

WARD 3

CORE AREA No

EXISTING ZONINGC-1, Local Commercial District

EXISTING LAND USEIMX, Interchange Mixed Use

CHARACTER AREA Suburban

PROPOSED ZONINGC-2, General Commercial District, with Special Use

for a Bar, Lounge, or Tavern

PROPOSED LAND USE No Change

REQUESTED ACTION Rezoning from C-1, Local Commercial District, to C-2

General Commercial District, with Special Use for Bar,

Lounge or Tavern

EXISTING CONDITIONS

SIZE OF SITE: 0.93 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning	C-1	R-1	C-1 and C-2	C-O and C-1	RM-6
Land Use	Interchange Mixed Use	Urban Medium	Interchange Mixed Use	Interchange Mixed Use	Interchange Mixed Use
Current Use	Commercial	Residential	Commercial	Commercial	Residential

ZONING DESIGNATION

C-1, Local Commercial District

This commercial district is intended for the conduct of retail trade and to provide personal services to meet the regular needs and for the convenience of the people of adjacent residential areas. It is anticipated that this district will be the predominately used commercial district in the community. Because these shops and stores may be an integral part of the neighborhood closely associated with residential, religious, recreational, and educational elements, more restrictive requirements for light, air, open space, and off-street parking are made than are provided in other commercial districts.

LAND USE DESIGNATION

Interchange Mixed-Use

Characterized by major community and regional commercial developments that are large in scale and have high traffic impact. Efficient, walkable pattern of development with variety in commercial arrangements. Moderate building spacing and separation of uses. Allowances for commercial activities that draw from a regional level; neighborhood services are less common.

- Interchange Mixed-Use areas should be predominately non-residential with minimal residential uses at compatible densities.
- Gross densities in any single development should be greater than 18 units per acre.

CHARACTER AREA DESIGNATION

Suburban Neighborhood Area

Suburban Neighborhood Areas are where suburban residential subdivision development have occurred or are likely to occur (due to availability of water and sewer service). This area is characterized by low pedestrian orientation, existing but largely inconvenient public transit access, high to moderate degree of building and use separation, predominantly residential with scattered civic buildings and varied street patterns, often curvilinear.

In the future, the neighborhoods with good trail access and connections to surrounding services will likely continue to be highly attractive neighborhoods. Future development should elevate connectivity and traditional neighborhood design (TND).

PROCEDURAL REQUIREMENTS

PRE-DEVELOPMENT: PD25-17 July 24, 2025

Several neighbors were in attendance. Their concerns primarily focused on the proposed sale of beer and wine. The applicant explained they will obtain an ABLE license and limit each patron to a maximum of two to three drinks. Additionally, any alcohol purchased must be consumed within the designated lobby area inside the building. Alcoholic beverages will not be permitted outdoors or off the premises.

BOARD OF PARKS COMMISSIONERS:

This project is already platted and does not include residential development or require a trail easement; therefore, it is not subject to review by the Board of Parks Commissioners.

SUMMARY OF APPLICATION

The applicant requests a rezoning from C-1 to C-2 with Special Use for a Bar, Lounge or Tavern. The proposal includes refurbishing the interior of an existing 6,267 square-foot carwash facility to incorporate a lobby with a bar to serve beer and wine to the patrons while they wait for their vehicle. The interior will be redesigned to meet the operational specifications of Cruise-In Auto Spa. Additionally, the parking lot will be restriped to accommodate car wash entry and exit lanes, vacuum stations, and parking to prevent vehicles stacking into Robinson Street

USE:

The applicant intends for the property to be used as an Automobile Service Station with Special Use for a Bar, Lounge or Tavern. All other C-2 uses will be allowed by right.

LANDSCAPING:

This is an existing structure with off-street parking. The parking area will be repainted to accommodate the specifications of Cruise-In Auto Spa. While no additional landscaping is required under the City of Norman's zoning code, Cruise-In Auto Spa has voluntarily chosen to refresh the landscaping as part of the remodel.

SIGNAGE:

New signage will be installed and must comply with the City of Norman's Commercial Sign Regulations in Chapter 28.

LIGHTING:

Exterior light fixtures will be added as shown on the elevation plan and will be required to be full cut-off fixtures, per Section 36-549, Commercial Outdoor Lighting Standards.

SANITATION/UTILITIES:

The proposed project is an existing structure and already has connections in place for water and sewer. The dumpster's location will be approved by the City of Norman Sanitation Division.

FENCING/WALLS:

The proposed project will be required to install a six-foot opaque fence along the western property boundary to screen the commercial area from the adjacent residential area in accordance with Section 36-552, Fencing, Walls, and Screening.

EXTERIOR MATERIALS:

The proposed project is an existing structure and already complies with the exterior appearance regulation; all four walls are 80% brick and masonry.

HEIGHT:

The existing structure is a single-story commercial building. The proposed zoning district (C-2) does not impose height restrictions on any building.

REVIEW COMMENTS:

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*) indicates that the agency, department, and/or division responded with adverse comments.

CITY DEPARTMENTS/DIVISIONS

- 1. Fire Department
- 2. Building Review
- 3. Public Works/Engineering
- 4. Transportation Engineer
- 5. Planning
- 6. Utilities

COMMENTS, BY DEPARTMENT/DIVISION:

Items italicized and blue in these sections represent City Staff analysis.

A.1. FIRE DEPARTMENT

Any pertinent items will be addressed during individual building permitting. For details, view the City of Norman Ordinances and adopted 2018 ICC codes as amended by OUBCC including IFC Appendices B, C, and D.

A.2. BUILDING REVIEW

Building codes will be addressed at the building permit stage.

A.3. PUBLIC WORKS/ENGINEERING

As the project has no proposed subdivision or placement of utilities, Engineering has no comments.

A.4. TRANSPORTATION ENGINEER*

The project is not proposing new access points; the City Transportation Engineer has no comments.

A.5. PLANNING

I. ZONING CODE CONSIDERATIONS

i. Purpose - 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. People 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.

The applicant is requesting rezoning from C-1, Local Commercial District, to C-2 General Commercial District, with Special Use for a Bar, Lounge or Tavern. The rezoning will allow for a higher intensity of commercial use, including the proposed Automobile Service Station. The Special Use for Bar, Lounge, or Tavern allows the applicant to serve alcohol without concern of percentage of sales.

ii. Uses Permitted

The applicant intends for the property to be used as an Automobile Service Station with Special Use for a Bar, Lounge or Tavern. All other C-2 uses will be allowed by Right.

This use will be compatible with the surrounding commercial uses.

iii. Area Regulations

- 1. Front yard. All buildings shall be set back from any abutting street right-of-way at least (10) ten feet.
- Side yard. For uses other than dwelling, no side yard shall be required except on the side of a lot adjoining a residential zoning district in which case there shall be a side yard of not less than (5) five feet
- 3. Rear yard. Rear yard shall not be required for retail establishment; except where a rear lot line abuts upon a dwelling district and the commercial building is designed to be serviced from the rear, there shall be provided a rear yard of not less than 30 feet for lots without alleys and 20 feet for lots with alleys; and further, provided that in no case where the rear lot line abuts a dwelling district shall the commercial building be erected closer than three feet to the rear lot line.

The proposed project is an existing structure and there are not any proposed modifications to the site area regulations.

v. Height Regulations

1. C-2, General Commercial District, does not impose height restrictions on any building.

The proposed project is an existing one-story structure and is **consistent** with the current zoning district regulations for C-2, General Commercial District.

II. COMPREHENSIVE PLAN CONSIDERATIONS

Character Area Policies

i. General Policies

Non-residential Policies

- 1. New non-residential developments should use high quality building materials such as glass, brick, stone, wood or cementitious siding.
- 2. Require that loading areas be located to the rear and sides of buildings and screened from view.

- 3. Ensure that all sides of a parking garage that are visible from a public view are architecturally consistent with the buildings it serves.
- 4. Buildings in a corporate campus setting should have an internal pedestrian network between buildings.

The proposed zoning is for an existing structure with a loading area near the rear of the structure, which is **consistent** with the General Non-Residential Policies.

ii. CHARACTER AREA DESIGNATION Suburban Neighborhood Area

Suburban Neighborhood Areas are where suburban residential subdivision development have occurred or are likely to occur (due to availability of water and sewer service). This area is characterized by low pedestrian orientation, existing but largely inconvenient public transit access, high to moderate degree of building and use separation, predominantly residential with scattered civic buildings and varied street patterns, often curvilinear.

In the future, the neighborhoods with good trail access and connections to surrounding services will likely continue to be highly attractive neighborhoods. Future development should elevate connectivity and traditional neighborhood design (TND).

- 1. Infrastructure extensions should occur incrementally, and new developments must connect to City water and sewer, which may require extension of lines.
- 2. Protect drainageways in accordance with WQPZ ordinance within new development and expand their use for public trail access.
 - a) Treat water quality volume from runoff for volume recommended in stormwater master plan and in accordance with EDC Section 7000.
 - b) The open spaces created around drainageways should be connected when feasible to create wildlife corridors.
- 3. Reduce the impact of higher intensity uses to adjacent lower intensity uses with screening and landscaping. Native landscaping is encouraged.
 - a) Prioritize preservation of existing mature street trees.
- 4. Promote a mix of housing types, including accessory dwelling units, and new, well-designed similarly scaled multi-unit residences to increase neighborhood density and income diversity.
 - a) Priority for higher density, mixed-income, and affordable housing opportunities should be assigned to locations with multi-modal transportation access and capacity.
 - b) Based on associated Land Use, housing typologies of all intensity levels are appropriate within the Suburban Character area.

5. Encourage:

- a) More mixing of uses, including neighborhood services, job centers, and residential uses of similar intensities.
- b) Retrofitting existing commercial and retail strip development in areas that are likely to undergo renovation or potential demolition in the life of this plan.
- c) Civic, cultural uses, entertainment establishments that will promote community interaction and public open space.
- 6. As streets move further from the center of the Core Neighborhood Character Area and parcel sizes and development patterns work against pedestrian circulation, focus should shift to vehicular safety, corridor appearance and traffic speeds while still providing basic access and safety for pedestrians and bicyclists. Transportation accommodation should:
 - a) Ensure interconnectivity between developments for local and collector streets.

- b) Provide access to trails with all new development, when feasible to integrate trail plans outlined in the Transportation and Park Master Plans into developments.
- c) Connect streets between land uses and include complete street approaches for undeveloped sites.
- d) Use the most recent Transportation Master Plan to fill pedestrian system gaps along streets, to trails, and within developments.
- e) Encourage network of multi-modal transportation options to neighborhood centers and local mixed-use developments.

The proposed project is **consistent** with policies because the building will be retrofitted for a new use. Screening will also be provided and maintained next to existing residential.

iii. Land Use Development Policies

i. Description and Context - Interchange Mixed-Use

Characterized by major community and regional commercial developments that are large in scale and have high traffic impact. Efficient, walkable pattern of development with variety in commercial arrangements. Moderate building spacing and separation of uses. Allowances for commercial activities that draw from a regional level; neighborhood services are less common.

- a. Interchange Mixed-Use areas should be predominately non-residential with minimal residential uses at compatible densities.
- b. Gross densities in any single development should be greater than 18 units per acre.

While this project is not a large, mixed-use development, it is an efficient reuse of the structure and property. This makes the project **consistent** with the policies.

ii. Building Types

- 1. Taller buildings (3+ stories), especially close to the Interstate itself, are appropriate.
- 2. All building sizes can be accommodated.
- 3. Buildings should be custom designed to be sensitive to the context of their site and the surrounding development and/or open space.
- 4. High density housing types are present. These uses can be mixed in with commercial but should be clearly incidental to commercial use and are not appropriate on the ground floor of a mixed-use building.
- 5. Single-use, medium density residential structures may be appropriate with extensive review along edges transitioning to residential areas.

The proposed project is **consistent** because all building sizes are allowed. No new structures are currently proposed.

iii. Site Design

- 1. Sites in this land use should be carefully planned to be attractive, especially from both Interstate-35 and potential turnpike corridors.
 - a) Building design, articulation, and landscaping should contribute to the attractiveness of sites from the major roadways.
 - b) Parking areas should be oriented away from sight lines from both Interstate-35 and potential Turnpike corridors.

- 2. The site layout should make it comfortable to walk throughout the area and experience the unique place.
- 3. Adjacent buildings and uses should be clearly integrated with thoughtful design such as cross-access, shared parking, driveway closures, and connected pathways.

 a) Special attention to pedestrian circulation from tenant to tenant is important.
- 4. Accommodates a wide variety of activities that support commercial uses.

 Components such as well-designed outdoor seating, landscaping, bike and pedestrian improvements, site lighting improvements, diversified tenant mix, and other placemaking opportunities must be incorporated into proposed developments.

The proposed project is **consistent** with Site Design Policies as the circular flow in the parking area, modified exterior, and refreshed landscaping will be an esthetic upgrade to the existing area.

iv. Transportation

1. Existing surface parking lots at these locations often present an opportunity to modify the circulation pattern, improve access, and add other benefits. New and redeveloped parking should be a secondary component, unless provided as public street parking, located in the rear, in alleys, screened from view of the right of way, and/or in large, shared parking facilities or decks. A highly connected multi-modal network is required to support the current and future needs of these important areas. Improving access for pedestrians and bicyclists will be a priority, including modernizing multi-modal infrastructure. Public transit accommodation should be integrated, if not already established.

The proposed project is **consistent** with Transportation Policy as entering and exiting the property is expected to manage traffic more efficiently as demonstrated on the site plan.

v. Utility Access

1. A full range of utilities should be available. If services are not already in place, they must be extended by the developer during the platting process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility systems.

The proposed project is **consistent** with the Utility Access Policy as the project will utilize existing utilities.

vi. Public Space

1. Plazas, café seating, and other outdoor spaces of significance should be present. Traditional public parks are not appropriate. Private parks within housing developments are permissible. Pedestrian amenities and connections to regional trails are commonly integrated.

The proposal is **inconsistent** with public space policies; however, it is reuse of an existing structure and site design and not a new, greenfield development.

A.6. UTILITIES

I. AIM NORMAN PLAN CONFORMANCE

i. Proposed development is in accordance with AIM Water and Wastewater Utility Master Plans.

II. SOLID WASTE MANAGEMENT

i. Proposed development meets requirements for City streets and provides access for solid waste and recycling services, if ingress and egress are maintained.

III. WATER/WASTEWATER QUALITY

i. Water Availability

Adequate capacity within the water system exists to serve the proposed development.

ii. Wastewater Availability

Adequate capacity within the wastewater system exists to serve the proposed development.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed renovation of a 6,267 SF building to include a modern facade, refreshed landscaping, and a circular traffic flow are consistent in meeting the Character Area and Land Use Policies. The proposed project will utilize an existing building while reactivating the space.

<u>CONCLUSION:</u> Staff forwards this request for rezoning from C-1, Local Commercial District, to C-2, General Commercial District, with Special Use for a Bar, Lounge or Tavern, and Ordinance O-2526-8, for consideration by City Council.

<u>PLANNING COMMISSION RESULTS:</u> At their meeting of August 14, 2025, the Planning Commission recommended approval of Ordinance O-2526-8 by a vote of 7-1.

O-2526-8

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 SPRING BROOK ADDITION 11 LT 1 BLK 1, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA FROM THE C-1, LOCAL COMMERCIAL DISTRICT AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT AND TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3250 W. ROBINSON STREET)

- § 1. WHEREAS, Cruise In Auto Spa West, Inc, has made application to have the property described below removed from C-1, Local Commercial District, and to have the same placed in the C-2, General Commercial District and to have Special Use for a Bar, Lounge, or Tavern; 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 August 14, 2025 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:

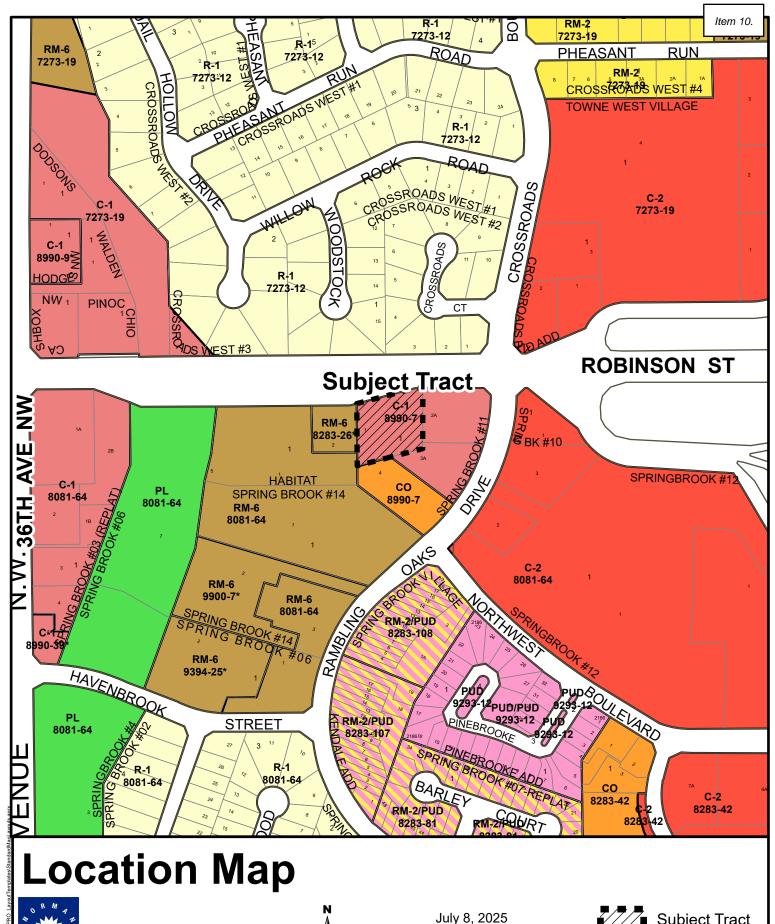
§ 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the C-1, Local Commercial District, and the place the same in the C-2, General Commercial District, and to grant Special Use for a Bar, Lounge, or Tavern, to wit:

SPRING BROOK ADDITION 11 LT 1 BLK 1

Ordinance No. O-2526-8 Page 2

- § 5. Further, pursuant to the provisions of Section 36-560 of the Code of the City of Norman, as amended, the following conditions are hereby attached to the zoning of the tract:
 - a. The site shall be developed in accordance with the Site Plan, and supporting documentation, which are made a part hereof.
- § 6. <u>Severability</u>. 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
	,2025.		,2025.
(Mayor)		(Mayor)	
ATTEST:			
(City Clerk)			

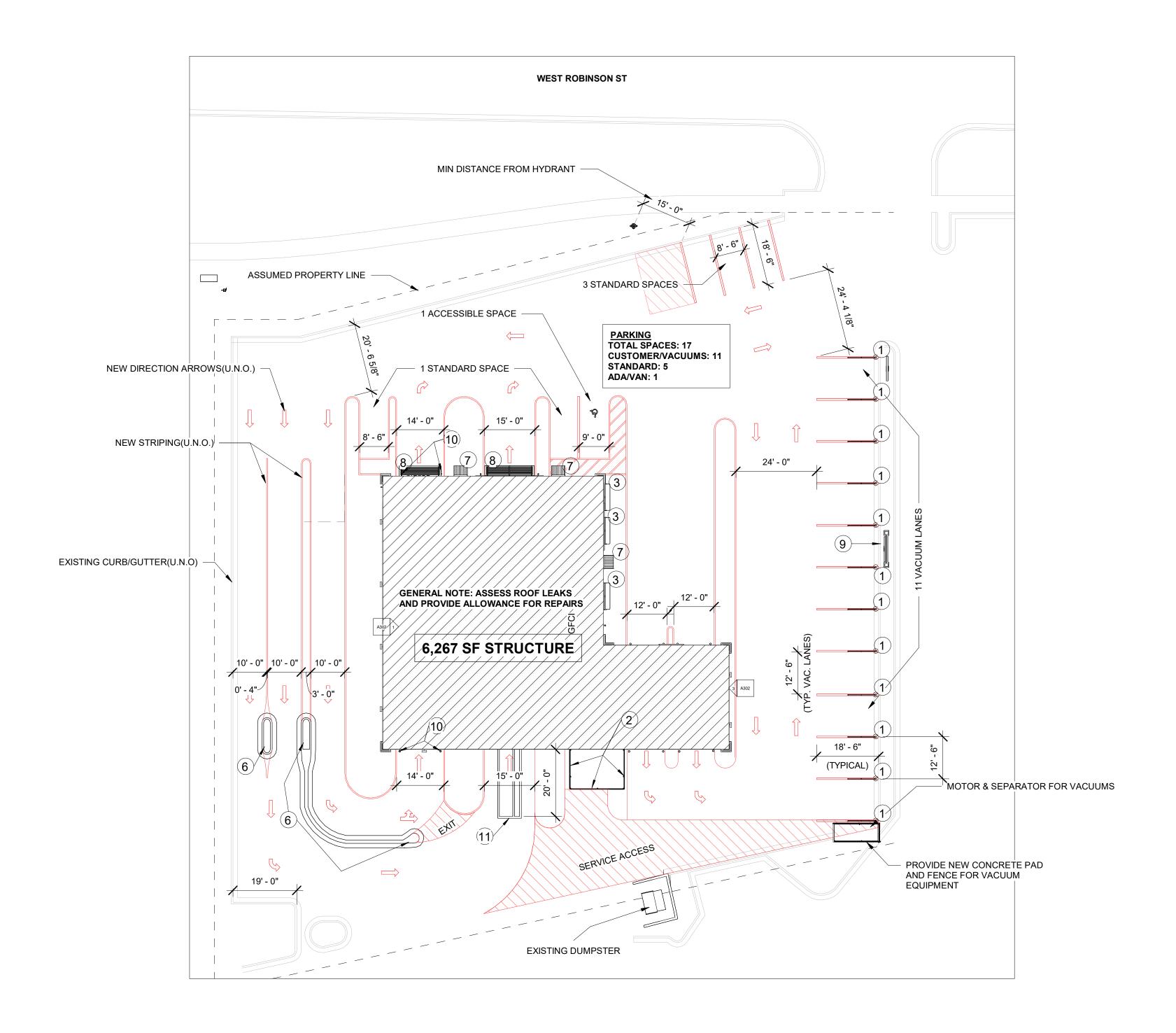


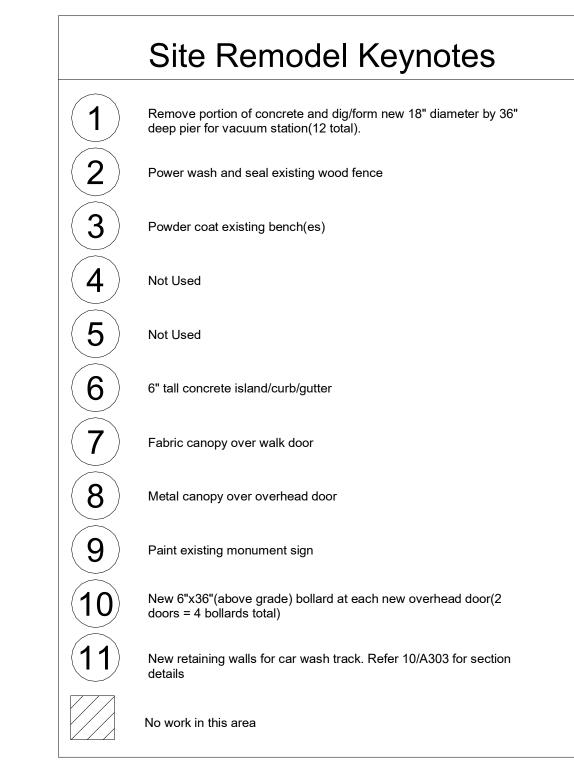
Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



300 Ft. 150

Subject Tract







Permit Set

Sun Construction Services 1000 S Main St. PO Box 1289 Noble Ok 73068 Telephone: 405 872-3397

Revision Schedule				
#	Description	Date		

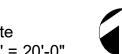
Cruise-In Auto Spa West Side

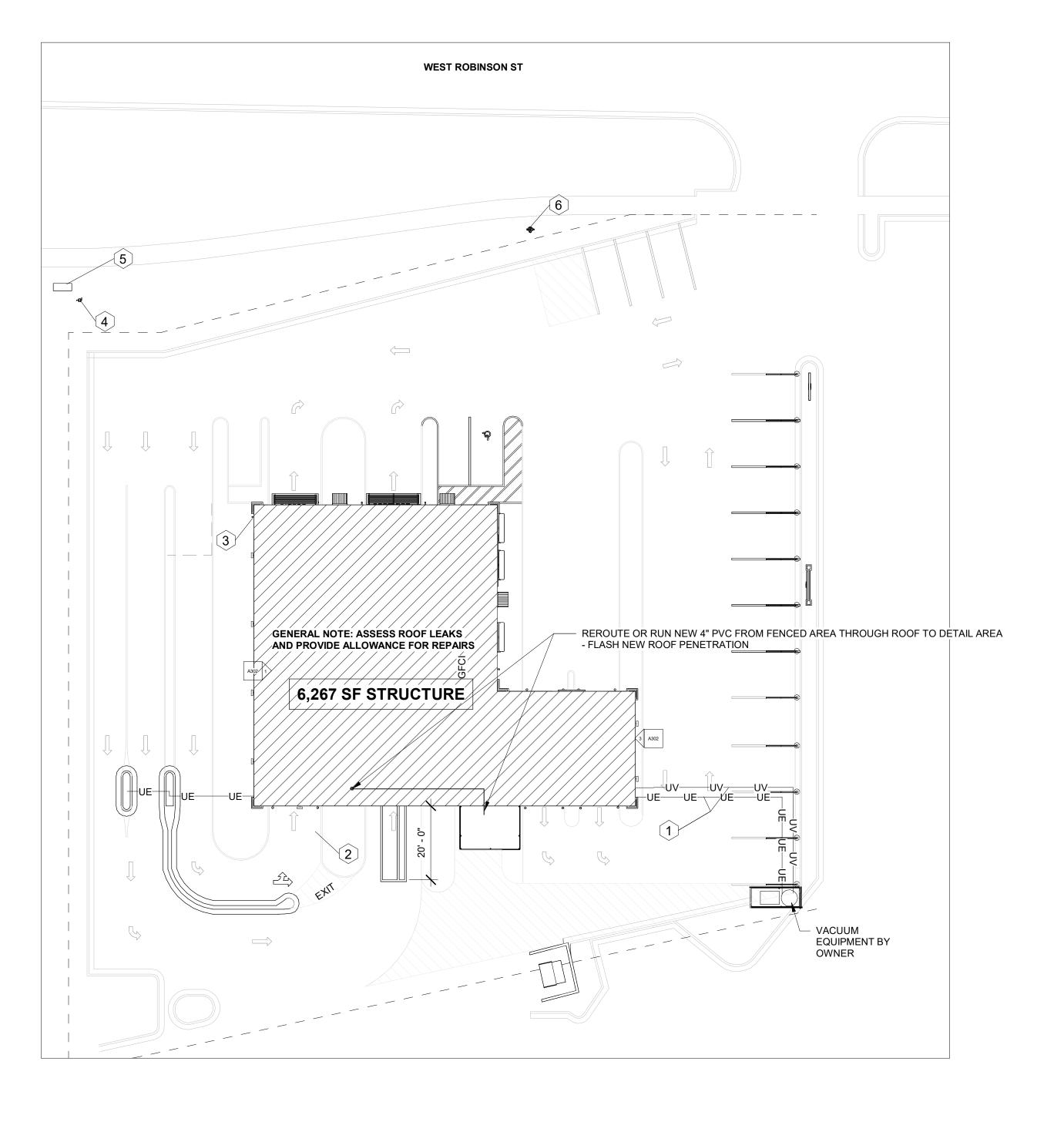
Site Plan

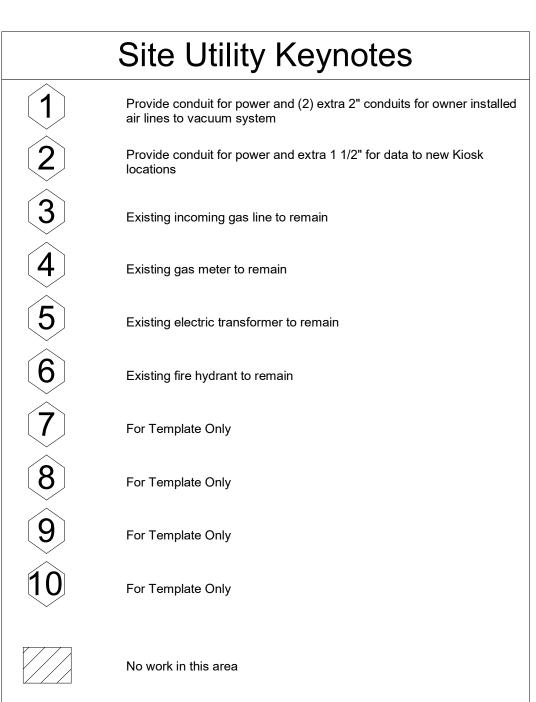
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© 2016 Sun Construction Services - All Rights Reserved		
Drawn by:	SCS	
Revision:	7.8.25	
Date:	2.21.25	

A100
As indicated

As indicate









Permit Set

Sun Construction Services 1000 S Main St. PO Box 1289 Noble Ok 73068 Telephone: 405 872-3397

	Revision Schedule				
	Description	Date			
_					

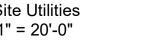
Cruise-In Auto Spa West Side

Site Utilities Plan

A 1 0 0 1			
© 2016 Sun Construction Services - All Rights Reserved			
Drawn by:	SCS		
Revision:	7.8.25		
Date:	2.21.25		

A100.1

ale As indicated



July 24, 2025

Applicant: Cruise in Auto Spa West, LLC.

Project Location: 3250 W Robinson

Case Number: PD25-17

Time: 5:30 p.m.

Applicant Representative:

Luke Greenfield Daniel Steger

Attendees:

Thais Reimmuth
Lawerence Crymes
Philip DeFatta
Erica Byrd
Bree Montoya

City Staff:

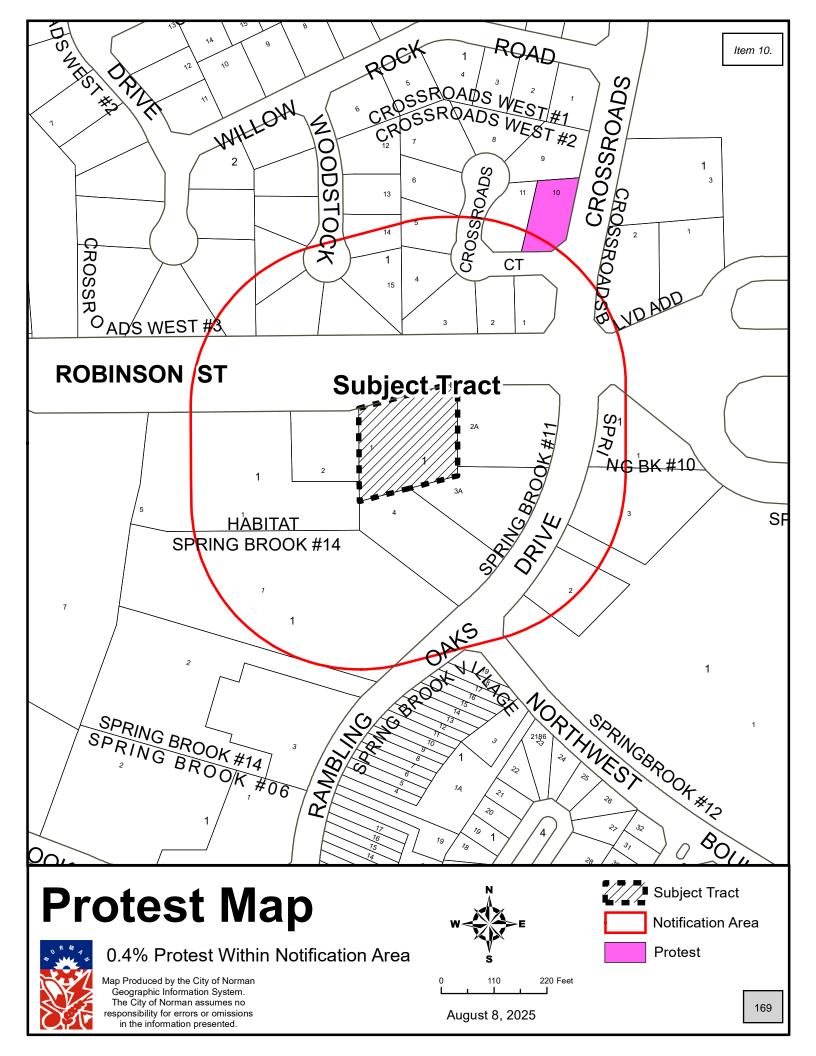
Kelly Abell, Planner I Beth Muckala, City Attorney

Application Summary:

The applicant requests rezoning from C-1, Local Commercial District, to C-2 General Commercial District, with a Special Use for a Bar, Lounge, or Tavern, with plans to refurbish the interior of an existing 6,267 square foot carwash facility, to include a lobby area with a bar to serve beer and wine to the patrons while they wait for their car services to be completed. The proposed project will redesign the interior of the structure to meet the specifications of Cruise In Auto Spa car wash lanes, and the parking area will be repainted to accommodate entry and exit of the car wash lanes, vacuum area and parking so to not allow stacking of vehicles into Robinson Street.

Neighbors' Comments/Concerns/Responses:

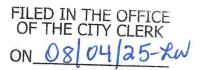
Several neighbors were in attendance. Their concerns primarily focused on the proposed sale of beer and wine. The applicant explained they will obtain an ABLE license and limit each patron to a maximum of two to three drinks. Additionally, any alcohol purchased must be consumed within the designated lobby area inside the building. Alcoholic beverages will not be permitted outdoors or off the premises.



FROM THE DESK OF Thais Reimmuth-----

July 29, 2025

Planning and Community Development City of Norman 225 N. Webster Avenue Norman, Oklahoma 73069



RE: Notice of Request for Special Use Cruise In Auto Spa West LLC 3250 W. Robinson Street.

Ladies and Gentlemen:

This is my letter of objection to the subject change from C-1 to C-2 for the purpose of serving beer and wine at the car wash establishment.

Since title to my residence is in the name of a trust of which I am the trustee, a copy of the certificate of authorization for me to "speak" in this matter is attached hereto pursuant to your instructions.

My thoughts are as follows:

- 1) If you purchased this property as a result of a foreclosure of the previous car wash entity, is the only idea that you would be successful is if you made these beverages available to your patrons?
- 2) The location inside your proposed renovated premises would be the only "waiting" room, which would include mothers and children who are not likely to be partakers and those whom we customarily "protect" from entering an establishment which does serve these beverages.
- 3) The usual and customary time for a patron to wait for his/her vehicle to be tended to is approximately 30/40 minutes. Correct? If that is so, is it not possible that those who desire to imbibe simply cannot wait until they get back into their car and drive off. This is not exactly the personality I would think that you would want to encourage in front of mothers and children, and those who do not care to partake. Perhaps a back door to a back room would be better served.
- 4) I am advised that the "only" items that would be served are beer, in cans, opened by the attendant, and wine, ostensibly served in a glass or paper cup. Either one of these

"opened containers" could be taken inside the vehicle if the vehicle is ready before the consumption is completed. Does Oklahoma have an "open container" law? Will others on the road be thrilled at this decision?

- 5) I'm also advised that young folks would be carded to be sure they are of age. Accidents don't care what age the driver or a victim is. They happen at 10:00 a.m. or 10:00 p.m. I see that it is not so much that the patron cannot wait until they get home as it is in the interest of the "car wash" facility to make a sale.
- 6) I have seen the Slippery Slope effect in my prior life. "Just let me get my toe in the door opines the salesman, I'll make my mark." And the devil take the hindmost.

Your consideration of the thoughts expressed herein regarding this matter and in future like-minded requests will be most appreciated.

Sincerely,

Thaïs Reimmuth 1211 Crossroads Court Norman, OK 73072

Enclosure: as stated



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/14/2025

REQUESTER: Cruise In Auto Spa West, LLC

PRESENTER: Kelly Abell, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-8: 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 SPRING BROOK ADDITION 11 LT 1 BLK 1, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, AND TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN; AND PROVIDING FOR THE

SEVERABILITY THEREOF. (3250 W. ROBINSON STREET)

APPLICANT/REPRESENTATIVE Cruise in Auto Spa West LLC./Luke Greenfield

LOCATION 3250 W. Robinson

WARD 3

CORE AREA No.

EXISTING ZONING C-1, Local Commercial District

EXISTING LAND USEIMX, Interchange Mixed Use

CHARACTER AREA Suburban

PROPOSED ZONINGC-2, General Commercial District, with Special Use

for a Bar, Lounge, or Tavern

PROPOSED LAND USE No Change

REQUESTED ACTION Rezoning from C-1, Local Commercial District, to C-2

General Commercial District, with Special Use for Bar,

Lounge or Tavern

EXISTING CONDITIONS

SIZE OF SITE: 0.93 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning	C-1	R-1	C-1 and C-2	C-O and C-1	RM-6
Land Use	Interchange Mixed Use	Urban Medium	Interchange Mixed Use	Interchange Mixed Use	Interchange Mixed Use
Current Use	Commercial	Residential	Commercial	Commercial	Residential

ZONING DESIGNATION

C-1, Local Commercial District

This commercial district is intended for the conduct of retail trade and to provide personal services to meet the regular needs and for the convenience of the people of adjacent residential areas. It is anticipated that this district will be the predominately used commercial district in the community. Because these shops and stores may be an integral part of the neighborhood closely associated with residential, religious, recreational, and educational elements, more restrictive requirements for light, air, open space, and off-street parking are made than are provided in other commercial districts.

LAND USE DESIGNATION

Interchange Mixed-Use

Characterized by major community and regional commercial developments that are large in scale and have high traffic impact. Efficient, walkable pattern of development with variety in commercial arrangements. Moderate building spacing and separation of uses. Allowances for commercial activities that draw from a regional level; neighborhood services are less common.

- Interchange Mixed-Use areas should be predominately non-residential with minimal residential uses at compatible densities.
- Gross densities in any single development should be greater than 18 units per acre.

CHARACTER AREA DESIGNATION

Suburban Neighborhood Area

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In the future, the neighborhoods with good trail access and connections to surrounding services will likely continue to be highly attractive neighborhoods. Future development should elevate connectivity and traditional neighborhood design (TND).

PROCEDURAL REQUIREMENTS

PRE-DEVELOPMENT: PD25-17 July 24, 2025

Several neighbors were in attendance. Their concerns primarily focused on the proposed sale of beer and wine. The applicant explained they will obtain an ABLE license and limit each patron to a maximum of two to three drinks. Additionally, any alcohol purchased must be consumed within the designated lobby area inside the building. Alcoholic beverages will not be permitted outdoors or off the premises.

BOARD OF PARKS COMMISSIONERS:

This project is already platted and does not include residential development or require a trail easement; therefore, it is not subject to review by the Board of Parks Commissioners.

SUMMARY OF APPLICATION

The applicant requests a rezoning from C-1 to C-2 with Special Use for a Bar, Lounge or Tavern. The proposal includes refurbishing the interior of an existing 6,267 square-foot carwash facility to incorporate a lobby with a bar to serve beer and wine to the patrons while they wait for their vehicle. The interior will be redesigned to meet the operational specifications of Cruise-In Auto Spa. Additionally, the parking lot will be restriped to accommodate car wash entry and exit lanes, vacuum stations, and parking to prevent vehicles stacking into Robinson Street

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The applicant intends for the property to be used as an Automobile Service Station with Special Use for a Bar, Lounge or Tavern. All other C-2 uses will be allowed by right.

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This is an existing structure with off-street parking. The parking area will be repainted to accommodate the specifications of Cruise-In Auto Spa. While no additional landscaping is required under the City of Norman's zoning code, Cruise-In Auto Spa has voluntarily chosen to refresh the landscaping as part of the remodel.

SIGNAGE:

New signage will be installed and must comply with the City of Norman's Commercial Sign Regulations in Chapter 28.

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Exterior light fixtures will be added as shown on the elevation plan and will be required to be full cut-off fixtures, per Section 36-549, Commercial Outdoor Lighting Standards.

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The proposed project is an existing structure and already has connections in place for water and sewer. The dumpster's location will be approved by the City of Norman Sanitation Division.

FENCING/WALLS:

The proposed project will be required to install a six-foot opaque fence along the western property boundary to screen the commercial area from the adjacent residential area in accordance with Section 36-552, Fencing, Walls, and Screening.

EXTERIOR MATERIALS:

The proposed project is an existing structure and already complies with the exterior appearance regulation; all four walls are 80% brick and masonry.

HEIGHT:

The existing structure is a single-story commercial building. The proposed zoning district (C-2) does not impose height restrictions on any building.

REVIEW COMMENTS:

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*) indicates that the agency, department, and/or division responded with adverse comments.

CITY DEPARTMENTS/DIVISIONS

- 1. Fire Department
- 2. Building Review
- 3. Public Works/Engineering
- 4. Transportation Engineer
- 5. Planning
- 6. Utilities

COMMENTS, BY DEPARTMENT/DIVISION:

Items italicized and blue in these sections represent City Staff analysis.

A.1. FIRE DEPARTMENT

Any pertinent items will be addressed during individual building permitting. For details, view the City of Norman Ordinances and adopted 2018 ICC codes as amended by OUBCC including IFC Appendices B, C, and D.

A.2. BUILDING REVIEW

Building codes will be addressed at the building permit stage.

A.3. PUBLIC WORKS/ENGINEERING

As the project has no proposed subdivision or placement of utilities, Engineering has no comments.

A.4. TRANSPORTATION ENGINEER*

The project is not proposing new access points; the City Transportation Engineer has no comments.

A.5. PLANNING

I. ZONING CODE CONSIDERATIONS

i. Purpose - 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. People 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.

The applicant is requesting rezoning from C-1, Local Commercial District, to C-2 General Commercial District, with Special Use for a Bar, Lounge or Tavern. The rezoning will allow for a higher intensity of commercial use, including the proposed Automobile Service Station. The Special Use for Bar, Lounge, or Tavern allows the applicant to serve alcohol without concern of percentage of sales.

ii. Uses Permitted

The applicant intends for the property to be used as an Automobile Service Station with Special Use for a Bar, Lounge or Tavern. All other C-2 uses will be allowed by Right.

This use will be compatible with the surrounding commercial uses.

iii. Area Regulations

- 1. Front yard. All buildings shall be set back from any abutting street right-of-way at least (10) ten feet.
- 2. Side yard. For uses other than dwelling, no side yard shall be required except on the side of a lot adjoining a residential zoning district in which case there shall be a side yard of not less than (5) five feet
- 3. Rear yard. Rear yard shall not be required for retail establishment; except where a rear lot line abuts upon a dwelling district and the commercial building is designed to be serviced from the rear, there shall be provided a rear yard of not less than 30 feet for lots without alleys and 20 feet for lots with alleys; and further, provided that in no case where the rear lot line abuts a dwelling district shall the commercial building be erected closer than three feet to the rear lot line.

The proposed project is an existing structure and there are not any proposed modifications to the site area regulations.

v. Height Regulations

1. C-2, General Commercial District, does not impose height restrictions on any building.

The proposed project is an existing one-story structure and is **consistent** with the current zoning district regulations for C-2, General Commercial District.

II. COMPREHENSIVE PLAN CONSIDERATIONS

Character Area Policies

i. General Policies

Non-residential Policies

- 1. New non-residential developments should use high quality building materials such as glass, brick, stone, wood or cementitious siding.
- 2. Require that loading areas be located to the rear and sides of buildings and screened from view.

- 3. Ensure that all sides of a parking garage that are visible from a public view are architecturally consistent with the buildings it serves.
- 4. Buildings in a corporate campus setting should have an internal pedestrian network between buildings.

The proposed zoning is for an existing structure with a loading area near the rear of the structure, which is **consistent** with the General Non-Residential Policies.

ii. CHARACTER AREA DESIGNATION Suburban Neighborhood Area

Suburban Neighborhood Areas are where suburban residential subdivision development have occurred or are likely to occur (due to availability of water and sewer service). This area is characterized by low pedestrian orientation, existing but largely inconvenient public transit access, high to moderate degree of building and use separation, predominantly residential with scattered civic buildings and varied street patterns, often curvilinear.

In the future, the neighborhoods with good trail access and connections to surrounding services will likely continue to be highly attractive neighborhoods. Future development should elevate connectivity and traditional neighborhood design (TND).

- 1. Infrastructure extensions should occur incrementally, and new developments must connect to City water and sewer, which may require extension of lines.
- 2. Protect drainageways in accordance with WQPZ ordinance within new development and expand their use for public trail access.
 - a) Treat water quality volume from runoff for volume recommended in stormwater master plan and in accordance with EDC Section 7000.
 - b) The open spaces created around drainageways should be connected when feasible to create wildlife corridors.
- 3. Reduce the impact of higher intensity uses to adjacent lower intensity uses with screening and landscaping. Native landscaping is encouraged.
 - a) Prioritize preservation of existing mature street trees.
- 4. Promote a mix of housing types, including accessory dwelling units, and new, well-designed similarly scaled multi-unit residences to increase neighborhood density and income diversity.
 - a) Priority for higher density, mixed-income, and affordable housing opportunities should be assigned to locations with multi-modal transportation access and capacity.
 - b) Based on associated Land Use, housing typologies of all intensity levels are appropriate within the Suburban Character area.

5. Encourage:

- a) More mixing of uses, including neighborhood services, job centers, and residential uses of similar intensities.
- b) Retrofitting existing commercial and retail strip development in areas that are likely to undergo renovation or potential demolition in the life of this plan.
- c) Civic, cultural uses, entertainment establishments that will promote community interaction and public open space.
- 6. As streets move further from the center of the Core Neighborhood Character Area and parcel sizes and development patterns work against pedestrian circulation, focus should shift to vehicular safety, corridor appearance and traffic speeds while still providing basic access and safety for pedestrians and bicyclists. Transportation accommodation should:
 - a) Ensure interconnectivity between developments for local and collector streets.

- b) Provide access to trails with all new development, when feasible to integrate trail plans outlined in the Transportation and Park Master Plans into developments.
- c) Connect streets between land uses and include complete street approaches for undeveloped sites.
- d) Use the most recent Transportation Master Plan to fill pedestrian system gaps along streets, to trails, and within developments.
- e) Encourage network of multi-modal transportation options to neighborhood centers and local mixed-use developments.

The proposed project is **consistent** with policies because the building will be retrofitted for a new use. Screening will also be provided and maintained next to existing residential.

iii. Land Use Development Policies

i. Description and Context - Interchange Mixed-Use

Characterized by major community and regional commercial developments that are large in scale and have high traffic impact. Efficient, walkable pattern of development with variety in commercial arrangements. Moderate building spacing and separation of uses. Allowances for commercial activities that draw from a regional level; neighborhood services are less common.

- a. Interchange Mixed-Use areas should be predominately non-residential with minimal residential uses at compatible densities.
- b. Gross densities in any single development should be greater than 18 units per acre.

While this project is not a large, mixed-use development, it is an efficient reuse of the structure and property. This makes the project **consistent** with the policies.

ii. Building Types

- 1. Taller buildings (3+ stories), especially close to the Interstate itself, are appropriate.
- 2. All building sizes can be accommodated.
- 3. Buildings should be custom designed to be sensitive to the context of their site and the surrounding development and/or open space.
- 4. High density housing types are present. These uses can be mixed in with commercial but should be clearly incidental to commercial use and are not appropriate on the ground floor of a mixed-use building.
- 5. Single-use, medium density residential structures may be appropriate with extensive review along edges transitioning to residential areas.

The proposed project is **consistent** because all building sizes are allowed. No new structures are currently proposed.

iii. Site Design

- 1. Sites in this land use should be carefully planned to be attractive, especially from both Interstate-35 and potential turnpike corridors.
 - a) Building design, articulation, and landscaping should contribute to the attractiveness of sites from the major roadways.
 - b) Parking areas should be oriented away from sight lines from both Interstate-35 and potential Turnpike corridors.

- 2. The site layout should make it comfortable to walk throughout the area and experience the unique place.
- 3. Adjacent buildings and uses should be clearly integrated with thoughtful design such as cross-access, shared parking, driveway closures, and connected pathways.

 a) Special attention to pedestrian circulation from tenant to tenant is important.
- 4. Accommodates a wide variety of activities that support commercial uses.

 Components such as well-designed outdoor seating, landscaping, bike and pedestrian improvements, site lighting improvements, diversified tenant mix, and other placemaking opportunities must be incorporated into proposed developments.

The proposed project is **consistent** with Site Design Policies as the circular flow in the parking area, modified exterior, and refreshed landscaping will be an esthetic upgrade to the existing area.

iv. Transportation

1. Existing surface parking lots at these locations often present an opportunity to modify the circulation pattern, improve access, and add other benefits. New and redeveloped parking should be a secondary component, unless provided as public street parking, located in the rear, in alleys, screened from view of the right of way, and/or in large, shared parking facilities or decks. A highly connected multi-modal network is required to support the current and future needs of these important areas. Improving access for pedestrians and bicyclists will be a priority, including modernizing multi-modal infrastructure. Public transit accommodation should be integrated, if not already established.

The proposed project is **consistent** with Transportation Policy as entering and exiting the property is expected to manage traffic more efficiently as demonstrated on the site plan.

v. Utility Access

1. A full range of utilities should be available. If services are not already in place, they must be extended by the developer during the platting process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility systems.

The proposed project is **consistent** with the Utility Access Policy as the project will utilize existing utilities.

vi. Public Space

1. Plazas, café seating, and other outdoor spaces of significance should be present. Traditional public parks are not appropriate. Private parks within housing developments are permissible. Pedestrian amenities and connections to regional trails are commonly integrated.

The proposal is **inconsistent** with public space policies; however, it is reuse of an existing structure and site design and not a new, greenfield development.

A.6. UTILITIES

I. AIM NORMAN PLAN CONFORMANCE

i. Proposed development is in accordance with AIM Water and Wastewater Utility Master Plans.

II. SOLID WASTE MANAGEMENT

i. Proposed development meets requirements for City streets and provides access for solid waste and recycling services, if ingress and egress are maintained.

III. WATER/WASTEWATER QUALITY

i. Water Availability

Adequate capacity within the water system exists to serve the proposed development.

ii. Wastewater Availability

Adequate capacity within the wastewater system exists to serve the proposed development.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed renovation of a 6,267 SF building to include a modern facade, refreshed landscaping, and a circular traffic flow are consistent in meeting the Character Area and Land Use Policies. The proposed project will utilize an existing building while reactivating the space.

<u>CONCLUSION:</u> Staff forwards this request for rezoning from C-1, Local Commercial District, to C-2, General Commercial District, with Special Use for a Bar, Lounge or Tavern, and Ordinance O-2526-8 to the Planning Commission for consideration and recommendation to City Council.

Cruise In Auto Spa West Special Use

6. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-8: 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 SPRING BROOK ADDITION 11 LT 1 BLK 1, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, AND TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3250 W. ROBINSON STREET)

ITEMS SUBMITTED FOR THE RECORD

- Staff Report
- 2. Location Map
- 3. Permit Set
- 4. Pre-Development Summary
- 5. Protest Map/Letter

Staff Presentation

Kelly Abell, Planner I, presented the staff report.

Applicant Presentation

Luke Greenfield, applicant, explained the proposed project.

Commissioner Brewer asked if the Cruise in Auto Spa at this location, 3250 W. Robinson St., would serve beer and wine like the Main Street location. Mr. Greenfield responded yes, it would be the same with only beer and wine served.

Public Comment

There were no public comments.

Planning Commission Discussion

Commissioner Brewer explained the Commission had previously approved the Main Street location for beer and wine.

Motion by Commissioner Brewer to recommend approval of Ordinance O-2526-8; **Second** by Commissioner McKown.

The motion passed with a vote of 7-1. Commissioner Parker voting against.

File Attachments for Item:

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-10 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 20-1008 ("LICENSE REQUIRED") THROUGH 20-1013 ("OUTSIDE SALES") OF ARTICLE 20-X ("FOOD SERVICES") WITHIN CHAPTER 20 ("LICENSES AND OCCUPATIONS") AND APPENDIX A ("CITY OF NORMAN FEE SCHEDULE") TO THE CODE OF THE CITY OF NORMAN TO IMPLEMENT CHANGES CONSISTENT WITH NEW STATE LAWS RELATING TO THE LICENSURE, REGULATION AND INSPECTION OF MOBILE FOOD ESTABLISHMENTS AND MOBILE FOOD PREPARATION VEHICLES; PROVIDING AN EFFECTIVE DATE OF NOVEMBER 1, 2025; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Elisabeth Muckala, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-10 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 20-1008 ("LICENSE REQUIRED") THROUGH 20-1013 ("OUTSIDE SALES") OF ARTICLE 20-X ("FOOD SERVICES") WITHIN CHAPTER 20 ("LICENSES AND OCCUPATIONS") AND APPENDIX A ("CITY OF NORMAN FEE SCHEDULE") TO THE CODE OF THE CITY OF NORMAN TO IMPLEMENT CHANGES CONSISTENT WITH NEW STATE LAWS RELATING TO THE LICENSURE, REGULATION AND INSPECTION OF MOBILE FOOD ESTABLISHMENTS AND MOBILE FOOD PREPARATION VEHICLES: PROVIDING AN EFFECTIVE DATE OF NOVEMBER 1, 2025:

AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

The City of Norman licenses food service establishments in Chapter 20, Article 20-X of the Norman City Code. Currently, annual licenses are available to fixed mobile food vendors only. These food service establishments have also been subject to state and county oversight pursuant to 63 Okla. Stat. § 1-1118. Ultimately the need to address mobile food vendors (food trucks) arose and in April 2011, the City of Norman amended its licensure provisions in order to offer temporary licensure (for terms of one day, 30 days or 180 days) to those entities.

DISCUSSION:

However, during the 2025 legislative session, the Oklahoma Legislature adopted, and Governor signed into law, two different House Bills establishing licensure and code inspection requirements and procedures specific to mobile food vendors/mobile food preparation vehicles. House Bill 1076 is an "Act" relating to the Oklahoma Department of Health's regulation of mobile food vendors and sets forth the allowable parameters which serve to limit the reach of the Department as well as "local authorities," including municipalities.

The new procedure provides the manner of licensure by the Department of Health and allows for means of municipal licensure. Based upon how Norman's licensure operates, the City is allowed to issue a license only in recognition of the license that is to be issued pursuant to 63

Okla. Stat. § 1-1118. The Act sets forth general operational parameters addressing safety, avoidance of nuisance behavior, waste disposal and permit display that are consistent with existing City of Norman licensure guidelines. The new state law outlines that mobile food vendors may operate on municipal property (including parks) as allowed by said municipality, and upon private party: (a) where allowed by zoning and with of the property owner, designee or lessor; and (b) in a residential zoning district at the invitation of the resident or group of residents in order to serve food to that resident, group of residents or their guests provided that mobile food vendor operations on the subject property not exceed 12 days a year.

Oklahoma statute now defines a "mobile food establishment" as follows:

[F]acility including a trailer, that prepares food and beverages, is vehicle mounted, is road-approved by the Department of Transportation including wheels and axles, is readily moveable, and remains at one physical address for no more than twelve (12) hours at one time, unless the mobile food establishment is operating on private property. A mobile food establishment operating on private property may remain at one physical address for no more than fourteen (14) days.

The new definitions amended into existing statutes now establish that "mobile food vendors" and "mobile food vehicles" relate to: (a) mobile push cart operations (manually-propelled cart sales); (b) mobile food establishments (food trucks); and (c) mobile retail food establishments (food trucks selling prepackaged consumables).

The new laws specifically permit a municipality to restrict noise (exceeding 75 db within 23 ft of the vehicle), regulate and restrict operations in public parks and require park permits, prevent restrictions to ingress/egress, develop permits for use of metered public parking spaces, investigate foodborne illness, report violations to the state or other regulating entity, issue citations for violations of state and consistent local laws, and adopt regulations addressing public health or safety risks consistent with the Act. On the other hand, municipalities may not prevent mobile food vendor operations where said operations are properly licensed pursuant to state law.

Further, local authorities, including municipalities may not regulate the relationship between mobile food vendors and private property owners, commercial establishments or commissary (except to enforce the failure to obtain consent for use of private property as required by the Act). Said entities also may not require a vehicle to remain in constant motion or mandate locations changes in the absence of a violation of state law. These entities may not require certain equipment, for vehicles, limit the number of licensees, require finger-printing, GPS monitoring, bonding, or additional insured coverage (except where operating on public property or at a public event), or require more inspections than required for initial licensure or investigation of a foodborne illness. The Act addresses the manner in which a "nonobstructive spot inspection" may occur prior to food truck operations at mass gatherings. Additionally, a municipality may not charge fees for additional health inspection, charge fees for local license or permits beyond the administrative cost of issuing the local license or permit, or require proof of more than one vehicle inspection in the previous twelve (12) months.

Additionally, House Bill 2459 was signed into state law, which establishes the exclusive authority of the State Fire Marshal over inspection of mobile food preparation vehicles. While this law does not prohibit a municipality's issuance of licenses/permits, imposition of operation fees, land use and zoning, and other ordinances relating to "mobile food preparation" within municipal bounds, HB 2459 does state that "no political subdivision [other than the state] . . . shall enact or enforce any fire or life safety code-related ordinances . . . for mobile food preparation vehicles except" within counties exhibiting a population in excess of 400,000 at the time of the last censure (at this time only Tulsa and Oklahoma counties meet this threshold, with Cleveland County's population at around 300,000 based upon the last federal census).

Both of these bills have an effective date of November 1, 2025. The amendments proposed at this time are exclusive to Chapter 20, Article 20-X of the Norman City Code, and its referenced Appendix setting forth applicable fees. These amendments are, at this time, intended to implement the required consistency with the new and amended state statutes. However, City Council has indicated an interest in discussing at a future date, the potential for generally addressing licensure fees, including those applicable to food service establishments, as well as the potential for creating a program for the use of public parking spaces, including publicly-owned parking lots, by mobile food vendors. Additionally, while the City intends to ultimately implement a food vendor permit specific to park events, as expressly allowed by HB 1076, it was determined that these measures would be better implemented with later code amendments upon applicable park policies being finally defined.

At this time, the amendments recommended can be summarized as follows:

- -The creation of an annual license applicable to mobile food vendors (though a temporary option is also still available for now);
- -Clarified definitions and explanation of fixed versus mobile vendors consistent with state law;
- -Specification that mobile food vendor licenses are issued only in recognition of those issued pursuant to state law;
- -Requirement for mobile food vendors to name the City of Norman as an additional insured on coverages where operating on city property, including parks, or otherwise at a city-sponsored event;
- -Specification that mobile food preparation vehicle inspections will be accomplished annually by the State Fire Marshal, and that requisite proof of passed inspection must be demonstrated in the licensure application and for the entire licensure term;
- -Updated temporary permit fees that assure compliance with HB 1076;
- -Other language updates and modifications to ensure consistency with HB 1076 and HB 2459.

RECOMMENDATION:

City staff recommends approval of Ordinance O-2526-10, implementing amendments to Chapter 20, Article 20-X and Appendix A of the Norman City Code relating to food establishments licenses, including mobile food establishment licenses.

Ordinance No. O-2526-10

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 20-1008 ("LICENSE REQUIRED") THROUGH 20-1013 ("OUTSIDE SALES") OF ARTICLE 20-X ("FOOD SERVICES") WITHIN CHAPTER 20 ("LICENSES AND OCCUPATIONS") AND APPENDIX A ("CITY OF NORMAN FEE SCHEDULE") TO THE CODE OF THE CITY OF NORMAN TO IMPLEMENT CHANGES CONSISTENT WITH NEW STATE LAWS RELATING TO THE LICENSURE, REGULATION AND INSPECTION OF MOBILE FOOD ESTABLISHMENTS AND MOBILE FOOD PREPARATION VEHICLES; PROVIDING AN EFFECTIVE DATE OF NOVEMBER 1, 2025; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

§ 1. That Section 20-1008 of the Code of the City of Norman shall be amended as follows:

SEC. 20-1008. – FOOD SERVICE ESTABLISHMENT LICENSE REQUIRED.

- (a) Annual or temporary Food Service Establishment new-license(s), as applicable, are required for food service establishments operating within the City of Norman and shall be issued by the City Clerk following approval of such by the Fire Marshal, Planning and Community Development Department, County Health Department, City Clerk, Sign Inspection Division, and Environmental Services, and as needed. required by applicable law:
 - (1) Annual or temporary licenses shall be issued to fixed and mobile food establishments. A license is specific to the operation type, location or establishment described in the application. Where more than a single type, location or number of operations are carried on by an applicant, licenses are required for each such operation, location or establishment.
 - (2) Fixed food service establishments are those operating at a particular and identifiable location upon real property that do not meet the definition of mobile food establishment under applicable state law or regulations.
- (b) Annual Food Service Establishment License. Annual food service establishment licenses are offered for both fixed and mobile food establishments operating within the City of Norman. Respecting the operation of a mobile food establishment, as defined by state law, an annual city license shall be sought and issued by the city in recognition of the applicant's compliance with the licensing and operation requirements enforced through the Oklahoma Department of Health, and any requirements of the City of Norman not inconsistent with Oklahoma Department of Health regulations or other applicable law.
- (bc) <u>Temporary Food Service Establishment License</u>. A person desiring to operate a temporary food service establishment may apply for <u>either</u> a <u>one-day</u>, 30-day or a 180-day temporary license at least 24 hours prior to any sales at said establishment. This temporary license shall be issued by the City Clerk following approval of such application by the County Health Department and City

Clerk. <u>The Any</u> temporary license may be renewed for an additional <u>180 daysterm and payment of fee</u> following approval by the County Health Department and City Clerk. <u>There shall be two types of temporary licenses issued as follows:</u>

(c) There shall be two types of licenses issued as follows:

- (1) *Fixed temporary food service license*. This <u>temporary</u> license shall be for temporary food service businesses operating at a fixed location for a maximum of 180 days. This license may not be renewed for an additional 180 days at the same location. These food service businesses must comply with all provisions of the City zoning code.
- (2) Mobile temporary food service license. Temporaryhis licenses shall also be available for facilities that are vehicle mounted and are readily moveablemobile food establishments, as defined by Oklahoma law, which may apply for a temporary license to be issued by the City in recognition of the applicant's compliance with licensing and operation requirements enforced through the Oklahoma Department of Health, and any requirements of the City of Norman not inconsistent with Oklahoma Department of Health regulations or state law.
- § 2. That Section 20-1009 of the Code of the City of Norman shall be amended as follows:

Sec. 20-1009. – Application Procedure for Temporary-Food Service Establishment License.

- (a) *Contents of application*. Applicants for a permitlicense under this article must file with the City Clerk a (verified) sworn application in writing on a form to be furnished by the City Clerk, which shall give the following information, except to the extent that the provision of any information is inconsistent with Oklahoma Department of Health requirements or other applicable state law:
 - (1) Name and description of applicant;
 - (2) Permanent or mailing Aaddress;
 - (3) Brief description of business, goods to be sold, location desired, if applicable;
 - (4) Time period for which applicant wishes to do business;
 - (5) License number and description of vehicle to be used, if any;
 - (6) Verification that applicant is bonded as a Group II vendor by the State Tax Commission or other proof that sales tax has been or is being paid on the merchandise sold or to be sold, if applicable:
 - (7) Proof that a County health permit has been obtained;
 - (8) At time of filing, the fee, as provided in NCC 20-1011, shall be paid to the City Clerk. As applicable, proof that a food service establishment license was obtained pursuant to applicable state law;
 - (9) Each applicant, if the applicant does not operate a fixed, permanent restaurant within the City, shall file with the application a certificate of insurance from the appropriate insurer that the applicant has general liability and vehicular insurance in the amount required by the State. As applicable to mobile food preparation vehicles/food vending vehicles, proof of the State Fire Marshal's approved vehicle inspection within one (1) year of the date of application (and where such inspection is renewed during the term of operation, provision

of any renewed inspection approval), and other necessary approvals according to state law, as applicable.

- (b) *Payment of fee.* At the time of filing, the fee, as provided in NCC 20-109 and Appendix A, shall be paid to the City Clerk.
- (c) *Insurance*. Each applicant, if the applicant does not operate a fixed, permanent restaurant within the City, shall file with the application a certificate of insurance from the appropriate insurer that the applicant has general liability and vehicular insurance in the amount required by the State. Where any such licensee operates at a City event or otherwise upon City property, including a park, the licensee shall provide a certificate of insurance naming the City of Norman as additional insured for the purposes of that event.
- (bc) Review of application.
 - (1) The City Clerk shall review the application to ensure:
 - a. That applicant is aware of his responsibility to collect and pay sales tax and that applicant is properly registered with the State Tax Commission. If applicant is not properly registered with the State Tax Commission, the permit will not be issued.
 - b. That the chosen location for issuance of a fixed <u>annual or temporary</u> food service <u>establishment</u> license is commercially zoned and does not extend onto the public right-of-way (except where the licensee is operating at a City event in compliance with the Chapter).
 - c. That the applicant's business operation will not obstruct a safe line of sight from any street or private drive used to exit the subject property, or cause other sight distance related problems, or otherwise obstruct the free pass of pedestrians or vehicles along any street, sidewalk or parkway.
 - d. That NCC <u>eCh</u>. 28 is to be properly complied with during applicant's business activity.
 - e. That applicant's business operations will not reduce the required off-street parking of the host business, if any.
 - f. That a valid county health permit, or license as issued pursuant to applicable state law, is obtained and maintained for the license term.
 - (2) Within seven <u>five (5) business</u> days after receipt of <u>thea complete</u> application, the City Clerk shall either approve or disapprove of the application.
 - a. If the application is approved, the Clerk shall issue the permit within three days after the approval.
 - b. If the application is not approved, the City Clerk must state with specificity the reasons for nonapproval and the City Clerk shall notify the applicant within three days after nonapproval. Proper mailing to the address shown on the application shall be adequate notification to the applicant.
- § 3. That Section 20-1010 of the Code of the City of Norman shall be amended as follows:

Sec. 20-1010. – Conditions of Permit Issuance

- (a) All temporary food vendors must have The issuance of a temporary food service establishment license shall not be construed to provide the permission of the property owner(s), which must be obtained by a licensee prior to operating a temporary food vending unit on the subject property.
- (b) No mobile temporary food vendor, whether they be an annual or temporary licensee, may stop for longer than 12 hours at a single location at one time, and shall operate on private property upon permission or invitation of the property owner(s), designee(s) or lessor(s) pursuant to applicable law. or address in a 24 hour period. A single location or address shall include a single parking lot shared by multiple businesses.
 - (1) This section shall not apply to food sales at events that are not open to the general public or are sponsored, catered, or hosted by a business or group.
 - (2) This section shall not apply on University of Oklahoma home football game days or licensed Special Events.
- (c) Except where operating with permission as a part of a City event, or during a licensed Special Event, mMobile temporary food vendors may not sell food on public right-of-way except for a brief stop for point of sale. For the purposes of this section, public right-of-way means any street or highway and property adjacent to streets and highways which is dedicated to public use and over which the federal, State or municipal government, or any agency, department or subdivision thereof, exercises control and dominion; or any bridge, alley, sidewalk, pedestrian way, stairs or elevator which is dedicated to public use and over which the federal, State or municipal government, or any agency, department or subdivision thereof, exercises control and dominion.
- § 4. That Section 20-1011 of the Code of the City of Norman shall be amended as follows:

Sec. 20-1011. -Permit Issuance

- (a) Permits shall be issued by the City Clerk.
- (b) A permit <u>is effective on the first day following the day of issuance by the City Clerk.</u> must be issued not less than 24 hours prior to any actual selling activity by the applicant.
- (c) The format of such permit will generally follow the format of licenses, as provided in NCC 20-101, and such permit shall be prominently displayed at the applicant's selling location.
- § 5. That Section 20-1012 of the Code of the City of Norman shall be amended as follows:

Sec. 20-1012. –Permit Fee

Ordinance No. O-1718-___ Page 5

The application fee to be paid to the City Clerk upon submission of the application for a temporary food <u>service establishment</u> license shall be, as provided in the City fee schedule for <u>annual or temporary a (one-day permit, for a 30-day permit, or for a 180-day permit)</u>.

§ 6. That Section 20-1013 of the Code of the City of Norman shall be amended as follows:

Sec. 20-1013. -Outside Sales for Fixed Food Service Establishments

- (a) Fixed food service establishments holding an annual City license may have outside sales on their premises if all conditions of the Food Service Establishment Regulations, zoning ordinances and fire code are met.
- (b) Fixed food service establishments with temporary licenses issued by the City may have outdoor sales if all conditions of the Food Service Establishment Regulations, zoning ordinances and fire code are met.
- § 7. That Appendix A to the Code of the City of Norman shall be amended as follows:

APPENDIX A - CITY OF NORMAN FEE SCHEDULE

Code Section	Description	Fee
	Chapter 1 – General Provisions	
1-114	Court Costs	Not to exceed \$30.00
	* * *	
	Chapter 20 – Licenses and Occupations	
20-104	Duplicate License	\$10.00

20-109	Occupational Tax Fee	
	* * *	
(n)	Food Service Establishments	
(1)	Annual (and renewal)	\$50.00
(2)	Temporary One-day	\$20.00
<u>(3)</u>	Temporary 30-day	\$30.00
<u>(4)</u>	Temporary 180-day	40.00
<u>(5)</u>	Temporary renewal	Same as original fee
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Ordinance No. O-1718-___ Page 6

- § 8. <u>Effective date.</u> That the amendments implemented by this ordinance shall be effective November 1, 2025.
- § 9. <u>Severability.</u> 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	NOT ADOPTED this	day
of	, 2025.	of	, 2025.
(Mayor)		(Mayor)	
ATTEST:			
(City Clerk)			

File Attachments for Item:

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE 02526-11 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 2-301 TO REMOVE MENTION OF NORMAN ELECTION COMMISSION; REPEALING ARTICLE 10-II TITLED "CAMPAIGN DISCLOSURES OF CONTRIBUTORS, CONTRIBUTIONS AND EXPENDITURES" OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Kathryn Walker, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-11 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 2-301 TO REMOVE MENTION OF NORMAN ELECTION COMMISSION; REPEALING ARTICLE 10-II TITLED "CAMPAIGN DISCLOSURES OF CONTRIBUTORS, CONTRIBUTIONS AND EXPENDITURES" OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA; AND PROVIDING FOR THE

SEVERABILITY THEREOF.

BACKGROUND:

Prior to 2014, cities could adopt ordinances governing certain conduct related to elections. Norman's ordinances set out requirements related to filing campaign statements, what qualifies as a campaign expenditure, and campaign record retention. The City Clerk was required to supply appropriate forms, including campaign statements, instruct candidates on their duties related to the City's requirements, and review all filed statements and check for irregularities. The Norman Election Commission was created to assist with the education of candidates, review campaign statements, and take action on any irregularities or failures to file required statements.

In 2014, the State legislature adopted the Municipal Campaign Finance and Financial Disclosure Act as a matter of statewide concern, limiting the City's role in oversight of municipal elections. The Act largely governed the conduct of municipal elections but still required the filing of requirement campaign statements with the City Clerk and empowered the Oklahoma Ethics Commission to enforce the requirements. As a result, Council adopted Ordinance O-1415-23 which limited the Norman Election Commission to a review body with no authority to enforce the state requirements and modified the Clerk's duties to ensure consistency with the new state law.

During the recent legislative session, the State legislature adopted Senate Bill 890, which further amended the Municipal Campaign Finance and Financial Disclosure Act to completely eliminate the City Clerk's role in municipal candidate elections, other than to accept the initial filing of candidacy and related fee provided to the Cleveland County Election Board by municipal

candidates. All campaign statements, reports, etc. will be required to be filed with the Ethics Commission, who will be charged with reviewing documents for compliance with State law. Senate Bill 890 becomes effective on November 1, 2025.

DISCUSSION:

Ordinance O-2526-11 amends Section 2-301 of the City's Code to delete the reference to the Norman Election Commission as one of the City's appointive boards and commissions. It also repeals Article 10-II of the City's Code to comply with Senate Bill 890. This particular article sets forth the duties of the City Clerk and the Norman Election Commission as allowed under the 2014 version of the Municipal Campaign Finance and Financial Disclosure Act.

RECOMMENDATION:

Ordinance O-2526-11 will ensure compliance with Senate Bill 890 and is recommended for adoption by City Council. If adopted on Second Reading on September 23, 2025, it will be effective in time for the effective date of Senate Bill 890.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 2-301 TO REMOVE MENTION OF NORMAN ELECTION COMMISSION; REPEALING ARTICLE 10-II TITLED "CAMPAIGN DISCLOSURES OF CONTRIBUTORS, CONTRIBUTIONS AND EXPENDITURES" OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, prior to 2014, municipal elections and candidate filings and requirements were largely governed by City ordinance; and
- § 2. WHEREAS, previous versions of the City Code required the City Clerk to develop candidate and committee expenditure forms consistent with the Code, and manage the filing and review of such reports; and
- §2. WHEREAS, the City originally created the Norman Election Commission to assist the City Clerk with public education and serve in an oversight role for municipal candidate elections; and
- § 2. WHEREAS, with the adoption of Municipal Campaign Finance and Financial Disclosure Act in 2014, and subsequent adoption by the City of Ordinance O-1415-23 to ensure compliance with the Act, the role of the Norman Election Commission was limited to assisting the City Clerk in candidate education, review of campaign reports required to be filed with the City Clerk, reporting to the City Council any discrepancies in reports required to be filed by State law, and referral of alleged violations of Oklahoma election laws to the state Ethics Commission as required by State law; and
- § 3. WHEREAS, in the recent legislative session, with the adoption of Senate Bill 890, the Municipal Campaign and Financial Disclosure Act has been further amended to completely eliminate the municipal clerk's role in municipal candidate elections, resulting in no further requirement to receive candidate reports, review reports for discrepancies, or report said discrepancies or alleged violations to the Ethics Commission because all reports will be filed directly with the Ethics Commission upon the effective date of Senate Bill 890, November 1, 2025.
- § 4. WHEREAS, the Norman Election Commission will no longer have reports to review as all reports will now be filed and reviewed by the Ethics Commission.

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

§ 5. THAT, Section 2-301 of the Code of the City of Norman, Oklahoma shall be amended as follows:

2-301 Appointive Boards and Commissions; Appointments; Terms of Office

The appointed members of the following boards and commissions shall first be nominated by the Mayor and then confirmed by a majority of the Council and the number of appointive members of each respective body and their overall respective terms of office shall be as listed below:

- (a) Board of Adjustment: seven persons for three-year terms.
- (b) Norman Regional Hospital Authority: Nine persons for three-year terms.
- (c) Board of Park Commissioners: Nine persons for three-year terms.
- (d) Environmental Control Advisory Board: Nine persons for three-year terms.
- (e) Human Rights Commission: Nine persons for three-year terms.
- (f) Library Board: Nine persons for three-year terms.
- (g) City Planning Commission: Nine persons for three-year terms.
- (h) Public Housing Authority: Five persons for three-year terms.
- (i) Social and Voluntary Services Commission: Nine persons for three-year terms.
- (i) Board of Appeals: Five persons and one alternate for three-year terms.
- (k) Historic District Commission: Nine persons for three-year terms
- (1) Economic Development Advisory Board: Seven persons for three-year terms.
- (m)Norman Election Commission: Seven persons for three-year terms.
- § 6. THAT, Article 10-II of the Code of the City of Norman, Oklahoma shall be repealed as follows:

ARTICLE 10-II CAMPAIGN DISCLOSURES OF CONTRIBUTORS, CONTRIBUTIONS AND EXPENDITURES

10-201 Definitions

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

Annotated

Campaign committee shall mean a committee which may be composed of one or more persons the purpose of which is to support the election of a specific candidate to municipal office, whose name as it will appear on the ballot shall appear in the name of the committee.

Candidate shall mean any person who publicly seeks nomination or election to any elective municipal office in the City government.

Election shall mean any municipal election, municipal runoff election, or special election held in the City at which candidates for public office are voted upon.

Municipal office shall mean any elective municipal office for which Declarations of Candidacy are filed with the secretary of the county election board as required by Sections 16-109 and 16-110 of Title 11 of the Oklahoma Statutes.

Municipal political committee shall mean any committee composed of one or more persons whose purpose includes the election or defeat of one or more candidates for municipal office but which is not required to register with the Ethics Commission or the Federal Election Commission.

Norman Election Commission shall mean a five member committee, appointed by the Mayor and approved by a majority of the City Council to serve three year staggered terms. The terms of initial appointments shall be adjusted so as to provide that no more than two (2) terms shall expire in any one (1) year; subsequent appointments shall be for three-year terms.

10-202 Duties of the City Clerk

The City Clerk shall:

- (a) Supply appropriate forms for statements of organization, reports of contributions and expenditures, and statements of financial interest required by state law to all candidates, campaign committees, and municipal political committees required to file such statements and reports;
- (b) Furnish written instructions explaining the duties of candidates, campaign committees, and municipal political committees under state law, including required closing and filing dates;
- (c) Examine all statements of organization, reports of contributions and expenditures, and statements of financial interest filed in the City Clerk's office pursuant to state

law and check for irregularities that do not meet the requirements of state law. (Acceptance of the statements and reports by the City Clerk shall not constitute approval of said statements and reports);

- (d) Notify promptly all persons known to have failed to file a statement or report in the form or at the time required;
- (e) Refer all apparent irregularities or failures to file required statements or reports to the Norman Election Commission for review;
- (f) Cooperate with the Norman Election Commission;
- (g) Maintain a current list of all statements and reports on file in the City Clerk's office;
- (h) Preserve each statement and report for at least four (4) years from the date upon which it was required to be filed;
- (i) Make statements and reports available for public inspection as soon as practicable during regular business hours;
- (j) Provide copies of filed statements and reports or parts of statements and reports at a normal charge;
- (k) Distribute without fees or charge to each candidate or campaign committee one (1) copy of the election code of the State, including, but not limited to, any relevant state Ethics rules, and one (1) copy of all city ordinances relating to election campaign matters and all blank forms required for statements of organization, reports of contributions and expenditures, and statements of financial interest.

10-203 Duties of the Norman Election Commission

In addition to any other duties designated by the terms of this article, the Norman Election Commission shall:

- (a) Cooperate with the City Clerk in the preparation and publication of written instructions explaining the duties of candidates, campaign committees, and municipal political committees under state law;
- (b) To review, compare and examine for inconsistencies or other deficiencies, including but not limited to, timeliness, all statements and reports filed in the Office of the City Clerk.
- (c) Identify any substantial discrepancy, including, but not limited to, total contributions and expenditures listed in reports of contributions and expenditures filed before the election and contributions and expenditures listed in such reports filed after the election:
- (d) To report to the City Council within forty (40) days after the Municipal Election and ninety (90) days after the final election, information including, but not limited to, ongoing investigations regarding or determinations of substantial discrepancies in reports required to be filed by the election laws of the State of Oklahoma;
- (e) Recommend or advise the City Council on possible changes as needed to this article;
- (f) Make an effort to inform the public about the importance of reporting all contributions and expenditures by candidates for local offices as well as the political action committees (PACs) involved in a given campaign.

10-204 Norman Election Commission Procedure

- (a) Whenever the Norman Election Commission has reason to believe a willful violation of the State Election Laws has occurred, it may make a referral to, or file a formal complaint with, the state Ethics Commission in accordance with the procedures outlined in state law.
- (b) The Norman Election Commission shall cause notice of its meetings to be mailed to each candidate required to file statements or reports with the City Clerk for the current municipal election. This notice shall be accomplished by mailing to the candidate, at the address of the candidate on file in the Office of the City Clerk, a copy of the agenda setting

Annotated

forth the date, time and place of the meeting of the Commission and the matters to be covered at the meeting.

§ 7. <u>Severability.</u> 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	NOT ADOPTED this	day of
	, 2025.		, 2025.
Mayor Stephen T. Holma	n	Mayor Stephen T. Holman	
ATTEST:			
City Clerk			

File Attachments for Item:

13. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

HUMAN RIGHTS COMMISSION

TERM: 09/09/25 TO 07/13/28, RACHEL WYATT-SWANSON, WARD 8

TERM: 09/09/25 TO 07/13/28, BRANDON CLARK, WARD 5



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: Mayor Stephen T. Holman

PRESENTER: Brenda Hall, City Clerk

CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, ITEM TITLE:

AND/OR POSTPONEMENT AMENDMENT. OF THE MAYOR'S

APPOINTMENTS AS FOLLOWS:

HUMAN RIGHTS COMMISSION

09/09/25 TO 07/13/28, RACHEL WYATT-SWANSON, WARD 8 TERM:

09/09/25 TO 07/13/28, BRANDON CLARK, WARD 5 TERM:

Rachel Wyatt-Swanson and Brandon Clark are new appointments.



Memorandur

DATE: September 4, 2025

TO: City Councilmembers

FROM: Mayor Stephen Tyler Holman

SUBJECT: Revised: Appointments to the Human Rights Commission.

I would like your permission to appoint Rachel Wyatt-Swanson and Brandon Clark to the Human Rights Commission. These appointments will be placed on the September 9, 2025, City Council Agenda unless I hear objections.

BH:dor

File Attachments for Item:

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RATIFICATION OF SUBMISSION AND ACKNOWLEDGING RECEIPT OF THE DEVELOPMENT OVERSIGHT COMMITTEE FOR TAX INCREMENT FINANCE DISTRICT NUMBER TWO ANNUAL REPORT FOR THE PERIOD JULY 1, 2024, TO JUNE 30, 2025.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: Clint Mercer, Chief Accountant

PRESENTER: Anthony Francisco, Finance Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AND/OR POSTPONEMENT OF RATIFICATION OF SUBMISSION AND ACKNOWLEDGING RECEIPT OF THE DEVELOPMENT OVERSIGHT COMMITTEE FOR TAX INCREMENT FINANCE DISTRICT NUMBER TWO ANNUAL REPORT FOR THE PERIOD JULY 1, 2024, TO

JUNE 30, 2025.

BACKGROUND:

On April 10, 2007, the City Council approved Resolution R-0607-95 establishing a Development Oversight Committee for Tax Increment Finance (TIF) District Number Two. The purpose of this University North Park (UNP) TIF Oversight Committee is to "oversee the implementation of the Project Plan (Ordinance O-0506-66) on behalf of the City Council by making recommendations regarding (1) use of revenues and expenditures other than traffic, roadway and utility improvements; (2) material modifications of the Project Plan; and (3) material changes in the Design Guidelines." The Oversight Committee is also directed by the UNP TIF Master Operating and Development Agreement (Contract K-0607-44) "prior to any authorization for expenditures by the City for costs other than initial Project Activity Costs to evaluate whether the proposed expenditures are consistent with the Project Plan and shall report its determination to the City Council."

DISCUSSION:

The UNP TIF Oversight Committee met periodically throughout the period July 1, 2024, to June 30, 2025, and reviewed Council actions related to the expenditure of the authorized funds. An Annual Report for this period is presented for Council acceptance.

RECOMMENDATION:

It is recommended that the Council accept the UNP TIF Oversight Committee's Annual Report for the period July 1, 2024, to June 30, 2025, approved by the Committee on August 15, 2025.

THE CITY OF NORMAN TIF #2 OVERSIGHT COMMITTEE (UNIVERSITY NORTH PARK TIF) ANNUAL REPORT

FOR THE PERIOD JULY 1, 2024-JUNE 30, 2025

The City of Norman Tax Increment Finance District (TIF) Number Two Oversight Committee (University North Park TIF) ("Oversight Committee") was established by the City Council on April 10, 2007 to "oversee the implementation of the Project Plan on behalf of the City Council...shall make recommendations on (1) the use of revenues and expenditures other than traffic, roadway, and utility improvements; (2) material modifications of the master plan; and (3) material changes in the design guidelines." There are nine committee members, with terms expiring as follows:

Greg Burge, April 10, 2026
Paul Wilson, April 10, 2027
Steven McDaniel, April 10, 2027
Dr. Nick Migliorino, April 10, 2027
Kaimee Kellis, April 10, 2027
Rob Norman, April 10, 2027
Tyler Jones, April 10, 2027
William Wilson, April 10, 2028
Kurt Lee, April 10, 2028

The Oversight Committee will continue in existence until the Project Plan has been determined to be completed.

The Project Plan (adopted May 23, 2006; Ordinance O-0506-66), as amended (August 26, 2008; Ordinance O-0809-8 and November 26, 2019; Ordinance O-1920-24), establishes these project categories and estimated costs:

T	otal Project Costs	16,979,156
6	. Miscellaneous Costs	125,000
5	. Economic Development Costs	1,425,000
4	. Town Center Costs	5,000,000
3	. Recreation Facilities Costs	5,154,762
2	. Legacy Park Costs	250,000
1	. Traffic and Roadway Improvement Costs	5,024,394

The Oversight Committee has been reviewing documents and meeting since May 2007. The Oversight Committee met on July 16, August 20, September 17 and October 15, 2024; January 21, March 1 and May 20, 2025. Significant items discussed and reviewed over the reporting period include the following:

Rock Creek Entertainment District TIF

The Oversight Committee received and discussed the Rock Creek Entertainment District TIF at multiple meetings during the reporting period. The Rock Creek TIF District (Ordinance O-2425-2) was approved by the Council on September 17, 2024 in an area that overlaps the University North Park development. It was noted the purview of this Committee regarding the Rock Creek Entertainment District TIF is limited to approximately \$1 million in economic development incentive costs that are authorized within UNP. City Council could expand that purview but as of now that hasn't happened.

The Oversight Committee received several updates regarding the status of an outstanding lawsuit before the Oklahoma Supreme Court regarding a challenge to a referendum to have the matter of the Rock Creek TIF Ordinance go to a vote of the citizens.

Slip Ramps at I-35 & Rock Creek Road

The potential for "slip ramps" (interstate highway on- and off-ramps, without full interchange facilities) at this location was discussed by the Oversight Committee. Scott Sturtz, Director of Public Works noted the Oklahoma Department of Transportation had done a preliminary corridor study that included a future interchange but did not include funding. Mr. Sturtz noted "there is a big circle on the map that basically says that this (Rock Creek and I-35 intersection) needs further study."

Lifestyle Incentive Funds

The Oversight Committee was briefed at several meetings regarding the progress of a request by the UNP Developer (University Town Center, LLC) for \$5 million in Lifestyle Center incentive payments as authorized in the amended Project Plan. The request was made in two parts. In December 2024, a payment of \$2,956,642 was made to the Developer, authorized by the General Manager of the Norman Tax Increment Finance Authority (City Manager of Norman). In February 2025, a payment of \$2,318,358 was made to the Developer bringing the total to \$5,275,000. The last payment was directed by court order (Cleveland County District Court Case CJ-2024-1405) and included \$275,000 in interest.

Appointments

Bill Wilson and Kurt Lee were reappointed to the Oversight Committee with a term of April 10, 2025 to April 10, 2028. At the January 21, 2025 meeting, Greg Burge was elected Chair and Kaimee Kellis was elected Vice Chair.

Financial Updates

During each meeting, the Oversight Committee received updates on TIF District activities as they developed during the past reporting period. Attached to this report is financial information comparing the original projections of the Developer to the actual revenues.

Summary

Summarized information on collections and expenditures from the UNP TIF are attached.

Norman TIF District No. 2 (University North Park Project) Comparison of Projected with Actual Ad Valorem Tax Receipts FINAL

*Year	Calendar Year			
construction was	payments	Ad valore	em generated in t	he TIF
completed	received			-
		Projected in 2006	Actual	Variance
2006	2008	\$288,842	\$174,584	(\$114,258)
2007	2009	\$818,899	\$590,230	(\$228,669)
2008	2010	\$843,466	\$1,356,392	\$512,926
2009	2011	\$868,770	\$1,587,358	\$698,588
2010	2012	\$1,621,408	\$1,540,824	(\$80,584)
2011	2013	\$1,670,050	\$1,910,428	\$240,378
2012	2014	\$2,094,419	\$2,063,744	(\$30,675)
2013	2015	\$2,951,200	\$2,372,138	(\$579,062)
2014	2016	\$3,509,324	\$2,281,824	(\$1,227,500)
2015	2017	\$3,614,604	\$2,869,382	(\$745,222)
2016	2018	\$5,077,370	\$3,199,689	(\$1,877,681)
2017	2019	\$5,308,944	\$3,379,382	(\$1,929,562)
2018	2020**	\$5,468,212	\$3,339,387	(\$2,128,845)
Total thru 2018		\$34,135,508	\$26,845,342	(\$7,490,166)
2019		\$ 5,632,259		
2020		\$5,952,613		
2021		\$6,131,191		
2022		\$6,315,127		
2023		\$6,670,005		
2024		\$8,870,105		
2025		\$7,176,603		
2026		\$7,740,323		
2027		\$7,972,632		
2028		\$8,211,708		
2029		\$8,458,059		
2030		\$8,711,801		
Total of all years p	rojected	\$130,754,990		

^{*}Taxes assessed the following year after completion (2006 in 2007) and received by City in subsequent subsequent year after assessment (2006 in 2008)

^{**} As of 6/30/2021

Norman TIF District No. 2 (University North Park Project) Comparison of Projected with Actual Sales Tax Receipts FINAL

	Sales tax generated in the TiF	Gross Sales Tax from TIF	Variance of 2006 projections to Gross Actual	Transfer Adjustment	Total Incremental Sales Tax
	Projected in 2006	Actual		Actual	Actual
2006	\$830,207	\$635,198	(\$195,009)	\$347,035	\$288,163
2007	\$3,135,252	\$2,163,673	(\$971,579)	\$859,054	\$1,304,619
2008	\$3,229,310	\$3,496,022	\$266,712	\$921,480	\$2,574,542
2009	\$3,326,189	\$4,509,771	\$1,183,582	\$1,041,248	\$3,468,523
2010	\$5,917,544	\$5,571,570	(\$345,974)	\$1,264,471	\$4,307,099
2011	\$6,095,070	\$5,829,468	(\$265,602)	\$1,222,260	\$4,607,208
2012	\$6,277,923	\$6,311,986		\$1,104,767	\$5,207,219
2013	\$9,188,865	\$7,114,148	(\$2,074,717)	\$1,136,943	\$5,977,205
2014	\$9,464,531	\$8,973,191	(\$491,340)	\$946,703	\$8,026,488
2015	\$9,748,467	\$9,329,808	(\$418,659)	\$909,297	\$8,420,511
2016	\$13,015,985	\$10,279,622	(\$2,736,363)	\$1,085,206	\$9,194,416
2017	\$13,406,465	\$10,673,201	(\$2,733,264)	\$990,870	\$9,682,331
2018	\$13,808,658	\$11,003,941	(\$2,804,717)	\$1,054,555	\$9,949,386
2019	\$14,222,918	\$11,209,716	(\$3,013,202)	\$1,236,712	\$9,973,004
2020	\$14,649,606	\$3.023.403	<u>\$11.626.203</u>	\$337,424	\$2,685,979
Total thru 2020	\$126,316,990	\$100,124,718	-\$2,939,866	\$14,45B,025	\$85,666,693
2021	\$15,089,094				
2022	\$15,541,767				
2023	\$16,008,020				
2024	\$16,488,260				
2025	\$16,982,908				
2026	\$17,492,395				
2027	\$18,017,167				
2028	\$18,557,682		1		
2029	\$19,114,413		į		
2030	\$19.687.845				
Total of all years projected	\$341,977,723				

UNIVERSITY NORTH PARK TAX WGREMENT FINANCE DISTRICT EXPENDITURE SUMMARY VS. REVISED PROJECT PLAN BUDGET As Of June 30, 3025	STRICT	o PROJECT	PLAN BUDA	der.											
Expendium Category Traffc/Road Improvement Costs		BUDGET S 5,024,384	FYE 2020 FYE 2021		FYE 2022 1 48,472	FYE 2023 3,869	FYE 2024 1,459	FYE 2025 25,000						TOTAL 1,530,414 \$	BALANCE \$ 3,483,980
Legacy Park Costs	•	250,000	225,000	٠	1	5,025	٠	,						230,025	19,975
Recreation Facilities Costs	M)	5,154,762	•	4,776,381	378,381	•	٠							5,154,762	1
Town Center Costs	69	5,000,000	٠		1	•	•	5,275,000						5,275,000	(275,000)
Economic Development Costs		\$ 1,425,000	49,021	61,736	94,776	91,240	217,974	1						514,747	910,253
Miscellaneous Costs	•	125,000	62,640	11,465	3,678	4,610	1,500	1,500						85,813	39,387
TOTAL	\$ 16	\$ 951,879,1	1336,861	\$ 16,979,156 \$ 336,861 \$ 6,301,216 \$	\$25,307 \$	104,744 \$	220,933	525,307 \$ 104,744 \$ 220,933 \$ 5,301,500 \$	•	•		•	**	 \$ 12,780,561 \$ 4,188,595	4,188,595

File Attachments for Item:

15. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT,

APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER

REPORT AND DIRECTING THE FILING THEREOF.



DATE: August 5, 2025

TO: Darrel Pyle, City Manager

Shannon Stevenson, Assistant City Manager

FROM: Michele Loudenback, Environmental and Sustainability Manager

SUBJECT: Approval of Interconnection Agreement, K-2526-55, with OEC for Solar Installation at the Household Hazardous Waste Facility

BACKGROUND:

On October 22, 2024, Council authorized application to the Energy Efficiency and Conservation Block Grant (EECBG) Program for the purpose of installing solar panels at the City of Norman's Household Hazardous Waste Facility (HHWF). Because the project's cost was under \$100,000, the City was able to contract directly with EightTwenty, LLC, through the competitively reached Norman Solar Initiative pricing. Council approved Contract K-2425-95 in the amount of \$95,952 on May 13, 2025. The full cost of the solar installation will be reimbursed through the City's EECBG allocation.

DISCUSSION:

To complete the installation and enable system operation, the City must enter into an interconnection agreement with Oklahoma Electric Cooperative (OEC). This agreement is required to connect the HHWF's new 33.25 kW AC photovoltaic system to OEC's electrical distribution grid.

The interconnection agreement established roles and responsibilities for both parties and ensure compliance with OEC's distributed generation requirements. It outlines requirements related to metering, accessible safety disconnects, and system operation but imposes no additional cost to the City.

RECOMMENDATION:

Staff recommends signature of K-2526-55, Interconnection Agreement with OEC to allow the City of Norman's solar installation at the HHWF to be safely connected and placed into operation.

Reviewed by:	Anthony Purin Chris Matting	nton, Assistant City Attorney
8-7-25 Date	1	Signature
APPROVED DISAPPROVE	BY:	Darrel Pyle, City Manager Shannon Stevenson, Assistant City Manager

DISTRIBUTION COOPERATIVE AGREEMENT FOR INTERCONNECTION OF DISTRIBUTED GENERATION

SHORT FORM CONTRACT – 300 kW or less And Where the Installed Capacity of the Distributed Generation Resource is NOT Greater Than 125% of the Member's Peak Load

This Inte	erconnection Ag	greement ("A	greement") is	made and	entered into this 7	_day of
August	, 20 <u>2</u> 5by Ok	lahoma Elect	ric Cooperative	e, ("Cooper	ative"), a corporation o	organized
	under	the	laws	of	Oklahoma,	and
Norman Utilities	Authority ("DG	Owner/Opera	tor"), each her	einafter soi	metimes referred to inc	dividually
as "Party" or bo	th referred to c	ollectively as	the "Parties".	In conside	ration of the mutual co	ovenants
set forth herein,						

The provisions of the Cooperative's Distributed Generation Manual, attached hereto as "Exhibit A", shall be considered to be a part of this contract.

This agreement provides for the safe and orderly operation of the electrical facilities interconnecting the DG Owner/Operator's facility at 3803 Chautauqua Ave, Norman, OK and the electrical distribution facility owned by the Cooperative.

This Agreement does not supersede any requirements of any applicable tariffs in place between the DG Owner/Operator and the Cooperative.

1. **Intent of Parties**: It is the intent of the DG Owner/Operator to interconnect an electric power generator to the Cooperative's electrical distribution system.

It is the intent of the Cooperative to operate the distribution system to maintain a high level of service to their customers and to maintain a high level of power quality.

It is the intent of both parties to operate the facilities in a way that ensures the safety of the public and their employees.

3. **Operating authority**: The DG Owner/Operator is responsible for establishing operating procedures and standards within their organization. The operating authority for the DG Owner/Operator shall ensure that the Operator in Charge of the generator is competent in the operation of the electrical generation system and is aware of the provisions of any operating agreements and regulations relating to the safe operation of electrical power systems.

The operating authority for the DG Owner/Operator is:

Name or title of operating authority Norman Utilities Authority

Address 3803 Chautauqua Ave, Norman, OK

Phone number 405.292.9731

4. **Operator in Charge**: The operator in charge is the person identified by name or job title responsible for the real time operation of all electrical facilities related to the interconnection and owned by their organization.

The operator in charge for the DG Owner/Operator is:

Name or title of operating authority <u>Chris Mattingly</u> Address <u>3803 Chautauqua Ave, Norman, OK</u> Phone number 405.292.9731

5. Limitation of Liability and Indemnification:

- a. Notwithstanding any other provision in this Agreement, with respect to the Cooperative's provision of electric service to DG Owner/Operator and the services provided by the Cooperative pursuant to this Agreement, Cooperative's liability to DG Owner/Operator shall be limited as set forth in the Cooperative's tariffs and terms and conditions for electric service, attached hereto as "Exhibit B", which are incorporated herein by reference.
- b. Neither Cooperative nor DG Owner/Operator shall be liable to the other for damages for any act or omission that is beyond such party's control, including, but not limited to, any event that is a result of an act of God, labor disturbance, act of the public enemy, war, insurrection, riot, fire, storm, flood, explosion, breakage or accident to any part of the System or to any other machinery or equipment, a curtailment, law, order, or regulation or restriction by governmental, military, or lawfully established civilian authorities.
- c. Notwithstanding Paragraph 5.b of this Agreement, the DG Owner/Operator shall assume all liability for, and shall indemnify Cooperative for, any claims, losses, costs, and expenses of any kind or character to the extent that they result from DG Owner/Operator's negligence or other wrongful conduct in connection with the design, construction or operation of the Facilities or Interconnection Facilities. Such indemnity shall include, but is not limited to, financial responsibility for (a) monetary losses; (b) reasonable costs and expenses of defending an action or claim; (c) damages related to death or injury; (d) damages to property; and (e) damages for the disruption of business. This paragraph does not create a liability on the part of the DG Owner/Operator to the Cooperative or a third person, but requires indemnification where such liability exists.
- d. Cooperative and DG Owner/Operator shall each be responsible for the safe installation, maintenance, repair and condition of their respective lines, wires, switches, or other equipment or property on their respective sides of the Point of Interconnection. The Cooperative, while retaining the right to inspect, does not assume any duty of inspecting the DG Owner/Operator's lines, wires, switches, or other equipment or property and will not be responsible therefore. DG Owner/Operator assumes all responsibility for the electric service supplied hereunder and the facilities used in connection therewith at or beyond the Point of Interconnection.
- e. For the mutual protection of the DG Owner/Operator and the Cooperative, only with Cooperative prior written authorization are the connections between the Cooperative's service wires and the DG Owner/Operator's service entrance conductors to be energized.
- 6. **Metering:** Metering shall be accomplished as described in the Cooperative's DG Manual.

- 7. **Insurance:** Insurance shall be required as described in the Cooperative's DG Manual, unless DG Owner/Operator elects, at its sole discretion, to self-insure.
- 8. **Suspension of Interconnection**: It is intended that the interconnection should not compromise the Cooperative's protection or operational requirements. The operation of the DG Owner/Operator's System and the quality of electric energy supplied by the DG Owner/Operator shall meet the standards as specified by the Cooperative. If the operation of the DG Owner/Operator's system or quality of electric energy supplied (in the case of power export) does not meet the standards as specified, then (the Cooperative) will notify the DG Owner/Operator to take reasonable and expedient corrective action. The Cooperative shall have the right to disconnect the DG Owner/Operator's System, until compliance is reasonably demonstrated. Notwithstanding, the Cooperative may in its sole discretion disconnect the DG Owner/Operator's generating plant from the Distribution Facility without notice if the operating of the Generating Plant may be or may become dangerous to life and property.
- 9. **Compliance with Laws, Rules and Tariffs:** Both the Cooperative and the DG Owner/Operator shall be responsible for complying with all applicable laws, rules and regulations, including but not limited to the laws of the state of Oklahoma, and the Cooperative's DG Manual, Tariffs, Rules and Regulations, By-Laws and other governing documents. The interconnection and services provided under this Agreement shall at all times be subject to the terms and conditions set forth in the tariff schedules and rules of the Cooperative as applicable to the electric service provided by the Cooperative, which tariffs and rules are hereby incorporated into this Agreement by this reference. The Cooperative shall have the right to publish changes in rates, classification, service or rule, with the proper notification to all DG owners/operators and Cooperative members.
- 10. **Maintenance Outages**: Maintenance outages will occasionally be required on the Cooperative's system, and the Cooperative will provide as much notice and planning as possible to minimize downtime. It is noted that in some emergency cases such notice may not be possible. Compensation will not be made for unavailability of Cooperative's facilities due to outages.
- 11. **Access**: Access is required by the Cooperative to the DG Owner/Operator's plant site for maintenance, operating and meter reading. The Cooperative reserves the right, but not the obligation, to inspect the DG Owner/Operator's facilities.
- 12. **Force Majeure:** For the purposes of this Agreement, a Force Majeure event is any event: (a) that is beyond the reasonable control of the affected party; and (b) that the affected party is unable to prevent or provide against by exercising reasonable diligence, including the following events or circumstances, but only to the extent that they satisfy the preceding requirements: acts of war, public disorder, rebellion or insurrection; floods, hurricanes, earthquakes, lighting, storms or other natural calamities; explosions or fires; strikes, work stoppages or labor disputes; embargoes; and sabotage. If a Force Majeure event prevents a party from fulfilling any obligations under this agreement, such party will promptly notify the other party in writing and will keep the other party informed on a continuing basis as to the scope and duration of the Force Majeure event. The affected party will specify the circumstances of the Force Majeure event, its expected duration and the steps that the affected party is taking to mitigate the effect of the event on its performance. The affected party will be entitled to suspend or modify its performance of obligations under this Agreement but will use reasonable efforts to resume its performance as soon as possible.

Page 21

13. **Term**: This document shall be valid for a period of not less than one (1) year. After a period of one (1) year, it shall automatically renew for an additional four (4) one-year periods. This agreement may be canceled by either party with thirty (30) days written notice to the other party.

AGREED TO BY

DG Owner/Operator

Name

City Manager

Title

Solution

Pield Technician

Title

9/2/2025

Date

Cooperative

Teddy Whitehead

Name

Field Technician

Title

APPLICATION FOR DG SYSTEMS 300 kW OR LESS

OWNER/APPLICANT INFORMATION Company: Norman Utilities Authority Mailing Address: 3803 Chautauqua Ave. City: Norman County: Cleveland State: OK Zip Code: 73072 Phone Number: 405.292.9731 Account Number: 4107303001 DG MANUFACTURER INFORMATION Company: Solar Panels- Silfab Solar, Inverters- Enphase Energy Mailing Address: 47281 Bayside Pkwy City: Freemont County: Alameda State: CA Zip Code: 94538 Phone Number: 833-963-3820 Representative: Ethan Moskowitz Type of Generator (circle one): Estimated Size: 33.250 (kW) Wind Solar Other **ELECTRICAL CONTRACTOR** Company: EightTwenty Phone Number: 502.208.6243 Representative: Ricky Payne Oklahoma License #: 109981 GENERAL DESCRIPTION OF PROPOSED INSTALLATION Installation of a 33.250 kW AC solar array on the roof. The customer agrees to provide the Cooperative with any additional information required to

Please fill out the entire form. Please email the completed form to solar@okcoop.org.

complete the interconnection. The customer shall operate his equipment within the guidelines

set forth by the Cooperative

File Attachments for Item:

16. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF \$1,000 FROM KELLY CALLAHAN TO BE USED AT THE NORMAN ANIMAL WELFARE CENTER.



CITY OF NORMAN, OK **STAFF REPORT**

MEETING DATE: 9/9/2025

REQUESTER: Kellee Robertson, Manager, Animal Welfare Division

Ricky Jackson, Deputy Chief of Police PRESENTER:

CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, **ITEM TITLE:**

AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF

\$1,000 FROM KELLY CALLAHAN TO BE USED AT THE NORMAN

ANIMAL WELFARE CENTER.

BACKGROUND:

Section 12-111 of the City Code requires that the City Council accept any donation of \$250 or more before use of disbursement. This item is being brought forward for that purpose. The Norman Animal Welfare Center often receives general, unsolicited donations for unspecified uses. These donations are accepted and deposited within a dedicated account, where they are maintained until requested and appropriated by the City Council for use by our facility.

DISCUSSION:

The Norman Animal Welfare Center has received a \$1,000 donation from Kelly Callahan to be used at the Center's discretion. The check was donated to the Norman Animal Welfare Center with no stipulations or requests for a specific purpose.

RECOMMENDATION:

It is recommended that the City Council accept the donation of \$1000 and the money be deposited into the General Fund, Other - Animal Welfare (account 10-22431).

File Attachments for Item:

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-35: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ALLIANCE MAINTENANCE, INC., IN THE AMOUNT OF \$12,635.00 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE YOUNG FAMILY ATHLETIC CENTER



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: Lance Harper, Facilities and Construction Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-35: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ALLIANCE MAINTENANCE, INC., IN THE AMOUNT OF \$12,635.00 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE YOUNG

FAMILY ATHLETIC CENTER

BACKGROUND:

The Facility Maintenance Division's janitorial staff consists of two full-time employees which are assigned daily duties involving supply chain deliveries, cleaning inspections, and cleaning needed areas on the main campus. As the City no longer employs staff members to perform custodial cleaning, the Facilities Maintenance Division has entered into month-to-month cleaning agreements with a custodial contractor.

DISCUSSION:

Five proposals for RFP-2425-42 were received on April 2, 2025 from cleaning contractors to provide custodial services for the Adult Wellness and Education Center (AWE), Emergency Control Center (ECOC), Development Center (Bldg D), Police (Bldg B), Municipal Courts (Bldg A), HR/IT (Bldg C), City Hall, 12th Avenue Recreation Center, Little Axe Community Center, Fleet Offices, Fleet Transportation Maintenance, Fleet Bus Transportation Hub, Park Maintenance, Rotary Park Rental, Andrews Park Rental, Young Family Athletic Center (YFAC) and Norman Investigation Center (NIC).

Proposals were reviewed and evaluated by the Parks and Facilities Division based on experience providing similar services, references, cost, and overall ability to deliver specified services. One proposal was disqualified, and Clean Freaks 405, LLC and Alliance Maintenance were the lowest bids with a difference of \$987.00 per month cost. After evaluating each proposal, the staff recommended the proposal submitted by Clean Freaks 405, LLC, which had the lowest bid price, as they met all the requirements in the RFP. Clean Freaks 405, LLC currently cleans Caldera Electric, Trinity Church USIC, and Vital Care Pharmacy. References were checked, and positive reviews for Clean Freaks 405, LLC and their custodial services were provided.

During contract negotiations, Clean Freaks 405, LLC and Facility Maintenance came to a mutual agreement not to include the YFAC in their scope of work due to the size of the YFAC facility on top of them taking over custodial services on fifteen (15) other City Facilities. Facility staff then moved on to Alliance Maintenance, which previously cleaned the YFAC and agreed to match Clean Freaks 405, LLC's pricing.

The proposal submitted by Alliance Maintenance includes a base fee of \$12,635 per month, which provides nightly cleaning seven nights per week for the YFAC. Deliverables include autonomous cleaning equipment and per-occurrence fees for deep cleaning of floors and windows. Funds are available in the Facility Administration Services, Miscellaneous Services-Other (Account #10770430-44799).

If approved, the proposed contract will last for an initial one (1) year term. The contract may be extended by mutual agreement for four (4) additional one (1) year terms, provided sufficient appropriations are made by the Council. The specific services provided are outlined in Exhibit A of the contract.

RECOMMENDATION: It is recommended that the City Council approve Contract K-2526-35 in the amount of \$12,635.00 per month (\$151,620.00 annual total) for a one (1) year term, with options to renew, to provide custodial services for the City of Norman YFAC.

AGREEMENT FOR PROFESSIONAL CUSTODIAL SERVICES

FOR THE CITY OF NORMAN YOUNG FAMILY ATHLETIC CENTER

This Agreement is entered into by and between the City of Norman, an Oklahoma municipal corporation, hereinafter called the "City," and Alliance Maintenance, Inc., an Oklahoma company, hereinafter called the "Contractor," for the following reasons:

- 1. The City requires professional custodial services (the "Services") for City of Norman Municipal Facilities as listed herein:
 - a. Young Family Athletic Center (YFAC), located at 2201 Trae Young Dr., Norman, OK
- 2. The City issued a Request for Proposal (RFP No. 2425-42) to solicit professional custodial services for the requisite municipal facilities; and
- Contractor responded to RFP No. 2425-42 with a proposal that satisfied the requirements and qualifications of the City's RFP and was selected as the best proposal for such municipal facilities after reviewing and scoring all submissions; and
- Contractor is prepared to provide the Services as outlined in the Contractor's proposal submitted March 28, 2025, attached hereto and incorporated herein as Exhibit "A" to this Agreement.

In consideration of the mutual covenants and promises herein contained, the parties hereto agree as follows:

ARTICLE 1 - TERM

The Initial Term of this Agreement shall be from the Effective Date and shall extend until one year thereafter. This Agreement may be renewed, upon the written agreement of both parties, for four (4) additional one (1) year terms (each a "Renewal Term"), unless terminated pursuant to the provisions set forth herein, for a maximum contract Term of five (5) years. Contractor understands that this Agreement and any continuation of this Agreement through Renewal Term(s) is subject to sufficient annual appropriations by the City for the fiscal year (July 1 to June 30) in which the Agreement is to be active.

ARTICLE 2 – CONTRACTOR PERFORMANCE AND STANDARD OF CARE

Contractor agrees to provide the Services particularly described in Exhibit "A," which allocate, on average, for seven (7) days per week at about sixteen (16) hours per night. Contractor warrants its performance of the Services by the use of personnel of required skill, experience, and qualification, and in a professional and competent manner, in accordance with generally recognized industry standards for similar services. In terms of the standard of excellence, 100% excellence in compliance and in the work performed shall be the standard.

ARTICLE 3 – CITY PERFORMANCE

The City agrees to pay Contractor Twelve Thousand Six Hundred and Thirty-Five Dollars (\$12,635.00) per month for the Services provided under this Agreement, for a total annual price of One Hundred Fifty-One Thousand Six Hundred and Twenty Dollars (\$151,620.00), pursuant to the budget described in Exhibit "B," attached hereto and incorporated herein. Contractor shall submit monthly invoices to the City that include details for Services rendered within the invoice period. The City shall pay invoices within thirty (30) days of receipt.

ARTICLE 4 – INDEMNIFICATION AND LIABILITY

Contractor agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all liabilities, costs, expenses, including, without limitation, attorney's fees, obligations, losses, damages, suits, claims, including, without limitation, Worker's Compensation claims of or by anyone whomever, (collectively "Claims") resulting from or in connection with Contractor's, its agents or employees provision of the Services under this Agreement; provided, however, that Contractor shall not be liable for Claims occasioned by the sole negligence of the City, its agents or employees. Further, the City shall not be liable or responsible to Contractor for any expense, loss or damage to any person or property occasioned by a third party or any Force Majeure event. It is understood that this indemnity and hold harmless provision is not limited by the insurance required under this Agreement nor in any event be deemed a waiver of any action, right, or remedy otherwise available to the City under Oklahoma law.

<u>Survival</u>. The terms and conditions of this Article 4 shall survive completion of the Services, or the termination or expiration of this Agreement.

ARTICLE 5 – INSURANCE

During the performance of the Services under this Agreement, Contractor, at its own expense, shall keep in force Employer's Liability insurance, naming the City as co-insured, and in an amount no less than the limits prescribed by the Oklahoma Governmental Tort Claims Act (51 O.S. § 151 et seq.) and subsequent revisions thereto, issued by a company or companies licensed to do business in Oklahoma and is of sound and adequate financial responsibility, against all liabilities for accidents arising out of or in connection with Contractor's provision of the Services, except when caused by the City's negligence or that of its agents or employees, and shall furnish to the City certificates evidencing such insurance subject to the limitations set forth above in respect to the City's sole negligence, and Contractor shall furnish a certificate to the effect that such insurance shall not be changed or cancelled without ten (10) days prior notice to the City, said notice shall be written and given by Contractor. Contractor shall also keep in force Worker's Compensation insurance in accordance with State Laws. Contractor shall be solely responsible for any Worker's Compensation and/or Employer's Liability Insurance.

ARTICLE 6 - FORCE MAJEURE

Neither party shall be responsible nor liable for any delays or failures in performance from any cause beyond its reasonable control, and without the fault of the party claiming an extension of time to perform, including, but not limited to acts of God, changes to law or regulations,

embargoes, war, terrorist acts, acts or omissions of a third party, riots, fires, earthquakes, floods, power blackouts, strikes, or weather events.

ARTICLE 7 – TERMINATION

- A. For Cause: 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 its material duties or obligations under this Agreement. The defaulting party shall have thirty (30) days after written notice is given, specifying the event of default under the Agreement, to cure the default. If the default is not cured to the complete satisfaction of the non-defaulting party, such party may terminate the Agreement.
- B. For Convenience: The City may terminate this Agreement for any reason upon thirty (30) days' written notice to Contractor.

ARTICLE 8 - NOTICES

Any notice, demand, or other communication under this Agreement shall be sufficiently given or delivered when it is delivered personally, or within three (3) business days after it is deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested, to:

City:

Lance Harper
Facility and Construction Manager
City of Norman P.O. Box 370
Norman, OK 73070
405-779-6525
LF.Harper@NormanOK.gov

Contractor:

Colby Burress Area Manager 2770 Washington Dr. Ste. 110

Norman, OK 73069 405-863-3005

Colby.burress@alliancemaintenance.com

Nothing contained in this Article 8 shall be construed to restrict the transmission of routine communication between representatives of the City and Contractor.

ARTICLE 9 – DISPUTES

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

pursue resolution of the dispute as allowed by applicable law and regulation. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

ARTICLE 10 – MISCELLANEOUS

- A. Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and constitute the same instrument.
- B. Severability: If any provision of this Agreement is determined to be unenforceable, invalid, or illegal, then the enforceability, validity, and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.
- C. Governing Law; Venue: This Agreement shall be governed and construed in accordance with the laws of the United States of America and the State of Oklahoma. The venue for any action under this Agreement shall be in the District Court of Cleveland County, Oklahoma, or the United States District Court for the Western District of Oklahoma. The parties agree to submit to the subject matter and personal jurisdiction of said court.
- D. Compliance with Laws: Contractor shall be responsible for complying with all applicable federal, state, and local laws, rules, and regulations.
- E. Binding Effect: All the terms, covenants and conditions hereof shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.
- F. Authority: Each party hereto has the legal right, power and authority to enter into this Agreement. Each party's execution, delivery and performance of this Agreement has been duly authorized, and no other action is requisite to the valid and binding execution, delivery and performance of this Agreement, except as expressly set forth herein.
- G. Relationship of Parties: This Agreement does not create any partnership or joint venture between the parties hereto, or render any party liable for any of the debts or obligations of the other party. Neither party shall be deemed to be an agent or representative of the other.
- H. Third Party Rights: The Services provided for in this Agreement are for the sole use and benefit of the City and Contractor. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the parties to this Agreement.
- I. Entire Agreement; Amendments: This Agreement, including its Exhibits, constitutes the entire agreement among the parties hereto and supersedes all prior and contemporaneous communications, representations, and agreements, wither oral or written, relating to the subject matter of this Agreement. This Agreement may not be amended or modified, except in writing, signed by each of the parties hereto.

- J. Assignment: This Agreement shall not be assigned by either party without prior written consent of the other party.
- K. Non-waiver: No failure on the part of either party to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by either party of any right hereunder preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to either party at law or in equity.
- L. Nondiscrimination: Contractor agrees that it will not discriminate against any persons on the basis of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the City and Contractor have executed this Agreement this / day of August, 2025 (the "Effective Date"). The parties agree that they may conduct the transaction by electronic means and hereby state that electronic signature is valid and shall have the same force and effect as an original signature. ALLIANCE MAINTENANCE, INC. STATE OF Oflahoma)
COUNTY OF Clevelain of) Before me, the undersigned, a Notary Public in and for said County and State, this /4 day of , 2025, personally appeared <u>Neil Bond</u> to me known to be the identical person who executed the foregoing, and acknowledged to me that he/she executed the same as free and voluntary act and deed for the uses and purposes therein set forth. WITNESS my hand and seal the day and year last above written. My commission expires: 1-3-28 **CITY OF NORMAN** APPROVED this day of August, 2025 by the Norman City Council. Stephen T. Holman, Mayor ATTEST: Brenda Hall, City Clerk APPROVED as to form and legality this 19 day of August, 2025.

Item 17.

EXHIBIT A

RFP-2425-42

City of Norman
Office of Parks & Recreation
225 N. Webster Ave
Norman, OK 73069

Facilities Listed in RFP-2425-42

1. Municipal Court	321 N. Webster Ave
2. HRIT	313 N. Webster Ave
3. City Hall	201 W. Gray St
4. Development Center	225 N. Webster Ave
5. 12th St Rec Center	1701 12th Ave NE
6. Little Axe Rec Center	1000 168th Ave NE
7. Adult Wellness Center	602 N. Findlay Ave
8. YFAC	2201 Trae Young Dr
9. Park Maintenance Office	1320 Da Vinci St
10. Fleet Offices	1301 Da Vinci St
11. Fleet Transportation	1310 Da Vinci St
12. Norman PD	112 Daws St
13. Police NIC	1507 W. Lindsey St
14. Andrews Park Pav Bldg	201 W. Daws
15. Rotary House	1501 W. Boyd St
16. Transportation Hub	320 E. Comanche St
17. ECOC	2001 E. Robinson St

Table of Contents for RFP-2425-42 Proposal based on RFP Presentation

Commercial Cleaning History	Page 2
Norman Market Experience	Page 2
Current Customers over 10,000 sq ft	Page 2
Labor Hours Per Day/Shift	Page 3
Workforce and Logistics	Page 3 & 4
References	Page 5
Duties Description	Page 6 & 7
Insurance	Page 8
Pricing and Plans	Page 9
Selection Criteria	Page 10

Commercial Cleaning History

With over 40 years of experience, Alliance Maintenance has built a solid reputation for reliability, responsiveness, and results. Since our founding in 1983, we've grown steadily by adapting to industry demands, embracing new technologies, and – most importantly – investing in great people. Our long-standing success is a direct reflection of our ability to evolve without compromising quality and customer service, ensuring that we continue to meet the needs of our clients in a changing world.

Norman Market Experience

One of our 3 Oklahoma City Market Teams, managed by Colby Burress, has proudly served the local market for over 12 years, currently overseeing 23 of our 67 active customers in the Moore-Norman area. Alliance in total manages over 450 customers in the OKC market and approximately 60 locations in the Moore-Norman area.

Among Burress' broader customer base, 28 facilities exceed 10,000 sq. ft. and are serviced on schedules ranging from once to seven times per week. Burress Mgmt Team maintains 12 sites with footprints of approximately 40,000 sq. ft. or more and 11 locations in the OKC area that include basketball gyms or fitness centers – all of which present unique cleaning demands that our team is equipped to handle.

A prime example of our team's capability is our partnership with a high-profile Young Family Athletic Center (YFAC) in Norman. For over a year, we have successfully managed this fast-paced, high-traffic facility, which requires specialized staffing, careful scheduling, and hands-on management. With nightly cleaning shifts beginning at 9pm (excluding Sundays), maintaining quality standards here depends on a deep understanding of after-hours operations, recruitment, and supervision. We've built a team that can adapt to these challenges with flexibility and consistency, using a layered approach that includes multiple leads and field supervisors to support a lean and responsive cleaning roster.

Notably, YFAC is one of only 3 OKC market clients we manage with post 9pm start times – the other two being associated with a prominent NBA Franchise we have cleaned the last 10 years. This reflects our strategic ability to scale and support high-demand environments while continuing to deliver dependable service to our diverse customer base.

Current Customers over 10,000 sq ft

Burress Management Team: 12 Alliance Corp Total: >100

Labor Hours Per Day/Shift Chart:

Facilities placed in Logistical Cleaning Team/Grids

*Notes are based on experience of labor trends and pre-bid evaluations

	Development Center	Police	Municipal Courts	HRIT	City Hall	Andrews Park Rental	Municipal Campus Hub Notes; Based on Service provided; estimated 23 to 25 hours per nigh
Freq Per Week	5x	5x	5x	5x	5x	1x	to obtain desired scope of work
Labor Hrs Per Night	9.5	2.5	4	4	3	1	provided. Andrews Park Rental
Labor Hrs Per Week	47.5	12.5	20	20	15	1	will be an added duty to this
Emps Per Clean			5 to	7			cleaning teams scope 1x per
Total Emps for Site			15 to	20			week.

	Fleet Transp	Fleet	Fleet	Park	
	Hub	Maintenance	Offices	Maintenance	Fleet and Park Hub Notes:
					Based on Prints, estimated sq ft
Freq Per Week	7x	5x	5x	2x	provided an estimated labor
Labor Hrs Per Night	1.54	2.5	2	1	needed to efficiently provide
Labor Hrs Per Week	9.24	12.5	10	2	service to all facilities in logistica
Emps Per Clean		3 to 4	4		area.
Total Emps for Site		5 to 6	6		

	YFAC with Court Cenobot	YFAC without Court Cenobot	YFAC Facility Notes: We provided estimated nightly labor
Freq Per Week	7x	7x 17.14	based on data from employee records. There are large fluctuation with levels of
Labor Hrs Per Week	or Hrs Per Night 15.5 or Hrs Per Week 108.5	120	traffic based on nightly activities and tournaments/events. Factored in the
Emps Per Clean Total Emps for Site	4 to 6 15 to 20	4 to 6 15 to 20	Pool decks and aquatics added.

	ECOC	12th St Rec	Adult Wellness	East Norman Hub Notes: Based on Prints, estimated sq ft,
Freq Per Week	7x	6x	6x	provided an estimated labor
Labor Hrs Per Night	2.25	3	5.33	needed to efficiently provide
Labor Hrs Per Week	15.75	18	32	service to all facilities in logistical
Emps Per Clean		3 to 4		area.
Total Emps for Site		5 to 7		

Labor Hours Per Day/Shift Chart: Continued Facilities placed in Logistical Cleaning Team/Grids *Notes are based on experience of labor trends and pre-bid evaluations

	NIC (Police Investigation)	Rotary Park Rental	Lindsey Boyd Hub Notes: Based on Description of traffic and open areas
Freq Per Week	5x	1x	provided by facilities team
Labor Hrs Per Night	3	1	estimated hours are
Labor Hrs Per Week	15	1	established for a higher rate
Emps Per Clean	1 to	2	of sq ft cleaned per hour with a 1x week visit to Rotary
Total Emps for Site	3 to	4	Park Rental.

	Little Axe Rec	Little Axe Hub Notes: The price for this location is based on the min
Freq Per Week Labor Hrs Per Night Labor Hrs Per Week Emps Per Clean	6x 2 12 1 to 2	incentive needed to be provided to employees to visit this site even if cleaning labor time is
Total Emps for Site	2 to 3	approx an hour. No logistical pair option.

References

1. Michelle Ratcliff

BancFirst

Senior Vice President

Human Resources Manager

405-218-4661

michelle.ratcliff@bancfirst.bank

Current Customer and a contact for Edmond and Oklahoma City market (14) locations cleaned and secured for the past 10 years.

2. Meredith Lundin

Ethan Christopher

Property Manager

602-361-8739

Manage two commercial properties Exterior Maintenance and Tennant Maintenance

3. Derick Colwell

General Manager

Sooner Fashion Mall

405-544-7739

derick.cotwett@bpretail.com

Provide project cleaning work and cleaning consulting and feedback since 2018

4. Elizabeth Wilson

Jasco

Facility Manager

405-905-5154

ewilson@byjasco.com

Over 100k square feet of Corporate Office, Manufacturer, Distribution, and athletic facilities Current Customer of 7 plus years

Duties Description

*as requested on slide 35 of the Pre-bid mandatory meeting

Duties	Equipment - CON or Alliance Provided	Description
	Backpack Vac, Upright, and Large Area	
- Floor Vacuuming	Vac	Vacuum all Carpeted areas according to SOW
		Mop all Hard Surfaces required according to
Mopping	Microfiber Flat Mops and Bucket System	SOW
- Spray Buffing	High Speed Buffer - Alliance or CON	Per RFP OR Per Request; Price Listed
 Floor Stripping and Waxing 	Maroon 3M Stripper Pad (Green) & Wax	Per RFP OR Per Request; Price Listed
· Commodes	Microfiber Red - City of Norman	City of Norman Process; SOW
· Urinals	Microfiber Red - City of Norman	City of Norman Process; SOW
	Microfiber Designated Color - City of	
· Wash Bowls	Norman	City of Norman Process; SOW
	Microfiber Designated Color - City of	
· Drinking Fountains	Norman	City of Norman Process; SOW
· Toilet Room Cleaning	Restroom Cart - City of Norman	City of Norman Process; SOW
· Care of Dispensers	Restock w/ City of Norman Product	City of Norman Process; SOW
· Trash Removal	Barrels - City of Norman	City of Norman Process; SOW
- Training of Contractor staff	Artisan Windows - Used on Semi Annual	Per RFP OR Per Request; Price Listed
 Window Cleaning (interior and exterior) 	Artisan Windows - Used on Semi Annual	Per RFP OR Per Request; Price Listed
 Carpet Spot Cleaning and Stain Removal 	Spot Equipment - City of Norman	City of Norman Process; SOW
 Air supply and return vents (twice per year) 	High Dusting Equipment - City of Norman	City of Norman Process; SOW
· Emergency Call out for cleaning at a per hour		
rate.	Alliance Labor - Employee(s)	Per RFP OR Per Request; Price Listed
Day Porters when requested	Alliance Labor - Employee(s)	Per RFP OR Per Request; Price Listed

Duties Description:

All staff will follow City of Norman's Scope of Work set forth in the RFP materials provided.

Special Adjustments with Scope of Work Assignments for City of Norman Facilities Group

- Dedicated Recruiter for the City of Norman Facilities.
 *Facilities start time after 8pm highlights the experience needed to staff these facilities. This is a challenging time frame that takes experience and consistent effort.
- 2. Dedicated Ops Manager just for City of Norman Facilities Main Contact
- 3. Employee Logistical assignments and focus on Multi-Employee Team Cleaning
 - A. Nightly General Maintenance Cleaning focus on the nightly scope of work duties
 - B. Weekly and Monthly cleaning team rotate through City of Norman buildings focusing on the Weekly and Monthly task listed in the Scope of Work and reporting for record keeping
 - C. Floor Care rotation any floor care challenges or issues brought to attention will be visited by a rotating floor care team to look for the pitfalls nightly personnel could fall into.

- 4. The goal of this is to develop a system where the Nightly Cleaners can become highly efficient and focused on repeatable maintenance tasks. The Weekly and Monthly team can perform the same within their scope. With the addition of the floor team for support, retrain, reporting, etc. we feel this enables us to streamline into cleaning teams, areas, and task for easier fixes and management moving forward.
- 5. In addition to team assignments we have created in enhancing our service we are excited to announce a partnership with Rise Employment Opportunities to give employment opportunities to highly capable people with disabilities in a way that supports long-term sustainable employment and furthers a fully inclusive workforce and community.

Selection Criteria

Based on RFP Mandatory meeting presentation the Selection Criteria is determined by the following areas and where to find them on this Bid Proposal Submission.

1. Overall Experience

We listed our overall experience on **Page 2** briefly describing Alliance Maintenance history and my personal experience in Management within the OKC Market, including Norman.

2. References

We listed 4 references on Page 5.

3. Total Cost of Services

We listed the monthly cost of all facilities according to their scope of work provided and walk through discussions on Page 9.

For YFAC I gave monthly options with and without the use of a scrubber/automated on the courts as that directly effects total labor.

We included the addition of the Pool deck 1x per week mentioned, the policing of the Aquatic Seating and Benches, and added the Interior Glass Weekly service in the monthly cost. (the interior glass is currently at bi-monthly)

NOTE: I gave notes on each location for calculations of labor estimated. We also drafted logistical groups to isolate cleaners to a certain area to increase efficiencies within a team for those designated properties. Page 3 and 4.

An Optional Mgmt Plan was listed as well highlighting current or future possibilities for the City of Norman with their cleaning plans. This plan optimizes our recruiting capabilities for the wide range of cleaning needs and account access/start times while also providing The City Facilities team more freedom to control Employees as needed that may need to vary from Daily Scope of Work. It also gives the City more control over monthly budget and a labor allocation when needed. With our estimates we showed a potential savings of almost \$60,000 for the year for cleaning labor. We can explain more or answer any questions with this option when needed.

4. Overall Ability to provide Specified Services

With the information provided in this submission and the performance currently in servicing the YFAC facility we think we have shown our capabilities and expertise in the cleaning industry. Not only do we want to have the opportunity to serve the great City of Norman, we want to be advocates and consultants to help the Facilities Team accomplish all of their goals, whether we are cleaning or we are providing guidance in cleaning plans and logistics for future endeavors.

Request for Proposal Custodial Services

AFFIDAVIT OF NON-COLLUSION
STATE OF
COUNTY OF Cleveland ss:
, of lawful age, being first duly swom, on oath says, that (s) he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint to freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality, or price in the prospective contract, or any other terms of prospective contract; or in any discussion between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman, Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the award of a contract pursuant to this bid.
Proposer - Allianik man France
By: Area mbr
Subscribed and sworn to before me on this
My Commission Expires 1-3 28 My Commission Expires 1-3 28 NOTARY PUBLIC OF OKLANIA

Certificate of Insurance

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Item 17.

EXHIBIT B

PRICING

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7	YFAC with Court Cenobot	\$	12,635.00	\$	11,151.00		\$ 1,484.00	11.75%	\$	17,808.00		24.0.0
7	YFAC NO Court Cenobot	\$	14,073.00	\$	12,381.00	 [\$ 1,692.00	12.02%	\$	20,304.00	\$	810.0
7	ECOC	\$	1,750.00	\$	1,545.00		\$ 205.00	11.71%	\$	2,460.00	\$	226.80
7	Fleet Bus Transportation Hub	\$	1,440.00	\$	1,270.00		\$ 170.00	11.81%	\$	2,040.00	\$	88.80
6	Adult Wellness	\$	3,575.00	\$	3,140.00	П	\$ 435.00	12.17%	\$	5,220.00	\$	1,394.40
6	12th St Rec	\$	2,000.00	\$	1,768.00		\$ 232.00	11.60%	\$	2,784.00	\$	54.00
6	Little Axe Rec	\$	1,340.00	\$	1,181.00		\$ 159.00	11.87%	\$	1,908.00	\$	120.00
5	Development Center	\$	5,275.00	\$	4,645.00	1	\$ 630.00	11.94%	\$	7,560.00	\$	520.80
5	Police Department	\$	1,390.00	\$	1,225.00		\$ 165.00	11.87%	\$	1,980.00	\$	172.80
5	Municipal Courts	\$	2,225.00	\$	1,960.00	П	\$ 265.00	11.91%	\$	3,180.00	\$	168.0
5	HRIT	\$	2,225.00	\$	1,960.00		\$ 265.00	11,91%	\$	3,180.00	\$	151.2
5	City Hall	\$	1,670.00	\$	1,470.00	П	\$ 200.00	11.98%	\$	2,400.00	\$	559.2
5	Fleet Offices	\$	1,110.00	\$	980.00	1	\$ 130.00	11.71%	\$	1,560.00	\$	334.80
5	Fleet Transportation Maint	\$	1,390.00	\$	1,225.00	1	\$ 165.00	11.87%	\$	1,980.00	\$	188.40
5	NtC (Police Inv)	\$	1,670.00	\$	1,470.00	Ħ	\$ 200.00	11.98%	\$	2,400.00	\$	367.20
2	Park Maintenance	\$	295.00	\$	260.00	11	\$ 35.00	11.86%	\$	420.00	\$	156.00
1	Rotary Park Rental	\$	200.00	\$	150.00	l	\$ 50.00	25.00%	\$	600.00	\$	66.0
1	Andrews Park Pav	\$	150,00	\$	100.00		\$ 50.00	33.33%	\$	600.00	N/	A
		\$	41,778.00	1	36,730.00	1 1	\$ 5,048.00	12.08%	1 \$	60,576.00	\$	5,378.40

Individual Priced Items	Price Per Hour	Minimum Cost Billed Per	
DayPorters	\$35/hr	\$ 140.00	
Emergency Service Requested	\$49/hr	\$ 250.00	
Strip and Wax	\$0.50 per foot	\$ 395.00	
Buffing .	\$0.25 per foot	\$ 195.00	
Carpet Cleaning	\$0.25 per foot	\$ 295.00	
Fleet Tranp Maint Ext Roof Glass		\$ 288.00	

File Attachments for Item:

18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-62: BY AND BETWEEN THE CITY OF NORMAN, THE NORMAN UTILITIES AUTHORITY, AND CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT FOR THE DELIVERY OF TEMPORARY WATER SUPPLY



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: September 9, 2025

REQUESTER: Kenneth Giannone

PRESENTER: Kenneth Giannone, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-62: BY AND BETWEEN THE CITY OF NORMAN, THE NORMAN UTILITIES AUTHORITY, AND CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT FOR THE DELIVERY OF TEMPORARY WATER SUPPLY

BACKGROUND:

Norman's water supply comes from three sources: (1) Surface (raw, untreated) water from Lake Thunderbird that is treated at the Norman Utilities Authority's (NUA's) Vernon Campbell Water Treatment Plant; (2) Ground (well) water from NUA's well field; and (3) Treated water purchased from Oklahoma City Water Utilities Trust. The majority of Norman's water comes from Lake Thunderbird at approximately 70% with variations from year to year based on weather conditions. Lake Thunderbird is a federally owned reservoir, operated and maintained by the Central Oklahoma Master Conservancy District (COMCD), that supplies raw water to the City of Norman, as well as to Del City and Midwest City, with each city being allocated a yearly fixed share of the Lake's available raw water supply.

DISCUSSION:

When the Central Oklahoma region experiences higher-than-normal rainfall, Lake Thunderbird will have periods where the water level in the lake is higher than the defined normal full water level ("conservation pool"). The water stored above the normal full water level is considered the "flood pool" that may be released at the discretion of the United States Army Corps of Engineers (USACE) in coordination with the management of other water flows within the Little River basin. As such, this water is considered temporary, since it can be released from the Lake. COMCD recently entered into a contract with the United States and obtained permits from Oklahoma Water Resources Board that will allow them to make this temporary water available to its member cities.

NUA has negotiated a contract with COMCD to make purchases from this temporary flood pool water supply. If approved, this contract would be in effect from October 1, 2025, through September 30, 2030, and it would give NUA the ability to request that COMCD deliver temporary water whenever it exists in Lake Thunderbird. Temporary water supply would then be delivered under the terms of NUA's contract with an additional surcharge from the federal government per

acre-foot of water used, plus a twenty-five percent (25%) surcharge on this fee, plus direct electrical costs. This temporary water purchased by NUA under the terms of this agreement will not count against City of Norman's fixed yearly allocation of raw water supply from the Lake. This would increase water system flexibility by allowing more water to be treated at Vernon Campbell Water Treatment Plant, thereby allowing the groundwater system to be restored ("recharged") and reducing the likelihood of exceeding the NUA's fixed yearly allocation from Lake Thunderbird.

Funding for temporary water purchases will be from the Water Fund, Utility Services – Conservancy District (Account 31955234-44340).

RECOMMENDATION:

Staff recommends that Contract K-2526-62 by and between the City of Norman, the Norman Utilities Authority and Central Oklahoma Master Conservancy District for the delivery of temporary water supply be approved and executed.

CONTRACT

by and among the

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

the

CITY OF NORMAN, OKLAHOMA

and the

NORMAN UTILITIES AUTHORITY FOR A CITY OF

NORMAN TEMPORARY

WATER SUPPLY

AGREEMENT TO SUPPLY TEMPORARY WATER

- 1. This is a Contract between the Central Oklahoma Master Conservancy District ("District") and the City of Norman and Norman Utilities Authority ("Norman") for a City of Norman Temporary Water Supply.
- 2. The District agrees to deliver a supply of Temporary Water to Norman in consideration of the City's and Utility Authority's execution of and compliance with the terms of this Contract. The obligation of the District to supply Temporary Water to Norman shall arise during such time that Temporary Water is available under the terms of this Contract.

THE SUPPLY AND AVAILABILITY OF TEMPORARY WATER

- 3. The District has entered into a contract (No. 259E640058) with the United States, acting by and through the Secretary of the Interior, Bureau of Reclamation, to acquire the contractual right to receive delivery of Temporary Water. The contract between the District and the United States is attached to this Contract as Exhibit 1. Norman is a Participating Municipality as defined in that contract. The terms of that contract applicable to a Participating Municipality are incorporated in this Contract.
- 4. Temporary Water is defined in that contract as a supply of water made possible when infrequent and otherwise unmanageable flood flows of short duration create a temporary supply of water not storable for Norman Project water supply purposes. Temporary water is available only when the reservoir water surface elevation for Lake Thunderbird is above elevation 1039.0, the top of the conservation storage pool. This definition is adopted as the definition of Temporary Water in this Contract.
- 5. The District is required to comply with the provisions of contract No. 259E640058 between the District and the United States. Therefore, Temporary Water shall only be available whenever the District is reasonably able to comply with the terms of that contract. The obligation of the District to supply Temporary Water shall be in accordance with and limited by the terms of that contract.

6. The District has obtained a Term Permit No. 2022-013 from the Oklahoma Water Resources Board (OWRB) for the right to take and use such water pursuant to statutes beginning at Title 82 Okla. Stat. Section 105.1 and following and the rules of the OWRB applicable to the right to use surface water in Oklahoma. Therefore, Temporary Water shall be considered available only as authorized by the conditions of the Term Permit and during such time as the permit is in force and in accordance with its lawful provisions and requirements. The District will provide Norman with a copy of the Term Permit.

DELIVERY OF TEMPORARY WATER

- 7. Norman is not required to take any Temporary Water unless and until Norman requests the District to supply it with Temporary Water. Temporary Water shall only be considered to be available whenever Norman requests the District to deliver Temporary Water to Norman in accordance with the terms of this Contract, and when Temporary Water is otherwise available under the terms of this Contract and contract No. 259E640058.
- 8. Norman shall request delivery of Temporary Water from the District by notifying the District by email communication.
- 9. As soon as reasonably possible after Norman requests the District to supply Norman with Temporary Water in accordance with the provisions of this Contract, the District will deliver the water requested by Norman to the extent such Temporary Water is available as determined by the District. The delivery point shall be as provided in the 1961 Contract for a City of Norman Water Supply and its subsequent amendments and renewals.

PAYMENT FOR TEMPORARY WATER

- 10. The District is required to pay the United States for the amount of Temporary Water delivered that is in excess of Norman's water supply allocation of 43.8 percent of Municipal Water use from Lake Thunderbird in any one year. The District's payment to the United States is required by no later than December 31 of the year following the Water Year in which Temporary Water under contract No. 259E640058 was delivered to Norman. Therefore, by December 1 following the Water Year in which the District delivers Temporary Water to Norman, the District will invoice Norman for payment for such water as described in paragraph 12 of this Contract.
- 11. Norman will pay the District pursuant to the invoice within 30 days of receipt of the invoice.
- 12. The price for Temporary Water to be paid to the District by Norman shall be based upon the same rates and charges as for those specified in contract No. 259E640058 for

payment the District to the United States for delivery of Temporary Water, plus a surcharge of twenty-five percent (25%) of the amount to be paid by the District to the United States. Norman shall also reimburse the District for actual electricity costs incurred by the District in delivering the supply of water under this temporary water supply contract. Norman shall also pay to the District any administrative fees, interest assessments, and penalties that the District shall owe to the United States to the extent such fees, assessments, or penalties arise from any breach of this Contract by Norman.

NOTICES

13. Notices to the District and the City of Norman and the Norman Utilities Authority shall be effective when actually received by the noticed party. Notices shall be sent to the following or future successors in the same positions:

To the District:

Kyle Arthur, General Manager 12500 Alameda Drive Norman, Oklahoma 73026

or by e-mail to karthur@comcd.net

To the City of Norman and Norman Utilities Authority:

Chris Mattingly, Director of Utilities 225 N. Webster Ave. Norman, Oklahoma 73069

or by e-mail to chris.mattingly@normanok.gov

[REMAINDER OF PAGE LEFT BLANK]

AGREED this day of, 2025.	
CITY OF NORMAN	Attest:
NORMAN UTILITIES AUTHORITY	Attest:
CENTRAL OKLAHOMA MASTER CONSEI	RVANCY DISTRICT
Amanda Nairn, President	Master Construction of the

Contract No. 259E640058

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION

Norman Project, Oklahoma

WATER SERVICE CONTRACT FOR DELIVERY OF TEMPORARY WATER BETWEEN THE UNITED STATES AND THE CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

TABLE OF CONTENTS

Article	
No. Title	
PREAMBLE	
EXPLANATORY RECITALS	
1. GENERAL DEFINITIONS	2
2. EFFECTIVE DATE AND CONTRACT TERM	3
3. WATER TO BE MADE AVAILABLE, POINT OF DELIVERY, MEA	SUREMENT AND
RESPONSIBILITY FOR DELIVERY OF WATER	3
4. DISTRICT PAYMENT AND OM&R OBLIGATIONS	
5. TERMINATION OF THE CONTRACT	
6. RIGHT TO RECEIVE PROJECT WATER	
7. RECEIPT AND DISTRIBUTION OF WATER - SALE OF WATER	
8. CONTRACT NOT A WATER RIGHT	5
9. COMPLIANCE WITH LEGAL REQUIREMENTS	
10. SEVERABILITY	
STANDARD ARTICLES	
11. CHARGES FOR DELINQUENT PAYMENTS	6
12. GENERAL OBLIGATION—BENEFITS CONDITIONED UPON PAY	MENT6
13. OPERATION AND MAINTENANCE OF TRANSFERRED WORKS.	
14. EXAMINATION, INSPECTION, AND AUDIT OF PROJECT WORKS	S, RECORDS, AND
REPORTS FOR DETERMINING ADEQUACY OF OPERATION AND	
15. NOTICES	
16. CONTINGENT ON APPROPRIATION OR ALLOTMENT OF FUNDS	
17. OFFICIALS NOT TO BENEFIT	10
18. CHANGES IN 'DISTRICT'S ORGANIZATION	10
19. ASSIGNMENT LIMITED—SUCCESSORS AND ASSIGNS OBLIGATION	
20. BOOKS, RECORDS, AND REPORTS	10
21. RULES, REGULATIONS, AND DETERMINATIONS	11
22. ADMINISTRATION OF FEDERAL PROJECT LANDS	
23. PROTECTION OF WATER AND AIR QUALITY	
24. CONTAMINATION OR POLLUTION OF FEDERAL PROPERTY	
25. WATER CONSERVATION	13
26. COMPLIANCE WITH CIVIL RIGHTS LAWS AND REGULATIONS	13

Exhibit 1 to Contract K-2526-62

Item 18.

Contract No. 259E640058

27. PEST MANAGEMENT	14
28. MEDIUM FOR TRANSMITTING PAYMENTS	
29. CONSTRAINTS ON THE AVAILABILITY OF WATER	
30. CONTRACT DRAFTING CONSIDERATIONS	
SIGNATURE PAGE	15
EXHIBIT A	A-1

Contract No. 259E640058

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION

Norman Project, Oklahoma

WATER SERVICE CONTRACT FOR DELIVERY OF TEMPORARY WATER BETWEEN THE UNITED STATES AND THE CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

PREAMBLE

THIS CONTRACT, executed on the date identified in the Contracting Officer's digital signature, and effective October 1, 2025, pursuant to the Act of June 17, 1902 (32 Stat. 388), and acts amendatory thereof or supplementary thereto particularly, but not limited to Subsection 9(c) of the Act of August 4, 1939 (53 Stat. 1187, 1194), as amended and supplemented, and the Act of June 27, 1960, (Pub. L. 86-529, 74 Stat. 225) as amended by the Lake Thunderbird Efficient Use Act of 2012 (Pub. L. 112-244, 126 Stat. 2383) all collectively known as the Federal Reclamation laws, between the UNITED STATES OF AMERICA, hereinafter called the "United States," represented by the Contracting Officer executing this Contract, and the CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT, a master conservancy district duly created and existing under the laws of the State of Oklahoma with its principal place of business in Norman, Oklahoma, hereinafter referred to as the "District." The United States and the District are sometimes referred to individually as the "Party" and collectively as the "Parties."

WITNESSETH, THAT:

EXPLANATORY RECITALS

The following statements are made in explanation:

- a. WHEREAS, the Act of June 27, 1960, (Pub. L. 86-529, 74 Stat. 225), authorized the Secretary of the Interior to construct, operate, maintain, and replace (OM&R) the Norman Project in Oklahoma, hereinafter referred to as the "Project", for the purposes of storing, regulating, and furnishing water for municipal, domestic, and industrial uses, flood control and incidental uses to the foregoing including conservation and development of fish and wildlife and enhancing recreational opportunities; and
- b. WHEREAS, pursuant to the Act of June 27, 1960 (Pub. L. 86-529, 74 Stat 225), the United States and the District executed Contract No. 14-06-500-590 on September 5, 1961, as amended, covering the terms and conditions of construction, OM&R, and the repayment of the reimbursable costs of the Project allocated to municipal and industrial (M&I) use; and

- c. WHEREAS, the District and the United States entered into Contract No. 169E640075 on February 14, 2017, which was renewed by Contract No. 219E640007 on June 23, 2021; and
- d. WHEREAS, the District has requested renewal of Contract No. 219E640007, which is set to expire on September 30, 2025; and
- e. WHEREAS, the United States has determined that during any given year, there may be periods of time during which infrequent and otherwise unmanaged flood flows of short duration may create a temporary supply of water which could be made available to the District for delivery to Participating Municipalities for M&I use; and
- f. WHEREAS, the District will obtain a Temporary Water permit from the Oklahoma Water Resources Board for the use of temporary, unmanaged flood water for the water supply purposes by the District; and
- g. WHEREAS the United States agrees to enter into this Contract to provide Temporary Water pursuant to the applicable Federal laws, rules, and regulations, and state laws.

NOW, THEREFORE, in consideration of the mutual and dependent covenants herein contained, it is agreed by the Parties hereto as follows:

1. GENERAL DEFINITIONS

The definitions of terms used in this Contract apply only to this Contract and are not definitions for any other contract or agreement. Where used in this Contract, unless otherwise distinctly expressed or manifestly incompatible with the intent hereof, the term:

- a. "Contract" shall mean this Contract No. 259E640058, including the Preamble, Explanatory Recitals, all Articles, and Exhibits herein.
- b. "Contracting Officer" shall mean the Secretary of the United States Department of the Interior or the Secretary's duly authorized representative. Unless stated otherwise, the Contracting Officer shall be deemed to be the Secretary's authorized representative.
- c. "Municipal and Industrial" (M&I) use shall mean all purposes other than the use of Project Water to irrigate land primarily for the production of commercial agricultural crops or livestock, and domestic purposes that are incidental thereto.
- d. "Operation, Maintenance, and Replacement" or "OM&R" shall mean those activities and actions necessary to ensure the continued structural integrity and operational reliability of Project features, including major nonrecurring maintenance on a Project facility that is intended to ensure the continued safe, dependable, and reliable delivery of authorized Project benefits.
- e. "Participating Municipality" shall mean and refer to any city which is a member of the District and is contracting for Project Water, its representatives, trustees, or other proper entities.

- f. "Project" shall mean the Norman Project, Oklahoma, which was authorized by the Act of June 27, 1960, Public Law 86-529, 74 Stat. 225, as amended by Public Law 94-415.
- g. "Project Water Supply" or "Project Water" shall mean and include all surface or ground water, including seepage and return flows, that is developed, pumped, or diverted into the Project based on the water rights that have or will be acquired by the District including but not limited to the Temporary Water, as defined herein.
- h. "Project Works" shall mean all Project facilities which are necessary to deliver the Temporary Water under the terms of this Contract.
 - i. "Point of Delivery" shall mean the Lake Thunderbird Reservoir Pumping Plant.
- j. "Temporary Water" shall mean a supply of water made possible when infrequent and otherwise unmanageable flood flows of short duration create a temporary supply of water. Temporary water is available only when the reservoir water surface elevation for Lake Thunderbird is above the elevation of 1,039.0 feet, the top of the conservation storage pool.
- k. "Water Year" shall mean the 12-month period of time beginning on October 1 each year and ending on September 30 of the following year.

2. EFFECTIVE DATE AND CONTRACT TERM

This Contract shall become effective on October 1, 2025. The term of this Contract shall extend for a period of 5 (five) years, ending on September 30, 2030, unless otherwise terminated under the provisions hereof. This Contract may be renewed upon written request submitted by the District to the United States. The written request should be submitted by the District to the United States 1 (one) year prior to the expiration of this Contract. Such renewal shall be upon terms and conditions as may be mutually agreeable between the United States and the District based upon Federal Reclamation laws and policy in effect at that time.

3. WATER TO BE MADE AVAILABLE, POINT OF DELIVERY, MEASUREMENT AND RESPONSIBILITY FOR DELIVERY OF WATER

- a. Water to be delivered to the District pursuant to this Contract shall be delivered at the Lake Thunderbird Reservoir Pumping Plant. The District shall divert and measure the District's Project Water Supply at the Point of Delivery.
- b. Subject to the terms and conditions hereinafter stated, the District may deliver up to 10,000 acre-feet (AF) of Temporary Water per Water Year for M&I use, if and when it is available, to the Participating Municipalities. Temporary Water deliveries shall be terminated when the reservoir water surface elevation is at or below the elevation of 1,039.0 feet. This Contract does not provide the District with any rights, express or implied, to store water in the flood pool or surcharge pool of Lake Thunderbird.
- c. The District shall maintain records showing the actual quantity of Temporary Water delivered to the Participating Municipalities each Water Year. The District shall report the

actual quantity of Temporary Water delivered during the Water Year to the United States within 30 days of the end of the Water Year (i.e., on or before October 30).

- d. All Temporary Water delivered pursuant to this Contract shall be measured and recorded with equipment furnished, installed, and OM&R'd by the District at the Point of Delivery. The United States may investigate the accuracy of such measurements and direct the District to take any necessary steps to adjust any errors appearing therein. The United States shall not be responsible for the OM&R of facilities and equipment owned and operated by the District for use in conveyance of Temporary Water under this Contract.
- e. The United States shall not be responsible for the control, carriage, handling, use, disposal, or distribution of water furnished to the District hereunder beyond the Point of Delivery, and the District shall hold the United States harmless on account of damage or claim of any nature whatsoever, including property damage, personal injury, or death arising out of or connected with the control, carriage, handling, use, disposal, or distribution of such water beyond said Point of Delivery.
- f. This Contract shall not entitle the District to any right, title, or interest in the Project other than explicitly provided for herein.

4. DISTRICT PAYMENT AND OM&R OBLIGATIONS

- a. The District will pay the United States annually a water service charge for each AF of Temporary Water conveyed to the Point of Delivery. Payment for the use of Temporary Water shall be based on the amount of Temporary Water delivered when such deliveries are in excess of a Participating Municipality's regular water supply allocation. Initially this water service charge shall be in the amount of \$26.43 per AF for the Temporary Water conveyed in the Water Year beginning October 1, 2025. The District will pay by December 31 of each year, or 30 days after the bill is issued if the bill is not issued by December 1, for the Temporary Water conveyed the previous Water Year, if any. Each subsequent year's per AF water service charge will be increased on an annual basis at the rate of 2.84 percent. The annual rate increase is based on the 10-year (2015-2024) average of the Consumer Price Index for All Urban Consumers (CPI-U). The rate schedule is provided herein as Exhibit A.
- b. The water service payment shall be credited to the Project within the Reclamation Fund. If the reimbursable Project costs are fully repaid, the monies received from the water service payment will be treated as statutory credits to the Project.
- c. The OM&R of the Project Works, and responsibility for funding the costs of such OM&R, has already been transferred to the District under Contract No. 14-06-500-590 between the United States and the District, which establishes that the District is responsible for 100 percent of the OM&R costs.
- d. All OM&R of the Project Works required for delivery of Temporary Water, and responsibility for funding the costs of such OM&R, will be the responsibility of the District.

5. TERMINATION OF THE CONTRACT

- a. Upon failure of the District to perform any of the obligations under this Contract, the Contracting Officer may give notice to the District in writing of the nature of the default and require the District to correct the failure or noncompliance within a period specified in such notice, but not more than 60 days. Upon the District's failure to do so, the Contracting Officer may elect to terminate this Contract or may withhold the delivery of water at his/her sole election. Such termination shall not be construed as preventing the Contracting Officer from asserting any other remedies available to him/her resulting from the District's actions.
- b. The District shall have the right to terminate this Contract in the event there is no further need of the water service provided herein. Notice of intent by the District to terminate this Contract shall be provided in writing to the Contracting Officer at least 60 days prior to the termination date proposed. <u>Provided</u>, that termination under this provision shall become effective no sooner than on the succeeding anniversary date of this Contract following such written notice.
- c. Termination of this Contract for any cause shall not relieve the District of any obligations incurred by way of this Contract prior to the effective date of termination.

6. RIGHT TO RECEIVE PROJECT WATER

The District's right to receive Project Water under the provisions of Contract No. 14-06-500-590 will continue.

7. RECEIPT AND DISTRIBUTION OF WATER - SALE OF WATER

No sale, transfer, or exchange of Temporary Water made available under this Contract, other than to a Participating Municipality, may take place without prior written approval of the United States.

8. CONTRACT NOT A WATER RIGHT

No provisions of this Contract, nor any renewal thereof, nor the furnishing of water hereunder will be construed to bind the United States after the expiration of this Contract, or as the basis of a permanent water right. The District will be solely responsible for compliance with Oklahoma law as it relates to the use of water under this Contract and shall be responsible for acquiring all necessary permits or licenses from the appropriate Federal, State, or local authorities necessary for the delivery of water.

9. COMPLIANCE WITH LEGAL REQUIREMENTS

The Contractor shall comply with all applicable Federal, State, and local laws, executive orders, rules, and regulations applicable to its performance under this Contract.

10. SEVERABILITY

In the event that any one or more of the provisions contained herein is, for any reason, held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provisions of this Contract, but this Contract is to be construed as if such invalid, illegal or unenforceable provisions had never been contained herein, unless the deletion of such provision or provisions would result in such a material change so as to cause the fundamental benefits afforded the Parties by this Contract to become unavailable or materially altered.

STANDARD ARTICLES

11. CHARGES FOR DELINQUENT PAYMENTS

- a. The District shall be subject to interest, administrative, and penalty charges on delinquent payments. If a payment is not received by the due date, the District shall pay an interest charge on the delinquent payment for each day the payment is delinquent beyond the due date. If a payment becomes 60 days delinquent, the District shall pay, in addition to the interest charge, an administrative charge to cover additional costs of billing and processing the delinquent payment. If a payment is delinquent 90 days or more, the District shall pay, in addition to the interest and administrative charges, a penalty charge for each day the payment is delinquent beyond the due date, based on the remaining balance of the payment due at the rate of 6 percent per year. The District shall also pay any fees incurred for debt collection services associated with a delinquent payment.
- b. The interest rate charged shall be the greater of either the rate prescribed quarterly in the <u>Federal Register</u> by the Department of the Treasury for application to overdue payments, or the interest rate of 0.5 percent per month. The interest rate charged will be determined as of the due date and remain fixed for the duration of the delinquent period.
- c. When a partial payment on a delinquent account is received, the amount received shall be applied first to the penalty charges, second to the administrative charges, third to the accrued interest, and finally to the overdue payment.

12. GENERAL OBLIGATION—BENEFITS CONDITIONED UPON PAYMENT

- a. The obligation of the District to pay the United States as provided in this Contract is a general obligation of the District notwithstanding the manner in which the obligation may be distributed among the 'District's water users and notwithstanding the default of individual water users in their obligation to the District.
- b. The payment of charges becoming due pursuant to this Contract is a condition precedent to receiving benefits under this Contract. The United States shall not make water available to the District through the Project facilities during any period in which the District is in arrears for more than 12 months in the payment of water rates due the United States. The District shall not deliver water under the terms and conditions of this Contract for lands or parties

that are in arrears in the advance payment of water rates or OM&R charges as levied or established by the District.

13. OPERATION AND MAINTENANCE OF TRANSFERRED WORKS

(Federal Construction)

- a. The OM&R responsibility for all Project works has been transferred to the District under Contract No. 14-06-500-590, as amended. Title to the transferred works will remain in the name of the United States, unless otherwise provided by the Congress of the United States.
- b. The District, without expense to the United States, will care for and OM&R the transferred works in full compliance with the terms of this Contract and in such a manner that the transferred works remain in good and efficient condition.
- c. Necessary repairs of the transferred works will be made promptly by the District. In case of unusual conditions or serious deficiencies in the care and OM&R of the transferred works threatening or causing interruption of water service, the Contracting Officer may issue to the District a special written notice of those necessary repairs. Except in the case of an emergency, the District will be given 60 days to either: 1) make the necessary repairs, or 2) submit a plan for accomplishing the repairs that contains a timeframe for completing the necessary repairs acceptable to the Contracting Officer. In the case of an emergency, or if the District fails to either make the necessary repairs or submit a plan for accomplishing the repairs acceptable to the Contracting Officer within 60 days of receipt of the notice, the Contracting Officer may cause the repairs to be made, and the cost of those repairs will be paid by the District as directed by the Contracting Officer. The Contracting Officer will determine whether an emergency exists requiring immediate repairs or if circumstances will allow for repairs to be made or a plan to be submitted within 60 days of receipt of notice.
 - d. The District will not make any substantial changes in the transferred works without first obtaining written consent of the Contracting Officer.
 - e. The District will take all reasonable measures to prevent any unauthorized encroachment on Project land and rights-of-way and address any such encroachment as soon as the District becomes aware of its existence.
 - f. Except for the sole negligence and intentional torts committed by employees of the United States, the District agrees to indemnify the United States for, and hold the United States and all of its representatives harmless from, all damages resulting from suits, actions, or claims of any character, brought on account of any injury to any person or property arising out of any act, omission, neglect, or misconduct in the manner or method of performing any construction, care and OM&R; and supervision, examination, inspection, or other duties of the District or the United States on transferred works required under this Contract, regardless of who performs those duties.

- g. The District will cooperate with the Contracting Officer in implementing an effective dam safety program. The United States agrees to provide the District and the appropriate agency of the State in which the Project facilities are located with design data, designs, and an operating plan for the dam and related facilities consistent with the current memorandum of understanding between the United States and the State of Oklahoma relating to the coordination of planning, design, construction, and OM&R processes for dams and related facilities.
- h. In the event the District is found to be operating the transferred works or any part thereof in violation of this Contract or the District is found to be failing any financial commitments or other commitments to the United States under the terms and conditions of this Contract, then upon the election of the Contracting Officer, the United States may take over from the District the care and OM&R of the transferred works by giving written notice to the District of such election and the effective date thereof. Thereafter, during the period of operation by the United States, upon notification by the Contracting Officer, the District will pay to the United States, annually in advance, the cost of care and OM&R of the works as determined by the Contracting Officer. Following written notification from the Contracting Officer the care and OM&R may be transferred back to the District.
- i. In addition to all other payments to be made by the District under this Contract, the District will reimburse to the United States, following the receipt of a statement from the Contracting Officer, all miscellaneous costs incurred by the United States for any work involved in the administration and supervision of this Contract.
- j. Nothing in this article will be deemed to waive the sovereign immunity of the United States.

14. EXAMINATION, INSPECTION, AND AUDIT OF PROJECT WORKS, RECORDS, AND REPORTS FOR DETERMINING ADEQUACY OF OPERATION AND MAINTENANCE

- a. The Contracting Officer may, from time to time, examine the following: the 'District's books, records, and reports; the Project works being operated by the District; the adequacy of the OM&R and safety of dams programs; the reserve fund; and the water conservation program including the water conservation fund, if applicable. Notwithstanding title ownership, where the United States retains a financial, physical, or liability interest in facilities either constructed by the United States or with funds provided by the United States, the Contracting Officer may examine any or all of the Project works providing such interest to the United States.
- b. The Contracting Officer may, or the District may ask the Contracting Officer to, conduct special inspections of any Project works being operated by the District and special audits of the 'District's books and records to ascertain the extent of any OM&R deficiencies to determine the remedial measures required for their correction and to assist the District in solving specific problems. Except in an emergency, any special inspection or audit shall be made only after written notice thereof has been delivered to the District by the Contracting Officer.

- c. The District shall provide access to the Project works, operate any mechanical or electrical equipment, and be available to assist in the examination, inspection, or audit.
- d. The Contracting Officer shall prepare reports based on the examinations, inspections, or audits and furnish copies of such reports and any recommendations to the District.
- e. The costs incurred by the United States in conducting OM&R examinations, inspections, and audits and preparing associated reports and recommendations related to high-and significant-hazard dams and associated facilities shall be nonreimbursable. Associated facilities include carriage, distribution, and drainage systems; pumping and pump-generating plants; powerplant structures; tunnels/pipelines; diversion and storage dams (low-hazard); Type 2 bridges which are Reclamation-owned bridges not located on a public road; regulating reservoirs (low-hazard); fish passage and protective facilities, including hatcheries; river channelization features; rural/municipal water systems; desalting and other water treatment plants; maintenance buildings and service yards; facilities constructed under Federal loan programs (until paid out); and recreation facilities (reserved works only); and any other facilities as determined by the Contracting Officer.
- f. Expenses incurred by the District, as applicable, in participating in the OM&R site examination will be borne by the District.
- g. Requests by the District for consultations, design services, or modification reviews, and the completion of any OM&R activities identified in the formal recommendations resulting from the examination (unless otherwise noted) are to be funded as Project OM&R and are reimbursable by the District to the extent of current Project OM&R allocations.
- h. Site visit special inspections that are beyond the regularly scheduled OM&R examinations conducted to evaluate particular concerns or problems and provide assistance relative to any corrective action (either as a follow up to an OM&R examination or when requested by the District) shall be nonreimbursable.
- i. The Contracting Officer may provide the State an opportunity to observe and participate in, at its own expense, the examinations and inspections. The State may be provided copies of reports and any recommendations relating to such examinations and inspections.

15. NOTICES

Any notice, demand, or request authorized or required by this Contract shall be deemed to have been given, on behalf of the District, when mailed, postage prepaid, or delivered to the

Area Manager, Oklahoma Texas Area Office Bureau of Reclamation 5316 Highway 290 West, Suite 110 Austin, Texas 78735

and on behalf of the United States, when mailed, postage prepaid, or delivered to the

Central Oklahoma Master Conservancy District 12500 Alameda Drive Norman, OK 73026

The designation of the addressee or the address may be changed by notice given in the same manner as provided in this Article for other notices.

16. CONTINGENT ON APPROPRIATION OR ALLOTMENT OF FUNDS

The expenditure or advance of any money or the performance of any obligation of the United States under this Contract shall be contingent upon appropriation or allotment of funds. Absence of appropriation or allotment of funds shall not relieve the District from any obligations under this Contract. No liability shall accrue to the United States in case funds are not appropriated or allotted.

17. OFFICIALS NOT TO BENEFIT

No Member of or Delegate to the Congress, Resident Commissioner, or official of the District shall benefit from this Contract other than as a water user or landowner in the same manner as other water users or landowners.

18. CHANGES IN 'DISTRICT'S ORGANIZATION

While this Contract is in effect, no change may be made in the District's organization, by inclusion or exclusion of lands or by any other changes which may affect the respective rights, obligations, privileges, and duties of either the United States or the District under this Contract including, but not limited to, dissolution, consolidation, or merger, except upon the Contracting Officer's written consent.

19. ASSIGNMENT LIMITED—SUCCESSORS AND ASSIGNS OBLIGATED

The provisions of this Contract shall apply to and bind the successors and assigns of the Parties hereto, but no assignment or transfer of this Contract or any right or interest therein by either Party shall be valid until approved in writing by the other Party.

20. BOOKS, RECORDS, AND REPORTS

The District shall establish and maintain accounts and other books and records pertaining to administration of the terms and conditions of this Contract, including the District's financial transactions; water supply data; Project OM&R logs; Project land and rights-of-way use agreements; the water users' land-use (crop census), land-ownership, land-leasing, and water-use data; and other matters that the Contracting Officer may require. Reports shall be furnished to the Contracting Officer in such form and on such date or dates as the Contracting Officer may require. Subject to applicable Federal laws and regulations, each Party to this Contract shall

have the right during office hours to examine and make copies of the other Party's books and records relating to matters covered by this Contract.

21. RULES, REGULATIONS, AND DETERMINATIONS

- a. The Parties agree that the delivery of water or the use of Federal facilities pursuant to this Contract is subject to Federal reclamation law, as amended and supplemented, and the rules and regulations promulgated by the Secretary of the Interior under Federal reclamation law.
- b. The Contracting Officer shall have the right to make determinations necessary to administer this Contract that are consistent with its expressed and implied provisions, the laws of the United States and the State of Oklahoma, and the rules and regulations promulgated by the Secretary of the Interior. Such determinations shall be made in consultation with the District.

22. ADMINISTRATION OF FEDERAL PROJECT LANDS

- a. The lands and interests in lands acquired, withdrawn, or reserved and needed by the United States for the purposes of care, operation, and maintenance of the Norman Project works may be used by the District for such purposes. The District shall ensure that no unauthorized encroachment occurs on Federal Project lands and rights-of-way. The District does not have the authority to issue any land-use agreement or grant that conveys an interest in Federal real property, nor to lease or dispose of any interest of the United States.
- b. The United States retains responsibility for compliance with the National Historic Preservation Act of 1966 (NHPA), and the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA). The District will notify the Contracting Officer and, only when on tribal land, also notify the appropriate tribal official, immediately upon the discovery of any potential historic properties or Native American human remains, funerary objects, sacred objects, or objects of cultural patrimony.

23. PROTECTION OF WATER AND AIR QUALITY

- a. The District, without expense to the United States, will care for and OM&R transferred works in a manner that preserves the quality of the water at the highest feasible level as determined by the Contracting Officer.
- b. The United States does not warrant the quality of the water delivered to the District and is under no obligation to furnish or construct water treatment facilities to maintain or improve the quality of water delivered to the District.

- c. The District will comply with all applicable water and air pollution laws and regulations of the United States and the State of Oklahoma; and will obtain all required permits or licenses from the appropriate Federal, State, or local authorities necessary for the delivery of water by the District; and will be responsible for compliance with all Federal, State, and local water quality standards applicable to surface and subsurface drainage and/or discharges generated through the use of Federal or District facilities or Project Water provided by the District within its Project Water service area.
- d. This Article will not affect or alter any legal obligations of the Secretary to provide drainage or other discharge services.

24. CONTAMINATION OR POLLUTION OF FEDERAL PROPERTY

- a. The District shall not allow contamination or pollution of Federal Project lands, Project waters, or Project works of the United States or administered by the United States and for which the District has the responsibility for care, operation, and maintenance by its employees or agents. The District shall also take reasonable precautions to prevent such contamination or pollution by third parties.
- b. The District shall comply with all applicable Federal [, State, and local laws and regulations and Reclamation policies and instructions existing, or hereafter enacted or promulgated, concerning any hazardous material that will be used, produced, transported, stored, released, or disposed of on or in Federal Project lands, Project waters, or Project works.
- c. "Hazardous material" means (1) any substance falling within the definition of "hazardous substance," "pollutant or contaminant," or "hazardous waste" under the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. § 9601(14), (29), and (33)); (2) oil, as defined by the Clean Water Act (33 U.S.C. § 1321(a)) and the Oil Pollution Act (33 U.S.C. § 2701(23)); (3) thermal pollution, refuse, garbage, sewage effluent, industrial waste, mine or mill tailings, mineral salts, pesticides, and other solid waste, and (4) any other substance regulated as hazardous or toxic under Federal, State, local, or Tribal law.
- d. Upon discovery of any event which may or does result in contamination or pollution of Federal Project lands, Project water, or Project works, the District shall immediately undertake all measures necessary to protect public health and the environment, including measures necessary to contain or abate any such contamination or pollution, and shall report such discovery with full details of the actions taken to the Contracting Officer. Reporting shall be within a reasonable time period but shall not exceed 24 hours from the time of discovery if it is an emergency and the first working day following discovery in the event of a non-emergency.
- e. If violation of the provisions of this Article occurs and the District does not take immediate corrective action, as determined by the Contracting Officer, the District may be subject to remedies imposed by the Contracting Officer, which may include termination of this Contract.

- f. The District shall be liable for any response action or corrective measure necessary to protect public health and the environment or to restore Federal Project lands, Project waters, or Project works that are adversely affected as a result of such violation, and for all costs, penalties or other sanctions that are imposed for violation of any Federal, State, local or Tribal laws and regulations concerning hazardous material. At the discretion of the Contracting Officer, the United States may also terminate this Contract as a result of such violation.
- g. The District shall defend, indemnify, protect and save the United States harmless from and against any costs, expenses, claims, damages, demands, or other liability arising from or relating to District's violation of this article.
- h. Reclamation agrees to provide information necessary for the District, using reasonable diligence, to comply with the provisions of this Article.

25. WATER CONSERVATION

Prior to the delivery of water provided from or conveyed through federally constructed or federally financed facilities pursuant to this Contract, the District shall develop a water conservation plan, as required by subsection 210(b) of the Reclamation Reform Act of 1982 and 43 C.F.R. 427.1 (Water Conservation Rules and Regulations).

26. COMPLIANCE WITH CIVIL RIGHTS LAWS AND REGULATIONS

- a. The District shall comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352; 42 U.S.C. § 2000d), the Rehabilitation Act of 1973 (Pub. L. 93-112, Title V, as amended; 29 U.S.C. § 791, et seq.), the Age Discrimination Act of 1975 (Pub. L. 94-135, Title III; 42 U.S.C. § 6101, et seq.), Title II of the Americans with Disabilities Act of 1990 (Pub. L. 101-336; 42 U.S.C. § 12131, et seq.), and any other applicable civil rights laws, and with the applicable implementing regulations and any guidelines imposed by the U.S. Department of the Interior and/or Bureau of Reclamation.
- b. These statutes prohibit any person in the United States from being excluded from participation in, being denied the benefits of, or being otherwise subjected to discrimination under any program or activity receiving financial assistance from the Bureau of Reclamation on the grounds of race, color, national origin, disability, or age. By executing this Contract, the District agrees to immediately take any measures necessary to implement this obligation, including permitting officials of the United States to inspect premises, programs, and documents.
- c. The District makes this agreement in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property discounts, or other Federal financial assistance extended after the date hereof to the District by the Bureau of Reclamation, including installment payments after such date on account of arrangements for Federal financial assistance which were approved before such date. The District recognizes and agrees that such Federal assistance will be extended in reliance on the representations and agreements made in this Article and that the United States reserves the right to seek judicial enforcement thereof.

d. Complaints of discrimination against the District shall be investigated by the Contracting Officer's Office of Civil Rights.

27. PEST MANAGEMENT

- a. The District is responsible for complying with applicable Federal, State, and local laws, rules, and regulations related to pest management in performing its responsibilities under this Contract.
- b. The District is responsible for effectively avoiding the introduction and spread of, and for otherwise controlling, undesirable plants and animals, as defined by the Contracting Officer, on or in Federal Project lands, Federal Project waters, and Federal Project works for which and to the extent that the District has OM&R responsibility. The District is responsible for exercising the level of precaution necessary in meeting this responsibility, including inspecting its vehicles, watercraft, and equipment for reproductive and vegetative parts, foreign soil, mud or other debris that may cause the spread of weeds, invasive species and other pests, and removing such materials before moving its vehicles, watercraft, and equipment onto any Federal land, into any Federal Project facility waters, or out of any area on Federal Project land where work is performed.
- c. Where decontamination of the District's vehicles, watercraft, or equipment is required prior to entering Federal Project land or waters, the decontamination shall be performed by the District at the point of prior use, or at an approved offsite facility able to process generated cleaning wastes, pursuant to applicable laws, rules, and regulations. Upon the completion of work, the District will perform any required decontamination within the work area before moving the vehicles, watercraft, and equipment from Federal Project lands and waters.
- d. Programs for the control of undesirable plants and animals on Federal Project lands, and in Federal Project waters and Federal Project works for which the District has OM&R responsibility will incorporate Integrated Pest Management (IPM) concepts and practices. IPM refers to a systematic and environmentally compatible program to maintain pest populations within economically and environmentally tolerable levels. In implementing an IPM program, the District will adhere to applicable Federal and State laws and regulations and Department of the Interior and Bureau of Reclamation policies, directives, guidelines, and manuals, including but not limited to, the Department of the Interior Manual, Part 517 Integrated Pest Management Policy and Part 609 Weed Control Program, the Plant Protection Act of June 20, 2000 (Pub. L. 106-224), and Executive Order 13112 of February 3, 1999.

28. MEDIUM FOR TRANSMITTING PAYMENTS

a. All payments from the District to the United States under this Contract shall be by the medium requested by the United States on or before the date payment is due. The required method of payment may include checks, wire transfers, or other types of payment specified by the United States.

b. Upon execution of the Contract, the District shall furnish the Contracting Officer with the District's taxpayer's identification number (TIN). The purpose for requiring the District's TIN is for collecting and reporting any delinquent amounts arising out of the District's relationship with the United States.

29. CONSTRAINTS ON THE AVAILABILITY OF WATER

- a. In its operation of the Project, the Contracting Officer will use all reasonable means to guard against a condition of shortage in the quantity of water to be made available to the District pursuant to this Contract. In the event the Contracting Officer determines that a condition of shortage appears probable, the Contracting Officer will notify the District of said determination as soon as practicable.
- b. If there is a condition of shortage because of inaccurate runoff forecasting or other similar operational errors affecting the Project; drought and other physical or natural causes beyond the control of the Contracting Officer; or actions taken by the Contracting Officer to meet current and future legal obligations, then no liability shall accrue against the United States or any of its officers, agents, or employees for any damage, direct or indirect, arising therefrom.

30. CONTRACT DRAFTING CONSIDERATIONS

This Contract has been negotiated and reviewed by the Parties hereto, each of whom is sophisticated in the matters to which this Contract pertains.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract on the date identified in the Contracting Officer's digital signature. This Contract will become effective on October 1, 2025.

By:		
,	Brent C Esplin	
	Regional Director	

THE UNITED STATES OF AMERICA

Item 18.

Contract No. 259E640058

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

3y: _____

President

ATTEST:

Mayer

Printed Name: Espaniola Bower

Title: ____

EXHIBIT A

Rate Schedule

Payment	Payment Date	Water Year	Råte Per Acre-Foot
1	December 31, 2025	2026	\$ 26.43
2	December 31, 2026	2027	\$ 27.18
3	December 31, 2027	2028	\$ 27.95
4	December 31, 2028	2029	\$ 28.74
5	December 31, 2029	2030	\$ 29.56

File Attachments for Item:

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-34: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN REQUESTING \$6,542,848.90 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36^{TH} AVENUE NW BETWEEN TECUMSEH ROAD AND CARRINGTON LANE IN NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: September 9, 2025

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR

<u>POSTPONEMENT OF RESOLUTION R-2526-34</u>: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN REQUESTING \$6,542,848.90 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN TECUMSEH ROAD AND CARRINGTON LANE IN NORMAN.

BACKGROUND:

The current federal transportation funding bill allocates approximately \$40 Million in Federal funds per year for the implementation of eligible transportation improvements in the Oklahoma City metropolitan area. Ten percent of this appropriation is used to fund safety projects at 100% of their construction cost.

Every year, the Association of Central Oklahoma Governments (ACOG) coordinates a regional evaluation process that identifies transportation improvements eligible for federal funding. Individual projects are rated and compared to one another using a pre-established criterion. The process ends with the formulation of the region's transportation improvement program and the decision to use federal funds to pay for a significant portion of the cost of the higher priority projects.

DISCUSSION:

On or before the end of October 2025, staff will submit the ten highest ranked projects for consideration in the formulation of ACOG's 2029 Transportation Improvement Program update. To be eligible, each submitted project must have a programming resolution submitted for the project with a cost that matches the engineer's estimate.

RECOMMENDATION:

Staff recommends approval of Resolution R-2526-34 (36th Avenue NW Improvements between Tecumseh Road and Carrington Lane) requesting \$6,542,848.90 in Federal STBG/UZA funds for 80.00% of the projected construction cost.

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING \$6,542,848.90 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN TECUMSEH ROAD AND CARRINGTON LANE IN NORMAN.

- § 1. WHEREAS, Federal STP/UZA funds have been made available for the construction of eligible urban projects; and
- § 2. WHEREAS, the Council of the City of Norman has selected a roadway improvement project described as follows:

Widening and traffic signal installation on 36^{th} Avenue NW between Tecumseh Road and Carrington Lane

- § 3. WHEREAS, the engineer's preliminary estimate of total construction cost is \$8,178,561.12 and Federal participation under the terms of the current Federal infrastructure funding bill, relating to STP/UZA funds is hereby requested in the amount of \$6,542,848.90 or 80.00% of the construction cost.
- § 4. WHEREAS, the City of Norman will arrange for a qualified engineer to furnish engineering services for the preparation of detailed plans, specifications, and estimates; and
- § 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and
- § 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and
- § 7. WHEREAS, the City of Norman agrees, as a condition to receiving any Federal financial assistance from the Oklahoma Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Oklahoma Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"; and
- § 8. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (E.P.A.) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (N.P.D.E.S.) permit with the E.P.A. which authorizes the storm water discharges associated with activity from the construction site identified in this resolution; and

R-2526-34

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

§ 9. That the State Transportation Committhis project for construction and to su their approval.		
PASSED AND ADOPTED THIS	day of	, 2025.
	Mayor	
ATTEST:		
City Clerk		

File Attachments for Item:

20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-35: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$5,854,148.03 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN CARRINGTON LANE AND FRANKLIN ROAD IN NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: September 9, 2025

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR

POSTPONEMENT OF RESOLUTION R-2526-35: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$5,854,148.03 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN CARRINGTON LANE AND FRANKLIN ROAD IN

NORMAN.

BACKGROUND:

The current federal transportation funding bill allocates approximately \$40 Million in Federal funds per year for the implementation of eligible transportation improvements in the Oklahoma City metropolitan area. Ten percent of this appropriation is used to fund safety projects at 100% of their construction cost.

Every year, the Association of Central Oklahoma Governments (ACOG) coordinates a regional evaluation process that identifies transportation improvements eligible for federal funding. Individual projects are rated and compared to one another using a pre-established criterion. The process ends with the formulation of the region's transportation improvement program and the decision to use federal funds to pay for a significant portion of the cost of the higher priority projects.

DISCUSSION:

On or before the end of October 2025, staff will submit the ten highest ranked projects for consideration in the formulation of ACOG's 2029 Transportation Improvement Program update. To be eligible, each submitted project must have a programming resolution submitted for the project with a cost that matches the engineer's estimate.

RECOMMENDATION:

Staff recommends approval of Resolution R-2526-35 (36th Avenue NW Improvements between Carrington Lane and Franklin Road) requesting \$5,854,148.03 in Federal STBG/UZA funds for eighty percent (80%) of the projected construction cost.

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING \$5,854,148.03 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN CARRINGTON LANE AND FRANKLIN ROAD IN NORMAN.

- § 1. WHEREAS, Federal STP/UZA funds have been made available for the construction of eligible urban projects; and
- § 2. WHEREAS, the Council of the City of Norman has selected a roadway improvement project described as follows:

Widening and traffic signal installation on 36th Avenue NW between Carrington Lane and Franklin Road

- § 3. WHEREAS, the engineer's preliminary estimate of total construction cost is \$7,317,685.04 and Federal participation under the terms of the current Federal infrastructure funding bill, relating to STP/UZA funds is hereby requested in the amount of \$5,854,148.03 or 80.00% of the construction cost.
- § 4. WHEREAS, the City of Norman will arrange for a qualified engineer to furnish engineering services for the preparation of detailed plans, specifications, and estimates; and
- § 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and
- § 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and
- § 7. WHEREAS, the City of Norman agrees, as a condition to receiving any Federal financial assistance from the Oklahoma Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Oklahoma Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"; and
- § 8. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (E.P.A.) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (N.P.D.E.S.) permit with the E.P.A. which authorizes the storm water discharges associated with activity from the construction site identified in this resolution; and

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

§ 9. That the State Transportation Commuthis project for construction and to su their approval.		
PASSED AND ADOPTED THIS	day of	, 2025.
	Mayor	
ATTEST:		
City Clerk		

File Attachments for Item:

21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-36: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO TECUMSEH ROAD BETWEEN FLOOD AVENUE AND 24^{TH} AVENUE NW IN NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: September 9, 2025

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR

POSTPONEMENT OF RESOLUTION R-2526-36: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO TECUMSEH ROAD BETWEEN FLOOD AVENUE AND 24TH AVENUE NW

IN NORMAN.

BACKGROUND:

The current federal transportation funding bill allocates approximately \$40 Million in Federal funds per year for the implementation of eligible transportation improvements in the Oklahoma City Metropolitan Area. Ten percent of this appropriation is used to fund safety projects at 100% of their construction cost.

Every year, the Association of Central Oklahoma Governments (ACOG) coordinates a regional evaluation process that identifies transportation improvements eligible for federal funding. Individual projects are rated and compared to one another using a pre-established criterion. The process ends with the formulation of the region's transportation improvement program and the decision to use federal funds to pay for a significant portion of the cost of the higher priority projects.

DISCUSSION:

On or before the end of October 2025, staff will submit the ten highest ranked projects for consideration in the formulation of ACOG's 2029 Transportation Improvement Program update. To be eligible, each submitted project must have a programming resolution submitted for the project with a cost that matches the engineer's estimate.

RECOMMENDATION:

Staff recommends approval of Resolution R-2526-36 (Tecumseh Road Improvements between Flood Avenue and 24th Avenue NW) requesting \$7,500,000 (the maximum amount of federal matching funds that can be allocated to an individual project under the criteria) in Federal STBG/UZA funds for 70.65% of the projected construction cost.

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING \$7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO TECUMSEH ROAD BETWEEN FLOOD AVENUE AND 24TH AVENUE NW IN NORMAN.

- § 1. WHEREAS, Federal STP/UZA funds have been made available for the construction of eligible urban projects; and
- § 2. WHEREAS, the Council of the City of Norman has selected a roadway improvement project described as follows:

Widening and traffic signal modification on Tecumseh Road between Flood Avenue and 24th Avenue NW

- § 3. WHEREAS, the engineer's preliminary estimate of total construction cost is \$10,614,967 and Federal participation under the terms of the current Federal infrastructure funding bill, relating to STP/UZA funds is hereby requested in the amount of \$7,500,000.00 or 70.65% of the construction cost.
- § 4. WHEREAS, the City of Norman will arrange for a qualified engineer to furnish engineering services for the preparation of detailed plans, specifications, and estimates; and
- § 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and
- § 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and
- § 7. WHEREAS, the City of Norman agrees, as a condition to receiving any Federal financial assistance from the Oklahoma Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Oklahoma Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"; and
- § 8. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (E.P.A.) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (N.P.D.E.S.) permit with the E.P.A. which authorizes the storm water discharges associated with activity from the construction site identified in this resolution; and

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

§ 9. That the State Transportation Committhis project for construction and to su their approval.		
PASSED AND ADOPTED THIS	day of	, 2025.
ATTEST:	Mayor	
City Clerk		

File Attachments for Item:

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-40: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$2,848,263.20 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN INDIAN HILLS ROAD AND THE MOORE CITY LIMITS IN NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: September 9, 2025

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR

POSTPONEMENT OF RESOLUTION R-2526-40: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$2,848,263.20 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN INDIAN HILLS ROAD AND THE MOORE CITY

LIMITS IN NORMAN.

BACKGROUND:

The current federal transportation funding bill allocates approximately \$40 Million in Federal funds per year for the implementation of eligible transportation improvements in the Oklahoma City metropolitan area. Ten percent of this appropriation is used to fund safety projects at 100% of their construction cost.

Every year, the Association of Central Oklahoma Governments (ACOG) coordinates a regional evaluation process that identifies transportation improvements eligible for federal funding. Individual projects are rated and compared to one another using a pre-established criterion. The process ends with the formulation of the region's transportation improvement program and the decision to use federal funds to pay for a significant portion of the cost of the higher priority projects.

DISCUSSION:

On or before the end of October 2025, staff will submit the ten highest ranked projects for consideration in the formulation of ACOG's 2029 Transportation Improvement Program update. To be eligible, each submitted project must have a programming resolution submitted for the project with a cost that matches the engineer's estimate.

RECOMMENDATION:

Staff recommends approval of Resolution R-2526-40 (36th Avenue NW Improvements between Indian Hills Road and the Moore City Limits) requesting \$2,848,263.20 in Federal STBG/UZA funds for eighty percent (80%) of the projected construction cost.

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING \$2,848,263.20 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN INDIAN HILL ROAD AND THE MOORE CITY LIMITS IN NORMAN.

- § 1. WHEREAS, Federal STP/UZA funds have been made available for the construction of eligible urban projects; and
- § 2. WHEREAS, the Council of the City of Norman has selected a roadway improvement project described as follows:

Widening 36th Avenue NW between Indian Hills Road and the Moore City Limits

- § 3. WHEREAS, the engineer's preliminary estimate of total construction cost is \$12,845,400.23 and Federal participation under the terms of the current Federal infrastructure funding bill, relating to STP/UZA funds is hereby requested in the amount of \$2,848,263.20 or 80.00% of the construction cost.
- § 4. WHEREAS, the City of Norman will arrange for a qualified engineer to furnish engineering services for the preparation of detailed plans, specifications, and estimates; and
- § 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and
- § 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and
- § 7. WHEREAS, the City of Norman agrees, as a condition to receiving any Federal financial assistance from the Oklahoma Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Oklahoma Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"; and
- § 8. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (E.P.A.) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (N.P.D.E.S.) permit with the E.P.A. which authorizes the storm water discharges associated with activity from the construction site identified in this resolution; and

R-2526-40

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

§ 9. That the State Transportation Community this project for construction and to sutheir approval.		
PASSED AND ADOPTED THIS	day of	, 2025.
	Mayor	
ATTEST:		
City Clerk		

File Attachments for Item:

23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-42: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO JAMES GARNER AVENUE BETWEEN ACRES STREET AND DUFFY STREET IN NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: September 9, 2025

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR

POSTPONEMENT OF RESOLUTION R-2526-42: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO JAMES GARNER AVENUE BETWEEN ACRES STREET AND DUFFY STREET IN

NORMAN.

BACKGROUND:

The current federal transportation funding bill allocates approximately \$40 Million in Federal funds per year for the implementation of eligible transportation improvements in the Oklahoma City metropolitan area. Ten percent of this appropriation is used to fund safety projects at 100% of their construction cost.

Every year, the Association of Central Oklahoma Governments (ACOG) coordinates a regional evaluation process that identifies transportation improvements eligible for federal funding. Individual projects are rated and compared to one another using a pre-established criterion. The process ends with the formulation of the region's transportation improvement program and the decision to use federal funds to pay for a significant portion of the cost of the higher priority projects.

DISCUSSION:

On or before the end of October 2025, staff will submit the ten highest ranked projects for consideration in the formulation of ACOG's 2029 Transportation Improvement Program update. To be eligible, each submitted project must have a programming resolution submitted for the project with a cost that matches the engineer's estimate.

RECOMMENDATION:

Staff recommends approval of Resolution R-2526-42 (James Garner Avenue Improvements between Acres Street and Duffy Street) requesting \$7,500,000 (the maximum amount of federal matching funds for an individual project) in Federal STBG/UZA funds for 69.20% of the projected construction cost.

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING \$7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO JAMES GARNER AVENUE BETWEEN ACRES STREET AND DUFFY STREET IN NORMAN.

- § 1. WHEREAS, Federal STP/UZA funds have been made available for the construction of eligible urban projects; and
- § 2. WHEREAS, the Council of the City of Norman has selected a roadway improvement project described as follows:

Widening James Garner Avenue between Acres Street and Duffy Street

- § 3. WHEREAS, the engineer's preliminary estimate of total construction cost is \$10,838,811.00 and Federal participation under the terms of the current Federal infrastructure funding bill, relating to STP/UZA funds is hereby requested in the amount of \$7,500,000 or 69.20% of the construction cost.
- § 4. WHEREAS, the City of Norman will arrange for a qualified engineer to furnish engineering services for the preparation of detailed plans, specifications, and estimates; and
- § 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and
- § 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and
- § 7. WHEREAS, the City of Norman agrees, as a condition to receiving any Federal financial assistance from the Oklahoma Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Oklahoma Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"; and
- § 8. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (E.P.A.) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (N.P.D.E.S.) permit with the E.P.A. which authorizes the storm water discharges associated with activity from the construction site identified in this resolution; and

R-2526-42

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

§ 9. That the State Transportation Committhis project for construction and to su their approval.	ssion is hereby requested to conbmit same to the Federal Highw	neur in the selection of vay Administration for
PASSED AND ADOPTED THIS	day of	, 2025.
	Mayor	
ATTEST:		
City Clerk		

File Attachments for Item:

24. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-5: A PRELIMINARY PLAT FOR 1508 SHADYBROOK DRIVE (A REPLAT OF LOTS 5, 6, AND 7, BLOCK 2, INDIAN POINT ESTATES) GENERALLY LOCATED ONE-QUARTER MILE EAST OF 12TH AVENUE S.E. AND ONE-QUARTER MILE NORTH OF POST OAK ROAD (1508 Shadybrook Drive).



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/25

REQUESTER: Ken Danner, Subdivision Development Manager

David Riesland, Transportation Engineer

PRESENTER: Scott Sturtz, Director of Public Works

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL,

REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-5: A PRELIMINARY PLAT FOR 1508 SHADYBROOK DRIVE (A REPLAT OF LOTS 5, 6, AND 7, BLOCK 2, INDIAN POINT ESTATES) GENERALLY LOCATED ONE-QUARTER MILE EAST OF 12TH AVENUE S.E. AND ONE-QUARTER MILE NORTH OF POST OAK ROAD (1508 Shadybrook Drive).

BACKGROUND:

This item is a preliminary plat for 1508 Shadybrook Drive, a Replat of Lots 5, 6 and 7, Block 2, Indian Springs Estates located at 1508 Shadybrook Drive. This property consists of 9.76 acres and rearranging three (3) lots.

City Council, at its meeting of February 2, 1971, adopted Ordinance No. 2369 placing this property in the RE, Residential Estates District and removing it from A-2, Rural Agricultural District.

Planning Commission, at its meeting of August 14, 2025, recommended to City Council the approval of the preliminary plat for 1508 Shadybrook Drive, a Replat of Lots 5, 6 and 7, Block 2, Indian Springs Estates

DISCUSSION:

The proposed residential development is proposed to be constructed on Shadybrook Drive to convert two residential homes with undeveloped land to three residential homes. Access to the new home will be from Pebblebrook Drive. The site is expected to generate 1 AM peak hour trip, 1 PM peak hour trip, and 9 trips on an average weekday. Obviously being below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), a traffic impact memorandum was prepared for the application by Johnson & Associates. No traffic operational issues are anticipated due to the development.

STREET	NO. OF LANES	BACK- GROUND TRAFFIC (Veh/day)	PROJECTED TRAFFIC (Veh/day)	TOTAL PROJECTED TRAFFIC (Veh/day)	ROADWAY CAPACITY L.O.S. "E"	% CAPACITY USED (BACKGROUND)	% CAPACITY USED (PROJECTED)
Pebblebrook Drive	2	500*	9	509	17,100	2.92	2.98

^{*} Estimated AADT

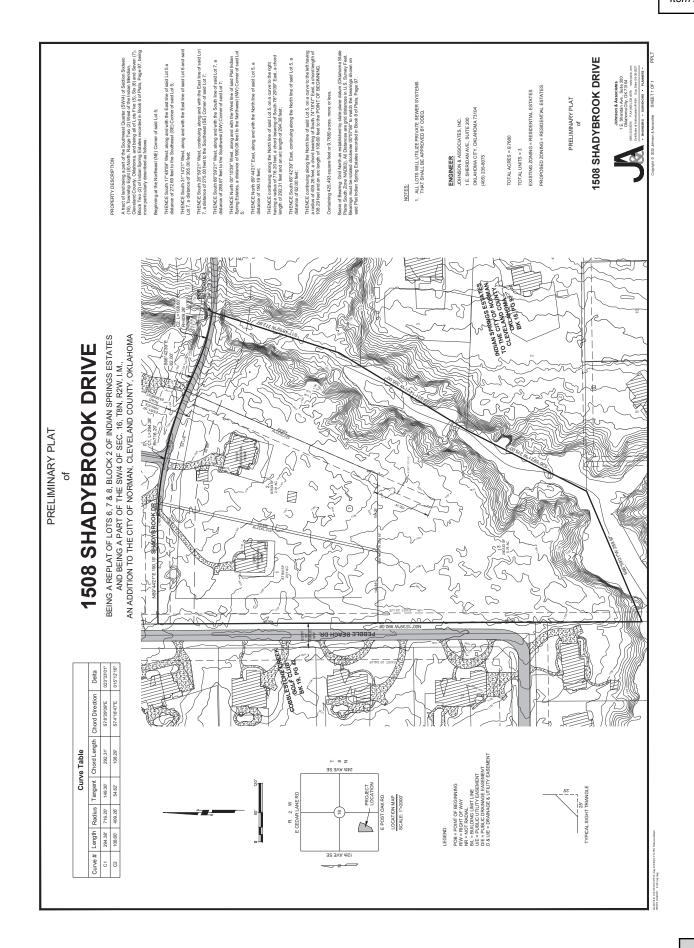
The proposed development will take access from Pebblebrook Drive. Capacity exceeds demand in this area. As such, no additional off-site improvements are anticipated. There are no traffic impact fees to be collected in the area.

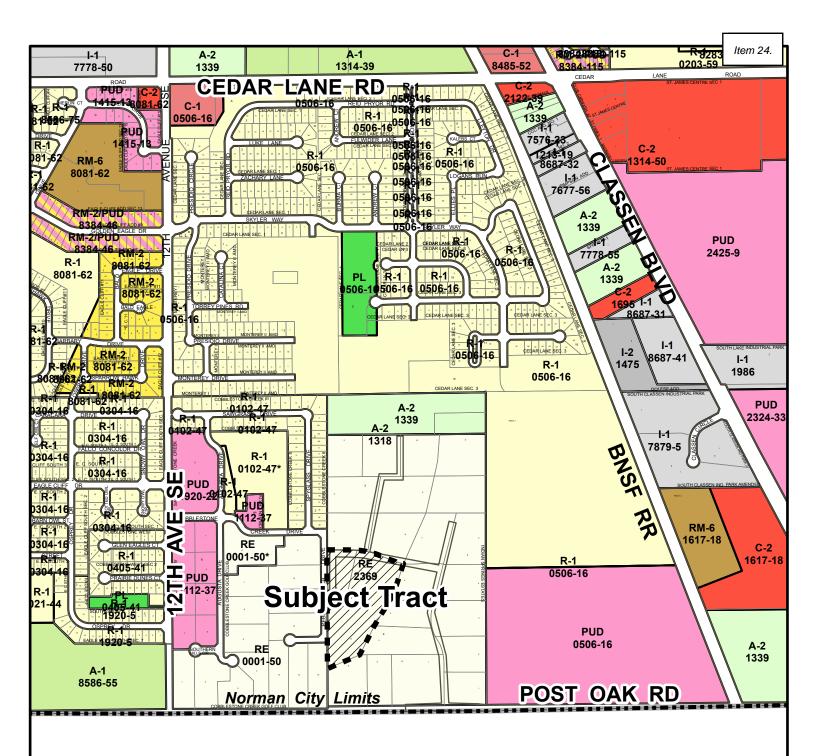
Public improvements for this property consist of the following:

- 1. <u>Permanent Markers</u>. Permanent markers will be installed prior to filing of the final plat.
- 2. <u>Sanitary Sewers</u>. The lots will be served by private sanitary sewer systems.
- 3. <u>Water Mains</u>. The lots will be served by private water wells.
- **4. Public Dedications.** All easements will be dedicated to the City with final platting.

STAFF RECOMMENDATIONS:

Based on the above information, staff recommends approval of the preliminary plat for 1508 Shadybrook Drive, a Replat of Lots 5, 6 and 7, Block 2, Indian Springs Estates.



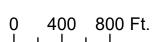


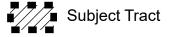
Location Map



W E

July 8, 2025







CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/14/2025

REQUESTER: James and Jackie Palesano (Johnson and Associates)

PRESENTER: Ken Danner, Subdivision Development Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION,

AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-5: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY JAMES AND JACKIE PALESANO (JOHNSON & ASSOCIATES) FOR 1508 SHADYBROOK DRIVE, FOR 9.76 ACRES OF PROPERTY LOCATED AT

1508 SHADYBROOK DRIVE.

ITEM: Consideration of a preliminary plat for <u>1508 SHADYBROOK DRIVE</u> (A REPLAT OF LOTS 5,6 &7, BLOCK 2, INDIAN SPRINGS ESTATES).

LOCATION: Located at 1508 Shadybrook Brook Drive. (Approximately ¼ mile east of 12th Avenue S.E. and ¼ mile north of Post Oak Road).

INFORMATION:

- 1. Owners. James and Jackie Palesano.
- 2. Developer. James and Jackie Palesano.
- 3. Engineer. Johnson and Associates.

HISTORY:

- 1. October 21, 1961. City Council adopted Ordinance No. 1318 annexing this property into the corporate city limits.
- 2. <u>January 23, 1962</u>. City Council adopted Ordinance No. 1339 placing this property into the A-2, Rural Agricultural District.
- 3. <u>January 14, 1971</u>. Planning Commission, on a vote of 8-0, recommended to City Council that this property be placed in the RE, Residential Estates District and moved from A-2, Rural Agricultural District.

- 4. <u>January 14, 1971.</u> Planning Commission, on a vote of 8-0, approved the preliminary plat for Indian Springs Estates.
- February 2, 1971. City Council adopted Ordinance No. 2369 placing this property in the RE, Residential Estates District and removing it from A-2, Rural Agricultural District.
- 6. <u>May 20, 1971.</u> Planning Commission, on a vote of 7-0, recommended to City Council the final plat for Indian Springs Estates be approved.

HISTORY (CON'T):

- 7. <u>June 29, 1971.</u> City Council approved the final plat for Indian Springs Estates.
- 8. <u>July 16, 1971.</u> The final plat for Indian Springs Estates was filed of record with the Cleveland County Clerk.

IMPROVEMENT PROGRAM:

- 1. <u>Permanent Markers</u>. Permanent markers will be installed prior to filing of the final plat.
- Sanitary Sewers. There are existing private sanitary systems on Lots 1 and 2. An
 individual septic system for Lot 3 will be installed in accordance with City and
 Oklahoma Department of Environmental Quality standards
- 3. <u>Water</u>. There are existing water wells serving Lots 1 and 2. An individual water well will be installed for Lot 3 in accordance with City and Oklahoma Department of Environmental Quality standards.

PUBLIC DEDICATIONS:

- 1. Easements. All required easements will be dedicated to the City on the final plat.
- 2. Rights-of-Way. Street right-of-way and private road easement are existing.
- **SUPPLEMENTAL MATERIAL:** Copies of a location map and preliminary plat are included in the Agenda Book.
- **STAFF COMMENTS AND RECOMMENDATION:** The owner is rearranging the configuration of the lots. As a result, he intends to build on the vacant Lot 3. Staff recommends approval of the preliminary plat for 1508 Shadybrook Drive, a Replat of Lots 5, 6 and 7, Block 2, Indian Springs Estates.
- **ACTION NEEDED:** Recommend approval or disapproval of the preliminary plat for 1508 Shadybrook Drive, a Replat of Lots 5, 6 and 7, Block 2, Indian Springs Estates to City Council.

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Item	74.

ACTION TAKEN: _____



CITY OF NORMAN, OR PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069 Thursday, August 14, 2025 at 5:30 PM

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers at the Municipal Building, on Thursday, August 14, 2025 at 5:30 PM. Notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

Commissioner Bird called the meeting to order at 5:30 p.m.

ROLL CALL

PRESENT
Cameron Brewer
Steven McDaniel
Liz McKown
Michael Jablonksi
Erica Bird
Jim Griffith
Maria Kindel
Kevan Parker

ABSENT Doug McClure

STAFF PRESENT

Jane Hudson, Planning and Community Development Director Lora Hoggatt, Planning Services Manager Kelly Abell, Planner I Justin Fish, Planner I Beth Muckala, Assistant City Attorney III David Riesland, Transportation Engineer Todd McLellan, Development Engineer Whitney Kline, Admin Tech IV

GUEST PRESENT

David Armstrong, 1400 E. Imhoff Road, Norman, OK Lisa Summars, 3417 Lyric Street, Norman, OK Tim Johnson, 612 N. Everest Avenue, OKC, OK Jackie & Tony Palesano, 1508 Shadybrook Drive, Norman, OK Justin Roberts, 2000 Fountain Street, Norman, OK Helen Todd, 1600 E. Imhoff Road, Norman, OK

CONSENT ITEMS

This section is placed on the agenda so that the Planning Commission, by unanimous consent, may designate those items that they wish to approve by one motion. Any of these items may be removed from the Consent Docket and be heard in its regular order.

Minutes

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

PLANNING COMMISSION MEETING MINUTES OF JULY 10, 2025.

ITEMS SUBMITTED FOR THE RECORD

1. July 10, 2025, Planning Commission Regular Session Minutes

Preliminary Plats

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-4: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY HERITAGE FINE HOMES INVESTMENTS, LLC (CRAFTON TULL & ASSOCIATES, INC.) FOR ST. JAMES CENTRE SECTION 2, FOR 5.77 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHWEST CORNER OF E. CEDAR LANE ROAD AND 24TH AVENUE S.E.

ITEMS SUBMITTED FOR THE RECORD

- 1. Staff Report
- 2. Location Map
- 3. Preliminary Plat
- 4. Preliminary Development Plan
- 3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-5: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY JAMES AND JACKIE PALESANO (JOHNSON & ASSOCIATES) FOR 1508 SHADYBROOK DRIVE, FOR 9.76 ACRES OF PROPERTY LOCATED AT 1508 SHADYBROOK DRIVE.

ITEMS SUBMITTED FOR THE RECORD

- 1. Staff Report
- 2. Location Map
- 3. Preliminary Plat

Motion by Commissioner McDaniel to approve the consent docket; **Second** by Commissioner Parker.

The motion passed unanimously with a vote of 8-0.