



CITY OF NORMAN, OK
CITY COUNCIL OVERSIGHT COMMITTEE MEETING
Municipal Building, Executive Conference Room, 201 West Gray, Norman,
OK 73069
Thursday, October 12, 2023 at 4:00 PM

AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5446, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

CALL TO ORDER

AGENDA ITEMS

1. EMERGENCY SHELTER UPDATE.
2. CONTINUED DISCUSSION REGARDING THE CITY OF NORMAN BOARDS, COMMISSIONS AND COMMITTEES.

ADJOURNMENT



Report for September 2023

Total Stays	1,562
Unique Guests	96
---- Women	34
---- Men	61
---- No Single Gender	0
---- Transgender	1
Veterans	6
Age	
18-30	10
31-50	45
51-61	28
62 +	11
Not Recorded	1
Nightly Average	53

Notes:

A young couple came to us having been homeless in a tent for more than a year. They had woken up the night before with a stranger coming into their tent yelling at them for sleeping. They decided even if they had to be in separate dorms it would be safer to be inside. Having access to the safety and support of A Friend's House helped them develop a plan. We helped both get their ID and Birth Certificates. This helped them access benefits. On September 29th, this couple moved into an apartment.

STAFF REPORT

MEETING DATE: October 12, 2023

REQUESTER: Jeanne Snider

PRESENTER: Jeanne Snider

ITEM TITLE: CONTINUED DISCUSSION REGARDING THE CITY’S BOARDS, COMMISSIONS, AND COMMITTEES

Background

Kathryn Walker, City Attorney, has made several presentations regarding the City’s Boards, Commission and Committees. Before we discuss the specific Proposals, below is a review of definitions of each governing body.

Discussion

Cities appoint citizen boards, commissions and committees to advise their legislative bodies on a wide range of policy issues. Some of these boards are designated by statute for a specific purpose, such as the Norman Housing Authority and the Central Oklahoma Master Conservancy District. Others are designated by Ordinance such as Board of Adjustment, Board of Appeals, Environmental Control Advisory Board, Historic District Commission, Human Rights Commission, the Norman Library Board, Social and Voluntary Services Commission to name a few. Others are designated by Resolution or in the City Charter. See Attachment 1, Summary of Boards, Commissions and Committees.

The terms “boards” and “commissions” are synonymous and are used interchangeably to refer to independent bodies authorized by ordinance or statute to perform a particular function in local government. Boards and Commissions are established for the purpose of reviewing information and making recommendations to City Council on city policy issues. There is no difference between a board and a commission. Each has their own specific duties and functions. However, Boards, Commissions and Committees are generally defined as follows:

Boards. A group of persons having managerial, supervisory, investigatory or advisory powers.

Commissions. A group of people entrusted by a government or other official body with authority to do something. They are usually composed of experts, professionals or individuals with relevant experience in the subject matter.

Committees. A group of people delegated to consider, take action on, or report on some matters. Committees may be permanent or ad hoc (temporary) and their members are appointed based on their relevant skills, knowledge or experience.

There are four different types of boards, commissions and committees. Recommendatory is not binding and is to advise or suggest a course of action. Oversight is to watch over and direct in order to ensure a satisfactory outcome or performance. Advisory is having the power to make recommendations but not take action enforcing them and quasi judicial is a proceeding conducted by an administrative or executive official or organization that is similar to a court proceeding or hearing.

Discussion of Proposals

1. Consolidating the Greenbelt Commission and the Planning Commission and make Planning Commission appointments ward specific. After discussion, there was no support or consensus to consolidate the two Commissions, but there was support for making Planning Commission appointments ward specific. Attachment 2 is a draft requiring appointments to the Planning Commission being ward specific.
2. Consolidating the Tree Board, Bicycle Advisory Committee and the Board of Park Commissioners. There was no support or consensus to consolidate the three committees, but there was support to consolidate the Tree Board and the Board of Park Commissioners. Attachment 3 is a draft to consolidate the Tree Board and the Board of Park Commissioners, adding qualifiers to the appointment to the Board of Park Commissioners to ensure adequate representation for tree concerns. The current Tree Board in 2-346 will be repealed. It is recommended the next vacancy on the Board of Park Commissioners be filled with an applicant with interest or expertise regarding urban forestry.
3. Codifying the Animal Welfare Oversight Committee to make it a permanent committee with term limits and requiring some rural representation. Currently, there are no terms or term limits for the Committee because it was created by resolution. There was support for this Proposal. Resolution 0203-111 would need to be repealed. See Attachment 4.
4. The Children's Rights Coordinating Committee was repealed during recodification of the municipal code.
5. Increase membership on the Board of Adjustment from five to seven members with three year terms and the concurring vote of three members of the Board to four members necessary to reverse any other order, requirement, decision or determination of the administrative official, to decide in favor of the applicant on any matter upon which it is required to pass under this ordinance, or to effect any variation in the application of the ordinance. There was support for this Proposal. See Attachment 5.
6. Increase committee membership on the Norman Election Commission from five to seven members. There was support for this Proposal. Attachment 6 is a draft increasing the membership from five to seven.
7. Create new committees Senior Issues Committee, Youth Advisory Committee, Transportation Committee, Budget Committee and Core Norman Development Committee. After discussion,

members felt the suggestions for new committees were not necessary, except there was consensus to redefine and rename the Norman Youth Council.

8. Change every board, commission and committee appointment in Chapter 2 to three year terms with a three year term limit. There was support for this change. See Attachment 7.

Summary

The proposed changes have been discussed a number of times by Council and are now presented with draft Ordinance changes. Because the Animal Welfare Oversight Committee was appointed by resolution, with no terms, a transitional period may be implemented to allow for a gradual phase-out of the current Animal Welfare Oversight Committee members. During this period existing committee members may continue to serve until a process to appoint members of the new Animal Welfare Oversight Committee has been determined. The terms of members of the current Tree Board will be terminated upon approval by the Council combining the Board of Parks Commission and the Tree Board.

Staff is seeking guidance on any concerns or suggestions on how to proceed with the suggested changes, especially with advising the Animal Welfare Oversight Committee and the Tree Board of the impact on currently serving members.

SUMMARY OF BOARDS, COMMISSIONS AND COMMITTEES

Item 2.

BOARD COMMISSION COMMITTEE	DUTIES	ADVISORY OVERSIGHT RECOMMENDATORY QUASI JUDICIAL	HOW ESTABLISHED	EXPERTISE REQUIRED	NUMBER OF MEMBERS	FREQUENCY OF MEETINGS	LIKE DUTIES WITH OTHER BOARD(S)
ADA Committee	the ADA Citizens Advisory Committee shall participate in the implementation of the City's Self-Evaluation and Transition Plan, shall serve as a resource to municipal leaders on issues affecting people with disabilities and the ways by which the City can be made more accessible to everyone, and shall have the authority to appoint subcommittees, as needed, to help study and address specific accessibility issues	Recommendatory	Resolution	Yes	11	Quarterly	
Board of Adjustment	Hears appeals to the Zoning Ordinance	Quasi Judicial	Ordinance	No	5	Monthly	
Board of Appeals	Hears appeals to the Building Code	Quasi Judicial	Ordinance	Yes	5	As needed	
Central Oklahoma Master Conservancy District	Oversees the operation and maintain the dam, reservoir, and pumping facilities.	Oversight	State Statute	No	3 from Norman - 7 total	Monthly	
Norman Convention & Visitors Bureau	Administers the portion of the Room Tax Fund set aside specifically for the purpose of encouraging, promoting, and fostering convention and tourism development.	Oversight	Contract	Yes	2 from the City - 13 total	Monthly	
Economic Development Advisory Board	Makes recommendations regarding proposed economic development policies and programs, request for City-funding incentives for private businesses proposed by Norman Economic Development Coalition.	Recommendatory	Ordinance	Yes	7	As needed	
Environmental Control Advisory Board	Acts in an advisory capacity with respect to environmental quality control; air pollution, water pollution, solid waste disposal, liquid waste disposable, and noise.	Advisory	Ordinance	No	9	Monthly	Sustainability Coordinator duties?
Greenbelt Commission	Advises on policies pertaining to the promotion, acquisition, maintenance and improvement of green spaces, greenways and trail way systems.	Advisory	Ordinance	No	9	Monthly	X

SUMMARY OF BOARDS, COMMISSIONS AND COMMITTEES

Item 2.

BOARD COMMISSION COMMITTEE	DUTIES	ADVISORY OVERSIGHT RECOMMENDATORY QUASI JUDICIAL	HOW ESTABLISHED	EXPERTISE REQUIRED	NUMBER OF MEMBERS	FREQUENCY OF MEETINGS	LIKE DUTIES WITH OTHER BOARD
Historic District Commission	Reviews historic district applications, makes recommendations to Council regarding historical preservation and "Certificates of Appropriateness"; may oversee historical projects; conducts periodic review of status of designated landmarks and provides reports; develops guidelines for reviewing applications.	Quasi Judicial	Ordinance	Yes	9	Monthly	
Human Rights Commission	Administers the Civil Rights Ordinance	Recommendatory	Ordinance	No	9	Quarterly	X
Library Board	Makes rules and regulations for the maximum use of the library buildings by the greatest number of people; makes recommendations regarding capital needs; periodically ascertain the furniture and fixture needs for the libraries; review all insurance for the buildings and recommend modifications; oversee plans to alter and remodel; maintain an inventory of all City property within the sites.	Recommendatory	Ordinance	No	9	Quarterly	
Norman Election Commission	Educate candidates, campaign committees, and municipal political committees under state law regarding their duties; reviews contribution and expenditure reports; makes annual report to Council.	Recommendatory	Ordinance	No	5	As needed around report filing dates	
Norman Housing Authority	Oversees the policies and performance of the Norman Housing Authority's programs	Quasi Judicial	State Statute	No	5	Monthly	
Norman Regional Hospital Authority	Establishes general hospital policies & provide plan for proper accounting of all funds received & disbursed; approve contracts & purchases; approve salaries & wages; appoint the Administrator; keep records of its meetings & official transactions	Quasi Judicial	Charter	No	9	Monthly	
Board of Parks Commissioners	Propose rules & regulations for parks and recreational (P&R) facilities; investigate matters affecting the development & improvement of P&R facilities & policies pertaining to the use of facilities; and make recommendations regarding systems of recreation and programs.	Recommendatory	Charter	No	9	Monthly	X

SUMMARY OF BOARDS, COMMISSIONS AND COMMITTEES

Item 2.

BOARD COMMISSION COMMITTEE	DUTIES	ADVISORY OVERSIGHT RECOMMENDATORY QUASI JUDICIAL	HOW ESTABLISHED	EXPERTISE REQUIRED	NUMBER OF MEMBERS	FREQUENCY OF MEETINGS	LIKE DUTIES WITH OTHER BOARD
Pioneer Multi-County Library Board	Oversees the operation of the Pioneer Multi-County Library System; approves contracts & purchases; approves policies; and appoints the Director.	Quasi Judicial	Contract	No	Norman has 1	Quarterly	
Planning Commission	Reviews proposed changes to the zoning district map and subdivision plats; conducts studies of land use plans and land use control regulations.	Recommendatory	<u>Charter</u>	No	9	Monthly	
Public Art Board	A subcommittee of the Norman Arts Council to create exciting, appealing, and harmonious public spaces by integrating art into public places.	Recommendatory	Ordinance	No	City has 2	Monthly	NAC could provide this function
Social & Voluntary Services Commission	Responsible for evaluating and determining the needs of social and voluntary programs and assisting community and professional groups in the development of a cooperative system of social service agencies. Reviews grant applications for funding.	Recommendatory	Ordinance	No	9	Quarterly	
Tree Board	Study, investigate, counsel and develop and/or update periodically a written plan for the care, preservation, trimming, planting, replanting, removal or disposition of street trees, public trees and shrubs. Insure the plan is in conformance with the goals and objectives of the current Norman Land Use and Transportation Plan by submittal to the Planning Commission for review and approval	Recommendatory	Ordinance	No	9	Monthly	X
Animal Welfare Oversight Committee	Ensures the Animal Shelter & Pet Adoption Facility is run in a humane manner; implements Council's adoption policy; educates the community; and coordinates volunteer services.	Oversight	Resolution	No	7	Monthly	
Bicycle Advisory Committee	A subcommittee of the Council Community Planning & Transportation - reviews the Bicycle Transportation Development Plan; makes recommendations to encourage and support biking, both recreational and for transportation.	Advisory	Resolution	No	9	Monthly	X
Development Oversight for TIF No. 2	Oversees the implementation of the Project Plan & makes recommendations regarding the use of revenues & expenditures other than traffic roadway and utility improvements, material changes in design guidelines.	Oversight	Ordinance	No	9	Monthly	

SUMMARY OF BOARDS, COMMISSIONS AND COMMITTEES

Item 2.

BOARD COMMISSION COMMITTEE	DUTIES	ADVISORY OVERSIGHT RECOMMENDATORY QUASI JUDICIAL	HOW ESTABLISHED	EXPERTISE REQUIRED	NUMBER OF MEMBERS	FREQUENCY OF MEETINGS	LIKE DUTIES WITH OTHER BOARD	
Floodplain Permit Committee	Reviews floodplain permits	Quasi Judicial	Ordinance	Yes	2 Council Appointed	As needed		
Public Safety Oversight Committee	Reviews expenditures of revenues collected by the Public Safety Sales Tax and monitors implementation of community policing concepts.	Oversight	Ordinance	No	9	Monthly		
UNP BID Board	Assists in administering all aspects of the Business Improvement District	Quasi Judicial	Ordinance	Yes	9	Monthly		
AD HOC COMMITTEES	POSSIBLE COMMITTEES TO ADD/DISCUSSED AT OCTOBER MEETING							
<i>NORMAN FORWARD</i>								
Citizen Financial Oversight Board	Committee on Senior Issues							
East & Central Libraries Advisory Group	Public Transit Committee							
Griffin Park Advisory Group	Energy Committee - could be ECAB Subcommittee							
Reaves Park Advisory Group	Committee regarding Gender Based Violence - could be HRC Subcommittee							
Senior Center Advisory Group	Norman Transportation Committee - To deal with traffic and sidewalk issue							
Westwood Advisory Group	Citizen Budget Committee							
Indoor Aquatic and Multi-Sport Facilities Advisory Group	Youth Advisory Committee							
Comprehensive Plan Steering Committee								
	October meeting also discussed term limits and possibly retooling EDAB to be more than incentive based economic development tools							

DIVISION 2-III-12 PLANNING COMMISSION

2-339 Duties And Powers Of The Commission

2-340 Expenditures Of City Funds; Compensation; Reimbursement Of Expenses

2-339 Duties And Powers Of The Commission

(a) In order to avail itself of the powers conferred by this Article, the City Council shall appoint the Norman Planning Commission. Such Commission shall consist of a total of nine members, one from each ward and one at-large and who shall be nominated by the Mayor, and confirmed by the City Council, each for a term of three years; provided, however, that in the first instance, one-third shall be for three years, one-third for two years, and one-third for one year. Two of the appointments shall be appointed based upon their interest or expertise regarding open-space preservation. Appointments to fill vacancies shall be for the unexpired term only. Such Commission shall serve without pay, and it shall be the duty of such Commission to exercise all powers granted by this Article or ordinances enacted pursuant thereto. The Commission shall have the power and authority to employ personnel for the purpose of carrying out its functions, subject to approval of the appropriations of funds by the City Council.

DIVISION 2-III-6 BOARD OF PARK COMMISSIONERS

2-316 Duties And Powers Of The Board

2-317 Expenditures Of City Funds; Compensation; Reimbursement Of Expenses

2-316 Duties and Powers of the Board

(a) Purpose. The Board of Park Commissioners shall advise the City Council on policies pertaining to the use of the park and recreational facilities of the City and the provisions set forth below in 2-318.

- (1) Propose rules and regulations for the maintenance of order, safety, and decency in those parks and recreational facilities;
- (2) Consider and investigate any matter affecting the development and improvement of parks and recreational facilities and policies pertaining to the use of those facilities;
- (3) Make recommendations to improve the park and recreational facilities;
- (4) Make recommendations regarding systems of supervised recreation, and modifications in existing recreational programs;
- (5) Provide copies of the minutes of its meetings to the office of the City Clerk within ten days from the date of their approval; and
- (6) Provide an annual report of the Board's acts and affairs.

(b) Authority. The Mayor, with the approval of the Council, shall appoint a Board of Park Commissioners consisting of nine registered voters, who shall serve without compensation, and shall have such powers and duties as are now provided by law or may hereafter be conferred by ordinance. One member shall be appointed based on their interest or expertise regarding urban forestry. The City Manager, or his designate, shall be ex-officio member of the Board of Park Commissioners, but shall have no vote. His advice and services shall be at the disposal of the Board of Park Commissioners in the planning and execution of its work.

(c) Term of office. The term of the nine persons to be appointed by the Mayor shall be three years, except that the term of three of the members appointed to the first Board shall be for only one year and the term of three members of the first Board shall be for two years. In the event that a vacancy shall occur during the term of any member, the successor shall be appointed by the Mayor with approval by the City Council for the unexpired portion of the term.

(d) Quorum. At any meeting of the Board of Park Commissioners, a quorum shall consist of five of the appointed members. No action shall be taken in the absence of a quorum. Five affirmative votes shall be required to pass any measure.

2-318 Duties Related to Trees

(a) Purpose. To promote and protect the public health, safety and general welfare by providing for the development of a community forestry plan to address the planting, maintenance, and removal of public trees, street trees, and shrubs within the City in order to promote, maintain and improve the urban forest resource of the City. It is not the intent of this division for the City to assume

responsibility for trees planted in the rights-of-way by adjacent property owners other than for removal as needed due to damage, hazard, or disease.

(b) Applicability. This section is applicable to trees and shrubs located within street rights-of-way, drainage easements, public parks and on other public property within the City.

(c) Definitions. The following words and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context otherwise requires:

Private trees mean all trees and shrubs other than public or street trees.

Public property means, and shall include any land owned by the City, any real property including parks, easements, and other lands which are owned by the City or held by it in trust for the benefit of the public.

Public trees and shrubs means all trees and shrubs for which any portion of the trunk is located on public property.

Street rights-of-way means a strip of land acquired by purchase, reservation, dedication, forced dedication, prescription or condemnation and intended to be occupied by a roadway or street.

Street trees means all trees and shrubs for which any portion of the trunk is located on street rights-of-way within the City.

(d) *Community forestry plan.* It shall be the responsibility of the City Tree Board to study, investigate, counsel and develop and/or update periodically a written plan for the care, preservation, trimming, planting, replanting, removal or disposition of street trees, public trees and shrubs. Such plan shall incorporate an inventory of the existing street trees, public trees and shrubs. The Board of Park Commissioners shall ensure that the plan will be in conformance with the goals and objectives of the current City land use and transportation plan for review and approval. Upon approval and adoption of the recommended plan by the City Council, it shall constitute the official community forestry plan and become a part of the City land use and transportation plan.

(e) *Tree planting, maintenance and removal standards.* Standards for the planting, maintenance and removal of trees are to be located within the community forestry plan. These standards shall not amend, abridge or modify the prohibition against obstructing motor vehicle operators' line of sight at intersections and entry points along streets.

(f) *Tree species.* The City Forester, with the approval of the Board of Park Commissioners, shall develop and maintain a list of suitable trees for planting along streets in three size classes: Small, medium and large. A list of trees not suitable for planting shall also be created.

(g) *Exemptions.* Property owned and used by the schools or any branch of the County, State or federal governments shall be exempt from the provisions of these regulations.

(h) Permit required.

(1) Prior to any tree or shrub being planted in any street right-of-way or public property, as defined above, within the Downtown Revitalization Area or in the Project Area of the Campus Corner Revitalization Project Plan Area and Increment District, a permit must be obtained from the City Forester. The purpose of this permit is to ensure that any trees or shrubs planted within this designated area are consistent with the overall community forestry plan. The Forester shall determine the criteria for granting a permit based upon, but not limited to, the species of tree or shrub, the time of year of planting and a proposed watering plan. In the event a tree or shrub is planted without the proper permit, a ten-day notice shall be given to the property owner to either remove the tree or shrub or obtain a permit. In the event that no permit is obtained or the tree or shrub is not removed, then the City Forester shall remove the tree or shrub.

(2) The project areas are described as:

(a) The Downtown Revitalization Area; and

(b) The Campus Corner Revitalization Project Plan Area and Increment District pursuant to each district's map on file in the office of the City Clerk.

(m) Report. In locations where a public hazard is created by a street tree, public tree or shrub the appropriate City department shall cause the abatement of the hazard and subsequently submit a report to the Board of Park Commissioners.

2-346 Duties and Power of the Tree Board

~~(a) Purpose.~~ It is the purpose of this division to promote and protect the public health, safety and general welfare by providing for the development of a community forestry plan to address the planting, maintenance, and removal of public trees, street trees, and shrubs within the City in order to promote, maintain and improve the urban forest resource of the City. It is not the intent of this division for the City to assume responsibility for trees planted in the rights of way by adjacent property owners other than for removal as needed due to damage, hazard, or disease.

~~(b) Applicability.~~ This division is applicable to trees and shrubs located within street rights of way, drainage easements, public parks and on other public property within the City.

~~(c) Definitions.~~ The following words and phrases, when used in this division, shall have the meanings ascribed to them in this subsection, except where the context otherwise requires:

~~*Private trees* mean all trees and shrubs other than public or street trees.~~

~~*Public property* means, and shall include any land owned by the City, any real property including parks, easements, and other lands which are owned by the City or held by it in trust for the benefit of the public.~~

~~*Public trees and shrubs* means all trees and shrubs for which any portion of the trunk is located on public property.~~

~~*Street rights of way* means a strip of land acquired by purchase, reservation, dedication, forced dedication, prescription or condemnation and intended to be occupied by a roadway or street.~~

~~*Street trees* means all trees and shrubs for which any portion of the trunk is located on street rights of way within the City.~~

~~(d) Authority.~~ There is hereby created and established a City Tree Board for the City. The City Tree Board shall consist of a total of nine members comprised of residents of the City. The members shall be appointed at large by the Mayor, with approval of the City Council based on their interest or expertise regarding urban forestry. All members shall serve without compensation and may be removed by the City Council, as provided in this Code. City staff and administrative guidance shall be provided to the City Tree Board by the Parks and Recreation Department or by other City departments as necessary. The implementation of the activities associated with this division shall be dependent upon the City Council's ability to provide funds on an annualized basis.

~~(e) Term of office.~~ The term of the nine persons to be appointed by the Mayor shall be three years, except that the term of three of the members appointed to the first Board shall be for only one year and the term of three members of the first Board shall be for two years. In the event that a vacancy shall occur during the term of any member, the successor shall be appointed by the Mayor with approval by the City Council for the unexpired portion of the term.

~~(f) *Quorum and operation.*~~

~~(1) *Quorum.* At any meeting of the City Tree Board, a quorum shall consist of five of the appointed members. No action shall be taken in the absence of a quorum. Five affirmative votes shall be required to pass any measure.~~

~~(2) *Meeting.* The City Tree Board shall meet as required in the furtherance of its duties set forth herein.~~

~~(3) *Board officers.* The City Tree Board shall elect a Chairman from its members and shall create and fill such other offices as deemed necessary. The term of the Chairman shall be one year with eligibility for reelection for no more than three consecutive terms.~~

~~(4) *Other operations.* The City Tree Board may develop bylaws or other rules of operation, establish subcommittees, develop and recommend to the City Council regulations, standards and specifications to be adopted separate from or as a part of this division as deemed necessary.~~

~~(g) *Community forestry plan.* It shall be the responsibility of the City Tree Board to study, investigate, counsel and develop and/or update periodically a written plan for the care, preservation, trimming, planting, replanting, removal or disposition of street trees, public trees and shrubs. Such plan shall incorporate an inventory of the existing street trees, public trees and shrubs. The Tree Board shall ensure that the plan will be in conformance with the goals and objectives of the current City land use and transportation plan by submittal to the Planning Commission for review and approval. Upon approval and adoption of the recommended plan by the City Council, it shall constitute the official community forestry plan and become a part of the City land use and transportation plan.~~

~~(h) *Tree planting, maintenance and removal standards.* Standards for the planting, maintenance and removal of trees are to be located within the community forestry plan. These standards shall not amend, abridge or modify the prohibition against obstructing motor vehicle operators' line of sight at intersections and entry points along streets.~~

~~(i) *Tree species.* The City Forester, with the approval of the City Tree Board, shall develop and maintain a list of suitable trees for planting along streets in three size classes: Small, medium and large. A list of trees not suitable for planting shall also be created.~~

~~(j) *Review by the City Council.* The City Council shall have the right to review the acts and decisions of the City Tree Board.~~

~~(k) *Exemptions.* Property owned and used by the schools or any branch of the County, State or federal governments shall be exempt from the provisions of these regulations.~~

~~(m) *Permit required.*~~

~~(1) Prior to any tree or shrub being planted in any street right of way or public property, as defined above, within the Downtown Revitalization Area or in the Project Area of the Campus Corner Revitalization Project Plan Area and Increment District, a permit must be obtained from~~

~~the City Forester. The purpose of this permit is to ensure that any trees or shrubs planted within this designated area are consistent with the overall community forestry plan. The Forester shall determine the criteria for granting a permit based upon, but not limited to, the species of tree or shrub, the time of year of planting and a proposed watering plan. In the event a tree or shrub is planted without the proper permit, a ten day notice shall be given to the property owner to either remove the tree or shrub or obtain a permit. In the event that no permit is obtained or the tree or shrub is not removed, then the City Forester shall remove the tree or shrub.~~

~~(2) The project areas are described as:~~

~~(a) The Downtown Revitalization Area; and~~

~~(b) The Campus Corner Revitalization Project Plan Area and Increment District pursuant to each district's map on file in the office of the City Clerk.~~

~~(m) *Report.* In locations where a public hazard is created by a street tree, public tree or shrub the appropriate City department shall cause the abatement of the hazard and subsequently submit a report to the City Tree Board.~~

DIVISION 2-111-17 ANIMAL WELFARE OVERSIGHT COMMITTEE**2-347 Duties and Powers of the Animal Welfare Oversight Committee****2-347 Duties and Powers of the Animal Welfare Oversight Committee**

(a) Purpose. Provide advice and recommendations to the City Council related to the Norman Animal Shelter and issues pertaining to animal care and welfare, animal rescue, fostering and adoption, control of the animal population, standards for animal shelters, recruiting volunteers, budget priorities as identified by the Committee and suggest modifications to the City of Norman Code of Ordinances.

(b) Authority. There is hereby created a newly established an Animal Welfare Oversight Committee for the City. The Animal Welfare Oversight Committee shall consist of seven members appointed at-large by the Mayor with the approval of City Council. Membership in one or more of the following categories is preferred, but not required:

- (1) Veterinarian;
- (2) Local animal welfare organizations;
- (3) At least one citizen from a rural area; and
- (4) Member of the City Council.

All members serve without compensation and may be removed by the City Council as provided in the Code. City staff and administrative guidance shall be provided by the Normal Animal Welfare staff and other City departments as necessary.

(c) Term of office. The term of the seven persons appointed by the Mayor shall be three years, except that the term of two members of the newly established Animal Welfare Oversight Committee shall be for only one year, the term of two members will be for two years and three members shall be for three years. In the event that a vacancy shall occur during the term of any member, the successor shall be appointed by the Mayor with the approval of the City Council for the unexpired portion of that term.

(d) Quorum and operation.

(1) Quorum. At any meeting of the Animal Welfare Oversight Committee, a quorum shall consist of four of the appointed members. No action shall be taken in the absence of a quorum. Four affirmative votes shall be required to pass any measure.

(2) Meeting. The Animal Welfare Oversight Committee shall meet quarterly on the first Monday of January, April, July and October. If the first Monday of January falls on a holiday, the meeting will be held on the following Monday. However, the Animal Welfare Oversight Committee may call more frequent meetings if determined that such meetings are necessary.

(3) Board officers. The Animal Welfare Oversight Committee shall elect a Chairman from its members and shall create and fill such other offices as deemed necessary. The term of Chair shall be one year with eligibility for reelection for no more than two consecutive terms.

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: ~~Five~~ seven persons for three-year terms.

36-570 Board of Adjustment

(d) *Decisions of the Board of Adjustment.*

(1) In exercising the above-mentioned powers, the Board of Adjustment shall reverse or affirm, wholly or in part, shall modify the order, requirement, decision, or determination appealed from, shall make such order, requirement, decision, or determination as ought to be made, so long as such action is in conformity with the terms of this chapter, and to that end shall have the powers of an administrative official from whom the appeal is taken.

(2) The concurring vote of ~~three~~ four members of the Board shall be necessary to reverse any order, requirement, decision, or determination of the administrative official, to decide in favor of the applicant on any matter upon which it is required to pass under this chapter, or to affect any variation in the application of this chapter.

**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:

Norman Election Commission means a ~~five~~ seven-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 terms shall expire in any one year; subsequent appointments shall be for three-year terms.

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:

Board of Appeals: Five persons and one alternate for ~~four~~ three year terms.