



**CITY OF NORMAN, OK**  
**CITY COUNCIL OVERSIGHT COMMITTEE MEETING**  
Municipal Building, Executive Conference Room, 201 West Gray, Norman,  
OK 73069  
Thursday, August 11, 2022 at 4:00 PM

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## **MINUTES**

The City Council Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 11<sup>th</sup> day of August 2022 at 4:00 p.m. and notice of the agenda of the meeting was posted at the Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

### **CALL TO ORDER**

Chairman Lynn called the meeting to order at 4:03 p.m.

### **PRESENT**

Councilmember Ward 3 Kelly Lynn, (Chair)  
Councilmember Ward 1 Brandi Studley  
Councilmember Ward 2 Lauren Schueler  
Councilmember Ward 4 Helen Grant  
Councilmember Ward 7 Stephen Holman

### **ABSENT**

None

### **OTHERS PRESENT:**

Ms. Kathryn Walker, City Attorney  
Mr. Darrel Pyle, City Manager  
Ms. Jane Hudson, Planning & Community Development Director  
Mr. Jason Olsen, Director of Parks and Recreation  
Ms. Brenda Hall, City Clerk  
Ms. Lisa Webb, Admin Tech III

## AGENDA ITEMS

### ITEM 1: CONTINUED DISCUSSION REGARDING THE CITY'S BOARDS, COMMISSIONS AND COMMITTEES

Ms. Kathryn Walker, City Attorney, presented the following combined information and recommendations from the Charter Review Commission and Council Retreat for review and consider for action.

She said staff is currently waiting on recodification of the City Codes to be completed in the fall of 2022 to make these changes. The recodification will cause renumbering of chapters and items so it is best to make these changes once Municode is finished with the process and updated ordinances submitted to date.

The Oversight Committee has been discussing Boards and Commissions since October 2019. At each meeting, the Committee members have considered consolidating, re-scoping, eliminating some committees, increasing membership on some and creating some new ones.

Specialized committee composition has been discussed to ensure relevant interest areas are being represented and the value of ward specific members on certain committees was discussed to ensure the interests of all areas of Norman are represented.

There are currently 36 Boards, Commissions and Committees

- 21 Established by Ordinance
- 4 Established by Charter
- 5 Established by Resolution
- 2 Established by virtue of statute and/or contract
- 1 Established by Contract only
- 2 by Mayor Appointment
- 7 of the Committees Ad Hoc Committees

All but 6 of the 36 Boards, Commissions and Committees are staff supported, where the staff prepare the agendas, back up materials, minutes and attends the meetings.

Proposals to date have been compiled, recommended, and discussed as below.

**Proposal One: Consolidate Planning Commission and Green Belt Committee, making Planning Commission Appointments Ward specific.**

#### Proposed Changes:

Planning Commission (Charter, Article XIX, Section 2)

1. Add amendment to Article XIX, Section 2 to Charter Election Ballot:

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 (9) members, one (1) from each ward and one (1) at-large and who shall be nominated by the Mayor, and confirmed by the City Council, each for a term of three

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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 interests 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.

Greenbelt Commission (Code, Section 4-2022):

2. Eliminate Article XXI-Greenbelt Commission from Chapter 4 of the Code

At the April 2021 meeting, Council had mixed views on whether to consolidate the Greenbelt Commission and Planning Commission. Some liked that it would keep the Greenbelt in an advisory role, but members also expressed concerns about losing input on topics important to people in the community. If combined, members felt it would be important to ensure some of the deep knowledge in the Greenbelt would be represented on Planning Commission.

At the August 2021 meeting, there no longer appears to be support for consolidation. A suggestion was made to consider reducing the Greenbelt Commission meetings to quarterly instead of monthly to address staffing concerns. Because the Greenbelt Commission reviews certain aspects of development applications, quarterly meetings would negatively impact the timeline for development review.

At the June 2022 and August 2022 meetings, there was no consensus among committee members to consolidate Greenbelt and Planning Commission. Members recognized the Greenbelt meeting frequency could not be reduced given the impact on the timeline for development review. Oversight Committee members expressed a desire to make ward-specific Planning Commission appointments that could be implemented through ordinance revision with no Charter conflict. Not set in stone if unable to find someone to fill the ward specific seat.

**Proposal Two: Consolidate Tree Board, Bicycle Advisory Committee, Parks Board**

Proposed Changes:

Tree Board (Code, Section 4-1301)

Bicycle Advisory Board (Resolution R-0607-58, Section 10)

Board of Park Commissioners (Charter, Article VIII, Section 1)

At the April 2021, August 2021 and June 2022 meetings, support was expressed for consolidating the Tree Board and Parks Board. The committee feels the Bicycle Advisory Committee fits in more with the Transportation Committee. In lieu of Charter change, provisions will be added to the Parks Board in Chapter 4 of the Code as long as they are not in conflict with the Charter provisions. Members expressed a desire to add some qualifiers to Park Board appointments to ensure adequate representation for tree concerns, which would include possible Ward specific representation.

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1. Add amendment to Article VIII, Section 1 to Charter Election Ballot:

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. Two appointees shall be selected based on their interest or expertise regarding urban forestry and two appointees shall be selected based on their interest in cycling, including residents from cycling and transportation groups; health promotion organizations; the University of Oklahoma; Norman Schools; local businesses which support bicycle use and other interested citizens. 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.

**Proposal Three: Re-scope the Animal Welfare Oversight Committee**

Proposed Change:

(Resolution R-0203-111, Section 10)

1. Rescind Resolution R-0203-11.
2. Codify the committee in Chapter 4 and require some rural representation. Further discussion is needed about possible updates to duties.

At the April 2021 meeting there was support for re-scoping the Animal Welfare Oversight Committee (AWOC) and making it permanent. Discussion about possible role of (AWOC) should include promoting education (spaying and neutering for example), helping Staff develop two social media posts per month, etc.

On August 2021 there was some discussion about whether (AWOC) was a more appropriate fit as a sub-committee versus a standalone committee. Recognition that professional expertise and resident input should be reflected in board appointments, as well as rural representation.

At the June 2022 meeting, there was support for re-scoping the committee to make it permanent.

At the August 2022 meeting, the consensus is, there needs to be some changes to the committee makeup, roles, and promoting of the Animal Welfare Oversight Committee. But, if the OKC Humane Society is going to take over the running of the shelter would a committee still be needed. City Attorney Walker said if the OKC Humane Society is taking over, the contract should include language for Norman representation on their board.

### **Proposal Four: Eliminate the Children's Rights Coordinating Commission**

The Children's Rights Coordinating commission has not met in more than six years, but the Youth Council originated from this commission. At the April 2021, August 2021 and June 2022 meetings, the consensus is for elimination of the Children's Rights Commission. The below change will be included in the final Code rewrite.

#### Proposed Change:

1. Repeal Article XVII, Section 4-1701 in its entirety

This will be included with the rewrite of Chapter 4 after the recodification process is completed.

### **Proposal Five: Increase Committee Membership on Board of Adjustment**

#### Proposed Changes:

At the April 2021, August 2021, June 2022 and August 2022 meetings, the consensus supported the board expansion to 7 members. The below change will be included in the final Code rewrite.

Section 4-101(b):

The number of appointive members of each respective body and their overall respective terms of office shall be:

- (1) Seven (7) persons for three-year terms.

Section 22:441(4) of Zoning Ordinance:

The concurring vote of four (4) 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 ordinance, or to effect any variation in the application of this ordinance.

### **Proposal Six: Increase Committee Membership on Norman Election Commission**

#### Proposed Changes:

At the April 2021, August 2021 and June 2022 meetings, the members support the member number increase to seven.

### **Proposal Seven: Create the following new committees – Senior Issues Committee, Youth Advisory Committee, Transportation Committee, Budget Committee, and Core Norman Development Committee**

#### Proposed Changes:

1. Codify each committee in Chapter 4.



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2. Outline duties, frequency of meetings, etc.
3. Determine desired representation; interest groups, specific qualifications, ward specific, etc.)
4. Work with City Manager to identify the Department that will be charged with staffing the Committee.

At the April and August 2021 meetings, new committees proposed include:

- **Senior Issues Committee** – Members thought the Senior Issues Committee should not be a City of Norman committee; but a Senior Center Operator facilitated committee.
- **Youth Advisory Committee** – to replace Youth Council and provide an avenue for input to Council for city policies on youth issues; open to middle and high school; still do field trips to City facilities but also work on policies/advocacy. Consensus to re-scope and rename Youth Council to Youth Advisory Committee.
- **Citizen's Transportation Advisory Committee** – Bicycle Advisory Committee could be rolled into this. Some discussion was had about a Citizen's Transportation Advisory Committee – some members felt these topics are handled adequately in Council's Community Planning and Transportation Committee and if additional input is needed, it could be handled through an ad hoc committee.
- There was no support to roll the Bicycle Advisory Committee into another committee, consensus is to leave as a stand-alone committee.
- **Budget Committee** – There was support for a Budget Committee that would serve as a sub-committee of the Council Finance Committee, with ward-specific appointments, to meet September to March and work through the Budget process before it goes to council for review.
- **Core Norman Development Committee** – discussion about a preference to focus on Center City Ad Hoc Committee at this point. At the June 2022 meeting, there was no longer support for a Core Norman Development Committee.

**Proposal Eight: Change every committee appointment in Chapter 4 to 3-year terms, 3 term limit.**

Proposed Changes:

1. Large scale ordinance amendment for each board
2. Consider how to address current appointments

At the April 2021, August 2021, June 2022 and August 2022 meetings, the consensus is for three-year terms and a limit of three terms and to allow flexibility for experts to serve on committees longer.

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**ITEM 2: STAFF REPORT ON HOMELESS ACTIVITY**

Ms. Jane Hudson, Planning and Community Development Director, presented the Homeless Activity Report to the committee.

A 30-day notice to vacate was received on May 31<sup>st</sup> from the property owner for the Emergency Shelter. The last day of operations was June 26/27. The shelter, which has operated continuously since December 4, 2020, was funded with Emergency Shelter Grants. Since the shelter is now closed, Oklahoma Department of Commerce is in the process of reallocating the \$89,000 remaining funds to other Norman entities for their use.

Two proposals were received for the operation of an Emergency Shelter in Norman; the Salvation Army for a low barrier shelter for up to 20 women and children and Food and Shelter for a low barrier shelter for up to 50 men. Interviews were held with both applicants and the proposals are still being evaluated.

The Department of Housing and Urban Development has completed the transfer of the Collaborative Applicant for OK504 Continuum of Care from the City of Norman to the Thunderbird Clubhouse.

On July 19<sup>th</sup>, the City was informed by private contractors that construction would begin on the University North Park parcel north of Crest and there was evidence of an encampment on the property. Regular scheduled outreach had occurred at the site over several years and reports indicated there was one full-time resident still on the property. The outreach team let the resident know site clearing was beginning and worked with the resident to vacate the property. A protest was held at the site on July 20<sup>th</sup> and 20 individuals were residing on the site at the time and were provided hotel rooms through donated funds.

**ADJOURNMENT**

The meeting was adjourned at 4:57 p.m.

ATTEST:

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City Clerk

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Mayor