



CITY OF NORMAN, OK CITY COUNCIL STUDY SESSION

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

Tuesday, November 29, 2022 at 5:30 PM

MINUTES

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CALL TO ORDER

PRESENT

Mayor Larry Heikkila
Councilmember Ward 1 Brandi Studley
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 3 Kelly Lynn
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Rarchar Tortorello
Councilmember Ward 7 Stephen Holman
Councilmember Ward 8 Matthew Peacock

ABSENT

Councilmember Ward 6 Elizabeth Foreman

AGENDA ITEMS

1. DISCUSSION REGARDING MODIFICATIONS TO THE ENGINEERING DESIGN CRITERIA.

Mr. Scott Sturtz, City Engineer, said the Engineering Design Criteria (EDC) and Standard Specifications and Construction Drawings (SSCD) are two documents that were originally adopted in 1996 and last amended in July 2006. He said the EDC provides guidance to developers and design professionals regarding the design of all public infrastructure including roadways, storm sewer systems, drainage, erosion control, water lines, and sanitary sewer lines. He said the SSCD provide guidance for contractual agreements and the construction of all public infrastructure while Construction Drawings provide standard details for the construction and repair of public infrastructure.

Mr. Sturtz provided background on items that have been added or amended since 2006, that include Water Quality Protection Zone (WQPZ) with Low Impact Development Manual; Public Rights-of-way Accessibility Guidelines (PROWAG); Comprehensive Transportation Plan; Complete Streets Manual; updates to stormwater modeling technology; new construction materials; revised construction methods; and updated State permits. He said the Comprehensive Transportation Plan of 2014 recommended an update of the EDC and SSCD. In 2017, Council's goal was to incentivize "green building codes" that included green building practices, green infrastructure/low impact development (GI/LID), and parking for new developments. The private sector expressed interest and Council approved sustainable design techniques (LID) and in July 2019, funding was included in the budget for the EDC update. In February 2020, the City contracted with Freese and Nichols for the EDC update.

Project objectives include a comprehensive update of the 25 year old EDC and SSCD documents; consolidation of multiple, disconnected manuals into one easily-accessible modern manual; addition of Norman Green Stormwater Infrastructure (GSI) Manual to EDC; incorporating of Complete Streets Policy in EDC; updating Traffic Impact Analysis (TIA) Guidelines; incorporating of PROWAG in EDC; incorporating WQPZ Policy and practices in EDC; and correlating EDC with CPT.

Mr. Sturtz said Staff and community engagement is considered vital to the success of the project and a Staff Advisory Committee was formed that consisted of ten Staff members representing Parks and Recreation, Planning, Public Works, and Utilities. A Stakeholder Committee was also formed that consisted of 25 members representing developers, homebuilders, consultants, community members, and contractors. The Stakeholder Committee was expanded to 33 members in Phase II based on requests from other members.

Ms. Dawn Warrick with Freese and Nichols said Phase I, Diagnostic Review and Benchmarking, included document review, stakeholder interviews, community benchmarking, and a diagnostic report. On June 22, 2020, a meeting with stakeholders was held to introduce the project, an overview of the draft Diagnostic Report, questions and answers, and opportunity for discussion. On December 9 through December 21, 2020, stakeholders reviewed the draft Diagnostic Report. The Diagnostic Report is a 66-page document identifying issues to be updated in the EDC and SSCD that propose solutions for items identified, and includes benchmarking related to Sustainable Stormwater Development Programs.

Phase II, EDC, Specifications, Construction Details, and Code Recommendations, included draft technical documents for the EDC, GSI, and SSCD; Code Review including the Zoning Code, Center City Form Based Code (CCFBC), Subdivision Regulations, landscaping, and parking; Review and Revisions included Staff Advisory Committee and Revised Draft; Final Reviews included Staff Advisory Committee, external stakeholders, Community Open House, and City Council and adoption of the updated report. A kick-off meeting was held on May 6, 2021 with 19 stakeholders attending, expanding stakeholder members to 33, and a subcommittee focused on specific topics. There were Subcommittee meetings reviewed Sustainable Development, Drainage, Streets, and Utilities. Additional consultation with City Staff representing each topic has taken place throughout the development process.

Ms. Warrick highlighted topics of the meetings held that included:

- Section 1000, General which includes general formatting and punctuation updates, consolidated definition section (EDC), and updated references to adopted codes, plans, and studies;
- Section 2000, Water Lines was updated to reflect current practices and materials and revised installation of lines in subdivisions;
- Section 3000, Sanitary Sewer was updated to reflect current practices and materials and revised location of lines in subdivisions;
- Section 4000, Streets was aligned with CTP included Traffic Study Guidelines, incorporated Complete Streets, and identified PROWAG as best practices;
- Section 5000, Stormwater Quality updated requirements for latest State Permits
- Section 6000, Stormwater Quality added new Section to the EDC, replaced the outdated Wichita Stormwater Manual for GSI design, added a voluntary GSI design manual; considers modernized designs; added future consideration to incentivize GSI; includes construction and maintenance requirements;
- Section 7000, Sustainable Stormwater Development (new section) provides for different stormwater solutions such as manufactured stormwater system; bio-retention; rain gardens; and porous pavement, etc.
- Development Regulations – technical guidance for aligning updated EDC with Development Regulations by removing barriers and incentivizing Sustainable Stormwater Development.

Ms. Warrick said the updated documents will be easy to navigate and allow Staff to jump between different reference sections without scrolling through multiple documents.

A website, <https://freese.mysocialpinpoint.com/normaneduupdate/home>, was created for continued stakeholder/public input.

Meetings include the Council Study Session on November 29, 2022; ongoing Stakeholder input; Community Open House from November 30th through December 15th (virtual) and December 7th (hybrid/virtual with call-in option and in person); and City Council review and adoption on January 10, 2023.

Phase III, Implementation, includes training resources, workshops, checklists, design guides, and brochures or other publications. Ms. Warrick said implementation follows adoption of the updated EDC; supports roll out of new technical resources and programs; provides educational materials for review, inspection, design and construction activities; and provides materials to inform and educate the public. The final scope must be determined and authorized prior to initiating any Phase III work.

Mayor Heikkila said the documents are a little more technical than he would like and wondered if the wording on some items could be less technical and easier to interpret and Mr. Sturtz said Staff is working on a document that contractors, builders, City Crew Chiefs, etc., can easily understand and follow. He said the technical language is used more in the front end of the document for design professionals.

Councilmember Studley asked why the City would accept a “fee in lieu of detention” and Mr. Sturtz said the current EDC has a misrepresentation on the fee in lieu of detention. He said language states it is currently allowed in the “upper reach of the watershed,” but should be the “lower reach of the watershed” near the Canadian River and Little

River and that is how it is applied. He said the fee in lieu of detention is not currently used and not often requested. He said a drainage analysis is required before determination of a fee in lieu of detention would be allowed, but other options are always considered. Councilmember Studley asked if fee in lieu of detention required Council approval and Mr. Shawn O'Leary, Director of Public Works, said yes, Council approves every preliminary plat, which can possibly include a fee in lieu of detention request.

Councilmember Peacock said there has been discussion regarding parking minimums and the City pushed pause on adjusting those numbers while waiting for the EDC update and asked if that was reviewed during this process. Mr. Sturtz said those discussions have been about private parking lots and the EDC deals with public infrastructure so that was not reviewed. He said Staff would work with the Transportation Division for any on street parking on neighborhood streets or in Downtown Norman where CCFBC addresses parking through zoning regulations. He said regulations regarding parking minimums for private parking lots is something that can be added to the EDC at a later time.

Councilmember Peacock asked if there is a standard detail or set of guidelines for impervious paving and Mr. Sturtz said there is no standard detail as the EDC is more of a guide and impervious paving is really site dependent. He said the type of paving, i.e. concrete, asphalt, etc., is a specific site design by the engineer and the EDC addresses how to accomplish that design with Section 7000. He said the City tries to be very consistent, but there are too many variables to make a standard regulation.

Councilmember Peacock asked if the new documents will be available in a Computer Aided Design (CAD) format and Mr. Sturtz said yes.

Councilmember Peacock asked if minimum lot sizes in terms of residential subdivision regulations had been reviewed and Mr. Sturtz said no because that is more of a subdivision regulation than how to construct the streets, water, etc. Mr. Darrel Pyle, City Manager said in terms of a Comprehensive Land Use update, would residential minimum lot size be looked at, and Ms. Jane Hudson, Director of Planning and Community Development, said that would depend on how much development and density is being brought in an area. Councilmember Peacock said in trying to promote density, the City's minimum lot size is not working in the City's favor and Mr. Pyle said that minimum lot sizes can be addressed in the Comprehensive Land Use update.

Councilmember Schueler said these documents are lengthy and technical so she is concerned with the timeline. She expressed concerns about there being enough time for public feedback, final review, and Council review by January 10, 2023, and asked if Council would feel comfortable with what is being presented at that time. Mr. Pyle said Freese and Nichols will work hard to achieve that goal, but sometimes going fast is not always better so he would be comfortable bringing this forward to Council at the second meeting in January or first meeting in February. Councilmember Schueler said she would like more time for feedback from the community and since many people are very busy during the holiday season she wants to make sure the City is giving the community enough time for feedback. Mr. Pyle said the item will be brought to Council in February.

Items submitted for the record

1. PowerPoint presentation entitled, "EDC Update Project," City Council Study Session, November 29, 2022
2. EDC Bullet Points dated November 28, 2022, from Evan Nixon to Mayor Larry Heikkila

ADJOURNMENT

The meeting was adjourned at 6:36 p.m.

ATTEST:

City Clerk

Mayor