



## CITY OF NORMAN, OK

### FLOODPLAIN PERMIT COMMITTEE MEETING

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

Monday, April 6th, 2026, at 3:30 PM

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## MINUTES

The Floodplain Permit Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on the 6th day of April, 2026, at 3:30 p.m., and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, Development Center at 225 N. Webster and on the City website at least 24 hours prior to the beginning of the meeting.

## ROLL CALL

The meeting was called to order by Mr. Sturtz at 3:30 p.m. Roll was taken. Committee members in attendance included Bill Scanlon, Resident Member; Sherri Stansel, Resident Member; Scott Sturtz, Floodplain Administrator; Tim Miles, City Engineer; Ken Danner, Subdivision Development Manager; Jane Hudson, Director of Planning; and Lora Hoggatt, Planning Services Manager. Other staff in attendance included Jason Murphy, Stormwater Manager; Amy Sheperd, Management Analyst. Citizens in attendance included Derek Harris and James Houchin.

## MINUTES

Approval of minutes from March 2nd, 2026, meeting

Mr. Sturtz asked for corrections or comments. There were none.

Ms. Hudson motioned to approve the minutes. Mr. Danner seconded the motion. Minutes were approved with a vote of 7-0.

## ACTION ITEMS

### 1. Floodplain Permit No. 739

Mr. Sturtz stated that the floodplain permit application is for excavation activities to construct a borrow pit and temporary access road near 7138 West Indian Hills Road.

Mr. Murphy stated that the applicant is James Houchen and the engineer is Chris Duncan.

Mr. Murphy provided the staff report detailing the request with respect to the floodplain permit requirements and potential impacts.

### Project Summary:

- Excavation of a borrow pit approximately 2 acres in size and 10–12 feet deep.
- Excavated material to be used off-site for a roadway project.
- No fill material will be placed in the floodplain.

- No berms or stockpiling is proposed.
- Temporary access road to be constructed using on-site materials only.
- No compensatory storage required due to net removal of material.
- Engineer-certified no rise in base flood elevation.

Mr. Murphy stated staff recommends approval of Floodplain Permit Application No. 739.

Mr. Sturtz asked for comments from the committee. There were none.

Mr. Sturtz asked for comments from the public.

**Public Comments:**

James Houchin (applicant representative) stated the intent to maintain a clean site and complete work efficiently. Committee discussion included anticipated project timeline, with the applicant estimating completion within approximately one month.

**Committee Action:**

Mr. Danner motioned to approve the minutes. Mr. Miles seconded the motion. Minutes were approved with a vote of 7-0.

**3. Floodplain Permit No. 740**

Mr. Sturtz stated that the floodplain permit application is for construction of a pond and associated access improvements at 3005 Golden Valley Road.

Mr. Murphy stated that the applicant and engineer is Derek Harris.

Mr. Murphy provided the staff report detailing the request with respect to floodplain permit requirements and potential impacts.

**Project Summary:**

- Excavation of a pond approximately 4.6 acres in size.
- Normal water surface elevation: 1127.3 feet.
- Top of bank elevation: 1129.18 feet (below BFE of 1129.24 feet).
- Installation of access culvert (18-inch) for drainage continuity.
- Project primarily consists of excavation, no imported fill.
- No compensatory storage required.
- Engineer-certified no rise in base flood elevation.

Committee discussion included a note regarding potential jurisdictional review by the Oklahoma Water Resources Board if dam thresholds are triggered.

Mr. Murphy stated staff recommends approval of Floodplain Permit Application No. 740.

Mr. Sturtz asked for comments from the committee. There were none.

Mr. Sturtz asked for comments from the public. There were none.

**Committee Action:**

Mr. Danner motioned to approve the minutes. Mr. Miles seconded the motion. Minutes were approved with a vote of 7-0.

**MISCELLANEOUS DISCUSSION**

- Upcoming meeting is anticipated in approximately two weeks to have one application for bridge maintenance.
- Update on Cambridge provided on a denied encroachment request due to incomplete submittal, coordination ongoing with Code Enforcement and Legal.

Mr. Sturtz provided an update on Eagle Cliff notice of violation:

- Additional excavation and survey verification has been completed. The site was brought into compliance with floodplain requirements. Notice of violation closed. Development may proceed with platting and lot sales.

**ADJOURNMENT**

Ms. Stansel motioned to adjourn. Ms. Hoggatt seconded the motion. Mr. Sturtz adjourned the meeting at 3:42 p.m.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026

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City of Norman Floodplain Administrator, Scott Sturtz