



CITY OF NORMAN, OK

FLOODPLAIN PERMIT COMMITTEE MEETING

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

Monday, December 1st, 2025 at 3:30 PM

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 1st day of December, 2025, 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; and Jane Hudson, Director of Planning. Committee members absent included Lora Hoggatt, Planning Services Manager. Also in attendance were Brandon Brooks, Capital Projects Engineers; Todd McLellan, Development Engineer; Amy Shepard, Staff. Citizens in attendance included Gary Keen, Engineer; Catherine Gillaranz, Architect; and Sheila Burnett, property owner.

MINUTES

1. Approval of minutes from the October 10th, 2025, meeting
 - a. Mr. Scanlon motioned to approved. Ms. Hudson seconded the motion. The minutes were approved 6-0.

ACTION ITEMS

2. Floodplain Permit No. 735

Mr. Sturtz stated that the floodplain permit application is for removal of structures and the construction of a new residential structure located at 216 S. Lahoma Avenue in the Imhoff Creek floodplain.

Mr. Brooks stated the applicant is Glenn and Sheila Burnett, the Engineer is Earl "Gary" Keen, P.E., and the Architect is Krittenbrink Architecture, LLC.

Mr. Brooks provided historical details surrounding the property and communications between the applicant and staff leading up to the application. Mr. Brooks then provided the staff report, detailing the request with respect to the floodplain permit requirements and potential impacts.

Mr. Brooks stated staff recommends permit app #735 not be approved.

Mr. Sturtz asked the committee if they had any questions. There were not any questions from the committee.

Mr. Scanlon stated the staff must focus on protection of life and property and that it would be an adequate reason to not approve the application.

Mr. Sturtz asked for any comments from the public.

The applicant, engineer, and architect explained their actions to comply with ordinances and requirements leading up to this point. They stated that they were not notified that the Floodplain application from June of 2023 had or would expire after two years of nonuse.

Mr. Scanlon explained that ultimately the rules for approval are different now and with the expiration of the previous application, they must judge this application off current rules and circumstances.

Mr. Scanlon motioned to deny the application. Ms. Hudson seconded the motion.

The permit was denied with a vote of 6-0.

MISCELLANEOUS COMMENTS

Mr. Sturtz asked if there were any miscellaneous comments. Ms. Shepard stated that there will be at least two applications for the meeting on December 15th, 2025.

ADJOURNMENT

Mr. Scanlon motioned to adjourn. Ms. Hudson seconded the motion. Mr. Sturtz adjourned the meeting at 4:05 p.m.

Passed and approved this 15th day of December, 2025



Norman Floodplain Administrator, Scott Sturtz