



## CITY OF NORMAN, OK STAFF REPORT

---

**MEETING DATE:** 04/09/2026

**REQUESTER:** City of Norman

**PRESENTER:** Lora Hoggatt, Planning Services Manager

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-52: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING CHAPTER 30 ("SUBDIVISIONS") OF THE CODE, SECTION 30-302, IN ORDER TO REMOVE REFERENCES TO GREENBELT ENHANCEMENT STATEMENTS AND AMENDING THE SUBMITTAL DEADLINE FOR PRELIMINARY PLATS AND IMPLEMENTING ANY NECESSARY RENUMBERING; AND PROVIDING FOR THE SEVERABILITY THEREOF.

---

### **BACKGROUND:**

#### **Subdivision Regulations - Amending Application Deadline and Removal of Greenbelt References**

Per Chapter 30, Section 302, the required application deadline for submittal is currently defined as "before 1:30 p.m. Monday, not less than 31 days prior to the next Planning Commission meeting." This requirement differs from the current submittal deadline established for the CityView application utilized by the Planning Department and the Public Works and Engineering Department. To ensure consistency and eliminate ambiguity associated with the existing Monday 1:30 p.m. deadline, staff proposes revising the required submittal deadline to align with the Planning Department's standard. Therefore, all required submittals will be due on the first business day of each month. This revision is intended to streamline the review process and establish a clear, consistent monthly schedule.

Staff proposes to remove the reference to the "Greenbelt Enhancement Statement" within the Subdivision Regulations, as this review process is no longer completed. Retaining this reference creates unnecessary confusion and implies an additional level of review that is not applicable under the current regulatory framework. Removing such references will ensure the regulations accurately reflect existing procedures, clarify the development review process, and prevent misinterpretation regarding required approvals.

Staff presented the proposed changes to City Council Business and Community Affairs Committee on March 5, 2026, and received direction to proceed to Planning Commission.

---

**Proposed Language:**

**30-302 Preliminary Plat--Procedure For Filing Application For Consideration Of The Planning Commission**

- a) When a preliminary plat is submitted to the Public Works Department for consideration by the Planning and Community Development Department, a pre-development informational meeting must be held. The purpose of the pre-development meeting is to allow surrounding neighbors to meet with the applicant in an informal setting and share information about the proposed application. In order for the meeting to occur, the following items must be submitted to the Public Works Department:
- 1) The written legal description of the property.
  - 2) A written description of the proposed development which provides details of the proposal that can be mailed to neighbors. The narrative should be as detailed as practicable, without being lengthy or technical. It should describe the proposed uses contained in the development, any proposed open space or parks, and connections to nearby major roads and subdivisions.
  - 3) Because this is a preliminary meeting, a fully finished preliminary plat is not required, however, three full-sized drawings are required, as well as an 8 1/2-inch by 11-inch reduction, generally showing lots, roads, topography, floodplains, existing easements and structures, physical features (such as ponds, creeks, and large stands of trees), and proposed parks and open spaces.
  - 4) A site plan must accompany any request for commercial, industrial, multifamily, or special use, generally showing in a preliminary manner proposed buildings, parking, driveways, landscaping areas and screening.
  - 5) A certified ownership list for all property within a 350-foot radius of the exterior boundary of the subject request.
  - 6) ~~A completed Greenbelt Enhancement Statement if required by and in accordance with NCC 2-331.~~
- 6) A filing fee, as provided in the City fee schedule, which will be credited against any filing fee charged for a future preliminary plat application for the same property. This fee is nonrefundable and must be paid each time a separate meeting is requested.
- a. A complete pre-development application packet must be filed in the Planning and Community Development Department by 4:00 p.m. 17 days before the regularly scheduled pre-development meeting. The Planning and Community Development Department will make available the pre-development packet to the City's website as soon as possible but no later than ten days before the regularly scheduled pre-development meeting. Pre-development meetings will be held on an as-needed basis, and are anticipated to occur once a month. Staff will notify all persons identified on the certified ownership list and will include a copy of the written description of the proposed project as well as any reduced drawings. If an applicant does not submit an application for Planning Commission within six months from the date of the pre-development meeting, a new pre-development meeting must be held prior to the hearing.
  - b. At the same time, an application packet may also be submitted for a preliminary plat. By submitting both application packets at the same time,

- the application will be scheduled for a pre-development meeting, and then a Planning Commission hearing in the month immediately subsequent to the pre-development meeting.
- c. However, if the application for a Planning Commission hearing is not filed in the Public Works Department at the same time the pre-development application is filed in the Planning and Community Development Department according to the above deadline, the application will be scheduled for a Planning Commission hearing at the time that application is received in the Public Works Department.
- b) In order to be included on the agenda of the Planning Commission, an application shall be in compliance with all of the following:
- 1) Five copies of the preliminary plat shall be submitted directly to the Public Works Department on the first business day of each month to be placed on the following month's Planning Commission agenda.
  - 2) It shall be unnecessary unless as may be otherwise required to submit with said preliminary plat the restrictive or protective covenants pertaining to said development or subdivision and which are to be filed of record in the office of the County Clerk.
  - 3) At the same time, where the preliminary plat is submitted for multifamily residential, commercial or industrial development, there shall be submitted five copies of a site plan which shall be drawn to scale, with all necessary dimensions showing the outer lines within which each individual structure within the development is to be constructed, in addition to designated open space; the areas reserved for parking; all points of ingress and egress to existing, required, or proposed streets; all streets, alleys, drives, and fire lanes, whether public or private; all public easements; the location of fire hydrants; service and dumpster areas; and required screening, landscape areas and fencing.
  - 4) When submitted, material must be in complete and final form as required in this chapter. Plats failing to meet these requirements by the filing deadline shall not be placed on the Planning Commission agenda.

## **CONCLUSION:**

The amendments to the Subdivision Regulations will help streamline our processes and clear confusion for applicants.

Staff forwards Ordinance O-2526-52 to the Planning Commission for consideration and recommendation to City Council.