



# CITY OF NORMAN, OK CITY COUNCIL BUSINESS & COMMUNITY AFFAIRS COMMITTEE MEETING

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

Thursday, December 04, 2025, at 4:00 PM

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## MINUTES

The City Council Business & Community Affairs Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 4th day of December, 2025, at 4:00 p.m. and notice of the agenda of the meeting were 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 Matthew Peacock called meeting to order at 4:00 p.m.

### PRESENT:

Councilmember Ward 2 Matthew Peacock (Chair)  
Councilmember Ward 4 Helen Grant  
Councilmember Ward 6 Joshua Hinkle  
Councilmember Ward 8 Scott Dixon

### OTHERS PRESENT:

Mayor Stephen T Holman  
Councilmember Ward 1 David Gandesbery  
Ms. Beth Muckala, Assistant City Attorney III  
Mr. Darrel Pyle, City Manager  
Ms. Shannon Stevenson, Assistant City Manager  
Mr. Scott Sturtz, Director of Public Works  
Ms. Jane Hudson, Director of Planning and Community Development  
Ms. Lora Hoggart, Planning Services Manager  
Mr. Tim Miles, City Engineer  
Mr. Logan Gray, Planner II  
Mr. Nathan Madenwald, Utilities Engineer  
Ms. Sandra Simeroth, Administrative Technician IV  
Mr. Scott Martin, Norman Chamber of Commerce President

## AGENDA ITEMS

### 1. CONTINUED DISCUSSION REGARDING MINIMUM LOT SIZES FOR DEVELOPMENT.

Ms. Jane Hudson, Director of Planning and Community Development, provided background information on prior discussions held on October 2, 2025, at the Business & Community Affairs (BACA) meeting regarding eliminating or reducing the minimum lot size requirements in residential zoning districts to include the following:

- R1 (Single-Family Detached).
- R1A (Single-Family Attached).
- R2, RM2 (Multifamily / Duplex-focused districts).
- RM6 (Apartment district).
- R3 (Multifamily).

Staff reviewed information from other jurisdictions, and found that Spokane, Houston, Austin, and Fayetteville have significantly reduced minimum lot sizes. Texas law now prohibits many large cities from requiring minimum lot sizes greater than 3,000 square feet, lot widths greater than 30 feet or depths greater than 75 feet.

Ms. Hudson emphasized that any change to minimum lot sizes would impact both the Zoning Ordinance and the Subdivision Regulations which currently are reviewed administratively by Staff. Key factors identified for consideration included:

- Building setbacks (front, side, and rear).
- Minimum lot frontage and lot width.
- Lot depth, Maximum lot coverage (currently 65%).
- Off-street parking requirements (currently two spaces per unit).
- Emergency vehicle access.
- Utility serviceability (water, sewer, sanitation, and mailbox access).

Staff noted that existing subdivision requirements mandate a minimum of 35 feet of frontage at the street and a 50-foot width at the building line due to current setback standards.

Staff proposed beginning with a baseline standard rather than eliminating requirements entirely in order to avoid inconsistent outcomes and redesign delays. Initial recommendations included:

- Minimum lot depth 75 feet (reduced from 100 feet).
- Elimination of the 50-foot width requirement at the building line.
- Minimum street frontage 35 feet; Front yard setback; 15 feet for the primary structure.
- Garage setback increased to 25 feet (to prevent sidewalk obstruction and ensure ADA compliance).
- Side yard setback 5 feet.
- Rear yard setback reduced to 10 feet (consistent with many approved PUDs).
- Maintain existing off-street parking standards.
- Maintain 65% maximum lot coverage, with rezoning or council review required to exceed or go below it.

Ms. Hudson wanted to discuss concerns regarding utility access, sanitation truck maneuverability, mailbox placement, and emergency response. Staff stressed the importance of ensuring developments can be adequately served.

Item 1, continued

Mr. Scott Sturtz, Director of Public Works, raised concerns about on-street parking limitations with narrow lots, especially where driveways are closely spaced. Staff presented sketches showing a 35' x 75' lot with a 1,000 sq. ft. home, which illustrated the challenges with two-car garages and limited curb space.

Councilmembers were in consensus that garages should be visually subordinate to front doors and porches. Several members expressed support for deeper garage setbacks to promote pedestrian-friendly streetscapes and avoid "snout house" designs.

Councilmembers emphasized the desire to: allow flexibility in lot design without forcing developers into costly or overly complex PUD processes, applying different minimum lot depths for new vs. existing platted lots, and using the "Core Norman" boundary to distinguish infill from greenfield development which allows greater design flexibility in historic areas.

Councilmember Grant noted the importance of incremental redevelopment and future pattern-book-style guidance.

Councilmember's discussion points included:

- Allowing minimal or no front and rear setbacks, especially in alley-loaded developments.
- Reducing side setbacks to as little as 2.5 feet, with firewalls required at the developer's discretion.
- Leaving decisions about fire-rated construction to developers rather than mandating larger setbacks solely to avoid firewalls.
- Distinguishing between front-access and rear-access garage configurations.

Staff noted that extremely narrow side setbacks would trigger fire-rating requirements under the building code.

Councilmembers discussed shifting focus from individual lot coverage to total site coverage, particularly in larger developments.

Concepts included:

- Maintaining 65% maximum coverage across an entire development rather than each lot.
- Allowing some lots to exceed coverage limits if offset by shared open space or stormwater detention areas.
- Recognizing that exceeding 65% coverage increases stormwater infrastructure requirements

Ms. Hudson cautioned that enforcement becomes more complex when coverage is distributed unevenly.

Mr. Darrel Pyle, City Manager, emphasized the importance of engaging local builders and developers and suggested reaching out to University of Oklahoma students (design studies).

Councilmembers expressed interest in soliciting conceptual layouts that show what could be built under different regulatory scenarios to better understand market realities.

Item 1, continued

After extensive discussion, consensus began to form around an incremental change rather than full elimination of minimum lot sizes. The consensus was to establish a minimum lot size of 2,000 square feet for new development; Retain a garage setback requirement, with discussion leaning toward maintaining the existing 20-foot minimum rather than increasing to 25 feet, and allow flexibility in the building configuration within the lot; Apply changes only to new developments, not existing R2 lots or current ADU regulations.

Staff outlined the anticipated process for the draft of ordinance language to be submitted for January application; February Planning Commission review; first reading before Council in late February; and Council vote to be anticipated at the first meeting in March 2026.

Staff committed to returning to the committee if issues arise during drafting or review.

Councilmembers are in strong support of increasing housing options and affordability along with a desire to reduce unnecessary regulation while protecting infrastructure, safety, and accessibility.

## **ADJOURNMENT**

The Meeting was adjourned at 4:59pm

ATTEST:

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City Clerk

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Mayor