



CITY OF NORMAN, OK

FLOODPLAIN PERMIT COMMITTEE MEETING

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

Monday August 4, 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 4th day of August, 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. All committee members were in attendance including Bill Scanlon, Resident Member; Sherri Stansel, Resident Member; Scott Sturtz, Floodplain Administrator; Tim Miles, City Engineer; Lora Hoggatt, Public Services Manager; Jane Hudson, Director of Planning and Ken Danner, Subdivision Development Manager. Also in attendance were Todd McLellan, Development Engineer; and Amy Shepard, Staff. Citizens in attendance included Austin Jackson; John Lambert; Tim Pollard; Brandon Stephens; Jim Speck.; Muhammad Khan; Angel Jacquez; and Ramzon Sandler

MINUTES

1. Approval of minutes from the July 21st, 2025, meeting
 - a. Mr. Danner motioned to approve the minutes. Mr. Scanlon seconded the motion. Minutes were approved with a vote of 7 to 0.

ACTION ITEMS

2. Floodplain Permit No. 725

Mr. Sturtz stated that the floodplain permit application is for various agricultural projects at 4701 N. Porter Ave. (Jackson Freedom Farms) in the Little River Floodplain.

Mr. Sturtz stated the applicant is Austin Jackson. The engineer is SMC Consulting Engineers.

Mr. McLellan provided a brief background to the applicant receiving multiple floodplain notice of violations and the steps they have taken to work with city staff to prepare a resolution. Next, Mr. McLellan provided the staff report, detailing the request with respect to the floodplain permit requirements and potential impacts.

Mr. McLellan stated staff recommends permit app #725 be approved with the following conditions:

- Flood venting shall be installed in the enclosed portion of “agriculture structure south”.

- As-builts survey of comp storage area to verify that appropriate storage has been created prior to final acceptance.

Mr. Sturtz asked the committee if they had any questions.

Mr. Scanlon asked for clarification on the flood venting. Mr. Khan said the FEMA regulations do not require this for this project. It was determined during discussion that the flood venting would not be required for this application. Mr. McLellan stated that the committee should make a motion to amend the permit requirements.

Ms. Hudson asked for a timeframe on completion of the compensatory storage. Mr. Jackson stated that he can have the removal of extra soil for the west pond and the dirt piles from the large pond within 30 days.

Mr. Sturtz asked for any comments from the public. There were not any questions from the public.

Mr. Sturtz asked if there are any final comments from the committee. Ms. Stansel stated that she was happy to see these violations being addressed and resolved. Mr. Sturtz stated that the applicant has been willing to work with the city in this resolution.

Mr. Danner motioned to approve the permit with the condition that an as-built survey of the compensatory storage areas be submitted. Mr. Scanlon seconded the motion.

Mr. Sturtz clarified that the motion to approve is with only the second condition previously mentioned. **The permit application was approved with a vote of 7-0.**

3. Floodplain Permit No. 726

Mr. Sturtz stated that the floodplain permit application is for the proposed installation of a chain-link fence and repair of the front and rear deck at 421 South Flood Ave. in the floodway of Imhoff Creek.

Mr. Sturtz said the applicant is Angel Jacquez and the engineer is Kevan Parker, P.E.

Mr. McLellan presented the staff report, providing details for the installation of the chain-link fence, with respect to the Floodplain permit requirements.

Mr. McLellan stated staff recommends Floodplain Permit Application #726 be approved.

Mr. Sturtz asked the committee if they have any questions. Mr. Sturtz asked if the front porch that is enclosed, specifically the wood siding on the face of the porch. The applicant, Mr. Jacquez, stated that there is a 4-to-5-inch gap. Mr. McLellan asked if the compensatory storage has already been done. Mr. Jacquez stated that it had not, they were waiting for the permit decision. Mr. McLellan stated that he recommends that they add the as-builts as an additional requirement. Mr. Miles asked if the new storage building on the rear deck would be larger than the original storage area. Mr. Jacquez stated that yes, it is larger. Mr. Miles pointed out that the new storage would require additional compensatory storage due to the BFE. Mr. Sturtz stated that flood venting would be needed for two sides.

Mr. Sturtz read aloud a letter to the committee that was submitted by Mr. Lambert. This letter disputed the timeframe his public notice was sent. Mr. Sturtz explained that the notice received regarding the Floodplain committee meeting was within Floodplain Regulations.

Mr. Sturtz asked for any comments from the public. Mr. Lambert introduced himself as Mr. Jacquez's neighbor to the north. Mr. Lambert stated that he is receiving a large amount of debris and trash on his property instead of it going into the creek. Mr. Lambert stated that the fence is preventing water from leaving his property and he has concerns due to this. Ms. Stansel pointed out in the pictures from the presentation the fence already has debris in it. Mr. Lambert stated that he would like the committee to either deny the permit or postpone the voting so that he may have time to find representation upon his behalf. Mr. McLellan stated that in the case of a citizen disagreeing with the decision of the committee, they have the right to appeal to the Board of Adjustment. Mr. Scanlon agreed and stated that Mr. Lambert would have the ability to appeal later if he does not agree with the voting results.

Mr. Danner motioned to approve the permit with the conditions an as-built survey be submitted to verify compensatory storage, and engineered plans of flood vents in the storage building. Mr. Miles seconded the motion. **The permit application was approved with a vote of 6-1, with Mr. Scanlon voting against.**

4. Floodplain Permit No. 729

Mr. Sturtz stated that the floodplain permit application is for the construction of a private road through the Prairie Creek floodplain for the proposed Ridgeline Estates Certificate of Survey.

Mr. Sturtz said the applicant is Tim Pollard. The engineer is Jim Speck PE, PLS, CFeds.

Mr. McLellan presented the staff report, providing details for the construction, with respect to the Floodplain permit requirements.

Mr. McLellan stated staff recommends Floodplain Permit Application #729 be approved with the following conditions.

- As-builts of Nico Drive and compensatory storage are provided before final acceptance.
- City staff verify that secondary access road is accessible prior to final acceptance.

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

Mr. Sturtz asked for any comments from the public. There were not any questions from the public.

Mr. Danner motioned to approve. Mr. Scanlon seconded the motion. The permit application was approved with a vote of 7-0.

MISCELLANEOUS COMMENTS

ADJOURNMENT

Mrs. Hudson motioned to adjourn. Mr. Scanlon seconded the motion. Mr. Sturtz adjourned the meeting at 4:35 p.m.

Passed and approved this _____ day of _____ , 2025

City of Norman Floodplain Administrator, Scott Sturtz