



# CITY OF NORMAN, OK CITY COUNCIL COMMUNITY PLANNING & TRANSPORTATION COMMITTEE MEETING

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

Thursday, January 23, 2025 at 4:00 PM

---

## MINUTES

*The Community Planning and Transportation Committee of the City of Norman, Cleveland County, State of Oklahoma met in Regular Session in the Executive Conference Room of the Norman Municipal Building, on the 23<sup>rd</sup> day of January 2025 at 4:00 p.m., and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray 24 hours prior to the beginning of the meeting.*

### CALL TO ORDER

Chairman Holman called the meeting to order at 4:00 p.m.

### PRESENT

Councilmember Ward 7 Stephen Holman, Chair  
Councilmember Ward 3 Bree Montoya

### ABSENT

Councilmember Ward 1 Austin Ball  
Councilmember Ward 2 Matthew Peacock  
Councilmember Ward 5 Michael Nash

### OTHERS PRESENT:

Mayor Larry Heikkila  
Councilmember Ward 7 Joshua Hinkle  
Councilmember Ward 8 Scott Dixon  
Ms. Shannon Stevenson, Assistant City Manager  
Mr. Taylor Johnson, Transit and Parking Program Manager  
Mr. Scott Sturtz, Public Works Director  
Mr. Tim Miles, City Engineer  
Ms. Jane Hudson, Planning and Community Development Director  
Mr. Jason Olsen, Director of Parks and Recreation  
Mr. David Riesland, Transportation Engineer  
Mr. Rick Knighton, City Attorney  
Ms. Beth Muckala, Assistant City Attorney  
Ms. Kathy Hammans, Admin Tech III, City Clerk's Office

## AGENDA ITEMS

### ITEM 1: PRESENTATION OF THE NOVEMBER AND DECEMBER PUBLIC TRANSIT REPORT.

Mr. Taylor Johnson, Transit and Parking Program Manager, presented both the November and December 2025 transit data as no meeting was held in December 2025.

The November fixed-route ridership reached 41,597 (up 10,000 from the previous year), and December reached 38,487, (up a little over 7,000 from the previous year). The total ridership year to date through December 2024 is 251,772, a 28.59% increase system wide.

Noted improvements from increased frequency on West Lindsey route (up 2,000+ rides per month). Wait time for the average rider is 22 minutes, (with goal of 15), walking distance within target range at less than .10 of a mile.

Ridership per service hour reached 6.0 (YTD) and 6.2 in December—higher than other VIA cities. The council noted positive community feedback, especially during the Point-in-Time count event.

Norman On-Demand service ridership increased: November (3,920; up 37%), December (3,400; up 22%). There are currently 2,501 active accounts that have completed more than five rides each. - On-Demand service outperforms similar programs in other cities (6.2 riders per service hour in December). Staff submitted a budget request to continue On-Demand services in the upcoming fiscal budget for Council consideration.

Only three buses remain from the original OU fleet. Staff successfully secured funding to replace nearly the entire fleet using federal and grant funding along with the Council's local match support.

Update on the six new shuttle buses: delivery has been delayed until March due to conversion delays. Once received, these will replace the outdated vehicles.

Funding has been secured for two more large buses pending processing of current orders.

Staff and Council collaboration was noted as key to securing grant funding requiring local match.

Upcoming contract amendment with EMBARK for security services at the Transit Center is scheduled for Council approval. If approved, service starts February 1, 2025, operating Monday–Saturday, from 2:00 PM–10:00 PM and Saturday 11:00 AM–7:00 PM, with the flexibility to move times to best meet needs of the center.

City of Norman Transit Service is performing above expectations with limited complaints. Positive feedback noted during the Point-in-Time count event.

Chairman Holman inquired about trip demographics and staff noted that a recent customer satisfaction survey was conducted, with preliminary results showing most trips are work or education related.

\*\*\*\*\*

## ITEM 2: DISCUSSION REGARDING MINIMUM LOT SIZE AND SUBDIVISION SCENARIOS

Ms. Jane Hudson, Planning and Community Development Director and Mr. Scott Sturtz, Director of Public Works, gave a presentation on how minimum lot size and subdivision scenarios impact compliance with zoning codes.

Two types of subdivision scenarios were presented:

- Greenfield development: splitting large parcels into multiple smaller lots in typical subdivisions.
- Infill development: short form plats, splitting larger urban lots, often creating two new parcels.
- Staff raised concerns about the potential creation of non-conforming lots if a rear portion of a lot is sold off.

*Example: If an original lot has 6,000 square feet and is split in half, resulting parcels could drop below the required minimum (e.g., 3,000 square feet), making the existing structure non-conforming.*

Staff outlined several requirements that must be met during subdivision development:

- Street frontage (including flag or panhandle lots) for addressing and access.
- Legal street access is essential; otherwise, property owner's risk being landlocked.
- Emergency access for public safety for emergency vehicles. Public utility access and right-of-way considerations for utilities, trash services, phone, cable, gas, etc. Vehicles must be able to reach all lots created.
- Compliance with building setbacks and lot coverage standards.
- Legal subdivision through the short form plat process is required. This involves time and costs similar to traditional subdivision processes.
- Planning and Public Works emphasized the importance of evaluating subdivision impacts on access and safety.

Case Studies and Examples:

Example 1: Fountain View North subdivision demonstrated the use of 10 ft wide panhandles and easements to provide access to three stacked housing units.

Example 2: The McCoop Abode subdivision showed a similar configuration using shared easements and flag lots for access, all legally tied to the main roadway.

Unintended Consequences:

- Water sewer connections – typically is a private line, required to have separate public access for new lot.
- Setbacks and coverage will have to change to meet this goal of creating non-conforming lots.
- Lots with greater coverage can result in drainage concerns if not addressed and 65% design capacity is exceeded.
- Infill development overall will be minimal due to existing development, with many Core Area lots do not meet current side setbacks (5' or less) and other developments are at 5' side setback (leaving no room for access).

## ITEM 2: (continued) DISCUSSION REGARDING MINIMUM LOT SIZE AND SUBDIVISION SCENARIOS

- If creating smaller lots in Core, to create a minimum width lot for new lot in the rear, existing affordable/attainable housing stock would be torn down to allow for two new builds

### Closing Notes:

Ms. Hudson and Mr. Sturtz shared that such creative planning solutions have enabled developments to be built while maintaining compliance and safety standards.

These approaches also help address growing infill development while ensuring the City retains control over land use and emergency response needs directly to the roadway.

With stand-alone lots containing older homes, in the CORE area, there is concern people will get the idea to start doing this type of infill development, and would they just go in and start clearing some of our older housing stock in order to do these short form plats and subdivide the properties, only to come in with newer homes, defeating the whole purpose of keeping the older, more affordable housing for individuals that could afford to buy this type of property.

Staff are working to update the Zoning Code and will be looking at the subdivision regulations at Council direction and will go ahead and start looking at some of this as staff move forward.

These changes will primarily be focused on new developments when a green field is being developed so the new subdivision isn't required to have bigger or smaller lot sizes than the plans call for.

Staff could see where if there's a large existing lot in central Norman with one big house on it, somebody would want to put in four houses that are closer together. People would live there by choice, with the intent of this infill lot size change would be primarily focused on making better, more efficient use of scarce land in the core when developing the current Green Fields.

The next steps would be to get the plan adopted by AIM, get community input and then take to a Council study session for discussion and Council for final approval.

\*\*\*\*

## ITEM 3: DISCUSSION REGARDING TRAFFIC CALMING ON 48TH AVENUE NW

Mr. Scott Sturtz, Director of Public Works, as well as other Staff from the Public Works Department were present to lead the discussion regarding traffic calming on 48<sup>th</sup> Avenue Northwest.

Mr. David Riesland, Transportation Engineer, joined the meeting to provide technical details and ensure accuracy. The discussion opened with a focus on the area between Main Street and Robinson Street, where numerous complaints and concerns have been received over the years.

Staff have spent considerable time monitoring, policing, and gathering data in the area, including the use of speed feedback trailers.

### ITEM 3: (Continued) DISCUSSION REGARDING TRAFFIC CALMING ON 48TH AVENUE NW

A previous resolution (R-24278), which proposed funding a mill and overlay project for this roadway, using accumulated savings from the Street Maintenance Bond program, was withdrawn by Staff at Council's request on January 14th. The goal was to allocate funding for two new projects, including this segment of 48th Avenue and Interstate Drive.

Staff noted that the section beginning at Robinson, and extending 400 feet south, has already undergone a road diet for the past seven years. This effort aligns with long-standing plans to convert the road into a safer, more multi-modal corridor.

The decision to consider a road diet was based on multiple studies and data, rather than arbitrary decision-making. Any traffic-related decisions such as lane configurations or signage are conducted in accordance with MUTCD, (*Manual on Uniform Traffic Control Devices*) and FHWA, (*Federal Highway Administration*) standards.

Reference was made to the 2014 Comprehensive Transportation Plan, adopted by Council after a year-and-a-half long process involving a 40-member citizen committee, numerous public meetings, and input from over 20 Staff members. The plan aims to create a balanced, multi-modal transportation system supported by practical funding strategies.

Key guiding principles relevant to this project include:

- Promoting multimodal, context-sensitive planning (Objective S1)
- Providing a network of sidewalks, bike routes, and paths (Objective M6)

The plan supports Road Diets as a means of improving on-street bicycling. Chapter Three of the plan specifically recommends bike lanes along 48th Avenue from Main Street to Indian Hills Road and identifies this as a minor arterial road eligible for redesign.

Chapter Four outlines a direct-action item (M20) to widen the road from a two-lane to a three-lane configuration with bike lanes and a sidewalk. Action M6A calls for restriping to install bike lanes on identified streets.

The timing of the proposed resurfacing project was highlighted as optimal for implementing bike lanes, as fresh pavement allows for clearer, safer striping. A visual example of the proposed configuration was shown using Rock Creek Road, featuring one travel lane in each direction, a center turn lane, and bike lanes on both sides.

Given the deteriorating condition of the roadway and existing plans and policy guidance, the resurfacing and road diet implementation were viewed as timely and appropriate.

As set out in the Comprehensive Transportation Plan (CTP), one key recommendation was the adoption of a Complete Streets policy. The latest revision to the Engineering Design Criteria adopted by Council includes a Complete Streets Manual, which reinforces the guiding principles of multimodal and context-sensitive roadway planning. This document has been a decade in development, reflecting long-term policy alignment.



### ITEM 3: (continued) DISCUSSION REGARDING TRAFFIC CALMING ON 48TH AVENUE NW

#### Public Input and Council Feedback

Concerns were raised by residents and councilmembers regarding the necessity and timing of the Road Diet. Some supported traffic calming and multimodal improvements, while others preferred more community engagement before moving forward. Suggestions included hosting a town hall to gather feedback and reassess the community's stance.

#### Key points raised:

- No legal obligation exists to proceed with the Road Diet, as there is no current bond funding for this stretch.
- Concerns about confusing road stripping and minimal bicycle usage during weekdays.

The Council emphasized that if the plan is to change, it would require a formal resolution to amend the Comprehensive Transportation Plan (CTP).

It was agreed that funding for the mill and overlay may be redirected if consensus on the Road Diet is not reached. The project is not time-sensitive and could be revisited in one-two years.

The Council requested further studies and traffic data before making a final decision.

#### These include:

- Updated traffic volume and collision data on 48th Avenue NW.  
Evaluation of existing road diet impacts on Rock Creek and Main Street (before/after data).
- Consideration of traffic calming alternatives like flashing beacons or Hawk systems.
- Potential impacts on bus routes and neighborhood accessibility.
- Possibility of future beautification and curbed medians.

City staff indicated the willingness to participate in public meetings and to revisit project planning based on updated information and feedback.

No final decision was made on implementing the Road Diet on 48th Avenue NW. Council will coordinate with Staff to host community meetings and re-evaluate resident feedback before proceeding. If consensus is not reached, the resurfacing funds will be reassigned to another priority project.

\*\*\*\*\*

Meeting adjourned at 5:08 p.m.

ATTEST

---

City Clerk

---

Mayor