

## **NORMAN CENTER CITY PROJECT REVIEW COMMITTEE MINUTES**

November 21, 2017, 2:30 p.m.

The Norman Center City Project Review Committee met in the Municipal Complex located at 201 West Gray Street on November 21, 2017, at 2:30 p.m., and notice and agenda of the meeting were duly posted at least 48 hours prior to the beginning of the meeting.

**PRESENT:** Mayor Lynne Miller, Bob Thompson, Keith Reed, Jane Bowen, Becky Patten, Jason Brown, Dr. Nick Migliorino, Chuck Thompson, County Commissioner Harold Haralson, Erin Williford

**ABSENT:** Lisa Wells

**STAFF PRESENT:** City Attorney Jeff Bryant, Sarah Encinias, Emily Pomeroy, Cameron Brewer

### **Item 1, being: Call to Order**

Chair, Mayor Lynne Miller, called the meeting to order at 2:34 p.m.

### **Item 2, being: Introduction of Members and Roll Call**

Committee members took turns introducing themselves:

Bob Thompson – At-Large member  
Keith Reed – Regional Director of Cleveland County Health Department  
Jane Bowen – Superintendent and CEO of Moore Norman Technology Center  
Becky Patten – At-Large member  
Jason Brown – Deputy Superintendent of Norman Public Schools  
Dr. Nick Migliorino – Superintendent of Norman Public Schools  
Chuck Thompson – At-Large member  
Harold Haralson – Cleveland County Commissioner  
Erin Williford – Chair of the City Planning Commission  
Lynne Miller – Mayor of Norman

Emily Pomeroy and Cameron Brewer of the Center for Economic Development Law, development consultants to the City of Norman, also introduced themselves as well as City Attorney, Jeff Bryant. Lisa Wells was absent; however, Ms. Wells authorized Chuck Thompson to speak on her behalf.

**Item 3, being:**

**Consideration and appropriate action to approve the minutes of the November 6, 2017, special meeting of the Norman Center City Project Review Committee**

County Commissioner Harold Haralson moved to approve the minutes and the motion was seconded by Chuck Thompson. Mayor Lynne Miller called the vote: all in favor and none opposed.

**Item 4, being:**

**Presentation, discussion, and possible appropriate action on the proposed Norman Center City Project Plan, Eligibility Report, and Financial Impacts Report**

Ms. Emily Pomeroy referred the Review Committee members to the Powerpoint handout. She discussed the Committee's previous appointment of a sub-committee in order to further review financial projection information. The sub-committee consisted of the following members: Harold Haralson, Chuck Thompson, Bob Thompson and Mayor Lynne Miller. The sub-committee met on November 13, 2017, and made the recommendations shown in redline in the Project Plan, to be reviewed by the full Review Committee at this meeting so that any additional questions from members can be addressed. The sub-committee recommended there not be a sales tax increment district created largely based on discussion during the sub-committee meeting about the nature of this type of project and the lack of significant sales taxes likely to be generated.

Also during the sub-committee meeting, a recommendation was made that a \$3,000,000 front-end City commitment that was in the previous version of the Project Plan remain and that it specify it not be reimbursable with incremental revenues funds and it will be a one-time commitment, rather than a revolving fund. The sub-committee recommended that it be funded with available municipal sources and be a front-end investment by the City. This change is reflected in Section IX(A) of the Project Plan.

Ms. Pomeroy pointed out additional language that was added upon the recommendation of the sub-committee that more directly ties the public improvements contemplated in the Project Plan to the Johnson & Associates Infrastructure Analysis. This is to clarify that the Project Plan is not proposing that increment be used to fund regular maintenance and upkeep of City improvements, but will be used on infrastructure improvements consistent with the Center City Form-Based Code that the City adopted earlier this year. That change is reflected in Section VIII(B) of the Project Plan.

Highlighted by the sub-committee was the importance of public improvements along James Garner Avenue, how it will encourage private investment along the street and has the potential to contribute positively to the success of the Project Plan. Also, a change is reflected in Section IX(D) which is to make specific statutory reference to the requirements for annual reporting.

Mr. Haralson provided members with charts that outline the City's historical property growth rates. This information was compiled by the County Assessor, Douglas Warr, and includes figures that were used in the projections of increment generation.

**Item 5, being:**

**Possible consideration and appropriate action to approve the Findings and Recommendation of the Norman Center City Project Review Committee**

Mayor Miller asked the Committee if there were any further comments or questions regarding the Project Plan, with the revisions recommended by the sub-committee. Mr. Haralson reported that the Board of County Commissioners voted on November 20, 2017, to recommend that the Review Committee approve the Findings and Recommendation. Mr. Haralson moved that the Review Committee approve the Findings and Recommendation of the Norman Center City Project Review Committee. Mr. Chuck Thompson seconded the motion, and provided an expression of appreciation to the Review Committee, both as an at-large member and as acting chairman of the Pioneer Library System, on behalf of Lisa Wells. The Mayor called the vote, and the motion passed unanimously, all in favor, none opposed.

Ms. Pomeroy thanked the Review Committee for its time, service, and assistance in its review of the Project Plan, and reported that the Project Plan, with the proposed amendments, the Financial Impacts Report, the Eligibility Report, and the Findings and Recommendation of the Norman Center City Project Review Committee will be presented to City Council on December 5, 2017, for a public hearing and first reading of an ordinance approving and adopting the Norman City Center Project Plan.

**Item 6, being:**

**Other Business**

None.

**Item 7, being:**

**Adjournment**

The meeting adjourned at 2:58 p.m.

The Review Committee has not met since the November 21, 2017 meeting. These meeting minutes are a true and correct representation of the action taken by the Review Committee to the best of my knowledge.



Sarah Encinias, Acting Recording Secretary  
Norman Center City Project Review Committee

December 13, 2017

# Norman Center City Project Plan

**Norman Center City Project  
Review Committee**

November 21, 2017



**CENTER FOR ECONOMIC  
DEVELOPMENT LAW**

# Statutory Review Committee's Charge

- Finding as to **eligibility** of proposed project area and increment district
- Finding as to **financial impacts** of proposed increment district on taxing jurisdictions and business activities
- **Recommendation** to City regarding proposed project plan

# Review Committee Meetings to-date

1. September 14 – Designated the three at large members
2. October 9 – Reviewed Eligibility Report, Financial Impacts Report, and Project Plan as recommended by City Council
3. November 6 – Reviewed Project Plan with revisions recommended by Review Committee
4. November 13 – Subcommittee met to clarify financial assumptions and make additional recommended changes to Project Plan

# Subcommittee Recommendations

1. Remove the creation of a sales tax increment
2. Add requirement that \$3,000,000 City commitment is to be made with any available municipal funds and is not to be reimbursed with increment generated by the Project  
See Section IX.A
3. Add statement that public improvements are those necessary for implementation of the CCFBC, such as those contained in the Johnson & Associates Infrastructure Analysis, and do not include the routine maintenance of sanitary sewer lines that are currently funded through the \$5 sewer maintenance fee  
See Section VIII.B
4. Add statement that public improvements along James Garner Avenue are key to encouraging private investment in the Project Area and are prioritized in the Johnson & Associates Infrastructure Analysis  
See Section VIII.B
5. Add reference to statutory provision that requires annual reporting to be provided to the affected taxing jurisdictions  
See Section IX.D

# Review and Approval

- Review Committee Findings and Recommendation
  - Eligibility - financial impacts - recommends to City
- Planning Commission – December 14
  - Conformance with Comprehensive Plan – recommends to City
- City Council - two public hearings before consideration
  - First public hearing – December 5 – provide information and answer questions
  - Second public hearing – December 19 – provide opportunity for those interested to express views prior to adoption
  - City ordinance adopting Project Plan and establishing the Increment District