

## CITY COUNCIL STUDY SESSION MINUTES

December 17, 2019

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a study session at 5:30 p.m. in the Municipal Building Conference Room on the 17th day of December, 2019, and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray 48 hours prior to the beginning of the meeting.

PRESENT: Councilmembers Bierman, Hall,  
Holman, Petrone, Scanlon, Scott,  
Wilson, Mayor Clark

ABSENT: Councilmember Carter

Item 1, being:

### COMPREHENSIVE REVIEW OF CITY ORDINANCES, ENGINEERING DESIGN CRITERIA AND STANDARD SPECIFICATIONS.

Mr. Scott Sturtz, City Engineer, said the Engineering Design Criteria and Standard Specifications are used every day for projects constructed in Norman. He said over the past year, there have been multiple requests from Council to review a Stormwater Engineering Design Criteria (EDC); parking minimum and maximum with landscape requirements (zoning requirement); Green Infrastructure (GI); and Low Impact Development (LID). He said Council had concerns about how these issues have been administered and if they met codes and standards, which is being reviewed by Meshek and Associates. Mr. Sturtz said the firm, Management Partners, reviewed the City's permitting processes and made recommendations. He said some ordinances are not currently included in the EDC, but need to be and that includes Water Quality Protection Zone (WQPZ); Total Maximum Daily Load (TMDL); Tree Ordinance; update of the Americans with Disabilities Act (ADA) requirements; a Comprehensive Transportation Plan; and Center City Form Based Code (CCFBC).

Ongoing efforts to address standards and requirements consist of the following:

- September 24, 1996
  - City Council adopted the Engineering Design Criteria and Standard Specifications and Construction Drawings
    - Public Works and Utilities Departments completed these documents
    - The EDC provides guidance to developers and design professionals regarding the design of all public infrastructure including roadways, storm sewer systems; drainage; erosion control; and water lines and sanitary sewer lines.
- July 11, 2016
  - Amendment No. 8b to the EDC and Standard Specifications was accepted by Council

Ms. Carrie Evenson, Stormwater Program Manager, presented the following information:

- November 15, 2017
  - Community Planning and Transportation Committee (CPTC) began discussing green building codes and LID incentives.
  - Multiple meetings through 2018 discussed Home Energy Rating System (HERS) Index and LID incentives for water conservation.
- June 18, 2018
  - CPTC discussed current parking regulations and ways to reduce over parking and impervious surface.
  - CPTC discussed examining Tulsa parking regulations, developing maximum parking regulations, use of parking lots during off-peak seasons, and input from business owners and developers.
- June 26, 2018
  - Council approved Amendment No. Two to Contract K-1617-120 with Meshek and Associates to review, assess, and comment on the existing stormwater-related sections of the EDC.
- February 28, 2019
  - CPTC continued discussion on parking regulations with a goal to have minimum and maximum parking requirements combined with increased landscape requirements, impervious coverage requirements, and develop best management practices to include landscape and stormwater. Subsequent Staff meetings identified common areas of interest between parking regulation discussion and LID incentive discussion being led by the Planning Department and Development Coordinator, respectively.
- May 23, 2019
  - CPTC discussed how parking requirements and LID incentives were interrelated to stormwater quality and Council requested a comprehensive review of current ordinances, EDC, parking and landscape requirements and others be completed with the goal of identifying and removing barriers and providing incentives for LID while also reducing parking and impervious surfaces.
- July 1, 2019
  - Partial funding for EDC approved in FYE 2020 Capital Budget
    - EDC last updated in 2006.

Ms. Evenson said on May 28 and July 12, 2019, Staff discussed potential Request for Qualifications (RFQ) for comprehensive review of ordinances, EDC, and other standards. The RFQ consisted of requirements that include reviewing current City ordinances and EDC; identifying barriers and incentives for GI/LID; reviewing parking, landscaping, and irrigation requirements and/or incentives; providing recommendations for change; conducting stakeholder and public input meetings; developing LID Design, Operations and Maintenance Manual; and developing training sessions to educate the development community on incorporating LID into projects. On October 24, 2019, Staff updated the CPTC on a possible plan moving forward and the Committee recommended taking the update to the entire Council in a study session.

Ms. Evenson highlighted further standards and requirements as follows:

- Goals
  - Update all standards and requirements
    - EDC updates needed to reflect changes in technology and industry practices
    - Will include recommended changes identified by Meshek and Associates for stormwater section of the EDC.
    - Include parking and landscaping requirements that have been under discussion by CPTC.
  - Identify and remove barriers to GI/LID
    - Requirement of City's stormwater permit.
- Benefits
  - Potential cost savings with one project versus multiple projects with separate contractors all reviewing the same documents.
  - Unified approach that reduces potential for conflicts resulting from multiple efforts led by different departments and eliminates duplicative stakeholder meetings
  - All current ordinances and requirements in one document for clearer communication with the development community.
- Potential source of funding
  - \$275,000 currently budgeted for EDC update in FYE's 2020 and 2021 Capital Fund.

Ms. Evenson said RFQs were issued on November 1, 2019, and three consultants are being reviewed by a selection committee that consists of three Staff members and two citizens. She said pending Council's approval to move forward with the selection of a consultant and negotiation of contracts, the selection committee will rank qualification statements and select firms to interview. She said Staff will negotiate a contract to bring to Council for review and input prior to awarding of the contract.

Councilmember Scanlon asked what changes were recommended by Meshek and Associates for the stormwater section of the EDC and Ms. Evenson said there are approximately four to five pages of recommended changes in Sections 5000 and 6000. She said some of the recommendations include language conflicts and definitional items. Councilmember Scanlon said he would like to meet with Staff to get a better idea of the recommended changes.

Councilmember Scott asked if building codes are part of this study and Mr. Sturtz said no, building codes are separate. Councilmember Scott asked when building codes will be revisited and Ms. Jane Hudson, Director of Planning and Community Development, said building codes are up-to-date and are mandated by the International Building Code requirements.

Councilmember Hall asked what the anticipated timeline for public participation on the EDC and Specification Standards was and Ms. Evenson said the consultant will meet with Staff initially to review documents. She said when Staff is close to a final product, public input will be requested.

Items submitted for the record

1. PowerPoint presentation entitled, "Comprehensive Review of City Ordinances, Engineering Design Criteria and Standard Specifications," Council Study Session dated December 17, 2019

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The meeting was adjourned at 5:55 p.m.

ATTEST:

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City Clerk

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Mayor