

**CITY COUNCIL OVERSIGHT COMMITTEE MEETING**  
**CONFERENCE ROOM – MUNICIPAL BUILDING**  
**201 WEST GRAY**  
**THURSDAY, NOVEMBER 12, 2020**  
**4:00 P.M.**

*This is a virtual meeting – Committee members - Councilmembers Hall, Holman, Petrone and Chairman Bierman are appearing via video conference. Should remaining Councilmembers Carter, Foreman, Nash, Peacock and Mayor Clark choose to attend, they will appear via video conference as well.*

**1. Continued discussion Boards, Commissions and Committees.**

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# office memorandum

DATE: November 6, 2020  
TO: City Council Oversight Committee  
FROM: Brenda Hall, City Clerk  
Kathryn Walker, City Attorney  
RE: Boards and Commissions

## Background

The Oversight Committee has discussed Boards and Commissions at its meetings on October 10, 2019 and March 12, 2020. The topic also came up during Council goal setting for FYE21. The City makes appointments to 36 boards, commissions and committees. Of those, 21 were established by ordinance, 4 were established by the Charter, 5 were established by resolution, 2 were established by statute and contract, 1 was established by contract, and two were established by Mayoral appointment. All but 4 committees require City staff support, which includes staff to attend the meeting, prepare agendas and meeting materials, and prepare minutes after each meeting. During its prior discussions, there was a recognition by Committee members that the number of staff supported committees should be reduced; discussion centered around consolidation of similar committees, rather than elimination. There was also some discussion about adding additional committees. Finally, much of the discussion has centered around having more uniform terms, term limits, and considering ward specific appointments where appropriate. Staff was asked to develop a recommendation based on these discussions.

## Consolidated Committees

Based on Council's prior discussions, the following committees are recommended to be consolidated:

- 1) Greenbelt Commission and Planning Commission: The Greenbelt Commission advises on policies pertaining to the promotion, acquisition, maintenance and improvement of green spaces, greenways and trailway systems. They typically review development applications prior to submittal to Planning Commission and make a recommendation or finding related to the greenbelt opportunities. If consolidated, Planning Commission could be asked to both make a finding or recommendation regarding greenbelt opportunities, and a recommendation whether the submittal should be approved by Council.
- 2) Parks Board, Tree Board and Bicycle Advisory Committee: The Parks Board proposes rules and regulations for parks and recreational facilities; investigates matters affecting the development and improvement of such facilities and policies related to the use of them, and makes

recommendations regarding systems of recreation and programs. The Tree Board studies, investigates, counsels and develops/updates a written plan for the care, preservation, trimming, planting, replanting, removal or disposition of street trees, public trees and shrubs. It also ensures the plan is in conformance with the goals and objectives of the current Land Use and Transportation Plan by submittal to the Planning Commission for review and approval. The Bicycle Advisory Committee is currently a subcommittee of the Council Community Planning and Transportation Committee. It makes recommendations to encourage and support biking, both recreational and for transportation. If consolidated, it is recommended that the Parks Board committee makeup require some experience or special interest in these areas for at least 3 of the appointments.

#### Eliminated or Re-Scoped Committees

Some committees haven't met regularly and some have met much longer than the original scope of the committee anticipated. The following committees are recommended to be eliminated or re-scoped.

- 1) Animal Welfare Oversight Committee: this committee was originally developed as an ad hoc committee in 2003 to oversee the development of the policies for the Pet Adoption Facility to achieve 70% reduction in the number of adoptable dogs and cats euthanized at the Norman Animal Shelter over a three year period. It has become a permanent fixture and should be rescoped and codified if it is to continue meeting.
- 2) Children's Rights Coordinating Commission: Originally scoped to educate the community regarding children's needs as they are relevant to child welfare, child care, and sexual exploitation. It has not met in three years. Recommended for elimination.

#### Codified Committees

Permanent committees should be codified in Chapter 4, Boards and Commissions, of the Code of Ordinances. It is suggested that the list of Committees in Section 4-101 include:

- 1) ADA Committee
- 2) Board of Adjustment
- 3) Board of Appeals
- 4) NCVB/Visit Norman
- 5) Economic Advisory Board
- 6) Environmental Control Advisory Board
- 7) Historic District Commission
- 8) Human Rights Commission
- 9) Library Board
- 10) Norman Election Commission
- 11) Norman Housing Authority
- 12) Norman Regional Hospital Authority

- 13) Board of Parks Commissioners (rescoped to include Tree Board and Bicycle Committee roles)
- 14) Planning Commission (rescoped to include Greenbelt Commission roles)
- 15) Public Art Board
- 16) Social and Voluntary Services Commission
- 17) Animal Welfare Oversight Committee (assuming it is rescoped)
- 18) Floodplain Permit Committee
- 19) Public Safety Oversight Committee

### Increasing Committee Positions

Council has discussed increasing Committee sizes to at least 7 members. The Committees that would need to be modified to reflect 7 members includes:

- 1) Board of Adjustment: this would require additional changes to minimum vote requirement.
- 2) Board of Appeals
- 3) Norman Election Commission

### Ward Specific Committee Representation

Council has discussed the need for ward specific representation on some committees. There are two committees dealing with City issues where there may be varied interests depending on what ward the committee member lives in. It is recommended that the following committees be modified to reflect ward specific representation. These committees already have 9 members so a format similar to Council – 8 ward specific positions and 1 at-large position could be achieved without a change in the number of members.

- 1) Planning Commission (rescoped to include Greenbelt Commission roles)
- 2) Board of Parks Commissioners (rescoped to include Tree Board and Bicycle Advisory Committee roles)

### Length of Terms and Term Limits

Council has discussed the need to provide opportunities for new perspectives on boards and commissions. Section 4-101 of the Code generally assigns 3-year terms to 9 member boards and committees. In response to this discussion, staff recommends a general rule that permanent committee appointments be for a 3-year term with a limit of 2 consecutive terms. Some of our committees have very long standing members that have developed an expertise. Sometimes it can be difficult to find someone to fill those roles, so it is recommended that any ordinance change related to term limits allow for reappointment for a third or subsequent term, but only when there hasn't been another qualified applicant for the role.

### Potential New Committees Identified by Council

During its prior discussions, Council members have suggested the following additional committees.

- 1) Core Norman Development Committee: This is proposed as a consolidation of two ideas - an ongoing Center City committee and a Central Norman Zoning Overlay District (CNZOD) committee. Committee to review the Center City Form Based Code for changes to address ongoing development issues, as well as ongoing issues in CNZOD.
- 2) Committee on Senior Issues: if formed, recommended to be ward specific.
- 3) Norman Transportation Committee: This is proposed as a consolidation of two ideas, a Transportation Committee and a Public Transit Committee. This could also incorporate elements of the former (proposed) Bicycle Advisory Committee. If formed, recommended to be Ward specific.
- 4) Citizen Budget Committee
- 5) Youth Advisory Committee
- 6) Energy Committee – identified by Council as a possible subcommittee of the Environmental Control Advisory Board.
- 7) Committee Regarding Gender Based Violence: identified by Council as a possible subcommittee of the Human Rights Commission

It should be noted that under our current structure, committees can appoint their own subcommittees for specialized information. For this reason, it is not recommended that subcommittees be codified or appointed by Council.

### Conclusion

Staff will be prepared to discuss these issues further and take direction from Council for future ordinance amendments on Thursday, November 12, 2020 during City Council Oversight Committee.

BOARDS/COMMISSIONS/COMMITTEES SUMMARY

October 1, 2019

36 total Boards/Commissions/Committees

21 established by ordinance

4 established by charter

5 established by resolution

2 established by statute & contract

1 established by contract

2 established by Mayoral appointment

16 have 9 members

9 have 5 members

1 has 3 members

1 has 3 members appointed by Mayor/Council (9 members total)

1 has 2 members

1 has 2 members appointed by Mayor/Council (13 members total)

1 has 1 member appointed by Mayor/Council (PLS)

1 has 11 members appointed by agencies

2 have 7 members

1 has 12 members

1 has 50 members

1 has 11 members

4 require specific expertise or backgrounds

2 are ward specific

22 have 3 year terms

2 have 4 year terms

1 has 5 year terms

2 have open ended terms (Animal Welfare Oversight & UNP BID Board)

7 are ad hoc committees

## Chapter 4 - BOARDS AND COMMISSIONS<sup>11</sup>

Footnotes:

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**Cross reference**— Code Enforcement Appeal Board, § 2-203.

### ARTICLE I. - GENERAL

Sec. 4-101. - Appointive boards and commissions: Appointments; terms of office.

- (a) The appointed members of the following boards and commissions shall first be nominated by the Mayor and then confirmed by a majority of the Council:
- (1) Board of Adjustment.
  - (2) Board of Hospital Management.
  - (3) Board of Park Commissioners.
  - (4) Cable Communications Commission.
  - (5) Environmental Control Advisory Board.
  - (6) Human Rights Commission.
  - (7) Library Board.
  - (8) Norman Planning Commission.
  - (9) Public Housing Authority.
  - (10) Social and Voluntary Services Commission.
  - (11) Board of Appeals.
  - (12) Children's Rights Coordinating Commission.
  - (13) Utilities Commission.
  - (14) Historic District Commission.
  - (15) Economic Development Advisory Board.
  - (16) Center City Form-Based Code Development Review Team.
- (b) The number of appointive members of each respective body and their overall respective terms of office shall be:
- (1) Five (5) persons for three-year terms.
  - (2) Nine (9) persons for three-year terms.
  - (3) Nine (9) persons for three-year terms.
  - (4) Five (5) persons for five-year terms.
  - (5) Nine (9) persons for three-year terms.
  - (6) Nine (9) persons for three-year terms.
  - (7) Nine (9) persons for three-year terms.
  - (8) Nine (9) persons for three-year terms.
  - (9) Five (5) persons for three-year terms.

- (10) Nine (9) persons for three-year terms.
- (11) Five (5) persons and one (1) alternate for four-year terms.
- (12) Nine (9) persons for three-year terms.
- (13) Nine (9) persons, initially consisting of three (3) members appointed for two-year terms, three (3) members appointed for three-year terms and three (3) members appointed for four-year terms. Thereafter, when successors are appointed, each member shall serve three-year terms.
- (14) Nine (9) persons for three-year terms. Such commission shall consist of not less than nine (9) citizens, all of whom shall reside in the city and who shall be nominated by the Mayor, and confirmed by the City Council, each for a term of three (3) years; provided however, that in the first instance, one-third ( 1/3 ) shall be for three (3) years, one-third ( 1/3 ) for two (2) years, and one-third ( 1/3 ) for one (1) year.
- (15) Initially consisting of two (2) members appointed for one-year terms, three (3) members appointed for two-year terms and two (2) members appointed for three-year terms. Thereafter, successor appointments shall serve three-year terms.
- (16) One (1) citizen member and one (1) citizen alternate member appointed for three-year terms. The alternate citizen member shall serve in instances when the citizen member is unable to attend, and the citizen member has provided at least forty-eight (48) hours' notice of his unavailability.

(Ord. No. 0-7475-31; Ord. No. 0-7677-31; Ord. No. 0-7879-20; Ord. No. 0-8081-55; Ord. No. 0-8081-69; Ord. No. 0-8283-40; Ord. No. 0-8384-136; Ord. No. 0-8889-11; Ord. No. 0-9091-23; Ord. No. 0-9293-31; Ord. No. 0-0001-39; Ord. No. 0-1213-42, § 1; Ord. No. 0-1617-43, § 1)

**Cross reference**— Mayor to appoint members of boards and commissions, as vacancies occur, subject to final approval of Council, § 2-109.

Sec. 4-102. - Compensation.

Except as otherwise provided in this chapter, no member of an appointive board or commission shall receive any compensation, fee or expense, or reimbursement for his services to the City.

(Ord. No. 0-7475-31)

Sec. 4-103. - Ex officio members.

- (a) The City Manager or his designee shall serve as an ex officio member to the following appointive boards and commissions:
  - (1) Board of Park Commissioners.
  - (2) Cable Communications Commission.
  - (3) Board of Hospital Management.
  - (4) Library Board.
- (b) Reserved.

(Ord. No. 0-7475-31; Ord. No. 0-8081-30)

**Editor's note**— Formerly, subsection (b) of § 4-103 pertained to a code enforcement department official serving as the ex officio member of the air conditioning, heating and refrigeration board, the electricians board, the gas fitters board and the plumbing board. Inasmuch as the above-mentioned boards have been abolished by Ord. Nos. 0-8889-7, 0-8889-8, 0-8889-9 and 0-8889-10, respectively, former subsection (b) has been reserved at the editor's discretion.

Sec. 4-104. - Internal organization.

- (a) At such times as are necessary, each appointive board or commission shall adopt such rules and regulations for the orderly transaction of its business.
- (b) Each appointive board or commission shall elect a Chairman, a vice-chairman, and shall elect a Secretary when minutes are required to be kept by this Code.
- (c) The elected Chairman shall, with the approval of the board or commission, appoint such members to committees as that appointive board or commission deems necessary to carry out its duties and powers and to take whatever necessary action it may require.
- (d) The City Manager may designate City staff members to provide support services to assist an appointive board or commission in the performance of their duties.

(Ord. No. 0-7475-31)

Sec. 4-105. - Qualification of members; continuation in office.

- (a) Except as otherwise provided in this chapter, members of appointive boards and commissions shall, at the time of their appointment:
  - (1) Be residents of the City;
  - (2) Be appointed with sole reference to their fitness and ability to perform those duties required of them;
  - (3) Not be members of the immediate family of any elected City official;
  - (4) Not be a full-time City employee;
  - (5) Not be a member of any other appointive board or commission referenced in this chapter except that potential members of the Economic Development Advisory Board shall not be disqualified from service on that Board due to service on other Boards or Commissions of the City of Norman.
  - (6) Not be confirmed by the Council in the same meeting in which that member is nominated, unless the presiding officer otherwise obtains the unanimous consent of the Council.
- (b) Members shall continue in office during their term until such time that:
  - (1) Their term expires and their successor has been appointed and qualifies;
  - (2) They die;
  - (3) They resign;
  - (4) They are removed from office by majority action of Council;
  - (5) They attain status as a nonresident of the City;
  - (6) They are hired as a full-time employee of the City; or
  - (7) They absent themselves from three (3) consecutive regular meetings, and such absences are shown by the official minutes of that board or commission.

- (c) Members of appointive boards and commissions may serve only an interim appointment when a vacancy has been created per subsection (b)(2) through (b)(7) of this section.

(Ord. No. 0-7475-31; Ord. No. 0-7778-8; Ord. No. 0-8283-53; Ord. No. 0-1213-42, § 2)

Sec. 4-106. - Quorum; voting.

- (a) The quorum of each appointive board or commission shall be that whole number equal or exceeding the simple majority of those individuals authorized to be members of that respective board or commission.
- (b) A concurring vote of a quorum shall be necessary to initiate or transact any action or business of any appointive board or commission.
- (c) Except as otherwise provided, only the appointive members of appointive boards or commissions shall vote, and each shall have only one (1) vote.

(Ord. No. 0-7475-31)

Sec. 4-107. - Meeting notices.

- (a) All boards, commissions, committees, council sub-committees and ad hoc committees of the City of Norman shall follow the provisions of the Open Meeting Act (25 O.S. § 301 et seq.) when posting meeting notices and agendas.
- (b) All boards, commissions, committees, sub-committees and ad hoc committees of the City of Norman shall post meeting notices and agendas on the City of Norman website.

(Ord. No. 0-1213-47, § 1)

## ARTICLE II. - ART IN PUBLIC PLACES PROGRAM

Sec. 4-201. - General provisions.

- (a) *Purpose.* The purpose of this article is to provide a means to fund the acquisition of works of art by the City, which art shall become the City's collection, to create a Public Arts Board, to provide a means to select works of art for the collection, to provide for the display of the collection, and to provide for the maintenance and repair of the works of art in the collection.
- (b) *Definitions.* The following words and phrases when used in this article, shall, for the purposes of this article, have the meanings ascribed to them in this subsection, except where the context otherwise requires:

*Art, artwork, or work of art* means all forms of original creations of visual art, except for blasphemous material as defined by Section 901 of Title 21 of the Oklahoma Statutes or indecent or obscene material as defined by Section 1024.1 of Title 21 of the Oklahoma Statutes, including, but not limited to:

- (1) Sculptures, in any material or combination of materials, where in the round, bas-relief, high relief, mobile, fountain, kinetic, or electronic,
- (2) Painting, including murals and frescoes,
- (3) Mosaic,
- (4) Photography,
- (5) Fine crafts made from clay, fiber and textiles, wood, glass, metal, plastics or any other material, or any combination thereof,

- (6) Drawing,
- (7) Calligraphy,
- (8) Mixed media composed of any combination of forms or media,
- (9) Unique architectural stylings or embellishments, including architectural crafts,
- (10) Ornamental gateways, and
- (11) Restoration or renovation of existing works of art of historical significance.

*Artist* means a practitioner in the visual arts committed to producing high quality work, as recognized by peers and critics of the artist, on a regular basis.

*Art in public places* means any visual work of art as defined in this chapter, displayed for two (2) weeks or more in a public place as defined herein.

*Board* means the Public Arts Board established by this article.

*Fund* means the Art in Public Places Fund established by this article.

*Maintenance* means the ongoing upkeep required for artworks to retain their structural and aesthetic integrity.

*Public places* means a site owned by the City with major public access and visibility that serves a business, social or environmental need. This includes public parks or other areas designated as public space, and the exterior or interior of any City-owned facility. Exceptions may be granted to include other public property not included herein only upon approval of a contract with the owner of said property by the City Council.

*Repair* means those extraordinary activities required to repair or restore a malfunctioning or damaged work of art.

(Ord. No. 0-0708-5, § 2)

Sec. 4-202. - Public Arts Board.

- (a) *Creation.* The Public Arts Board ("PAB") shall function as a subcommittee of the Norman Arts Council ("council").
- (b) *Membership.*
  - (1) *Number.* The Public Arts Board shall consists of a total of seven (7) members. The PAB shall elect one (1) Chairperson and one (1) Vice-chairperson. Members shall be appointed by the following entities:
    - a. Three (3) members to be nominated by the Mayor and confirmed by the City Council.
    - b. One (1) member to be appointed by the Board of Directors of the Norman Arts Council.
    - c. Two (2) members to be appointed by the Norman Arts Council Roundtable Advisory Group.
    - d. One (1) member to be appointed by the Board of the Norman Convention and Visitors Bureau.
    - e. The Director of Parks and Recreation or his designee shall serve as an ex officio member.
  - (2) *Qualifications.* Members chosen to serve on the PAB shall be selected according to the following criteria:
    - a. Knowledge or expertise in the area of public art.
    - b. Ability to manage funds responsibly.
    - c. Objectivity in selection of art for public display, and

- d. Residency in Norman for at least one (1) year.
- (3) *Term.* Members of the Public Arts Board shall serve staggered three-year terms. Any person who has served (a) two (2) full consecutive terms, or (b) fifty (50) percent or more of a full term and two (2) consecutive full terms on the PAB will not be eligible for consecutive reappointment to the PAB, unless appointing entity finds that such reappointment is in the best interests of the City based upon unusual circumstances or special conditions, or unless the term limits for the PAB are specifically set forth in the state statutes or in the by-laws of the PAB. Any person who has served less than fifty (50) percent of a full term will be eligible for consecutive reappointment for a full term.
  - (4) *Vacancy.* Whenever a vacancy shall occur, either by death, resignation, removal, change of residency, impending expiration of term or for any other cause, such vacancy shall be filled by the appointing entity.
  - (5) *Attendance at meetings.* The effective operation of a board depends upon regular attendance of the members at the meetings. The Board shall meet no less frequently than quarterly to evaluate and propose works of art for public places. If members miss twenty-five (25) percent of the meeting held by the board in a given year, such member shall be subject to dismissal upon a two-third ( 2/3 ) vote of the remaining members of the Board.
  - (6) *Quorum.* The quorum for the conduct of business at any meeting shall be the majority of all the members of the PAB. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.
  - (7) *Manner of acting.* In all matters coming before the PAB, the affirmative vote of a majority of those present shall be the action of the PAB, provided that a quorum is present, except that amendments of the operating procedures shall require the affirmative vote of five (5) members of the PAB. Ex officio members shall not be entitled to vote.
  - (8) *Conflict of interest.* In the event any members shall have a personal interest of any kind in a [matter] then before the PAB, they shall disclose their interest to the PAB. The PAB shall consider the interest and determine, by a vote, whether said member is qualified to participate in action on the matter before the PAB. The City Attorney shall advise on any conflict of interest and the City Attorney's opinion shall be final.
  - (9) *Rules of order.* generally, meetings can be held in any manner that assures orderly and focused discussion and facilitates the input of all members of the PAB. When necessary, in order to effectively conduct business, as determined by majority of those present, Robert's Rules of Order shall be in effect.
  - (10) *Residency requirements.* Members of the PAB must reside within the corporate limits of the City.
  - (11) *Appointment of committees.* The Chairperson of the PAB, with the concurrence of a majority of the board members, may establish such committees as may be necessary for the conduct of the business of the PAB. The Chairperson shall appoint the members of such committees.
  - (12) *Amendments.* The operating procedures of the PAB may be amended at any regular meeting of the PAB, provided that the proposed amendment has been introduced at a prior regular meeting of the PAB.
- (c) *Mission.* The mission of the Public Arts Board ("PAB") is as follows:
- (1) To create exciting, appealing, and harmonious public spaces by integrating art into public places in the City.
  - (2) To celebrate the multi-cultural and diverse character of Norman with place specific art.
  - (3) To enhance Norman's image locally, regionally, and nationally by insuring the creation of the highest quality art for display in public places.

- (4) To promote artists to live and to work in Norman and to participate in public presentations of their art in the City.
  - (5) To encourage federal, state, and private support for Norman's public art program.
  - (6) To enhance and enrich the lives of the City's residents and visitors by incorporating visual arts into public spaces.
  - (7) To contribute to the City's civic pride and sense of identity through the selection and display of public art.
  - (8) To increase access to works of art for residents and visitors to the area.
  - (9) To enhance Norman's reputation as a City that celebrates the arts.
- (d) *Duties and powers of the public arts board.*
- (1) Adopt operating procedures for the operation of the PAB.
  - (2) Prescribe a method or methods for competitive selection of art for display, including a method for appealing the decisions of the Public Arts Board.
  - (3) Prescribe procedures for the acquisition and display of art in public places.
  - (4) Solicit submissions for works of art to be displayed in public places.
  - (5) Maintain a detailed record of all art in public places, including site drawings, photographs, designs, names of artists, and name of architects where feasible, and said records shall be housed by and maintained by the Norman Arts Council. The PAB shall attempt to give appropriate recognition to the artists and provide publicity and promotional materials regarding art in public places on the City of Norman website and with annual inserts provided in the City utility bill.
  - (6) Contract with artist (after approval by the Norman Arts Council) for the donation, commission, or purchase of art, and providing for the ownership in the name and title of said art to be held by the City.
  - (7) Review all art submissions and make recommendations to the Norman Arts Council regarding which pieces should be displayed by the City in a public place, as well as the location of the display of said art. Such determinations are to be made in accordance with the mission stated herein and according to the operating procedures as adopted by the PAB.
  - (8) Seek community input whenever possible from those potentially affected by the placement of public art.
  - (9) Develop a master plan for the placement of public art in the City and present said plan to the City Council for approval within nine (9) months from the effective date of this article.
  - (10) Employ outside consultants as necessary to assist in the mission of the PAB.
  - (11) Make recommendations to the Norman Arts Council regarding the acquisition, commission, and display of public art.
  - (12) Submit to the City Council, not later than March of each year, a report of its activities for the prior year.
- (e) *Receipt of monies from the Art in Public Places Fund.* Upon receipt of monies from the Fund, the Norman Arts Council shall deposit such monies into an account used solely for the actions of the PAB in furtherance of the purposes set forth in this article.

(Ord. No. 0-0708-5, § 3; Ord. No. 0-1718-37, § 1)

Sec. 4-203. - Art in Public Places Fund.

The Art in Public Places Fund is hereby established.

- (1) *Source.* The Art in Public Places Fund shall be credited with donations from individuals, corporations, civic clubs, City of Norman funds, grants or other charitable contributions, investment earnings, voluntary contributions from utility customers as provided for in section 21-107.1 of the Code of Norman, and such other funds as may be appropriate.
- (2) *Release of funds.* The finance Director for the City of Norman shall authorize the release of monies in the Art in Public Places Fund to the Norman Arts Council on at least a quarterly basis.
- (3) *Authorized expenditures.* Monies from the Art in Public Places Fund shall be expended only in connection with acquisitions of works of art, maintenance and repair of works of art as set forth herein and direct and indirect expenses of administration of this article and section 21-107.1 of the Code of City of Norman. The Norman Arts Council shall have a duty to expend the monies in accordance with the guidelines set forth herein.
- (4) *Projects.* All project commission contracts entered into by PAB shall require the artist to design, produce, deliver, and install a work of art for a guaranteed maximum cost. The cost may include the cost of the work itself and any associated cost which may be required or are inherently related to the implementation of the project. The following costs are eligible for fund monies included in the total commission contract:
  - a. The work of art itself, including but not limited to: artist's design fee, artist's operating expenses related to the project, travel expenses related to the project, transportation of the work of art to the site, design, preparation and construction of the site, and installation of work of art, identification plaques and labels, mountings, anchorages, containments, pedestals, lighting, materials necessary for installation, location or security of artwork, photographs of slides of the completed work for the purpose of routine documentation of the project, permits or fees necessary for installation, legal cost related to the project.
- (5) *Selection, acquisition and maintenance.* Fund monies are to be used for the selection, acquisition, maintenance of commission, purchase, or produced works of art or art spaces. The following are eligible expenses:
  - a. Administrative fees directly associated with the selection and acquisition of artwork, selection panel, honoraria, and travel expenses, payment of proposal stipends to artists invited to submit maquettes for a project, and substantial structural repair, ongoing maintenance, and insurance for works of art.

(Ord. No. 0-0708-5, § 4)

#### Sec. 4-204. - Donations of Public Art.

The city shall accept all donations of public art, as defined herein, that are made in accordance with section 4 of the Charter of the City of Norman.

(Ord. No. 0-0708-5, § 5)

#### ARTICLE III. - BOARD OF ADJUSTMENT

#### Sec. 4-301. - Duties and powers of the Board of Adjustment.

Upon proper application, the Board of Adjustment has the duty and the power to hear and decide appeals pertaining to chapter 22 of this Code where:

- (1) It is alleged that there is error in any order, requirement, decision, interpretation, or determination made by a City employee involving the application or necessity of compliance with the provisions of said chapter 22; or

- (2) A special exception to the provisions of said chapter 22 is sought respecting:
- [a] The extension of a district where the boundary line of a district divides a lot in single ownership as shown of record,
  - [b] The reconstruction of a non-conforming building which has been partially or totally destroyed by fire or act of God, and the City has found some compelling public necessity requiring a continuance of the non-conforming use,
  - [c] The interpretation of the provisions of said chapter 22, when the street layout actually on the ground varies from that layout as shown on the map fixing the several districts, which map was attached to and made part of said chapter 22, or
  - [d] The granting of exceptions to the off-street parking requirements of said chapter 22 (article XII, sections 431.5—431.7), when it is alleged that
    - [1] The size and shape of the lot to be built on is of such nature that off-street parking provisions could not be complied with,
    - [2] The proposed use of the land is similar in nature to adjacent land uses, and
    - [3] The proposed use would not create undue traffic congestion in the adjacent street;
- (3) A variance is sought in the height, area and size of yards and open spaces as provided in said chapter 22.
- (b) The Board of Adjustment shall keep the minutes of all its meetings, and such minutes shall contain the vote or abstention of each member of that Board, the members' absences, a record of all the Board's examinations and other official actions. Such minutes shall be public record and filed in the office of the City Clerk within ten (10) days from the date of their approval.

(Ord. No. 0-7475-31)

Sec. 4-302. - Expenditure of City funds; compensation, reimbursement of expenses.

- (a) The Board of Adjustment shall neither authorize nor incur the expenditures of any City funds for any purpose except as may be authorized and appropriated therefor by the Council.
- (b) Members of the Board of Adjustment are entitled to reimbursement for their actual and necessary expenses, so long as those expenses were incurred in the performance of their duties as Board members.

(Ord. No. 0-7475-31)

ARTICLE IV. - BOARD OF NORMAN REGIONAL HOSPITAL AUTHORITY<sup>[2]</sup>

Footnotes:

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**Editor's note**— Ord. No. 0-1112-16, § 1, adopted Nov. 22, 2011, amended Art. IV, § 4-401 to read as herein set out. Former Art. IV pertained to Board of Hospital Management and derived from Ord. No. 0-7475-31.

Sec. 4-401. - Duties and powers of the Board of Norman Regional Hospital Authority.

The Board of Norman Regional Hospital Authority shall exercise control over the Norman Regional Health System, and pursuant thereto shall:

- (1) Establish general hospital policies and provide a plan for the proper accounting of all funds received for hospital services and for all funds disbursed for the operations of the hospital;
- (2) Approve all contracts or purchases which exceed an amount previously established by the Board;
- (3) Approve all salaries, wages and fees which are initially proposed by the Administrator for hospital employees;
- (4) Appoint an Administrator of the Hospital who shall be removed as is provided in the Charter of the City;
- (5) Delegate any or all of the powers granted the Administrator to any officer or employee who is subordinate to the Administrator and whom the Administrator approves, and the Board may revoke any such prior transfer, or vest the same in some different officer or employee of the Hospital;
- (6) Keep a record of its meetings and official transactions, and shall make monthly financial reports to the Council in such form as the latter may require;
- (7) The Board shall file a copy of its adopted budget for the ensuing fiscal year with the City Clerk for presentation to the City Council no later than the next regularly scheduled City Council meeting following its adoption.

(Ord. No. 0-1112-16, § 1)

#### ARTICLE V. - BOARD OF PARK COMMISSIONERS<sup>3</sup>

Footnotes:

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**Cross reference**— Regulation of activities within George M. Sutton Urban Wilderness, § 15-607.

Sec. 4-501. - Duties and powers of the Board.

The Board of Park Commissioners shall advise the City Council on policies pertaining to the use of the park and recreational facilities of the City, and pursuant thereto:

- (1) Propose rules and regulations for the maintenance of order, safety, and decency in those parks and recreational facilities;
- (2) Consider and investigate any matter affecting the development and improvement of parks and recreational facilities and policies pertaining to the use of those facilities;
- (3) Make recommendations to improve the park and recreational facilities;
- (4) Make recommendations regarding systems of supervised recreation, and modifications in existing recreational programs;
- (5) Provide copies of the minutes of its meetings to the office of the City Clerk within ten (10) days from the date of their approval; and
- (6) Provide an annual report of the Board's acts and affairs.

(Ord. No. 0-7475-31)

Sec. 4-502. - Expenditures of City funds; compensation; reimbursement of expenses.

- (a) The Board of Park Commissioners shall neither authorize nor incur the expenditures of any City funds for any purpose except as may be authorized and appropriated therefor by the Council.
- (b) Members of the Board of Park Commissioners are entitled to reimbursement for their actual and necessary expenses, so long as those expenses were incurred in the performance of their duties as Board members.

(Ord. No. 0-7475-31)

#### ARTICLE VIII. - ENVIRONMENTAL CONTROL ADVISORY BOARD

Sec. 4-801. - Duties and Powers of the Board.

- (a) The environmental Control Advisory Board shall generally act in an advisory capacity with respect to, but not limited to the following areas of environmental quality control:
  - (1) Air Pollution;
  - (2) Water Pollution;
  - (3) Solid waste disposal;
  - (4) Liquid waste disposal;
  - (5) Noise.
- (b) Pursuant to its general function, the Board shall:
  - (1) Prepare and recommend to the Council specific plans and recommendations for the implementation of environmental quality control, and to improve such control within the City for the preservation of the public health and welfare of the City;
  - (2) Prepare plans and recommendations for specific improvements pursuant to a plan of overall environmental quality control for the City;
  - (3) Offer lay and technical aid to the City employees charged with the direction of projects and/or improvements embraced within official plans or ordinances as adopted from time to time by the Council in these enumerated areas of subsection (a);
  - (4) Issue publications and reports of research and studies in the field of environmental quality control as funds may be appropriated, and to cooperate with, and accept grants from public and private agencies, including foundations and institutions of higher learning engaged in similar research;
  - (5) Study and investigate, by means of public hearing, any conditions having adverse effects on the overall plan, as may be adopted by the Council, for the protection of the City's welfare, though this Board is expressly prohibited from directing the activities of any City employees in the conduct of such studies and investigations;
  - (6) Cooperate with municipal or regional environmental quality control agencies or bodies or other related agencies or groups, so as to further the local environmental quality control programs of the City and to assume harmonious and integrated environmental quality control planning for the City;
  - (7) Study and consider all ordinances, plans and data relative to the environmental quality of the City. This Board may report in relation thereto, if it deems it necessary or advisable that such a report be considered by the Council;

- (8) Recommend ordinances to promote and insure the best possible environmental quality for the health and safety of Norman residents;
- (9) Grant or revoke air quality control variances pursuant to section 10-111 of this Code;
- (10) Maintain minutes of all Board meetings and submit copies to the City Council.

(Ord. No. 0-7475-31)

Sec. 4-802. - Expenditures of City funds; compensation; reimbursement of expenses.

- (a) The Environmental Control Advisory Board shall neither authorize nor incur the expenditures of any City funds for any purpose except as may be authorized and appropriated therefor by the Council.
- (b) Members of the Environmental Control Advisory Board are entitled to reimbursement for their actual and necessary expenses, so long as those expenses were incurred in the performance of their duties as Board members.

(Ord. No. 0-7475-31)

ARTICLE X. - HUMAN RIGHTS COMMISSION<sup>7</sup>

Footnotes:

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**Cross reference**— Children's Rights Coordinating Commission, § 4-1701 et seq.

Sec. 4-1001. - Duties and powers of the Commission.

The Human Rights Commission shall have the power and duty to:

- (a) Provide and promote education and awareness of the rights provided in Chapter 7 of this Code, receive written complaints of discrimination and retaliation in violation of Chapter 7 of this Code, and seek satisfactory resolution of such complaints according to the procedures set forth in Chapter 7 of this Code.
- (b) Study and investigate by means of public hearings or otherwise any conditions having an adverse effect on intergroup relations in the City, and study the problems of prejudice, intolerance, bigotry and discrimination as they affect the public safety and general welfare of the City.
- (c) Institute and conduct educational and other programs to promote the equal rights, opportunities, and mutual understanding of all persons, regardless of their race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex. In the performance of this duty, the Commission may cooperate with interested citizens, private agencies, and agencies of the federal, state, and local governments.
- (d) Issue publications and reports of investigation and research in the field of human rights, and to cooperate with and accept grants from public and private agencies, including foundations and institutions of higher learning engaged in similar research.
- (e) Assist in the enforcement of fair employment practices in City contracts.

- (f) Recommend legislation to promote and ensure equal rights and opportunities for all persons regardless of their race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex.
- (g) Provide minutes of its meetings to the office of the City Clerk within ten (10) days from the date of their approval.

(Ord. No. 0-7475-31; Ord. No. 0-1920-2, § 1)

Sec. 4-1002. - Expenditures of City funds; compensation; reimbursement of expenses.

- (a) The Human Rights Commission shall neither authorize nor incur the expenditures of any City funds for any purpose except as may be authorized and appropriated therefor by the Council.
- (b) Members of the Human Rights Commission are entitled to reimbursement for their actual and necessary expenses, so long as those expenses were incurred in the performance of their duties as Commission members.

(Ord. No. 0-7475-31)

#### ARTICLE XI. - LIBRARY BOARD

Sec. 4-1101. - Duties and powers of the Board.

- (a) The Library Board shall make reasonable rules and regulations for the maximum use of the Norman Public Library building by the greatest number of people, and the Board shall have the authority to exclude from such use those individuals who willfully violate such rules and regulations.
- (b) The Library Board shall recommend to the Council the expenditure of those sums necessary to maintain and repair the Norman Public Library building and the heating, lighting, and air conditioning systems of that building, within the limits of funds made available for such purposes, and the Board shall oversee such repair and maintenance.
- (c) The Library Board shall periodically ascertain the furniture and fixture needs for the Norman Public Library building, based upon the then current uses of the building, and the Board shall recommend to the Council the expenditure of those sums necessary to meet those uses and any immediate foreseeable uses.
- (d) The Library Board shall periodically review all insurance for the Norman Public Library building and on the contents therein contained, and shall recommend modifications of those insurance policies to insure adequate protection of such property.
- (e) The Library Board shall oversee all plans to alter and remodel the Norman Public Library building, and shall recommend to the Council such alteration and remodeling expenditures necessary for the proper use of the Norman Public Library building.
- (f) The Library Board shall maintain an inventory of all City property upon and within the site of the Norman Public Library building, including all books which belong to the City. However, any inventory of books shall be only by the total number.

(Ord. No. 0-7475-31)

#### ARTICLE XII. - NORMAN PLANNING COMMISSION<sup>[8]</sup>

Footnotes:

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**Cross reference**— Subdivision regulations, Ch. 19; zoning, Ch. 22.

Sec. 4-1201. - Duties and powers of the Commission.

- (a) The Norman Planning Commission shall generally prepare plans for the systematic development and improvement of the City as a place of residence and business.
- (b) The Norman Planning Commission shall specifically:
  - (1) Consider and investigate any subject matter affecting or relating to the development and improvement of the City;
  - (2) Make recommendations, as the Commission may deem advisable, concerning the Council regulation of such developments and improvements;
  - (3) Investigate and report on the location, designs, or grades of any street or alley prior to any final action taken by the Council;
  - (4) Investigate and report upon the location and design of any public building, statue, memorial, park, boulevard, playground, or bridge prior to any final action taken by the Council;
  - (5) Initially approve or reject all plans, plats, or replats of land laid out in lots, streets, alleys, or other portions of the same intended to be dedicated to the public or private use within the corporate limits of the City;
  - (6) Review every five (5) years, all City areas commercially zoned in excess of five (5) years which have not been developed, with the view to rezoning such areas to the original or prior classifications;
  - (7) Hold public hearings on proposed amendments to chapter 22 of this Code and the zoning map of the City, and make specific recommendations concerning their modification or adoption;
  - (8) Review and hold public hearings on deannexation and annexation petitions presented to the City and make specific recommendations concerning approval or disapproval of such.

(Ord. No. 0-7475-31; Ord. No. 0-8081-14)

Sec. 4-1202. - Expenditures of City funds; compensation; reimbursement of expenses.

- (a) The Norman Planning Commission shall neither authorize nor incur the expenditures of any City funds for any purpose except as may be authorized and appropriated therefor by the Council.
- (b) Members of the Commission are entitled to reimbursement for their actual necessary expenses, so long as those expenses were incurred in the performance of their duties as Commission members.

(Ord. No. 0-7475-31)

#### ARTICLE XIII. - TREE BOARD

Sec. 4-1301. - Duties and powers of the Tree Board.

- (a) *Purpose.* It is the purpose of this article to promote and protect the public health, safety and general welfare by providing for the development of a Community Forestry Plan to address the planting, maintenance, and removal of public trees and street trees and shrubs within the City of Norman in order to promote, maintain and improve the urban forest resource of the City of Norman.

It is not the intent of this article for the City to assume responsibility for trees planted in the rights-of-way by adjacent property owners other than for removal as needed due to damage, hazard, or disease.

- (b) *Applicability.* This article is applicable to trees and shrubs located within street rights-of-way, drainage casements, public parks and on other public property within the City.
- (c) *Definitions.* [The following words and phrases when used in this article, shall, for the purposes of this article, have the meanings ascribed to them in this subsection, except where the context otherwise requires:]

*Private trees* mean all trees and shrubs other than public or street trees.

*Public property* means, and shall include any land owned by the City, any real property including parks, easements, and other lands which are owned by the City or held by it in trust for the benefit of the public.

*Public trees and shrubs* means all trees and shrubs for which any portion of the trunk is located on public property.

*Street rights-of-way* means a strip of land acquired by purchase, reservation, dedication, forced dedication, prescription or condemnation and intended to be occupied by a roadway or street.

*Street trees* means all trees and shrubs for which any portion of the trunk is located on street rights-of-way within the City.

- (d) *Authority.* There is hereby created and established a City Tree Board for the City of Norman. The City Tree Board shall consist of a total of nine (9) members comprised of residents of this City. The members shall be appointed at-large by the Mayor, with approval of the City Council based on their interest or expertise regarding urban forestry. All members shall serve without compensation and may be removed by the City Council as provided in the Code of Ordinances. City staff and administrative guidance shall be provided to the City Tree Board by the Parks and Recreation Department or by other City departments as necessary. The implementation of the activities associated with this article shall be dependent upon the City Council's ability to provide funds on an annualized basis.
- (e) *Term of office.* The term of the nine (9) persons to be appointed by the Mayor shall be three (3) years, except that the term of three (3) of the members appointed to the first board shall be for only one (1) year and the term of three (3) members of the first board shall be for two (2) years. In the event that a vacancy shall occur during the term of any member, the successor shall be appointed by the Mayor with approval by the City Council for the unexpired portion of the term.
- (f) *Quorum and operation.*
  - (1) *Quorum.* At any meeting of the City Tree Board, a quorum shall consist of five (5) of the appointed members. No action shall be taken in the absence of a quorum. Five (5) affirmative votes shall be required to pass any measure.
  - (2) *Meeting.* The City Tree Board shall meet as required in the furtherance of its duties set forth herein.
  - (3) *Board officers.* The City Tree Board shall elect a chairman from its members and shall create and fill such other offices as deemed necessary. The term of the chairman shall be one (1) year with eligibility for reelection for no more than three (3) consecutive terms.
  - (4) *Other operations.* The City Tree Board may develop by-laws or other rules of operation, establish subcommittees, develop and recommend to the City Council regulations, standards and specifications to be adopted separate from or as a part of this article as deemed necessary.
- (g) *Community forestry plan.* It shall be the responsibility of the City Tree Board to study, investigate, counsel and develop and/or update periodically a written plan for the care, preservation, trimming, planting, replanting, removal or disposition of street trees, public trees and shrubs. Such plan shall incorporate an inventory of the existing street trees, public trees and shrubs. The Tree Board shall insure that the plan will be in conformance with the goals and objectives of the current Norman Land

Use and Transportation Plan by submittal to the Planning Commission for review and approval. Upon approval and adoption of the recommended plan by the City Council, it shall constitute the official Community Forestry Plan and become a part of the Norman Land Use and Transportation Plan.

- (h) *Tree planting, maintenance and removal standards.* Standards for the planting, maintenance and removal of trees are to be located within the Community Forestry Plan. These standards shall not amend, abridge or modify the prohibition against obstructing motor vehicle operators line of sight at intersections and entry points along streets.
- (i) *Tree species.* The Forester, with the approval of the City Tree Board, shall develop and maintain a list of suitable trees for planting along streets in three size classes: Small, medium and large. A list of trees not suitable for planting shall also be created.
- (j) *Review by the City Council.* The City Council shall have the right to review the acts and decisions of the City Tree Board.
- (k) *Exemptions.* Property owned and used by the schools or any branch of the county, state or federal governments shall be exempt from the provisions of these regulations.
- (l) *Permit required.*
  - (1) Prior to any tree or shrub being planted in any street right-of-way or public property, as defined above, within the Downtown Revitalization Area or in the Project Area of the Campus Corner Revitalization Project Plan Area and Increment District, a permit must be obtained from the City of Norman Forester. The purpose of this permit is to ensure that any trees or shrubs planted within this designated area are consistent with the overall community forestry plan. The Forester shall determine the criteria for granting a permit based upon, but not limited to, the species of tree or shrub, the time of year of planting and a proposed watering plan. In the event a tree or shrub is planted without the proper permit, a ten-day notice shall be given to the property owner to either remove the tree or shrub or obtain a permit. In the event that no permit is obtained or the tree or shrub is not removed, then the City of Norman Forester shall remove the tree or shrub.
  - (2) The project areas are described as (a) The Downtown Revitalization Area and (b) the Campus Corner Revitalization Project Plan Area an Increment District pursuant to each District's map on file in the office of the City Clerk.

In locations where a public hazard is created by a street tree, public tree or shrub the appropriate City department shall cause the abatement of the hazard and subsequently submit a report to the City Tree Board.

(Ord. No. 0-0102-44; Ord. No. 0-0304-21; Ord. No. 0-1011-27, § 1)

#### ARTICLE XIV. - PUBLIC HOUSING AUTHORITY

##### Sec. 4-1401. - Duties and powers of the Public Housing Authority.

- (a) The Public Housing Authority shall exercise those granted duties and powers, and be subject to those limitations enumerated in Title 63, Oklahoma Statutes 1971, Section 1051, et seq.
- (b) The powers of that Authority, however, shall not include:
  - (1) The power to appropriate funds of the City;
  - (2) The power to levy taxes or assessments;
  - (3) The power to zone or rezone; or
  - (4) The power to make exceptions to any provisions of this Code.

(Ord. No. 0-7475-31)

ARTICLE XV. - SOCIAL AND VOLUNTARY SERVICES COMMISSION

Sec. 4-1501. - Definitions.

The following words and phrases when used in this article, shall, for the purposes of this article, have the meanings respectively ascribed to them in this section, except where the context otherwise requires:

- (1) *Coordinate*: To assist in bringing similar or related services into common action.
- (2) *Evaluate*: To assess the quality of social and voluntary services being provided within the City.
- (3) *Social and voluntary services*: Those services designed to prevent, alleviate or contribute to the solution of recognized social problems, and to improve the well being of individuals, groups and the community.

(Ord. No. 0-7475-31)

Sec. 4-1502. - Power and duties of the Commission.

The Commission shall:

- (1) Act in an advisory capacity to City Council with specific attention to the evaluation and coordination of social and voluntary services in, but not limited to, the following areas:
  - a. Arts and humanities;
  - b. Community goals analysis and evaluation;
  - c. Health and mental health;
  - d. Income security;
  - e. Information referral;
  - f. Senior citizens;
  - g. Youth.
- (2) Study and investigate by means of public hearings or otherwise any conditions having an adverse effect on the efficient and effective provision and delivery of necessary social services problems of the citizenry as they affect the public safety and general welfare of the City.
- (3) Institute and conduct educational and other programs to promote communication, coordination and cooperation among the various social and voluntary services and promote positive links between extra-community and local agencies in such areas as funding priorities and service delivery, advocating for client centered interests. In the performance of its duties, the Commission may cooperate with and, on recommendation and upon approval by City Council, accept grants on behalf of the City, from interested citizens, private agencies and agencies of the federal, state and local governments.
- (4) Study and promote the development of citizens participation mechanisms through which volunteers may be recruited, trained and utilized through the social and voluntary sector of the City.
- (5) Issue publications and reports of investigations and research in the field of social and voluntary services and to cooperate with and accept grants on behalf of the City, from public and private agencies, including foundations, colleges and universities engaged in similar research.

- (6) Recommend to City Council relevant legislation and programs which would promote the effective and efficient provision and delivery of social and voluntary services to all the Norman citizenry.

(Ord. No. 0-7475-31)

Sec. 4-1503. - Expenditures of City funds; compensation; reimbursement of expenses.

- (a) The Social and Voluntary Service Commission shall neither authorize nor incur the expenditures of City funds for any purpose except as may be authorized and appropriated therefor by the Council.
- (b) Members of the Commission are entitled to reimbursement for their actual and necessary expenses, so long as those expenses were incurred in the performance of their duties as Commission members.

(Ord. No. 0-7475-31)

#### ARTICLE XVI. - BOARD OF APPEALS

Sec. 4-1601. - Duties and powers of the Board.

Notwithstanding other provisions of this Code adopting the Building Code and any subsequently adopted Building Codes, this section provides for a Board of Appeals and hereby replaces and supersedes any reference to a Board of Appeals found in the currently adopted codes or any subsequently adopted Building Codes. The duties and powers shall be as follows:

- (1) Upon proper application, the Board of Appeals has the duty and the power to hear and decide appeals of orders, decisions or determinations made by the building official for the City relative to the application and interpretation of the adopted building and related codes of the City. The members of the Board of Appeals shall be appointed by the Norman City Council and shall hold a term of office as provided for in Section 101(b)(11) of this chapter. The Board of Appeals shall adopt rules of procedure for conducting business and shall render all decisions and findings in writing to the appellant and shall provide a duplicate to the building official whose order, decision or determination was appealed.
- (2) The Board of Appeals shall consist of five (5) members who are qualified by experience and training to pass on matters relating to building and construction codes and are not employees of the City. The chief appointing authority shall appoint one (1) alternate member who shall be called by the Board Chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for Board membership. Further, it is the intent of this section that the Board will include individuals with at least five (5) years' experience representing the professions or disciplines of architecture; building construction supervision; structural engineering; mechanical engineering or contracting; plumbing, engineering or contracting; electrical engineering and/or fire protection engineering or contracting.
- (3) Any person shall have the right to appeal the decision of the Building Official to the Board of Appeals. An application for appeals shall be based on a claim that (1) the true intent of the adopted building and related codes, or the rules legally adopted thereunder, have been incorrectly or improperly interpreted, (2) the provisions of those codes do not fully apply, and/or (3) an equally good or better form of construction is proposed. The Board of Appeals shall not have the authority to waive any requirements of the adopted building and related codes.
- (4) The Board shall select one (1) of its members to serve as Chairman.
- (5) A member shall not hear an appeal in which that member has any personal, professional or financial interest.

- (6) All hearings before the Board shall be open to the public. The appellant, the appellant's representative, the Code Official and any person whose interests are affected shall be given an opportunity to be heard.
- (7) When five (5) members are not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.
- (8) It shall take a concurring vote of three (3) Board members to modify or reverse the decision of the Code Official.
- (9) Upon the rendering of a final decision, the Building Official for the City shall take immediate action in accordance with the decision of the Board. No appeal shall be had from a decision of the Board of Appeals.

(Ord. No. 0-8283-40; Ord. No. 0-0001-39; Ord. No. 0-0910-7, § 1)

#### ARTICLE XVII. - CHILDREN'S RIGHTS COORDINATING COMMISSION<sup>9</sup>

##### Footnotes:

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**Cross reference**— Human Rights Commission, § 4-1001 et seq.; child care establishments, § 13-501 et seq; jurisdiction of municipal court, § 14-305(b); provisions re minors and alcoholic beverages, §§ 15-301, 15-303—15-305; curfew for minors, §§ 15-402, 15-403.

##### Sec. 4-1701. - Duties and powers of the Commission.

- (a) [The Commission shall have the following duties and powers:]
  - (1) To educate the Norman community regarding children's needs as they are relevant to the areas of child welfare, child care, the sexual exploitation of children, and related areas as may be further defined. Such education may occur through a variety of programs and media and would be conducted in conjunction with the existing juvenile service organizations and agencies;
  - (2) To propose changes in City ordinances, laws or statutes as appropriate to the Norman City Council; that is, the Commission shall serve as an advisor to the City Council on the issue of children's rights and needs;
  - (3) To serve as a liaison between the City Council and existing juvenile agencies, organizations and services, in order to promote communication, further understanding, establish broad-based educational programs, and provide much needed information for the Norman community concerning children's rights and needs. Thus, the coordinating commission shall serve to provide a networking of agencies.
- (b) The Commission shall not serve as a counseling service or social service agency. That is, members of the Commission, within their role as Commission members, shall not function as caseworkers or be privy to confidential information held by other agencies. Commission members will not lobby at the state or national level under the name of the Norman Commission on Children's Rights without the explicit permission of the Norman City Council.
- (c) The constitution of the Commission shall be apolitical and the individuals serving on it shall be from a variety of backgrounds and expertise. Thus, professionals from areas directly related to children's rights should be represented and concerned citizens who are not professionals in the field will also be represented.

The nine (9) member Commission shall include representatives from:

- (1) The Public School System (e.g., teacher, administrator or counselor);
- (2) The medical community (e.g., nurse, P.A., M.D.);
- (3) Juvenile Services/Child Welfare;
- (4) Family Counseling (e.g., counselor, pastor, etc.);
- (5) Legal System (e.g., lawyer or District Attorney's Office).

These professionals, while serving on the board, would serve as advisors regarding issues relating to their various areas of expertise.

The remaining seats (seats (6)—(9)) would be filled by community members concerned with the diverse and complex area of children's rights. Thus, the Commission would function with input from both professionals and lay people and therefore would provide a broader perspective on the pressing needs of children.

Members on the Commission shall serve a three-year term and may be reappointed. The Commission shall elect its own chair.

(d) The Commission shall implement its objectives in the following ways:

- (1) It shall conduct joint meetings with other agencies in order to promote communication between agencies; to further information regarding various services provided; and to promote an atmosphere of collaboration on programs and services of mutual interest;
- (2) It shall conduct study sessions to evaluate the status of existing laws and statutes and report to the City Council and/or the Human Rights Commission as appropriate action may dictate;
- (3) It shall work closely with all forms of media to provide accurate information regarding children's issues and services and to promote the coverage of such issues; and
- (4) It shall prepare an annual report to be presented to the City Council concerning the state of children's needs in the City, programs and services offered over the past year and tentative plans for the future year.

(Ord. No. 0-8384-136)

#### ARTICLE XIX. - HISTORIC DISTRICT COMMISSION

Sec. 4-1901. - Created; composition of members.

There is hereby created the Historic District Commission of the City of Norman, Oklahoma. Such Historic District Commission shall be composed of the following persons. The Historic District Commission shall be composed of nine (9) members in accordance with the following requirements:

- (1) Five (5) of the members shall be owners of property in existing historic districts. At least three (3) of these five (5) members shall also reside in historic districts;
- (2) Two (2) of the members shall be persons with specialized technical expertise in engineering, law, real estate, building construction, or other similar fields;
- (3) Two (2) of the members shall be persons with specific professional backgrounds in areas such as history, architecture, landscape architecture, planning, archeology or related fields;
- (4) Provided that all of the above criteria for membership composition are met, remaining Commission appointments may be filled by at-large Norman residents who have some demonstrated knowledge, experience, expertise or interest in historic preservation.

(Ord. No. 0-9293-31; Ord. No. 0-0910-18, § 1)

Sec. 4-1902. - Duties.

Unless otherwise specified in this article, the duties of the Historic District Commission shall be as follows:

- (1) Prepare or cause to be prepared a comprehensive inventory of historical, architectural, and archeological resources within the City, and to update same on a regular basis.
- (2) Prepare or cause to be prepared a general historical preservation plan to be incorporated within the comprehensive plan of the City.
- (3) Prepare findings of fact relating to the recommendation for designation of historic, architectural, and archeological resources.
- (4) Prepare findings of fact pursuant to action taken by the Historic District Commission relating to certificates of appropriateness.
- (5) Make recommendations to the Council concerning historical easements and the development of historical preservation plans.
- (6) Make recommendations to the Council concerning grants from federal and state agencies, private groups and individuals and the utilization of budgetary appropriations to promote the preservation of historic, architectural, or archeological resources; and, when so directed by Council, the Historic District Commission may oversee historical projects or programs.
- (7) Promulgate rules governing the meetings of the Historic District Commission and the standards for materials presented to the Commission.
- (8) Make recommendations to Council, Planning Commission and/or other bodies regarding historic designations, certificates of appropriateness, and amendment and enforcement of this article and other ordinances of the City.
- (9) Comment and make recommendations concerning actions undertaken by other City agencies or actions of other governmental units with respect to the effects of such actions upon historical, architectural, and archeological resources.
- (10) Conduct a periodic review of the status of designated landmarks and historic districts and provide periodic reports on the findings of said review, along with any resolutions for action, as considered appropriate, to Council.
- (11) Any other functions imposed by this article or which may be specified by the City Council.
- (12) Review, revise, or cause to be reviewed or revised the preservation guidelines (formerly known as the design guidelines) that govern the Historic District Commission's review of applications for certificates of appropriateness.

(Ord. No. 0-9293-31; Ord. No. 0-0910-18, § 2)

Sec. 4-1903. - Expenditures of City funds; compensation; reimbursement of expenses.

- (a) The City Historic District Commission shall neither authorize nor incur the expenditures of any City funds for any purpose except as may be authorized and appropriated therefor by the Council.
- (b) Members of the Commission are entitled to reimbursement for their actual necessary expenses, so long as those expenses were incurred in the performance of their duties as Commission members.

(Ord. No. 0-9293-31)

ARTICLE XXI. - GREENBELT COMMISSION<sup>[12]</sup>

Footnotes:

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**Editor's note**— Ord. No. 0-0304-71, § 7, adopted May 11, 2004, supplied provisions to be set out as art. XX, §§ 4-2001 through 4-2005. In order to preserve the style of the Code, and at the discretion of the editor, these provisions have been included as art. XXI, §§ 4-2021 through 4-2025 to read as set out herein.

Sec. 4-2021. - Purpose.

It is the purpose of this article to promote and protect the public health, safety and general welfare by creating a mechanism for providing a Greenbelt System, which will include preserved open spaces, protected natural areas and greenways/trails in a system of land parcels that together will work to help maintain and preserve the beauty and livability of the City.

(Ord. No. 0-0304-71)

Sec. 4-2022. - Authority.

There is hereby created and established the Greenbelt Commission for the City of Norman. The Norman Greenbelt Commission shall consist of a total of nine (9) members, one (1) from each ward and one (1) at-large. The members shall be appointed by the Mayor, with approval of the City Council, based upon their interests or expertise regarding open-space preservation. All members shall serve without compensation and may be removed by the City Council as provided in the Code of Ordinances. City staff and administrative guidance shall be provided to the Greenbelt Commission by the Department of Planning and Community Development, with assistance from the City Forester and other Departments, as necessary. The implementation of the activities associated with this article shall be dependent upon the City Council's ability to provide funds on an annualized basis.

- (1) *Term of office.* The term of the nine (9) persons to be appointed by the Mayor shall be three (3) years, except that the term of three (3) of the members appointed to the first board shall be for only one (1) year and the term of three (3) members of the first board shall be for two (2) years. In the event that a vacancy shall occur during the term of any member, the successor shall be appointed by the Mayor with approval by the City Council for the unexpired portion of the term.
- (2) *Quorum and operation.*
  - (a) *Quorum.* At any meeting of the Greenbelt Commission, a quorum shall consist of five (5) of the appointed members. No action shall be taken in the absence of a quorum. Five (5) affirmative votes shall be required to pass any measure.
  - (b) *Meeting.* The Greenbelt Commission shall meet as required in the furtherance of its duties set forth herein.
  - (c) *Commission officer.* The Greenbelt Commission shall elect a chairperson from its members and shall create and fill such other offices as deemed necessary. The term of the Chairperson shall be one (1) year with eligibility for reelection for no more than two (2) consecutive terms.

(Ord. No. 0-0304-71; Ord. No. 0-1011-6, § 1)

Sec. 4-2023. - Duties and powers of the Greenbelt Commission.

The Greenbelt Commission shall advise the City Council on policies pertaining to the promotion, acquisition, maintenance and improvement of the green spaces, greenways and trail way systems in the City of Norman, and pursuant thereto:

- (1) Propose an ordinance defining the Greenbelt System of green spaces, greenways and trail systems, including, without limitation, the contents of the Greenbelt Enhancement Statement and the duties and responsibilities for submission of such Greenbelt Enhancement Statements, in accordance with the recommendations of the Greenbelt Task Force. Upon the adoption of an ordinance defining the Greenbelt System and the requirement for a Greenbelt Enhancement Statement, all applications for a Land Use Plan amendment, a Norman Rural Certificate of Survey or preliminary platting of land in the City shall include a Greenbelt Enhancement Statement that articulates how the goals and objectives of Norman's Greenbelt System plan are met by the proposed development; provided, however, that nothing herein shall require dedication of private property for public access.
- (2) Propose policy guidelines to determine the suitability of parcels for the Greenbelt System;
- (3) Identify possible parcels for preservation and/or acquisition and incorporation into the Greenbelt System;
- (4) Identify possible outside funding sources and matching funds for acquisition of development rights and preservation and/or acquisitions of parcels for the Greenbelt System.
- (5) Make recommendations to the Norman City Council regarding policies and other related matters;
- (6) Provide advocacy for the Greenbelt System in the city's planning process by reviewing Greenbelt Enhancement Statements and advising and making recommendations to the City Council thereon;
- (7) Solicit public opinion in planning for the Greenbelt System and facilitate citizen participation in the planning process so that the public's interest in the Greenbelt System is expressed;
- (8) Develop policies regarding security and safety in the Greenbelt System;
- (9) Develop policies and guidelines for use of the land and easements within the Greenbelt System;
- (10) Provide copies of the minutes of its meetings to the office of the City Clerk within ten (10) days from the date of their approval; and
- (11) Provide an annual report of the Commission's acts and affairs.

(Ord. No. 0-0304-71; Ord. No. 0-1011-6, § 2)

Sec. 4-2023A. - Definitions.

The plain and ordinary meaning shall be applied to the terms contained herein; however, as used in this chapter, unless the context otherwise requires, the following words or phrases have the meanings listed:

*Bikeway:* A thoroughfare designated for bicycle travel by the Norman Bikeway Plan, as may be amended from time to time.

*Cluster development:* As defined by the City of Norman Code in Section 19-210, as may be amended from time to time.

*Conservation easement:* A nonpossessory interest of a holder in real property imposing limitations or affirmative obligations the purpose of which include, but are not limited to, retaining or protecting natural,

scenic, or open-space values of real property, assuring its availability for agricultural, forest, recreational, or open-space use, protecting natural resources, maintaining or enhancing air or water quality, or preserving the historical, architectural, archaeological, or cultural aspects of real property.

*Floodplain:* As defined by the City of Norman Code in Section 22:429.1.2 [of the Zoning Ordinance] as may be amended from time to time.

*Flowage easement:* An easement purchased by the U.S. Department of Interior, Bureau of Reclamation, Norman Project, which grants to the United States and its assigns the perpetual right, privilege and easement to intermittently and completely seep, flood, flow and inundate, and the right to enter upon at any time for the purpose of making surveys, and investigations or for any other purpose incidental to the construction, operation, and maintenance of the Norman Reservoir Project and any feature thereof, any and all of the tracts or parcels of land lying below elevation 1064.5 sea level datum.

*Greenbelt Enhancement Statement (GES):* A statement on a form provided to the applicant by the City Planning and Community Development Department that is to be included with all applications for a Land Use Plan amendment, a Norman Rural Certificate of Survey or preliminary platting of land and submitted for consideration by the Commission that articulates how the principles, purposes and goals of The Greenbelt System are met by the proposed development.

*The Greenbelt System* includes the following spaces, regardless of whether they are open to the public:

- (1) A system of trails (both on and off road) intended to connect parks, green spaces, schools, retail, employment, and residential areas.
- (2) Areas of land within the City Limits required to be open space by zoning; areas currently designated for open space, park, floodplain, and institutional use by the Norman 2025 Plan and subsequently adopted land use plans; Lake Thunderbird, the Bureau of Reclamation (BOR) "take-line" and BOR flowage easements; any other areas of land which are designated by easement, by deed restriction, or otherwise required to remain free of structures; and areas designated as green space.

*Green space:* Any land area designated as open space by Norman's Comprehensive Land Use Plan; land determined to be open space or green space on an approved site development plan; or any land area in which the preservation in its present use would conserve and enhance natural or scenic resource, protect streams or water supply, promote conservation of soils, wetlands or marshlands, enhance the value to the public of abutting or neighboring parks, forest, wildlife preserves, nature reservations, sanctuaries or other open space or green space, enhance recreation opportunities, including parks, plazas and narrow corridors or pathways for walking or bicycling even though surrounded by developed areas, preserve visual quality along highway, road, and street corridors or scenic vistas, or retain in its natural state tracts of land not less than one acre situated in an urban area and open to public use on such conditions as may be reasonably required by the granting authority.

*Greenway:*

- (1) A green open space, such as a linear open space established along or on either side of a natural or cultural corridor, such as a riverfront, a stream valley, a ridgeline, a railroad right-of-way, a channel, a scenic road or other route; and/or
- (2) A trail; and/or
- (3) An open-space connector available to pedestrians intended to link parks, nature reserves, cultural features, historic sites, schools, residential or commercial areas with each other.

*Impervious surface:* One that does not permit penetration or passage of water, such as a roof or paved street or parking area.

*Riparian buffers:* The area between developed land and streams, rivers and shorelines that is managed to maintain the integrity of the waterway, to reduce pollution and to provide food, habitat, and thermal protection for fish and wildlife.

*Structure:* As defined by the City of Norman Code in Section 22:450 of the Zoning Ordinance, as may be amended from time to time.

*Take line:* Exterior boundary of the property acquired by the Bureau of Reclamation for construction of Lake Thunderbird.

*Trail:* Any natural or landscaped course open to pedestrian or bicycle passage, including but not limited to sidewalks, but excluding roadways, streets, alleys and other passages primarily provided for general public motorized vehicular use. Types of trails include:

- (1) *Community-wide (regional or arterial) trails:* Trails between ten (10) feet and twelve (12) feet in width that provide access from one part of the city to another.
- (2) *Neighborhood trails:* Trails between six (6) feet and ten (10) feet in width that mimic the system of local neighborhood streets and ultimately connect to larger arterial trails.
- (3) *Natural trails:* Trails at least eight (8)—ten (10) feet in width composed of compacted earth.
- (4) *Parkway trails:* Trails between six (6) feet and eight (8) feet in width that are constructed with durable materials, and usually include amenities such as decorative light fixtures, landscaping, and ground cover and varying surface treatments at intersections and crosswalks.
- (5) *Sidewalk trails:* Sidewalks located alongside streets that are constructed in accordance with City design criteria and designated as trails.
- (6) *Specialized trails:* Water trails, equestrian trails, bikeways, or other trails dedicated to some specific use not otherwise listed herein.

(Ord. No. 0-1011-6, § 3)

Sec. 4-2024. - Expenditure of City funds, compensation, reimbursement of expenses.

- (a) The Greenbelt Commission shall neither authorize nor incur the expenditure of any City funds for any purpose except as may be authorized and appropriated therefor by the City Council.
- (b) Members of the Greenbelt Commission are entitled to reimbursement for their actual and necessary expenses, so long as those expenses were incurred in performance of their duty as Commission members.

(Ord. No. 0-0304-71)

Sec. 4-2025. - Review by the City Council.

The City Council shall have the right to review all acts and recommendations of the Greenbelt Commission.

(Ord. No. 0-0304-71; Ord. No. 0-1011-6, § 4)

Sec. 4-2026. - Specific principles, purposes and goals of the Greenbelt System.

A Greenbelt System, as defined herein, serves the following principles, purposes and goals of the City of Norman.

- (a) Proposed additions to the Greenbelt System should be guided by the following principles:
  - (1) The ultimate goal is to create an interconnected system of trails that allow multiple connections across all of Norman.

- (2) The Greenbelt System should preserve valuable green space, natural habitat and key areas with existing vegetation.
  - (3) Trail segments should be designed so that they convey the physical and historical character of the City of Norman and relate to the neighborhoods through which the trail corridors pass.
  - (4) Greenway corridors should provide unique opportunities to learn about the history, culture, and accomplishments of Norman.
  - (5) Trails should promote smooth walkable corridors that are open and visible.
  - (6) The Greenbelt System should contribute to enhancing the physical appearance of the City, whether through new pedestrian features, landscaping added to trail corridors, or simply by revealing natural areas not previously visible to the general public.
  - (7) The Greenbelt System should encourage the creation of public and private partnerships that help build the entire system more quickly.
  - (8) Greenbelts should protect environmentally sensitive lands that are generally the least suitable for development, especially floodprone areas and riparian corridors, and provide connectivity between the elements of the Greenbelt System.
- (b) The use of lot clustering should be encouraged as a means to develop the Greenbelt System.
  - (c) The Greenbelt System should be used to link together existing recreation areas.
  - (d) Multipurpose greenways should be created that:
    - (1) Create a unique greenway character for Norman;
    - (2) Protect the environmentally sensitive areas of the City and serve as a wildlife habitat;
    - (3) Serve as a stormwater management resource for urban runoff and regional detention needs;
    - (4) Provide recreation opportunities for bicycling, walking, and jogging, as well as an alternate route to move through the City for commuting to work, schools, shopping, between neighborhoods, and/or other destinations by bicycling or walking;
    - (5) Preserve agriculturally significant lands through conservation easements or other means; and
    - (6) Provide suitable locations for sanitary sewer easements and facilities.
  - (e) Greenbelts should be used to provide green space areas adjacent to highways and major streets for sound buffer zones and protection from incompatible land uses.
  - (f) The Greenbelt System should continue to improve a natural landscape planting and maintenance program for City-owned properties and rights-of-way of major streets and highways.

(Ord. No. 0-1011-6, § 5)

Sec. 4-2027. - Greenbelt Enhancement Statements.

- (a) *Submission.* All applications for a Pre-Development meeting regarding a proposed Land Use Plan amendment, a Norman Rural Certificate of Survey or preliminary platting of land in the City shall include a Greenbelt Enhancement Statement.
- (b) *Content.* Greenbelt Enhancement Statements shall articulate how the principles, purposes and goals of this article are met by the proposed development and its amenities. Applicants shall also provide supporting drawings, illustrations, and other documents designed to assist the Greenbelt

Commission in determining how the goals, principles, and policies herein are met by the development.

(c) *Review.*

- (1) *Staff review:* The Planning Director or designee shall perform an initial review of the Greenbelt Enhancement Statement. If the application indicates that an opportunity for greenbelt development does not exist and the details of the application support such a finding, then the Planning Director or designee may issue a finding of No Greenbelt Opportunity. Such a finding shall be based on factors unique to the subject parcel, such as when the application involves redevelopment of an already fully-developed site, rezoning of property that does not involve new construction, or the existing plat requirements are such that development options are restricted. If a Finding of No Greenbelt Opportunity is made, then the application shall be forwarded to the Greenbelt Commission for consideration as a consent docket item as outlined in subsection (2)a. below. If a request for a Finding of No Greenbelt Opportunity is denied, a completed Greenbelt Enhancement Statement shall be forwarded to the Greenbelt Commission for consideration as set forth below.
- (2) *Initial review by Greenbelt Commission:*
  - a. *Findings of No Greenbelt Opportunity.* If such a finding is made by the Planning Director or designee, then the application shall be forwarded to the Greenbelt Commission for consideration as a consent docket item to allow the Commission to determine whether it agrees with Staff's finding of No Greenbelt Opportunity. If a Commission member disagrees with Staff's finding of No Greenbelt Opportunity, said member may request that the item be removed from the consent docket and the item will be reviewed in the same manner as other applications. If the Commission agrees with Staff's finding of No Greenbelt Opportunity, the subject application will bypass further review by the Commission and be forwarded on to the Planning Commission as provided for in the City Code.
  - b. *Other applications.* All other applications for which a Greenbelt Enhancement Statement is completed shall be considered by the Greenbelt Commission for an initial review when application is made for a Pre-Development meeting and upon due notice of its consideration to the applicant. Comments about applications shall be in writing and delivered to the applicant. Those comments shall also be provided to the Planning Commission and to the City Council upon each respective body's consideration of the application. The comments from the Greenbelt Commission will reflect how the proposed development does or does not meet the goals of the Greenbelt System through reference to specific principles, purposes and goals set forth herein.
- (3) *Subsequent review by Greenbelt Commission.* Should it be determined that a greenbelt opportunity exists for a particular application and if the application has substantially changed (as determined by Planning and Community Development staff) since it was originally considered by the Greenbelt Commission, the Greenbelt Enhancement Statement shall be reviewed by the Greenbelt Commission at one of its regularly scheduled meetings after application is made to the Planning Commission and upon due notice of its consideration to the applicant. Comments about applications shall be in writing and delivered to the applicant with the Planning Commission packet. Those comments shall also be provided to the Planning Commission and to the City Council upon each respective body's consideration of the application. The comments from the Greenbelt Commission will reflect how the proposed development does or does not meet the goals of the Greenbelt system through reference to specific principles, purposes and goals set forth herein.

(Ord. No. 0-1011-6, § 6)

Sec. 4-2028. - Guidelines for evaluating Greenbelt Enhancement Statements.

In performing its duties, the Greenbelt Commission shall take into account the considerations listed below. Not all considerations will be applicable or feasible for each application.

- (a) Portions of the Greenbelt System are accessible to the general public.
- (b) Greenways are established and provide connections to other existing and future components of the Greenbelt System.
- (c) Existing easements (e.g., utility, pipeline, oil lease right-of-way, etc.) may be used for greenways where appropriate and where expressly approved by the easement grantor and grantee.
- (d) Greenways connect neighborhoods to each other and to industrial and commercial areas.
- (e) Greenways provide alternative routes to move through the City for commuting to work, schools, shopping, between neighborhoods, and/or other destinations by bicycling or walking.
- (f) Adverse impacts on existing topography, drainage patterns and natural vegetation are minimized.
- (g) Developments between urbanized Norman and Lake Thunderbird include pedestrian and bike connectivity to adjacent parcels to allow for future connections to Lake Thunderbird.
- (h) Landscaping required by the City has been planted in conformance with Norman Zoning regulations, including with local drought-resistant low maintenance plants, shrubs and trees.
- (i) Vegetative buffers between neighborhoods and railway lines have been provided to enhance safety and reduce the effects of noise and air pollution.
- (j) Permeable ground surfaces have been preserved to the extent possible.
- (k) Ingress and egress to and from a development is designed to permit safe use by nonmotorized traffic in and out of the development and across the ingress and egress provisions of the development.
- (l) Fences abutting components of the Greenbelt System, and particularly those abutting green spaces, are of designs and materials that minimize their visual impact to the extent such fences are allowable under Norman City Code and not in conflict with applicable national standards for utility facilities. Examples of acceptable open fences include such types as wrought iron, split rail, low picket fence with every other picket removed, and metal pickets.
- (m) Water retention and detention storage facilities are designed in accordance with bioengineering principles and built with bioengineering materials.
- (n) Detention facilities are integrated into the surrounding neighborhood as part of the Greenbelt System in as ecologically sound a method as possible.
- (o) Stormwater management design considers the potential for trail and green space preservation, enhancement and/or creation.
- (p) The development layout is designed to preserve the health and diversity of wildlife affected by development in natural drainage corridor areas.
- (q) The development layout is designed to minimize the intrusions of noise, trash and other things into the Greenbelt System that would negatively affect visitors' and users' experience of any impacted components of the Greenbelt System.
- (r) To the extent possible, the development layout, as designed, does not impair the ability of riparian buffers from serving as corridors for wildlife movement.
- (s) Riparian buffers are incorporated into the Greenbelt System.
- (t) The commercial developments have provided for pedestrian access.

- (u) Pavement is minimized when possible by, among other things, using shared parking areas and/or permeable parking surfaces where feasible and allowed under the Zoning Ordinance of the City of Norman and the City Engineering Design Criteria.
- (v) Cluster development has been utilized as a means to develop the Greenbelt System.
- (w) Structures, other than utility transmission poles or substations, were located to maximize greenbelt and trail opportunities.

(Ord. No. 0-1011-6, § 7)

Sec. 4-2029. - Policy for acquiring greenways, trails, and other green space.

Easements accepted, purchased, or otherwise acquired by the City for the purposes of expanding or enhancing the Greenbelt System shall be acquired in accordance with the guidelines and policies contained herein and in the City of Norman Subdivision Regulations as may be amended from time to time.

(Ord. No. 0-1011-6, § 8)

#### ARTICLE XXII. - ECONOMIC DEVELOPMENT ADVISORY BOARD

Sec. 4-2201. - Created; composition of membership.

- (a) There is hereby created the Economic Development Advisory Board of the City of Norman, Oklahoma. Such Economic Development Advisory Board shall be composed of seven (7) members, at least four (4) of whom possess suitable and appropriate knowledge and/or experience in the areas of economics, business, finance, law, policy analysis, and community development.
- (b) In addition to the members set forth in (a) above, the Executive Director of the Norman Economic Development Coalition or his or her designee shall serve on the Economic Development Advisory Board in a non-voting ex-officio capacity.

(Ord. No. 0-1213-42, § 4)

Sec. 4-2202. - Quorum and operation.

- (a) *Quorum.* At any meeting of the Economic Development Advisory Board, a quorum shall consist of four (4) of the members appointed under Section 4-2201(a). No action shall be taken in the absence of a quorum.
- (b) *Meeting.* The Economic Development Advisory Board shall meet as needed in the furtherance of its duties set forth herein.
- (c) *Board officers.* The Economic Development Advisory Board shall elect one member to be its Chairperson, and one member to be its Vice-Chairperson.

(Ord. No. 0-1213-42, § 5)

Sec. 4-2203. - Duties and powers of the Board.

- (a) The Economic Development Advisory Board shall generally act in an advisory capacity to City Council with regards to economic development policies, opportunities, and requests for City-funded incentives of private businesses and shall investigate other economic development related items as requested by City Council.

- (b) The Economic Development Advisory Board shall specifically:
- (1) Make recommendations to City Council regarding proposed economic development policies and programs;
  - (2) Make recommendations to City Council regarding requests for City-funded incentives for private businesses as proposed by the Norman Economic Development Coalition;
  - (3) Aid City Council in developing strategies and plans for promoting economic development in the City of Norman;
  - (4) Investigate and report on economic development issues as assigned by the City Council;
  - (5) Serve as a forum for economic development policy discussion and education; and
  - (6) Assist in identifying assets, resources, and incentives appropriate for furthering economic development within the City of Norman.

(Ord. No. 0-1213-42, § 6)

Sec. 4-2204. - Expenditures of City funds; compensation; reimbursement of expenses.

The Economic Development Advisory Board shall neither authorize nor incur the expenditures of any City funds for any purpose except as may be authorized and appropriated therefore by the Council.

(Ord. No. 0-1213-42, § 6)