

**NORMAN PLANNING COMMISSION
STUDY SESSION MINUTES**

FEBRUARY 12, 2015

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Study Session in the City Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 12th day of February 2015 at 6:00 p.m. Notice and agenda of the meeting were posted at the Norman Municipal Building twenty-four hours prior to the beginning of the meeting and at <http://www.normanok.gov/content/board-agendas>.

Item No. 1, being:

CALL TO ORDER

Chair Sandy Bahan called the Study Session to order at 6:00 p.m.

Item No. 2, being:

ROLL CALL

MEMBERS PRESENT

Andy Sherrer
Roberta Pailles
Erin Williford
Sandy Bahan
Dave Boeck (arrived at 6:15 p.m.)
Jim Gasaway
Tom Knotts
Chris Lewis
Cindy Gordon

MEMBERS ABSENT

None

A quorum was present.

STAFF MEMBERS PRESENT

Susan Connors, Director, Planning &
Community Development
Jane Hudson, Principal Planner
Janay Greenlee, Planner II
Roné Tromble, Recording Secretary
Leah Messner, Assistant City Attorney
Larry Knapp, GIS Analyst II

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Item No. 3, being:

TRAINING SESSION

1. Ms. Messner outlined the Duties and Powers of the Planning Commission from Section 4-1201, the creation of the Planning Commission under Section 4-101, expenditure of City funds by the Commission (Sec. 4-1202), and a quorum and voting (Sec. 4-106). She reviewed the process for items coming before the Commission, beginning with Greenbelt Commission review, Pre-Development meetings, and Commission process including notice requirements. She outlined Planning Commission Policies from PCR-9899-1. She discussed requirements of the Open Meetings Act, and the City's Ethics Policy. She also displayed a slide that the Council displays prior to their meetings outlining Meeting Decorum.

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Item No. 4, being:

DISCUSSION OF FUTURE UPDATES

1. Ms. Connors asked if there are any items the Commission would like to receive updates on during future Study Sessions.

2. Ms. Gordon indicated that she would like to see the Meeting Decorum slide posted before Planning Commission meetings. The Commission agreed.

3. Mr. Boeck asked for sessions on the Center City project – what's in it; what it means; what staff perceives as the direction it's going. Ms. Connors responded they are currently in the process of developing a form-based code; the consultant is still in the process of incorporating requested changes. They are working with the Institute for Quality Communities to develop a developers workshop. There will be additional work by the Steering Committee and Executive Committee before it is ready for public meetings. There will eventually be a whole public hearing process.

4. Mr. Sherrer asked for a flow chart of City offices and functions so Commissioners have a better idea where to refer people who come to them with questions.

5. Ms. Pailles requested that the Commission be notified when things such as the Center City Visioning Project are put on the website so they are not caught off-guard by questions. She also asked to be notified of public meetings.

6. Ms. Bahan asked about the provision for review of undeveloped commercial property every five years. Ms. Connors responded that has never been done, nor would she recommend it. The City rarely initiates changes to zoning, and it could be seen as a taking if commercial property were downzoned.

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Item No. 5, being:

ADJOURNMENT

Andy Sherrer moved to adjourn the Study Session; Tom Knotts seconded the motion. There being no further business, the study session adjourned at 6:25 p.m.


Norman Planning Commission