

**GREENBELT COMMISSION
MINUTES OF
October 21, 2019**

The Greenbelt Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on October 21, 2019 at 6:00 p.m. Notice and Agenda of the meeting were posted at 201 W Gray Building A, the Norman Municipal Complex and at www.normanok.gov twenty-four hours prior to the beginning of the meeting.

ITEM NO. 1 BEING: CALL TO ORDER.

Chair George Dotson called the meeting to order at 6:00 p.m.

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**ITEM NO. 2 BEING: ROLL CALL.**

**MEMBERS PRESENT:**

George Dotson  
Cody Franklin  
Samantha Luttrell  
Mark Nanny  
Colin Zink  
Liz McKown

**MEMBERS ABSENT**

Marguerite Larson  
Lindsay Vidrine

**STAFF MEMBERS PRESENT:**

Anais Starr, Planner II  
Tara Reynolds, Admin Tech III  
Jack Burdett, Subdivision Development  
Coordinator  
Beth Muckala, Assistant City Attorney  
Lora Hoggatt, Planner II

**GUESTS PRESENT:**

Samantha Okroi

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ITEM NO. 3 BEING: Approval of the Minutes from September 16, 2019 Regular Meeting.

Motion by Cody Franklin for approval; **Second** Mark Nanny. All approve.

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**ITEM NO. 4 BEING: Review of the Greenbelt Enhancement Statements:**

**CONSENT DOCKET**

**GBC 19-20**

Applicant: Bobby Tims  
Project: Tims Estates  
Location: Along the north side of Alameda and east of 60<sup>th</sup> Avenue N.E.  
Request: Norman Rural Certificate of Survey  
  
Zoning: A-2, Rural Agricultural District  
NORMAN 2025 Land Use: Current – Country Residential Designation

**Motion** by Mark Nanny to move Item 19-20 off the consent docket; **Second** by Colin Zink. All approve.

**GBC 19-21**

Applicant: Red Leaf Construction  
Project: North Point Addition  
Location: East of I-35 and located on the east side of Interstate Drive, north of Indian Hills Road  
Request: Preliminary Plat  
  
Zoning: I-1, Light Industrial District  
NORMAN 2025 Land Use: Current – Industrial Designation

**Motion** by Cody Franklin to forward item 19-21 with no comment; **Second** by Liz McKown. All approve.

**NON-CONSENT DOCKET**

**GBC 19-20**

Applicant: Bobby Tims  
Project: Tims Estates  
Location: Along the north side of Alameda and east of 60<sup>th</sup> Avenue N.E.  
Request: Norman Rural Certificate of Survey  
  
Zoning: A-2, Rural Agricultural District  
NORMAN 2025 Land Use: Current – Country Residential Designation

The applicant was not present. The Alameda Street trail has been made part of the Priority Greenbelt Trail System and was not mentioned in the application. They have planned a 17ft utility easement along Alameda and 60<sup>th</sup> with a 20 foot walkway easement as required by the Transportation plan.

The area needs to be fully developed or funding made available to complete a trail. It would be a City Council decision to build a trail. What is the availability of putting trails in rural areas? Easements are a stepping stone and lay the groundwork for trail development. Are there options for lower cost trail building materials? The Transportation plan dictates the material, width, and ADA accessibility.

**Motion** by Samantha Luttrell to forward item 19-20 with no comment; **Second** by Mark Nanny. All approve.

#### **ITEM NO. 5 BEING: Miscellaneous Discussion**

##### **a.Memo – Summary of Greenbelt Commission Purpose, Duties & Authority**

Beth Muckala discussed the memo sent out to Commissioners, and gave a brief rundown of meeting procedure.

- If an application is found to have no trail opportunities, it is put on the consent docket. If a Commissioner feels there is an opportunity they can make a motion to remove it from the consent docket for discussion.
- Commissioners can introduce new topics for discussion to be added as an item to the next month's agenda per the open meeting act regulations. Staff is always available to answer questions, and discussion topics can be added to the agenda until the Friday before the meeting.
- The duties of the Greenbelt Commission are laid out in the code, which was approved by the City Council.
- It is up to the Planning Director and their policies whether the Commission will hold meetings just for discussion items, or if applications must be present.
- There are the Greenways Master Plan appendices, which include trail maps that were not approved by City Council. The Greenbelt Priority Trail System was approved in 2017.
- The Commission is tasked with implementing the Greenways Master Plan. There is confusion over whether they should only implement the Priority Trail System or the Greenways Master Plan appendices as well.
- There are questions about the process of applications before they get to the Commission for review, and the breadth of the Greenbelt Trail System.
- City Council would have to change the ordinances to expand the scope of the Greenbelt Commission's authority.
- The Oversight Committee is currently reviewing all City Boards and Commissions.
- The Rule of Three is when three Councilmembers request something be put on an agenda.
- Councilmembers are welcome to attend meetings.
- The Commission would like more clarity on how staff determines the "Finding of no Greenbelt Opportunities."
- It is requested that a discussion item be added to the November agenda clarifying what is the Greenbelt Master Plan, what it entails, and what should be used to determine what is opportunity or no opportunity for trails.
- The Greenbelt Enhancement Statement sheet given to applicants needs to be reviewed for accuracy.

- The Commission would like to know how staff is interpreting the Greenbelt Master Plan and the Greenbelt System.

**Motion** by Mark Nanny to have staff clarify their interpretation of the Greenbelt System and provide the living documents for citation; **Second** by Samantha Luttrell. All approve.

**b. Any other items**

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ITEM NO. 6 BEING: Miscellaneous Discussion of Greenbelt Commissioners and Staff.

- Is it possible for the Commission to review a plat if any changes are made?
- Can City Council send an application back to the Greenbelt Commission? There must be an ordinance change to accomplish that, or they would have to postpone it.
- The new planner, Lora Hoggatt, was introduced to the Commission.
- Jane Hudson was named the Director of the Planning department.

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**ITEM NO. 7 BEING: Adjournment.**

The meeting was adjourned at 7:49 pm.

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Passed and approved this 18th day of November, 2019.


George Dotson, Chair