

FLOODPLAIN PERMIT COMMITTEE MEETING
201 West Gray, Building A, Conference Room D
Monday, March 21, 2022
3:30 p.m.

Minutes

PRESENT: Shawn O’Leary, Director of Public Works
Scott Sturtz, City Engineer
Jane Hudson, Director of Planning & Community Development
Lora Hoggatt, Planning Services Manager
Ken Danner, Subdivision Development Manager
Bill Scanlon, Citizen Member

OTHERS PRESENT: Jason Murphy, Stormwater Program Manager
Cydney Karstens, Staff
Todd McLellan, Development Engineer
James Briggs, Parks and Recreation Park Planner
Gary Keen, Keen Engineering
Lollie Lenker, Resident

The meeting was called to order by Mr. Shawn O’Leary at 3:31 p.m.

Item No. 1, Approval of Minutes:

Six members of the committee were present, and Cydney Karstens called roll. Ms. Sherri Stansel was absent. Mr. O’Leary called for a motion to approve the minutes from the meeting of December 20, 2021. Mr. Scott Sturtz motioned to approve the minutes. The motion was seconded by Mr. Bill Scanlon. The minutes were approved 6-0.

Item No. 2, Floodplain Permit Application No. 653:

Mr. O’Leary said this application is for the remodeling of the house located at 204 S. Cockrel Avenue in the Bishop Creek floodplain. Mr. Jason Murphy gave the staff report. Mr. Murphy introduced the Engineer, Gary Keen with Keen Engineering. Mr. Murphy said the property located at 204 S. Cockrel Avenue is in the Bishop Creek Floodplain and Floodway. Mr. Murphy presented an aerial map of the location and reviewed the floodplain boundaries on the property.

Mr. Murphy said the original house consists of a 2 story structure constructed in 1948 on Lots 15 and 16 Block 55 of the Original Townsite of Norman and is currently unoccupied. Mr. Murphy said the majority of the property including the house is in the floodplain/floodway of Bishop Creek. Mr. Murphy said the previous owner started remodeling the house without obtaining the proper Floodplain and Building Permits and a Stop Work Order was issued by the City of Norman. Mr. Murphy said the current owner desires to bring the house into compliance with City of Norman regulations and ordinances. Mr. Murphy said both the applicant and his engineer agree that this work is considered Substantial Improvement according to the Floodplain Ordinance.

Mr. Murphy said the Base Flood Elevation (BFE) at this location is 1171.0 ft. Mr. Murphy said the required minimum finished floor elevation is 1173.0 ft. to meet the 2 ft. freeboard requirement. Mr. Murphy said the applicant is proposing to install a 10 inch cap on the stem wall that will place the top of the stem wall at an elevation of 1173.15 ft. which meets the freeboard requirement. Mr. Murphy said the existing stem wall does not contain any flood vents, and it is unknown if the original structure contained any. Mr. Murphy said the soil inside the structure was disturbed (excavated for framing) while constructing the footing for the existing stem wall; therefore, the original soil may have been above the BFE. Mr. Murphy said the volume of current void space below the BFE is estimated to be 1 cubic yard (27 cubic feet or approximately 14 wheel-barrow loads). Mr. Murphy said the purpose of FEMA flood vents is to prevent differential hydrostatic pressure during rising or falling floodwater. Mr. Murphy said when the new floor is poured, differential pressure will not be an issue, therefore, no vents will be installed in the stem wall since the void space will be filled with 1 cubic yard of soil. Mr. Murphy said it is proposed to remove 1 cubic yard of soil from the northeast portion of the

yard and to grade this area to drain in-lieu-of placing flood vents. Mr. Murphy said the compensatory storage area is shown on the site plan and the soil removed from the yard will be disposed of outside the floodplain.

Mr. Murphy said a new stem wall exists on the south side of the structure that would increase the area of the first floor of the structure if utilized, however, increasing the area of the structure in this manner is not allowed in the floodway and will be removed by the applicant. Mr. Murphy said a small metal storage building is located at the southwest portion of the property that will also be removed.

Mr. Murphy said the applicable utilities will be elevated a minimum of 2 feet above the BFE. Mr. Murphy said the HVAC condenser unit(s) will be installed on a platform having an elevation at least 2 feet higher than the BFE with a platform supported by 4 metal posts set in the ground. Mr. Murphy said the applicant also proposes to construct a carport on the south side of the structure. Mr. Murphy said this carport will be attached to the main structure and will be located on ground that is naturally higher than the BFE. Mr. Murphy said this application includes constructing a new concrete driveway connecting the carport to South Cockrel Avenue. Mr. Murphy said this driveway will also be placed on ground that has been historically higher than the BFE.

Mr. Murphy said the owner proposes to modify the walls and roof of the second floor of the structure to increase the living area of this level of the structure. Mr. Murphy said these improvements will not impact the floodplain. Mr. Murphy reviewed the aerial maps and plans. Mr. Murphy reviewed the remaining applicable ordinance sections for Floodplain Application No. 653 and verified all ordinance requirements have been met. Mr. Murphy said staff recommended approval of Floodplain Permit Application No. 653. Mr. O'Leary asked for

comments or additions from the Applicant or Engineer. Mr. Keen referenced the historic photograph of the property and noted that the roof created angled walls within the entire second story. Mr. Keen said the applicant intends to remove the angled roof and straighten the walls to allow more living space on the second story. Mr. Keen said the applicant would then construct a new roof not to exceed the 35 foot city height requirement. Ms. Jane Hudson asked about the carport and building permits for that structure. Ms. Hudson said the Applicant will need to go to the Board of Adjustment for the carport. Mr. Keen agreed to inform the Applicant. Ms. Hoggatt inquired if the driveway or carport are in the floodway. Mr. Murphy said the location indicated for the driveway and carport are outside the floodplain. Mr. Danner asked if the existing driveway would be removed. Mr. Keen said if the new driveway location is approved the Applicant will remove the previous driveway if requested. Mr. Danner said the location of the existing driveway is a concern due to the depth and location. Mr. Keen acknowledged the concerns and agreed to communicate them to the Applicant. Mr. O'Leary asked for questions or comments from the committee. Mr. Bill Scanlon asked if a motion would need to specifically require an elevation certificate. Mr. O'Leary said a motion could be made with or without that condition. Mr. McLellan noted on the application there is a section that can be selected to require conditions for an elevation certificate. Mr. O'Leary asked for comments from the public. No public comments were made. Mr. Scanlon recommended approval of Floodplain Permit Application No. 653 with the condition an elevation certificate be submitted. Ms. Jane Hudson seconded the motion. Mr. Scott Sturtz expressed concern about how the structure would be elevated when the walls are already in place. Mr. Keen explained that temporary support structures are in place within the structure and will be used to remove the studs; after removal, approximately one foot will be taken off the height and a new concrete floor will be poured.

Ms. Hudson noted that throughout the years this house has changed ownership many times and the owner tends to want to keep the original structure. Mr. O'Leary noted that the purview the Floodplain Permit Committee is focused on maintaining ordinance compliance and ensuring the Applicant knows how to be in compliance. The committee voted to approve the application 6-0.

Mr. O'Leary gave a brief history of the properties to the north and east of the application location around the intersection of Cockrel and Comanche and along Main Street. Mr. O'Leary said the City of Norman purchased five structures in around 2008, and an additional two in 2010 that were located in the floodway. Mr. O'Leary said one of the great practices in floodplain management is the removal of structures impacted by flood waters.

Item No. 3, Floodplain Permit Application No. 655:

Mr. O'Leary said this application is for modifications to the existing restroom, gazebo, and parking lot in Lions Park located at the SW corner of Symmes and Flood Ave. to meet ADA guidelines for accessibility. Mr. Jason Murphy gave the staff report. Mr. Murphy introduced Mr. James Briggs, Park Planner with the City of Norman Parks and Recreation Department. Mr. Murphy said Lions Park is located in the special flood hazard area of Imhoff Creek. Mr. Murphy said the proposed modifications to Lions Park include renovations of the public restroom and modification of the parking lot and gazebo. Mr. Murphy said the renovations to the restroom include replacing existing stainless steel sinks, toilets and other fixtures in the restroom with ADA compliant sinks, toilets, and grab bars. Mr. Murphy said existing sidewalks around the restroom will be demolished and regraded to create new sidewalks that meet ADA guidelines. Mr. Murphy said new sidewalks will be integrated with existing sidewalks and finished to match existing. Mr. Murphy said modifications to the gazebo will consist of

reinforcing the existing structure as well as creating a new ramp structure to make it ADA compliant. Mr. Murphy said the parking area at Lions Park will have new accessible parking spaces and striping completed by the City of Norman. Mr. Murphy said a new curb ramp and section of concrete sidewalk will be connected to the existing sidewalk and will be constructed at grade.

Mr. Murphy said based on the plans provided, there should be zero rise in the BFE during a runoff event. Mr. Murphy said compensatory storage of 4 cubic yards will be provided to accommodate fill brought in to create the ramp structure at the gazebo and regrade the sidewalks near the restroom by the removal of soil from the north side of the tennis courts. Mr. Murphy said the total cost of all the proposed improvements to the restrooms, parking lot and gazebo is \$83,000. Mr. Murphy said the cost for complete replacement of only the restrooms is approximately \$300,000 making the total cost of improvements well below 50% of the total value of the structures, so that criteria to designate this project as substantial improvement is not met. Mr. Murphy reviewed an aerial photo of the proposed site and location of the gazebo and restrooms, and plans. Mr. Murphy reviewed the applicable ordinance sections for Floodplain Application No. 655 and verified all ordinance requirements have been met. Mr. Murphy said staff recommended approval of Floodplain Permit Application No. 655. Mr. O'Leary asked for comments or additions from the Applicant. Mr. Briggs said he didn't have any additional comments and expressed appreciation for the committee for considering the application. Mr. O'Leary said that many of the city parks have some floodplain footprint and noted that park green space is typically a very good use of floodplain. Mr. O'Leary asked for questions or comments from the committee. Mr. Scott Sturtz recommended approval of Floodplain Permit Application No. 655. Mr. Bill Scanlon seconded the motion. Mr. Sturtz

thanked the Parks & Recreation Department for bringing the application forward. Mr. O’Leary thanked the Parks & Recreation Department for their commitment to accessibility and work to make parks more ADA compliant. The committee voted to approve the application 6-0.

Item No. 4, Miscellaneous Discussion:

- a) Mr. O’Leary reviewed the 2021 Floodplain Permit Committee annual summary. Mr. O’Leary noted 29 applications were considered in 2021, with 26 being approved by the committee. Mr. O’Leary said there were no Notices of Violation, Letters of Map Revision, or Flood Studies issued during 2021. Mr. O’Leary noted the hard work by staff to maintaining our Community Rating System (CRS) score at a 6. Mr. O’Leary said over 36,000 outreach notices were sent out in utility bills and direct notices.
- b) Mr. O’Leary said the next meeting of April 4, 2022 is cancelled due to a lack of applications.
- c) Mr. O’Leary said the filing deadline for the April 18, 2022 meeting is Wednesday, March 30, 2022.

Item No. 5, Adjournment:

Mr. O’Leary called for a motion to adjourn. Mr. Sturtz motioned to adjourn and was seconded by Mr. Scanlon. The motion was approved 6-0. Meeting adjourned at 4:10 p.m.