

FLOODPLAIN PERMIT COMMITTEE MEETING  
*201 West Gray, Building A, Conference Room D*  
*Monday, June 6, 2022*  
*3:30 p.m.*

Minutes

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

OTHERS PRESENT: Jason Murphy, Stormwater Program Manager  
Amy Shepard, Staff

The meeting was called to order by Shawn O’Leary at 3:30 p.m.

**Item No. 1, Approval of Minutes:**

Six members of the committee were present, and Amy Shepard called role. Ms. Lora Hoggatt was absent. Mr. O’Leary called for a motion to approve the minutes from the meeting of March 21, 2022. A motion was made to approve the minutes by Scott Sturtz. The motion was seconded by Bill Scanlon. The minutes were approved 5-0, with Sherri Stansel abstaining.

**Item No. 2, Approval of Floodplain Ordinance Revisions:**

Mr. O’Leary said the next item was the review and approval of the floodplain ordinance revision to amend Section 429.1 Flood Hazard District of the zoning ordinance, sub-section 1, to add citation to Oklahoma statutory authority for local regulation. Mr. O’Leary said amendments to the ordinance is rare and has only occurred thirteen other times over the last 45 years. Mr. Jason Murphy gave the staff report for the ordinance revisions. Mr. Murphy gave a review of the history of the City of Norman’s floodplain ordinance, the method and process that occurred to

bring these revisions forward. Mr. Murphy said the floodplain ordinance was originally adopted as a requirement to participate in the National Flood Insurance Program (NFIP) through FEMA. Mr. Murphy said the Community Assistance Visit (CAV) is major component of the National Flood Insurance Program's (NFIP's) Community Assistance Program (CAP). Mr. Murphy said a CAV occurred in Norman in April 2022. Mr. Murphy said CAVs are completed to provide technical assistances to communities and assure adequate enforcement of floodplain regulations. Mr. Murphy said during the review of the City's floodplain ordinance, it was noted that a clear reference outlining the City's statutory authority under State Law to administer the floodplain ordinance was missing. Mr. Murphy said the proposed amendment to the City's floodplain ordinance is to add language clearly referencing the Oklahoma Floodplain Management Act Sections 1601 through 1620.1 of Title 82 of the Oklahoma Statutes wherein the responsibility is delegated to local governmental units to adopt regulations designed to minimize flood losses through regulation of the Flood Hazard District. Mr. Murphy reviewed the updated language of the ordinance for revision. Mr. Murphy said the Floodplain Committee would not see a difference to how the ordinance is applied. Mr. O'Leary said this revision is general housekeeping to ensure we are consistent with other cities. Mr. O'Leary inquired if other municipal floodplain ordinances referenced this language. Mr. Murphy said this specific language is being sought out in municipal ordinance due to litigation that occurred in another state. FEMA has directed staff to ensure during future CAVs that the language is in place at the municipal level. Mr. O'Leary noted that the focus on the language must have been recent because Norman is the first city he is aware of to update the floodplain ordinance. Mr. O'Leary noted that any floodplain ordinance updates require a process. The process begins at the Oklahoma Water Resources Board, then is presented to the Floodplain Permit Committee, if

approved is then presented to the Planning Commission for approval, and finally to City Council for a first and second reading before becoming effective. Mr. O’Leary reviewed the timeline of the process, and identified a proposed effective date of September 23, 2022. Mr. Murphy said staff recommends that the Floodplain Permit Committee, Planning Commission, and City Council approve the floodplain ordinance O-2223-1 revisions. Mr. O’Leary asked for comments or discussion on the item. Mr. Sturtz noted at the CAV meeting he attended FEMA staff were very complementary of the program. Mr. Bill Scanlon motioned to approve the Floodplain Ordinance Revisions. Mr. Scott Sturtz seconded the motion. Ms. Lollie Lenker asked if the CAV report is accessible to the public. Mr. O’Leary said all of the information is available for open records request. The committee voted to approve the revision 6-0.

**Item No. 3, Miscellaneous Discussion:**

- a) Mr. O’Leary said there would not be a meeting on June 20, 2022 due to a lack of applicatons.
- b) Mr. O’Leary said the deadline for the July 5, 2022; meeting is coming up on June 15, 2022.

**Item No. 4, Adjournment:**

Mr. O’Leary called for a motion to adjourn. Mr. Sturtz motioned to adjourn and was seconded by Mr. Scanlon. Motion was approved 6-0. Meeting adjourned at 4:41 p.m.