



**CITY OF NORMAN, OK**  
**CITY COUNCIL OVERSIGHT COMMITTEE MEETING**  
Municipal Building, Executive Conference Room, 201 West Gray, Norman,  
OK 73069  
Thursday, November 10, 2022 at 4:00 PM

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## MINUTES

The City Council Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 10<sup>th</sup> day of November 2022 at 4:00 p.m. and notice of the agenda of the meeting was posted at the Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

### CALL TO ORDER

Chairman Heikkila called the meeting to order.

### PRESENT

Councilmember Ward 2 Lauren Schueler  
Councilmember Ward 4 Helen Grant  
Councilmember Ward 7 Stephen Holman

### ABSENT

Councilmember Ward 3 Kelly Lynn, (Chair)  
Councilmember Ward 1 Brandi Studley

### OTHERS PRESENT:

Ms. Kathryn Walker, City Attorney  
Ms. Beth Muckala, Assistant City Attorney  
Ms. Jane Hudson, Planning & Community Development Director  
Ms. Lora Hoggatt, Planning Services Manager  
Mr. Greg Clark, Development Services Manager  
Ms. Jamie Meyers, Deputy Clerk

## **AGENDA ITEMS**

### **ITEM 1: DISCUSSION REGARDING POSSIBLE AMENDMENTS TO THE CITY'S CARPORT ORDINANCE.**

Ms. Jane Hudson, Planning and Development Director, presented information on the current Carport Code and the proposed amendments.

Previously anything that deals with carports was located in Chapter 5, which deals with Building Codes. Mr. Greg Clark, Development Services Manager, is here to answer any Building Code questions.

Ms. Hudson said the discussion on carports has been ongoing since October 2014, meeting in June 2018, June 2019, and July 2020, bringing us to the current ordinance. In Chapter 22 for Zoning, all carports go before the Board of Adjustment for approval as a special exception. This process included, building fees, a legal publication, owner notifications, which is a costly process with risk of the application being denied.

In visiting with staff and councilmembers, a code amendment ordinance has been requested, removing carports from Chapter 22 and moving it back to Chapter 5, in order to streamline and expedite the process, and reduce cost to the applicant, associated with the special exception requirement in Chapter 22.

This proposed Carport amendment includes the recommendation for 29-gauge metal roofing material to provide not just uniformity, but allow a structurally sound, more economical option for applicants. As long as they are maintained and tied down, these structures last many years.

The installation and/or building of a small detached accessory structure does not require an engineering certification, but a city building permit is required. The current cost for a carport permit is \$50 and this change will save the applicant the extra costs associated with the special exceptions process under Chapter 22.

Councilmember Holman asked for clarification on whether they will still be subject to other codes, like Historical, and if they will be secured to the ground, to which Ms. Hudson said yes.

One of the new changes in the amendment expands the setbacks for carports, so they do not have to be taken to the Board of Adjustment. Existing carports will not be required to meet this new amendment related to construction.

Committee members recommended the Ordinance amendment be taken to Planning Commission, then Council Study Session and then Council for approval

## **ADJOURNMENT**

The meeting was adjourned at 4:28 p.m.

NO QUORUM