



# **CITY OF NORMAN, OK CITY COUNCIL BUSINESS & COMMUNITY AFFAIRS COMMITTEE MEETING**

**Municipal Building, Executive Conference Room, 201 West Gray, Norman,  
OK 73069**

**Thursday, December 01, 2022 at 4:00 PM**

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## **MINUTES**

The City Council Business & Community Affairs Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 1<sup>st</sup> day of December, 2022, at 4:00 p.m. and notice of the agenda of the meeting were 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 Peacock called the meeting to order at 4:00 p.m.

### **MEMBERS PRESENT:**

Councilmember Ward 8 Matthew Peacock (Chair)

### **ABSENT**

Councilmember Ward 4 Helen Grant

Councilmember Ward 5 Rarchar Tortorello

### **OTHERS PRESENT**

Councilmember Ward 7 Stephen Holman

Mr. Greg Clark, Development Services Manager

Ms. Jane Hudson, Planning and Community Development Director

Ms. Elisabeth Muckala, Assistant City Attorney

Mr. Aaron Easter, Planning Officer

Ms. Jamie Meyer, Administrative Technician IV

### **AGENDA ITEMS**

#### **1. DISCUSSION REGARDING UPDATES TO THE CITY OF THE NORMAN BUILDING CODES**

Presenter: Mr. Greg Clark, Building Services Manager

Mr. Clark provided a comprehensive presentation on proposed updates to the City's Building Codes to align with state mandates and current best practices. The discussion included:

Item 1, continued:

#### *Background on State Code Adoption*

- The Oklahoma Uniform Building Code Commission (OUBCC) sets minimum standards for cities.
- Recent state adoptions mandate the 2018 International Codes (I-Codes) and the 2017 National Electric Code (NEC).
- The 2018 International Residential Code (IRC) was adopted for one- and two-family dwellings and townhomes.

#### *City of Norman's Local Adoption Process*

- Outreach efforts included stakeholder forums (July 28 and August 16), a recorded webinar, and direct mail to permit holders.
- Goal: Educate and prepare contractors and the public for upcoming changes.

#### *Proposed Fee Adjustments*

1. Reinspection Fee Increase:
  - From \$25 to \$35 (first update since 2006).
  - Applies when deficiencies are found during inspections.
2. Base Permit Fee Update:
  - Adjustment to reflect costs associated with small permits (e.g., water heaters, irrigation systems).
3. After-Hours Inspection Fee:
  - Establishing a codified rate of \$200 for up to two hours; \$75/hour thereafter.
  - Applies to prearranged inspections (e.g., urgent construction timelines), not emergencies.
4. OUBCC Permit Fee Codification:
  - \$4.50 fee added to schedule (\$4 remitted to the state, \$0.50 retained by City).

#### *Elimination of Dual Fire Code Adoption*

- Staff recommended consolidating codes by adopting only the International Fire Code (IFC) to replace dual adoption of IFC and NFPA 1.
- Intended to reduce conflicts and streamline enforcement.

#### *Universal Changing Stations*

- Recommendation to require accessible adult changing stations in family-assist restrooms for certain occupancy thresholds.
- Draft language to be updated to align with Oklahoma City and Owasso for consistency.
- Applies to new construction only.

#### *Mechanical Code Manual J & S Requirements*

- City will now require submission of Manual J calculations for residential mechanical permits.
- Staff will use a recommended range of set points to prevent over- or under-sizing of HVAC systems.

Item 1, continued:

*Carport and Small Accessory Structure Foundation Clarifications*

- Local amendment to codify exemption from prescriptive foundation requirements for:
  - Uninhabitable structures under 600 sq ft.
  - Habitable structures under 400 sq ft.
- Requirement for a minimum of four secure ground connections remains.

*Energy Code Updates*

- Norman's Above Code program requires ERI score of 57, compared to new state baseline of 64.
- Program remains valid and competitive.

*Public Comment – Ice Barrier Requirement*

- One public comment received requesting mandatory ice barriers at eaves during re-roofing projects.
- Staff recommended against the change, aligning with state and Oklahoma City decisions.
- Ice barriers remain required only in valleys and certain pitch changes.

*Committee Discussion*

- Councilmembers expressed support for aligning with state code, modernizing fees, and enhancing accessibility.

**Adjournment**

Meeting adjourned at 4:41 p.m.