



# CITY OF NORMAN, OK CITY COUNCIL CONFERENCE

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

Tuesday, November 22, 2022 at 5:30 PM

## MINUTES

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

### CALL TO ORDER

#### PRESENT

Mayor Larry Heikkila  
Councilmember Ward 1 Brandi Studley  
Councilmember Ward 2 Lauren Schueler  
Councilmember Ward 3 Kelly Lynn  
Councilmember Ward 4 Helen Grant  
Councilmember Ward 5 Rarchar Tortorello  
Councilmember Ward 7 Stephen Holman  
Councilmember Ward 6 Elizabeth Foreman  
Councilmember Ward 8 Matthew Peacock

#### ABSENT

None

### AGENDA ITEMS

1. DISCUSSION REGARDING POSSIBLE AMENDMENTS TO THE CITY'S CARPORT ORDINANCE.

Ms. Jane Hudson, Director of Planning and Community Development, said the carport ordinance was last updated in 2020, requiring carport applications be submitted to the Board of Adjustment (BOA) as special exceptions. The City also changed the guidelines to require carport materials match house materials, carports have a shingled roof, and carport poles had to be wrapped in wood. The Planning Department received multiple complaints that it was becoming too costly to build a carport with BOA filing fees of \$200, cost of legal advertisement in local newspaper (costs vary), ownership list costing \$150 to \$200, and rising cost of materials.

Ms. Hudson said property owners within 300 feet are notified of the application and can attend the BOA meeting in support or protest. She said the BOA has received nine applications for carports and one of those was denied because the individual that protested was a renter that lives next door to the proposed carport. She said the property owner was frustrated that the protest was allowed by the renter versus the property owner.

Ms. Hudson said Staff is proposing removing the carport requirement from Chapter 22 to Section 5-403 in the Code of Ordinances as well as removing the requirement for applications to the BOA. The proposal will also remove design requirements and require a building permit.

The proposal allows carports to be constructed within one foot of the side property line as long as the structure is open on the side adjacent to the property line. Ms. Hudson said some neighborhood covenants may restrict carports and if the request is within a Historic District, the request would have to be approved by the Historic District Commission. Requirements being added include the gauge of the metal (roofing material must be a minimum of 29 gauge material); meeting building code requirements; carport cannot exceed the height of the physical dwelling structure; and applicants are required to install guttering to prevent stormwater runoff to adjacent property.

Councilmember Schueler said this proposal addresses complaints she has received from constituents in Central Norman who have a single car driveway not being able to meet setback requirements for a carport. She said removing the need for design requirements and application with the BOA will make it less cumbersome for Central Norman residents to build a carport. She said Council and Staff are trying to strike a balance of making sure the requirements were protective to the neighborhood with the heavier gauge materials and less cost prohibitive for the applicant.

Councilmember Holman asked how the carports will be anchored to the ground if cementing the poles into the ground is not required and Mr. Greg Clark, Development Services Manager, said the Code requires the applicant to show a method of anchoring at the time of application that must be approved by Staff. He said carports must be secured, but restrictions on how they are secured will not be as rigorous as they have been. He said he does not know of any problems with carports being blown away or blown over by winds.

Items submitted for the record

1. Memorandum dated November 9, 2022, from Jane Hudson, Director of Planning and Community Development, to Oversight – Council Committee

## ADJOURNMENT

The meeting was adjourned at 5:45 p.m.

ATTEST:

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City Clerk

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Mayor