

CITY COUNCIL CONFERENCE

**MUNICIPAL BUILDING CONFERENCE ROOM
201 WEST GRAY, NORMAN, OK**

JANUARY 9, 2018

5:30 P.M.

- 1. DISCUSSION REGARDING A PROPOSED ORDINANCE FOR THE CREATION OF REGULATIONS FOR TINY HOUSES AND WEDDING VENUES.**



office memorandum

TO: Members of City Council

FROM: Susan Connors, AICP, Director, Planning and Community Development
Jane Hudson, Principal Planner

DATE: January 5, 2018

RE: Draft Ordinances on Tiny Houses and Wedding Venues

At the August 24th Community Planning and Transportation Committee meeting, staff was directed to bring information to the Committee in September, 2017 regarding Tiny Houses and Wedding Venues. In September the Committee discussed these topics and requested that staff prepare draft ordinance language for these uses.

The Committee made recommendations at their September meeting about the content for each use. Those comments have been incorporated into the draft language along with additional comments provided at the November 16, 2017, Committee meeting.

The Committee requested that the Tiny House language include the following elements:

1. Tiny Houses should be on foundations and should be considered the primary structure on a lot.
2. Tiny Houses allowed through a Special Use Permit. The Committee was not definite about zoning districts. Staff is recommending A-1, A-2 and RE zoning districts.
3. Tiny houses should be allowed as temporary housing after a natural disaster occurrence.
4. Tiny House Subdivisions/Parks can be developed with houses on wheels or without wheels through PUD zoning. (This was removed from the proposal at the November 16th meeting Committee meeting.)

The Committee requested that the Agri-Wedding Event Venues language include the following elements:

1. Property/business owner must live on-site.
2. The property should have a Tax Exempt License from Cleveland County verifying an agricultural use on-site to qualify for the Special Use Permit for an Agri-Wedding Venue.
3. An Agri-Wedding Venue should come to City Council as a Special Use Permit request.
4. As presented the owner/operator must meet the current standards of the Noise Ordinance.
5. Adoption of a Special Use could allow City Council to approve different standards to allow outdoor live entertainment on-site.

Staff presents this information for discussion and will be present to address questions.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA ESTABLISHING REGULATIONS FOR TINY HOUSES IN THE A-1, A-2 AND RE ZONING DISTRICTS; ESTABLISHING REGULATIONS FOR AGRI-WEDDING EVENT VENUES IN THE A-1 AND A-2 DISTRICTS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 1. That Section 420.1 of Chapter 22 of the Code of the City of Norman shall be amended to read as follows:

SEC. 420.1 – A-1, GENERAL AGRICULTURAL DISTRICT

3. Special Use.

(b) Tiny Houses as regulated in Section 434.2(A) of Chapter 22.

(c) Agri-Wedding Event Venues as regulated in Section 434.2(B) of Chapter 22

*

SEC. 420.2 – A-2, RURAL AGRICULTURAL DISTRICT

3. Special Use.

(p) Tiny Houses as regulated in Section 434.2(A) of Chapter 22.

(q) Agri-Wedding Event Venues as regulated in Section 434.2(B) of Chapter 22

*

Sec. 420.3 – RE, RESIDENTIAL ESTATE DWELLING DISTRICT

3. Special Use.

(h) Tiny Houses as regulated in Section 434.2(A) of Chapter 22.

* * *

§ 2. That Section 434.2 of Chapter 22 shall be added to read as follows:

SEC. 434.2 – REGULATIONS FOR SPECIAL USES

(A) TINY HOUSES

1. General Description. The purpose of this section is to provide regulations to allow tiny houses in the rural areas of Norman.

2. Definition. A tiny house is defined as a dwelling unit that is 400 square feet or less in floor area excluding lofts.

3. Conditions of Use

(a) One tiny house is allowed per lot.

(b) All tiny houses must have adequate water and wastewater disposal systems and be connected to electricity prior to habitation.

(c) Inspections for all units shall be made on site by City of Norman building inspectors and must meet all appropriate City Code requirements. Tiny houses must be placed on site with all plumbing, electrical, and mechanical components exposed for inspection and be anchored to a permanent foundation as approved by the building official.

4. BUILDING CODE REQUIREMENTS (Code Sections referenced in this section are from the International Residential Code)

(a) DEFINITIONS

(1) Egress Roof Access Window - A skylight or roof window designed and installed to satisfy the emergency escape and rescue requirements in Section R310.2.

(2) Landing Platform - A landing provided as the top step of a stairway accessing a loft.

(3) Loft - A floor level located more than 30 inches (762 mm) above the main floor and open to it on at least one side with a ceiling height of less than 6 feet 8 inches (2032 mm), used as a living or sleeping space.

(4) CEILING HEIGHT

Minimum ceiling height - Habitable space and hallways in tiny houses shall have a ceiling height of not less than 6 feet 8 inches (2032 mm). Bathrooms, toilet rooms, and kitchens shall have a ceiling height of not less than 6 feet 4 inches (1930 mm). Obstructions shall not extend below these minimum ceiling heights including beams, girders, ducts, lighting and other obstructions.

Exception: Ceiling heights in lofts are permitted to be less than 6 feet 8 inches (2032 mm).

(5) LOFTS

(i) Minimum loft area and dimension - Lofts used as a sleeping or living space shall meet the minimum area and dimension requirements of Sections AV104.1.1 through AV104.1.3.

(ii) Minimum area - Lofts shall have a floor area of not less than 35 square feet (3.25 m).

(iii) Minimum dimensions - Lofts shall be not less than 5 feet (1524 mm) in any horizontal dimension.

(iv) Height effect on loft area - Portions of a loft with a sloping ceiling measuring less than 3 feet (914 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the loft.

Exception: Under gable roofs with a minimum slope of 6:12, portions of a loft with a sloping ceiling measuring less than 16 inches (406 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the loft.

(v) Loft access. The access to and primary egress from lofts shall be any type described in Sections AV104.2.1 through AV104.2.4.

1. **Stairways.** Stairways accessing lofts shall comply with Sections AV104.2.1.1 through AV104.2.1.5.

2. **Width.** Stairways accessing a loft shall not be less than 17 inches (432 mm) in clear width at or above the handrail. The minimum width below the handrail shall be not less than 20 inches (508 mm).

3. **Headroom.** The headroom in stairways accessing a loft shall be not less than 6 feet 2 inches (1880 mm), as measured vertically, from a sloped line connecting the tread or landing platform nosings in the middle of their width.

4. **Treads and risers.** Risers for stairs accessing a loft shall be not less than 7 inches (178 mm) and not more than 12 inches (305 mm) in height. Tread depth and riser height

shall be calculated in accordance with one of the following formulas:

(a) The tread depth shall be 20 inches (508 mm) minus $\frac{4}{3}$ of the riser height, or

(b) The riser height shall be 15 inches (381 mm) minus $\frac{3}{4}$ of the tread depth.

5. **Landing platforms.** The top tread and riser of stairways accessing lofts shall be constructed as a landing platform where the loft ceiling height is less than 6 feet 2 inches (1880 mm) where the stairway meets the loft. The landing platform shall be 18 inches to 22 inches (457 to 559 mm) in depth measured from the nosing of the landing platform to the edge of the loft, and 16 to 18 inches (406 to 457 mm) in height measured from the landing platform to the loft floor.
6. **Handrails.** Handrails shall comply with Section R311.7.8.
7. **Stairway guards.** Guards at open sides of stairways shall comply with Section R312.1.
8. Ladders - Ladders accessing lofts shall comply with Sections AV104.2.1 and AV104.2.2.
9. **Size and capacity.** Ladders accessing lofts shall have a rung width of not less than 12 inches (305mm) and 10 inches (254 mm) to 14 inches (356 mm) spacing between rungs. Ladders shall be capable of supporting a 200 pound (75 kg) load on any rung. Rung spacing shall be uniform within $\frac{3}{8}$ -inch (9.5 mm).
10. **Incline.** Ladders shall be installed at 70 to 80 degrees from horizontal.
11. Alternating tread devices - Alternating tread devices accessing lofts shall comply with Sections R311.7.11.1 and R311.7.11.2. The clear width at and below the handrails shall be not less than 20 inches (508 mm).
12. Ships ladders - Ships ladders accessing lofts shall comply with Sections R311.7.12.1 and R311.7.12.2. The clear width at and below handrails shall be not less than 20 inches (508 mm).

13. Loft Guards - Loft guards shall be located along the open side of lofts. Loft guards shall not be less than 36 inches (914 mm) in height or one-half of the clear height to the ceiling, whichever is less.

(6) EMERGENCY ESCAPE AND RESCUE OPENINGS

General - Tiny houses shall meet the requirements of Section R310 for emergency escape and rescue openings.

Exception: Egress roof access windows in lofts used as sleeping rooms shall be deemed to meet the requirements of Section R310 where installed such that the bottom of the opening is not more than 44 inches (1118 mm) above the loft floor, provided the egress roof access window complies with the minimum opening area requirements of Section R310.2.1.

5. Allowance for Tiny Houses as Temporary Dwelling Units.

- (a) Tiny houses on wheels may be used as a temporary dwelling unit in the A-1, A-2 and RE zoning districts if needed to house the owners of property affected by wildfires, flooding or other natural disasters with the following conditions:
 1. The affected property owner must apply for and receive a building permit within a year from the date of destruction of their permanent residence in order to continue to be able to reside within the temporary dwelling; however this time limit may be amended upon showing good cause for such an extension.
 2. Tiny home must have adequate water and wastewater disposal systems and be connected to electricity prior to habitation.
 3. These temporary dwelling units may not be located within ten feet of property lines, within sight triangles or over utility easements.
 4. Property owners shall remove the temporary dwelling or make the necessary changes for the property to be in conformance with the regulations of zoning district in which the property is located within a time limit established by the City Manager (or his designee) or prior to the issuance of a Certificate of Occupancy for the new permanent structure on the subject property; however, these time limits may be amended upon showing good cause for such an extension.

(B) AGRI-WEDDING EVENT VENUES

1. General Description. The purpose of this section is to provide for the orderly development of an Agri-Wedding Venue; An Agri-Wedding Venue is a Small, Intermediate or Large Agri-Wedding Venue within the City of Norman approved under a Special Use Permit in the A-1, General Agricultural District, or A-2, Rural Agricultural District.

2. Use. Agri-Wedding Venue. An agri-wedding venue is allowed as a special use to an existing agricultural business/site and an owner-occupied residential use/site. This request may be allowed on parcels of ten (10) acres or larger in size. The suitability of a parcel for an agri-wedding venue shall be determined by the characteristics of the site and by the unique capacity of the parcel to accommodate the use while preserving the essential rural character of the area and the site on which the use is located, by the ability of the parcel to accommodate the use without negative impact on the general health, safety, and welfare of the community, and by other factors the City may deem appropriate for consideration depending on the location of the property.

3. Definitions. Agri-Wedding Venue - A facility located on agriculturally zoned land that has an ongoing viable agricultural use and an owner-occupied residential use that provides a facility for a commercial wedding venue and consisting of areas typically accessory to wedding venues; a kitchen and/or outdoor barbecue facilities, that are available for use by the private group for such activities as weddings, wedding parties, receptions and uses accessory to the wedding. This use does not include outdoor concerts, live music events or retreat events not associated with a wedding venue. The agri-wedding venue may be accommodated on the following acreages:

Small - Ten (10) acres or larger; 100 or fewer guests

Intermediate - Twenty (20) acres or larger; 200 or fewer guests

Large - Forty (40) acres or larger; 300 or fewer guests

4. Conditions of Use.

- (a) Pre-Development Meeting – Per Section 442.1 Amendments of Chapter 22, Zoning Ordinance, a Pre-Development meeting is required for all applications.
- (b) Agricultural Use – Existing tax exempt license of agricultural use of the site is required.
- (c) Ownership – The property will be the primary residence of the venue operator. The operator must be on the premises for the duration of each event.
- (d) Maximum Number of Guests – The maximum number of guests is dependent on parcel size; “*Small, Intermediate, Large*”, as indicated above.
- (e) Food and Beverages – The serving of food and beverages is permitted only as part of the event/ceremony. Any on-site

preparation and handling of food or beverages must comply with all applicable Federal, State or Local Standards.

- (f) Hours of Operation – Ceremonies are limited to no more than four times per week. Ceremonies and associated activities shall only be allowed between the hours of 10:00 a.m. to 10:00 p.m. Sunday – Wednesday and 10:00 a.m. to 12 midnight Thursday – Saturday. All lights associated with the facility must be turned off at the designated time/day.
- (g) Overnight Accommodations – Overnight accommodations are allowed if approved as part of the Special Use and the unit must be recognized as a Guest House as defined in Chapter 22, Zoning Ordinance.
- (h) Off-Street Parking – Off-street parking shall be required in the ratio of one (1) parking space for each three attendees based on the maximum number of attendees planned for the site. The off-street parking area and the number of parking spaces shall be documented on the required site plan. Parking areas consisting of dirt/grass, gravel, asphalt or concrete are considered an approved parking surface in these rural areas. Access points/entry at the street must be maintained and kept clear of dirt and mud. On-street parking is prohibited.
- (i) Setbacks – The minimum setbacks from neighboring houses and property lines for the various activities associated with the venue shall be as follows:
 - i. Parking: 100 feet from residential property lines; 200 feet from neighboring houses
 - ii. Outdoor/Indoor Activity Spaces: 300 feet from residential property lines; 400 feet from neighboring houses
- (j) Landscaping/Screening – Landscaping shall be required to buffer the use from adjacent land uses and to provide screening when such screening does not presently exist on the site. A landscape/screening plan shall be submitted at the time of zoning application. Each landscape/screening plan will be reviewed on its own merit based on adjacent use and location of facilities on-site.
- (k) Grading Plan – Any proposed grading shall observe all requirements of Chapter 19 Subdivision Regulations of the City of Norman Code. If a grading plan is required, it shall be submitted in conjunction with the special use permit application.
- (l) Traffic – A transportation management plan shall be submitted as part of an application for the Special Use Permit. The plan shall

address traffic control, including traffic movement to the public street system and impact on the surrounding roadways. Such facilities shall not be located on a private road unless approved by all adjacent property owners responsible for maintaining the private road.

- (m) Structures – All existing or proposed structures to be used for the wedding ceremony venue shall be inspected by the City’s Building Official and must meet applicable Building Codes and Local Amendments as adopted. Building permits are required of all new and addition/alteration applications for the site. Certificate of Occupancy is required prior to operations.
 - i. Temporary Structures – Temporary structures, including tents and canopies, may be allowed. Tents and canopies may be erected no more than two (2) days prior to an event and must be removed no more than 72 hours following the event, unless otherwise approved in the Special Use Permit.
- (n) Sanitary Facilities – Sanitary facilities adequate for the number of attendees shall be provided. Portable toilets may be approved for temporary use, and must be screened from view from roads and neighboring properties by landscaping or a wooden enclosure. No portable toilets shall be located closer than 400 feet from a neighboring residential structure. Sanitary facilities may be delivered no more than two (2) days prior to an event and must be removed no more than 72 hours following the event, unless otherwise approved in the Special Use Permit.
- (o) Lighting – All outdoor pole mounted lighting fixtures; i.e. security lights, less than 400 feet from a neighboring house must be full cut-off fixtures. All wall mounted lights and accessory lights must be full cut-off fixtures as described in the Commercial Outdoor Lighting Standards, Sec. 431.6 of Chapter 22.
- (p) Noise – All wedding venues shall comply with the City’s noise standards found in Article III, Section 10 of the City of Norman Code of Ordinances, unless otherwise approved as part of the Special Use Permit request.
- (q) Sound Amplification – Amplification of music is allowed only in conjunction with the wedding ceremony and reception. Compliance with the Noise Ordinance is required, as approved in the Special Use Permit.
- (r) Waste – All solid waste must be stored in a manner that prevents the propagation, harborage, or attraction of flies, rodents, or other

nuisance conditions and must be removed at least once every seven days by City Sanitation.

- (s) Signage – Requested square footage of signage proposed for the site must be included in the request for Special Use Permit. No other signage will be approved unless done so by City Council.
- (t) Fire and Emergency Vehicle Access – The site must comply with Fire and Life Safety Requirements. A Certificate of Occupancy approved by the Fire Department is required prior to use of the site.
- (u) Other Activities – Other than the wedding ceremonies and receptions authorized under this section, no other commercial events may be conducted on the approved site.

* * *

§ 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance, except that the effective date provision shall not be severable from the operative provisions of the ordinance.

ADOPTED this _____ day
of _____, 2018.

NOT ADOPTED this _____ day
of _____, 2018.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)

CITY COUNCIL
COMMUNITY PLANNING AND TRANSPORTATION
COMMITTEE MINUTES

November 16, 2017

The City Council Community Planning and Transportation Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 3:35 p.m. in the Conference Room on the 16th day of November, 2017, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

PRESENT: Councilmember Clark, Holman, Karjala, and
Chairman Hickman

ABSENT: Councilmember Wilson

OTHERS PRESENT: Councilmember Castleberry, Ward Three
Mayor Lynne Miller
Mr. Bob Christian, Permit Manager
Ms. Susan Connors, Director of Planning and
Community Development
Ms. Carrie Evenson, Stormwater Program
Manager
Mr. Terry Floyd, Development Coordinator
Mr. Rocky Henkel, Street Superintendent
Ms. Jane Hudson, Principal Planner
Ms. Sara Kaplan, Retail Marketing Coordinator
Mr. Steve Lewis, City Manager
Mr. Scott Sturtz, City Engineer
Ms. Kathryn Walker, Assistant City Attorney
Ms. Syndi Runyon, Administrative Technician IV

Item 1, being:

CLEVELAND AREA RAPID TRANSIT (CART) RIDERSHIP REPORT INCLUDING SAFERIDE AND EXTENDED SERVICE FOR THE MONTH OF OCTOBER 2017.

Mr. Taylor Johnson, Marketing Specialist for Cleveland Area Rapid Transit (CART), highlighted CART Ridership Reports for October 2017, and said fiscal year-to-date ridership (July to October) had a decrease of 11% over the same period last year. In October CART transported 140,553 passengers that included 749 riders who traveled with bicycles and 293 riders who traveled with wheelchairs.

CARTaccess transported 3,033 riders in October, a decrease of 5% over the same month last year with an average daily ridership of 126 riders. Year-to-date primary zone ridership decreased by 12% while secondary zone ridership increased by 25%.

Item 1, continued:

Mr. Johnson said CART participated in the annual Oklahoma Transit Association Bus Rodeo on October 18th through 20th that included three classes of obstacle courses and knowledge testing. CART driver Kevin Calvert won first place in the city bus portion and will represent Oklahoma at the national competition. Also, the University of Oklahoma (OU) hosted the Campus Parking and Transportation Association National Conference on October 8th through 11th that included sessions on construction of parking garages, smarter parking, and bike share. CART Staff participated in Department of Human Services (DHS) training on October 27th and has utilized DHS funding in the past to purchase cutaway vehicles for CARTaccess. He explained that a cutaway vehicle has a standard-sized windshield, similar to a regular cab (pickup) chassis, and the driver sits further back from the windshield or behind the engine compartment.

Mr. Johnson said CART Staff has been participating in the City of Norman's Americans with Disability Act Self-Evaluation/Transition Plan since bus stops in the public right-of-way are included in the scope of that plan. CART also completed the National Transit Database Annual Report, which is the collection of data and statistics from transit agencies across the nation that is made available to the public. He said some of these statistics are involved in the urbanized formula grant funding for CART.

Chairman Hickman asked if CART could provide a cost estimate to add a bus stop at the corner of Porter Avenue and Rock Creek Road and Mr. Johnson said certainly.

Chairman Hickman asked if there are locations, e.g., near Constitution Street and Classen Boulevard, that CART would recommend expanding the Bicycle Share Program and what that would cost and Mr. Johnson said he would be happy to prepare information to present to the Committee.

Items submitted for the record

1. Cleveland Area Rapid Transit Ridership Totals for the months of October 2017
2. Cleveland Area Rapid Transit Monthly Reports for October 2017

* * * * *

Item 2, being:

DISCUSSION REGARDING THE CREATION OF REGULATIONS FOR TINY HOUSES AND WEDDING VENUES.

Ms. Susan Connors, Director of Planning and Community Development, said Staff submitted information regarding tiny houses and wedding venues to the Committee in September at which time the Committee requested Staff prepare draft ordinance language for both items. She highlighted the regulations discussed by the Committee.

Item 2, continued:

Tiny House Regulations

Ms. Connors said the following regulations for tiny house are based upon the Committee's discussions:

- Tiny houses should be on a foundation;
- Be considered the primary structure on a lot;
- Tiny houses subdivisions/parks could be developed with houses on wheels or without wheels through Planned Unit Development (PUD) zoning;
- Tiny houses should be defined as a dwelling that is 400 square feet or less in floor area excluding lofts (which is consistent with other communities that have tiny house regulations);
- One tiny house per lot should be allowed through a Special Use Permit in zoning districts A-1, General Agricultural District, A-2, Rural Agricultural District, and RE, Residential Estate District;
- Tiny houses should be allowed as temporary housing after a natural disaster occurrence;
- Tiny houses must have adequate water and wastewater disposal systems and be connected to electricity prior to habitation;
- There should be a minimum of ten acres for a tiny house subdivision/park;
- Impervious surface coverage should be 65%; and
- Inspections should be made by City of Norman building inspectors to ensure International Residential Code (IRC) requirements are met.

Chairman Hickman asked how big the lots in RE are and Ms. Connors said two acres. Chairman Hickman asked if A-1 and A-2 also consist of two acre lots and Ms. Connors said A-1 can be one acre or more and A-2 is generally ten acres or more.

Mayor Miller said there is a restriction of one residence per ten acres in east Norman so how would a tiny house park work in east Norman? Ms. Connors said that would need further discussion, but could be accomplished through a PUD.

Chairman Hickman said if there was interest in a ten acre tiny house subdivision, how many tiny houses could be built there? Ms. Connors said there is not a lot of literature regarding tiny house subdivisions so that is something that would need to be researched.

Councilmember Castleberry asked how mobile home parks are zoned and Ms. Connors said mobile home parks have a specific zoning district known as RM-4, Mobile Home Park District. Councilmember Castleberry said he is not sure he would like tiny home parks to be allowed in agriculturally zoned land that may be next to or across from million dollar homes so how would the City protect property values? Ms. Connors said requests would come to Council through a PUD so Council could deny the zoning change and if it were a single tiny house on an individual lot it would require a Special Use Permit, which also needs approval by Council. Ms. Connors said that is the reason Staff is recommending only allowing them in rural areas that have larger lots with larger separation. She said mobile homes are currently allowed in A-1 and A-2 and tiny homes are just a smaller version of a mobile home. Councilmember Castleberry said tiny homes can address the homeless population, but sticking the homeless population in rural areas where there is no transportation service is not a good idea. Ms. Connors said in that scenario, a tiny house park would be recommended that would require PUD zoning and could occur anywhere in Norman. She said

Item 2, continued:

Tiny House Regulations

Staff is recommending tiny homes being allowed on a single lot in R-1, R-2, and RE through a Special Use Permit and tiny home parks being allowed through a PUD anywhere in Norman.

Councilmember Holman said if he bought an empty lot in central Norman and wanted to place a tiny home there, would he be able to do that? Ms. Connors said no because it is manufactured, but people can build a house with a minimum of 400 square feet as long as it meets building code requirements. Councilmember Castleberry there is a big difference between constructing a 400 square foot home as opposed to placing a manufactured home on a foundation on a single lot in a residentially zoned area.

Chairman Hickman asked how the Committee felt about the proposed language for tiny houses and Mayor Miller said she was fine with the language. Councilmember Holman felt tiny houses should be allowed in more zoning districts.

Councilmember Castleberry asked what problem the City is trying to solve with this language, are people knocking down the doors to have tiny houses or is the City being proactive? Ms. Connors said there has not been a high demand; however, there is one person that has placed a tiny house on a rural lot that does not comply with current codes. Councilmember Karjala said the City is trying to accommodate this person because the tiny house is in Ward Five and Councilmember Wilson requested language be drafted to allow tiny houses, but Councilmember Wilson is not here tonight so maybe the Committee should postpone this discussion until she can join the discussion. Councilmember Holman agreed that Councilmember Wilson should be involved in the discussion.

Chairman Hickman said he and Councilmember Wilson were approached by a developer who has an interest in creating a tiny house subdivision/park around Lake Thunderbird.

Chairman Hickman said he is comfortable moving the language forward to a study session or conference as long as tiny house subdivision/parks language is removed. Mayor Miller agreed and said sometimes it is better to let other communities work out the kinks so she is comfortable moving forward with the removal of tiny house subdivisions/parks. Councilmember Castleberry said he is not comfortable with the language at all and would like more discussion before moving forward to full Council because Council has more important topics to discuss in study sessions/conferences.

Mayor Miller reminded the Committee that a Councilmember requested this topic be discussed and was included as a Council goal during the Council Retreat.

Chairman Hickman said Councilmember Wilson emailed him and Ms. Connors, which is included in the packet, stating she has no problem with the tiny house language.

Chairman Hickman suggested removing tiny houses subdivision/park language requirements and the drafted language be forwarded to full Council for further comments. He said at that time Council can decide if they would like to move forward with an ordinance and the Committee agreed.

Item 2, continued:

Agri-Wedding Venue Regulations

Ms. Jane Hudson, Principal Planner, said in August the Committee discussed the possibility of allowing agri-wedding event venues through a Special Use Permit or PUD. She said an agri-wedding venue would be allowed as an accessory use to an existing agricultural business/site located on agriculturally zoned land that has ongoing viable agricultural use. The location would also have to have an owner occupied residential use that provides a facility for a commercial wedding venue social gathering consisting of areas typically accessory to wedding venues with a kitchen and/or outdoor barbecue facility available for use by private groups for activities such as weddings, wedding parties, and wedding receptions. The agri-wedding venue would be allowed on parcels of ten acres or larger in A-1 and A-2 districts and suitability for an agri-wedding venue would be determined by the characteristics of the site and unique capacity of the parcel to accommodate the use while preserving the essential rural character of the area and site. The locations would need to accommodate an agri-wedding venue use without negatively impacting the general health, safety, and welfare of the community.

Agri-wedding venue use could be accommodated as follows:

- Small - ten acres or larger with 100 or fewer patrons
- Intermediate - twenty acres or larger with 200 or fewer patrons
- Large - forty acres or larger with 300 or fewer patrons.

Ms. Hudson highlighted the proposed conditions of use that includes a pre-development meeting; requiring a farming or ranching element (raise livestock or grow and sell produce) licensed by the State; a maximum number of guests based on parcel size (small, intermediate, large); food and beverage requirements; seasonal operations; number of weddings per week; hours of operation; overnight accommodations; off-street parking; setbacks; landscaping/screening; grading plan; traffic conditions; structures allowed for use; sanitary facilities; lighting; noise; sound amplification; waste; signage; fire and emergency vehicle access; and no other commercial events should be allowed on the site.

Mayor Miller asked if properties currently hosting weddings/concerts are able to do that through a Special Use Permit and Ms. Connors said no, they are doing it illegally and inspectors from the Code Compliance Division have visited with the property owners regarding the violation(s).

Mayor Miller asked what the grading plan requires and Ms. Hudson said if dirt work is done on more than one acre of land they need to submit a grading plan.

Councilmember Castleberry said the off-street parking regulations state that parking areas consisting of dirt/grass, gravel, asphalt, or concrete are considered to be approved parking areas. What other areas in Norman can citizens park on the grass in the right-of-way between the sidewalk and street? Ms. Connors said that regulation was included because Staff felt people in rural areas would not want to create huge asphalt and concrete parking areas ruining the natural ambience of the site.

Mayor Miller said Whispering Pines on East State Highway 9 is a Bed and Breakfast and asked if they could hold weddings and Ms. Connors said that is an interesting case because the ordinance does not specifically state they can host weddings; however, it is clearly implied in the meeting minutes that Whispering Pines would be hosting weddings.

Item 2, continued:

Agri-Wedding Venue Regulations

Chairman Hickman said Councilmember Wilson also emailed she had no issues with this language so he would like to move this item forward with tiny houses if the Committee has no objections and the Committee concurred. He said he would like to add Pedi cabs to that discussion as well since the City is basically using Oklahoma City's ordinance and he felt it does not need further Committee discussion.

Items submitted for the record

1. Memorandum dated November 9, 2017, from Susan Connors, AICP, Director of Planning and Community Development, to Community Planning and Transportation Committee Members
2. Tiny House Regulations
3. Agri-Wedding Venue Regulations
4. E-mail dated November 16, 2017, from Sereta Wilson to Bill Hickman regarding tiny homes and wedding venues
5. Article entitled, "Tiny houses Are Trendy -Unless They Go Up Next Door," by Scott McFetridge of the Associated Press

* * * * *

Item 3, being:

DISCUSSION REGARDING GREEN BUILDING CODE AND GREEN INFRASTRUCTURE/LOW IMPACT DEVELOPMENT INCENTIVES.

Mr. Terry Floyd, Development Coordinator, said today's discussion on green building codes (GBC) and low impact development (LID) incentives is simply an introduction into the topic. He said this topic typically requires multiple meetings and a key factor is involving the development community on exactly what items will be incentivized because the City does not want to incentivize items that will not be utilized. He said "green building" is a term used to commonly describe sustainable building practices for construction projects and green building codes typically exceed requirements of traditional building codes and are primarily used for construction of *structures* on property. The City recently adopted the 2006 International Energy Conservation Code (IECC) in addition to the 2015 International Residential Code (IRC), 2015 International Building Code (IBC), and 2015 International Mechanical Code (IMC).

Mr. Floyd said incentive programs have been utilized by many municipalities/local jurisdictions to help facilitate green development such as Structural Incentives that consist of expedited review/permitting processes and density and height bonuses; Financial Incentives that consist of permit fee reduction/waiver, grants, revolving loan funds, and tax credits (property tax reductions); and Other Incentives that consist of technical assistance to developers with education and marketing, i.e. signage, awards, press releases. He said common LID development practices to reduce runoff and pollutants can include engineered wetlands; dry ponds; green roofs; infiltration trenches; infiltration basins; porous pavement; vegetative bioswales; rain gardens; wet ponds; vegetative buffers; and native/drought tolerant plants.

Item 3, continued:

The most common incentives found throughout the nation include:

- Stormwater Fee Discounts - reduced impervious areas and runoff volumes;
- Development Incentives - zoning upgrades, expedited permitting, and increased densities;
- Grants - direct funding for green infrastructure upgrades and practices;
- Rebates and Installation Financing - funding, tax credits or reimbursements to property owners for certain green infrastructure installation; and
- Awards and Recognition Programs - marketing and public outreach to highlight successful green infrastructure projects.

Mr. Floyd said stormwater fee discounts encourage retrofits of existing properties and implementation of green infrastructure in new development. The incentive fee discounts/credits provide an opportunity for property owners to reduce the amount of stormwater fees that may apply to their property by decreasing impervious surfaces or using green infrastructure techniques that reduce the amount of stormwater runoff.

Mayor Miller asked what funds the City would utilize for making loans and Mr. Scott Sturtz, City Engineer, said the Oklahoma Water Resources Board (OWRB) offers assistance and the City is currently utilizing some of those funds on the Main Street Bridge Project over Brookhaven Creek. He said that project is utilizing quite a bit of green infrastructure installation through tree plantings and natural stream protections. He said this funding option is a loan program, but loan forgiveness is offered every other year; however, obtaining these funds is becoming more competitive as more communities become aware of the program.

Councilmember Castleberry asked what requirements have to be met for a loan to be forgiven and Mr. Sturtz said there was an application process with multiple meetings so it was a complicated, intense process. He said OWRB offers loan forgiveness on many of their State Revolving Funds, but the City must prove they are meeting all the conditions of the loan. Ms. Carrie Evenson, Stormwater Program Manager, said it is also conditional upon the amount of funding available because OWRB only has a specific amount of money available for principle forgiveness each year. She said the money is available as a way to incentivize communities to implement green infrastructure regulations.

Chairman Hickman said there are two parts to the GBC that consist of structures and dirt, which should be separate programs. For the structure portion, he would like to focus on single-family homes to include energy efficiency and reducing greenhouse gas emissions. He said the community may or may not be as willing to incentivize commercial structures or multi-family green structures. He would like to start with single-family structures then expand that to other structures in the future, if successful. He said there is a third party vendor known as RESNET that uses the Home Energy Rating System (HERS) Index, which is the industry standard by which a home's energy efficiency is measured. HERS is also the nationally recognized system for inspecting and calculating a home's energy performance. He said the builder would pay RESNET to measure the home's efficiency and perhaps suggest ways the house could be more energy efficient.

Item 3, continued:

Mayor Miller said focusing on energy efficiency should definitely be part of the GBC, but she hopes this topic is not rushed through because she would like to make sure the City has plenty of input from the people actually building these structures. Chairman Hickman said his thought was that Staff would hold meetings with industry representatives for input then have draft language come back to the Committee for further discussion.

Chairman Hickman said solar power is the future and if the City wanted to incentivize renewable energy, then solar power incentives would be worth discussing.

Councilmember Castleberry said the GBC should save the homeowner and the City money so that needs to be part of the conversation as well. Chairman Hickman agreed and said that is something Staff needs to discuss with the industry. He said he would like to know what revenues the City receives for single-family home construction so those revenues can be balanced against the cost to the builder to build a green home in order to decide incentive fees.

Councilmember Castleberry said most developers are already building green so he feels that GBC is not really a necessity and Mr. Sturtz said many developers are currently including rain gardens, energy efficient buildings, engineering better pollutant runoff solutions, as well as other LID items without it being required. He believes more and more LID is being incorporated, whether it is residential or commercial, and Staff continues to work with developers in assisting with ideas.

Chairman Hickman said if two people walk in with two development proposals and one proposal is standard, but the other incorporates LID methodologies does the City incentivize the LID proposal by expediting it? Mr. Floyd said not at this time. Chairman Hickman asked if that could be done to create competition and Mayor Miller said the City would need a policy so that idea is not used capriciously to keep the playing field level. Chairman Hickman said if the City has tools in place, Staff could create a priority system for fast tracking LID friendly permits.

Mr. Sean Rieger, representing the Builders Association of South Central Oklahoma (BASCO) and the Norman Development Council, said he appreciates this discussion and applauds the City for wanting to work with developers. He said other ideas include sidewalks on one side of the street because that would take away four feet of impervious surface that would save a large amount of square footage. He said developers would be happy to discuss ideas with the City. He said there are many "green" development options that may work in one State, but not another due to different weather and soil conditions.

Chairman Hickman suggested the City develop a list of LID options for developers. He said whatever policy is created, it needs to be done in the context of a pilot project to determine how well the program is working and tweaking options that may not be working. He felt that allowing more bar drainage ditches in neighborhoods would be helpful instead of constructing curbs and gutters. He said LID options could replace otherwise standard requirements that might be causing the City to be less green friendly than it wants and to avoid situations where requirements limit how low impact a development can be.

Item 3, continued:

Chairman Hickman said the next step will be for Staff to reach out to developers for their input and bringing those ideas back to the Committee. He said the next meeting will be December 20th and asked if Staff could have options ready by then and Mr. Floyd said he would like to move that into January or February because of the holidays and to allow Staff to have meaningful discussions with the development community. Chairman Hickman suggested Staff have something ready in January and he would work with the City Clerk on topics for December.

Items submitted for the record

1. Memorandum dated November 9, 2017, from Terry Floyd, Development Coordinator, through Steve Lewis, City Manager, to City Council Planning and Transportation Committee, with Attachment A, article entitled, "Good to know: Green Building Incentive Strategies," by the United States Green Building Council; Attachment B, Stormwater Management Controls Overview, and Attachment C, Description of Incentive Types, Stormwater Fee Discount
2. Designing and Building Houses that are Solar Ready, by the Office of Energy Efficiency and Renewable Energy
3. Recommendations for Building Solar Ready Houses New Mexico State University Southwest Technology Development Institute
4. PowerPoint presentation entitled, "City of Norman Green Building Code and Green Infrastructure Impact Development (LID) Incentives," dated November 16, 2017

* * * * *

Item 4, being:

MISCELLANEOUS PUBLIC COMMENTS.

None

* * * * *

The meeting adjourned at 5:25 p.m.

ATTEST:

City Clerk

Mayor