

**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria

Saturday; December 18, 2021

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust

NOTICE AND AGENDA

1. Call to Order
2. Roll Call

Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information *on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.*

3. Approval of Minutes:
 - a. [Regular Meeting of the CL Board of Trustees of November 20, 2021](#)
4. [Consider, discuss, and possibly approve, amend, revise, or deny FY 21-22 Budget Amendment #1 for Carlton Landing General Fund to recognize new Alcohol Tax and Motor Fuel Tax; increase Sales Tax Revenue, amend Carlton Landing Economic Development Trust 2021 TIF Revenue Note; appropriate said revenue\(s\) and amend 2021 TIF Project appropriations, or take any other appropriate action.](#)
[Exhibit: FY 21-22 BUDGET AMENDMENT #1 11-20-2021; 2021 Visual Inspection Program Invoice](#)
5. Consider, discuss, and approve a one-time \$500 salary stipend to the Town Administrator, or take any other appropriate action. (Mayor Chinnici)
6. Consider, discuss, and approve a one-time \$500 salary stipend to the Finance Director, or take any other appropriate action. (Mayor Chinnici)
7. Consider, discuss, and approve a one-time \$500 salary stipend to the Town Attorney, or take any other appropriate action. (Mayor Chinnici)
8. [Acknowledge receipt of Claims and Purchase Orders Report](#)

9. Items Removed from Consent Agenda
10. Consider, discuss, and possibly vote to amend, revise, approve or deny a Resolution confirming the establishment of the Board of Adjustment of the Town of Carlton Landing, Oklahoma, providing for the composition and reappointment of the Members and setting meetings, or take any other appropriate action.
Exhibit: Resolution 2021-xx-xx Board of Adjustment
11. Consider, discuss, and possibly vote to approve, amend, revise, or deny Ordinance 2021-12-__ establishing and creating a Code of Ordinances for the Town of Carlton Landing in conformance with O.S. Title 11 Section 14-108 and 109; repealing all ordinances or parts thereof which are in conflict herewith the Code of Ordinances; providing for severability; and Declaring an Emergency.
Exhibit: Ordinance - Adopting Code of Ordinances 12-18-21
Carlton Landing_Municipal Code_20211214
12. Consider, discuss, and possibly vote to approve, amend, revise, or deny Resolution 2021-12-__ notifying the public the Carlton Landing Board of Trustees has compiled, published, and adopted a Code of Ordinances, or take any other appropriate action.
Exhibit: Resolution 2021-12-xx Notice of Adopting Code of Ordinances 12-15-21
13. Consider, discuss, and possibly vote to approve, amend, revise, or deny Ordinance 2021-12-__ related to Outdoor Lighting establishing permitted use of outdoor lights, lighting zones, and street lighting; and Declaring an Emergency, or take any other appropriate action.
14. Exhibit: [crl_draft lighting ordinance_20210505](#)
15. Reports
 - a. Sales Tax Revenue and other Financial ReportsStatement of Revenue and Expenditures - BOT Nov 2021; Bank Register - BOT Nov 2021
 - b. Town Administrator
F&N Carlton Landing_2021-11
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
16. Recognize Citizens wishing to comment on non-Agenda Items
Under Oklahoma Law, the Board of Trustees are prohibited from discussing or taking any action on items not on today's agenda. Citizens wishing to address the Board on items not on the agenda are required to sign-up no later than five (5) minutes prior to the scheduled start time of the meeting. The sign-in sheet will contain space for citizens name, address, phone number, and topic to discuss. In this way, staff will be able to follow-up on any issues presented, if necessary. Citizens will be provided three (3) minutes.
17. Comments and questions by Governing Body members regarding items for future consideration.
18. Adjournment

I certify that the foregoing Notice and Agenda was posted in prominent view at 10 Boulevard,

Carlton Landing, Oklahoma, also known as “the High School Classroom”

at_____ M on the ____th day of December, being at least 24 hours prior to the Regular Meeting described above.

Signature of Person Posting the Agenda

Jan Summers
Printed Name of Person Posting the Agenda

Agenda Regular Meeting of the CL BOT
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**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria

Saturday, November 20, 2021

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust

MINUTES

1. Call to Order

The meeting was called to order at 8:19 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici
Mary Myrick
Chuck Mai
Kris Brule"

ABSENT Clay Chapman

Consent Items

3. Approval of Minutes:

a. Regular Meeting of the CL Board of Trustees on October 16, 2021

4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A motion was made by Mai and seconded by Brule' to accept the consent agenda as presented.

AYE: Myrick, Chinnici, Mai, Brule'

NAY: None

5. Items Removed from Consent Agenda

6. Consider, discuss, and possible action to approve Resolution 2021-11-01 of the Board of Trustees of The Town of Carlton Landing, Oklahoma (The "TOWN") authorizing the Carlton Landing Economic Development Trust (the "AUTHORITY") to assist the Town in carrying out and administering the Carlton Landing Economic Development Project Plan adopted by the Town; approving the incurrence of indebtedness by the Authority issuing its Tax Increment Revenue Note, Taxable Series 2021 (the "Note"); providing that the organizational document creating the Authority is subject to the provisions of the indenture authorizing the issuance of said Note; waiving Competitive Bidding with respect to the sale of said Note and approving the proceedings of the Authority pertaining to the sale of said Note and approving the proceedings of the Authority pertaining to the sale of said Note; ratifying and confirming a Security Agreement by and between the Town and the Authority pertaining to the pledge of certain Ad Valorem Tax Increment Revenue; approving the use of assistance in development financing; and containing other

provisions relating thereto, or take any other appropriate action.
Exhibit:

The TIF Committee met on October 13, 2021 to discuss recommending a 2021 TIF Revenue Note. Part of the meeting included review of existing TIF Notes, previously identified projects and additional projects. The Committee recognized several carryover projects were still a high priority for the community – Alley Beautification, Stephens Road, and the Community Center. Due to the current construction around the alley of Parking Lot 10, which was identified as Phase 3, the Committee is recommending doing Phase 4, the alley north of Park Street. The Committee also added a new alley project, Redbud. Stephens Road will provide a secondary ingress/egress to the Town and will be initially constructed as a gravel road. The intent is to get a sound base let the road stabilize and then hard surface with chip and seal or asphalt. The Community Center funding provides for design and engineering. The Committee further allowed for an unallocated balance of approximately \$214,000.00. The unallocated balance can be used to support Stephens Road or the Community Center.

In addition, there are a couple of upcoming Project costs associated with the Developer. The first being the Marina relocation and the other being infrastructure re-imbursement. The Town and Developer entered into a joint project agreement for the Marina; however, no costs will be submitted until next year. Infrastructure reimbursement will be an ongoing obligation through the life of the TIF and as the community grows. Recognizing the community has other projects, wants, and desires, the Developer has proposed utilizing only twenty-five percent (25%) of each TIF Note towards any outstanding infrastructure reimbursement balance. The Committee supports this proposal and incorporated it into the future year allocations. (See TIF committee recommendation attachment)

MOTION: A motion was made by Mai and seconded by Chinnici to approve accepting the responsibilities as designated to the Carlton Landing Economic Development Trust (the “Authority”) by the Town of Carlton Landing, Oklahoma (the “Town”) pursuant to the Carlton Landing Economic Development Project Plan adopted by the Town; authorizing the Authority to issue its Tax Increment Revenue Note, Taxable Series 2021 (the “Note”) in the aggregate principal amount of not to exceed \$1,320,000.00; waiving competitive bidding and authorizing the Note to be sold on a negotiated basis; approving and authorizing the execution of a Series 2021 Supplemental Note Indenture, as it amends that certain General Bond Indenture, as previously supplemented and amended (collectively, the “Indenture”) authorizing the issuance and securing the payment of the Note; ratifying and confirming a Security Agreement by and between the Town and the Authority pertaining to a pledge of certain Ad Valorem Tax Increment Revenue; providing that the organizational document creating the Authority is subject to the provisions of the Indenture; approving the use of assistance in development financing; authorizing and directing the execution of the Note and other documents relating to the transaction; and containing other provisions relating thereto.

AYE: Myrick, Chinnici, Mai, Brule'
NAY: None

7. Consider and discuss a Resolution confirming the establishment of a Board of Adjustment, composition of the Board and the need for members to serve on the Board or take any other appropriate action.
Exhibit:

The Board of Adjustment was previously established, but as we reviewed the Ordinances for creating the Code of Ordinances, we were unable to find record any members had been appointed to the Board. Under Statute a municipality that exercises zoning power shall provide for a Board of Adjustment. The Board shall consist of five (5) members serving three (3) year terms. The Board of Adjustment shall hold meeting when called by the Chairman, or as needed, and is subject to the Open Meeting Act.

The basic powers of the Board of Adjustment are:

1. hear and decide appeals if it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of any zoning ordinance:
2. hear and decide special exceptions to the zoning ordinance to allow a use, or a specifically designated element associated with a use, which is not permitted by right in a particular district because of potential adverse effect, but which if controlled in the particular instance as to its relationship to the neighborhood and to the general welfare, may be permitted by the board of adjustment, where specifically authorized by the zoning ordinance, and in accordance with the substantive and procedural standards of the zoning ordinance;
3. authorize in specific cases a variance from the terms, standards and criteria that pertain to an allowed use category within a zoning district as authorized by the zoning ordinance when such cases are shown not to be contrary to the public interest if, owing to special conditions, a literal enforcement of the provisions of the ordinance will result in unnecessary hardship and so that the spirit of the ordinance shall be observed and substantial justice done; provided, however, the board shall have no power to authorize variances as to use except as provided by paragraph 4 of this section;
4. hear and decide oil and/or gas applications or appeals unless prohibited throughout a municipality by municipal ordinance. The board of adjustment shall be required to make the findings prescribed by Section 44-107 of this title in order to grant a variance as to use with respect to any such application or appeal.

Exceptions and/or variances may be allowed by the board of adjustment only after notice and hearing as provided in Section 44-108 of this title. The record of the meeting at which the variance or special exception was granted shall show that each element of a variance or special exception was established at the public hearing on the question,

otherwise said variance or special exception shall be voidable on appeal to the district court.

Discussion: The Board will make assignments when 5 people have been identified who are willing to serve.

8. Reports

- a. Sales Tax Revenue and other Financial Report (See attachments)
- b. Town Administrator (See attachment) In addition to the Town Administrator's Report, Mr. Buckley stated that we may need a Special meeting regarding lighting.
- c. Legal Reports, Comments, and Recommendations to the Governing Body

Town attorney, Kay Wall, reported that a resolution may be needed stating no official business can be sanctioned by the town to include signage.

9. Recognize Citizens wishing to comment on non-Agenda Items.
None

10. Comments and questions by Governing Body members regarding items for future consideration. None

11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:16 a.m., November 20, 2021

Mayor

Attest: _____

Town Clerk

11/17/2021
4:39 PM

General Fund
Payments Journal (Summary)
10/1/2021 to 10/31/2021

Page 1 of 1

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
10/1/2021	A-10043	James G Buckley	2,792.42
10/5/2021	EFT	RWS Cloud Services	90.00
10/8/2021	1196	Kiamichi Electric	88.00
10/8/2021	1197	Cross Telephone Co	52.00
10/8/2021	1198	OPEH&W	1,436.96
10/8/2021	1195	Landmark	403.92
10/8/2021	1194	City Management Assoc of OK	490.00
10/8/2021	1193	McAlester News Capital	150.00
10/14/2021	EFT	Oklahoma Tax Commission	253.00
10/14/2021	EFTPS	EFTPS	1,669.93
10/15/2021			77.01
10/15/2021	EFT	CSA Software	441.05
10/15/2021	1199	Kiamichi Electric	572.00
10/15/2021	A-10044	James G Buckley	2,560.71
10/22/2021	1204	Andrew Rogers	599.00
10/22/2021	1203	Freese and Nichols	3,102.75
10/22/2021	1202	DEQ	695.42
10/22/2021	1201	OMAG	87.50
10/22/2021	1200	Kay Robbins Wall	600.00
10/28/2021	1205	Crawford & Associates, P.C.	852.50
10/29/2021	1210	Joanne Chinicci - Reimburseme	276.44
10/29/2021	1209	Amanda Harjo	800.00
10/29/2021	1208	McAlester News Capital	192.30
10/29/2021	1207	OMAG	70.00
10/29/2021	1206	Landmark	392.00
10/29/2021	A-10045	James G Buckley	2,560.71
1000 Town of CL Checking 9683 Totals			\$21,305.62
1080 BOK 3045 Rev Bond 2020			
10/28/2021		United Rentals	296.26
1080 BOK 3045 Rev Bond 2020 Totals			\$296.26

Report Options

Check Date: 10/1/2021 to 10/31/2021
Display Notation: No
Fund: General Fund

General Fund
Statement of Revenue and Expenditures

	Current Period Oct 2021 Oct 2021 Actual	Year-To-Date Jul 2021 Oct 2021 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures					
Administration					
Expenses					
Building Maintenance & Repairs	0.00	80.00	320.00	240.00	25.00%
Dues & Memberships	560.00	1,648.00	1,210.00	(438.00)	136.20%
Employer Paid Insurance	1,436.96	5,747.84	17,244.00	11,496.16	33.33%
Employer Retirement Contributi	1,046.99	3,166.82	8,842.00	5,675.18	35.82%
Insurance	87.50	245.00	350.00	105.00	70.00%
Miscellaneous	0.00	0.00	100.00	100.00	0.00%
Office Supplies	0.00	110.53	600.00	489.47	18.42%
Rent	0.00	1,433.34	5,760.00	4,326.66	24.88%
Salaries	7,352.65	30,368.90	88,424.00	58,055.10	34.34%
School, Training, Travel	0.00	892.51	5,700.00	4,807.49	15.66%
Social Security	800.93	2,422.57	7,063.00	4,640.43	34.30%
Unemployment Tax	0.00	0.00	1,846.00	1,846.00	0.00%
Utilities	140.00	838.65	4,339.00	3,500.35	19.33%
Vehicle/Cell Allowance	324.85	1,299.40	3,900.00	2,600.60	33.32%
Expenses	\$11,749.88	\$48,253.56	\$145,698.00	\$97,444.44	
Revenue Less Expenditures	(\$11,749.88)	(\$48,253.56)	(\$145,698.00)	\$0.00	
Net Change in Fund Balance	(\$11,749.88)	(\$48,253.56)	(\$145,698.00)	\$0.00	
General Government					
Revenue					
Vehicle Gas/Fuel Tax	14.79	14.79	0.00	(14.79)	0.00%
Revenue	\$14.79	\$14.79	\$0.00	(\$14.79)	
Gross Profit	\$14.79	\$14.79	\$0.00	\$0.00	
Expenses					
Building Maintenance & Repairs	1,279.36	1,392.15	2,500.00	1,107.85	55.69%
Community Support Agreements	0.00	0.00	6,000.00	6,000.00	0.00%
Dues & Memberships	0.00	1,469.79	2,830.00	1,360.21	51.94%
GO Bond Payments	0.00	0.00	57,190.00	57,190.00	0.00%
Insurance	0.00	0.00	1,800.00	1,800.00	0.00%
Interest Expense	77.01	289.98	0.00	(289.98)	0.00%
Miscellaneous	695.42	734.42	1,460.00	725.58	50.30%
Office Supplies	0.00	1,134.16	1,500.00	365.84	75.61%
Professional Services	2,252.50	17,023.75	58,800.00	41,776.25	28.95%
Projects	3,102.75	7,951.25	50,000.00	42,048.75	15.90%
Publication & Notice Expense	342.30	376.45	2,500.00	2,123.55	15.06%
Road Maintenance	16,192.00	33,168.00	14,400.00	(18,768.00)	230.33%
School, Training, Travel	0.00	0.00	2,000.00	2,000.00	0.00%
Software Programs/ Services	531.05	2,914.16	7,428.00	4,513.84	39.23%
Utilities	572.00	572.00	1,000.00	428.00	57.20%
Website Expense	0.00	0.00	2,500.00	2,500.00	0.00%
Expenses	\$25,044.39	\$67,026.11	\$211,908.00	\$144,881.89	
Revenue Less Expenditures	(\$25,029.60)	(\$67,011.32)	(\$211,908.00)	\$0.00	
Net Change in Fund Balance	(\$25,029.60)	(\$67,011.32)	(\$211,908.00)	\$0.00	
Non-Departmental Revenues					
Revenue					
Building Permits/Inspection Fe	2,288.73	6,401.41	23,580.00	17,178.59	27.15%
Business License and Permits	0.00	977.76	200.00	(777.76)	488.88%
Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.00%
Lodging Tax	9,357.10	43,340.79	24,000.00	(19,340.79)	180.59%



Town of Carlton Landing
Carlton Landing TIF Committee

November 20, 2021

Carlton Landing Economic Development Trust
Carlton Landing OK

Dear Trustees:

On October 13, 2021 the members of the TIF Review Committee met with a primary objective to discuss priorities for spending the upcoming returns on the sale of the Tax Increment Revenue Note Series 2021.

Members met by Zoom meeting. Those present were Joanne Chinnici, Grant Humphreys, Jim Hasenbeck, and Brian Woodard. Guests attending were Greg Buckley, Mary Myrick, and Mike Kerney,

Members discussed the application for TIF project consideration which is in the making. Suggestions were made with the goals of keeping the application simple, while providing sufficient documentation for need and local support for the project along with anticipated funding needed.

Greg Buckley reviewed the current financial standing of the Town. Currently we are in good standing financially. Mr. Buckley recommended that project planning be based on more realistic expectations of how Money is to be allocated to the developer during the coming year. Mary Myrick further clarified the need to plan according to the rate of development in the Town since TIF returns only increase as the rate of development increases.

Grant Humphreys agreed that he would seek more ways to work with the Town to accomplish mutual goals. Mr. Humphreys agreed that no more than 25% of any TIF Revenue Note will be used to pay any outstanding infrastructure reimbursement request from the developer. Mr. Humphreys will submit an itemized invoice/invoices for all developer expenses when requesting reimbursement.

Specific projects were then discussed. Committee members weighed the merits and down sides of each. Major considered included Stephens Road, Alley Improvement,

Nature Center Playground, Trail Development, and Developer Reimbursement and Community Center.

The TIF Review Committee recommends the following disbursement of Tax Increment Revenue Note, Taxable Series 2021 as follows:

Community Center Design: \$35,000.00

Stephens Road Project: \$800,000.00

Alley Improvement:

Phase 4 N Side of Park Street \$120,000.00

Redbud Lane \$120,000.00

Respectfully Submitted

The TIF Implementation Committee
The Town of Carlton Landing, Oklahoma

Town Administrator's Report – November 20, 2021

- ☐ Ridgeline Trail –The Trail is roughly 90% complete. After reconsideration and discussion, we decided to use rock gravel to backfill the sides of the sidewalk. The gravel will provide a secure shoulder to the sidewalk and cut down on ongoing maintenance verse the sod.
- ☐ Code of Ordinances – Dr. Summers received notice that Municode has almost completed developing our Code of Ordinances. Once completed the compilation will be provided for review and approve/acceptance. Dr. Summers and the Mayor have done a great job in getting all the approved Ordinances to Municode, ensuring the accuracy of the Ordinances, their publishing dates, etc. Once we go live with the completed Code of Ordinances we will be able to maintain them ourselves and meet the Statutory requirement of publishing them once every ten years.
- ☐ Pavilion –Electricity has been completed to the Pavilion. The lights are working and do a great job enhancing the Pavilion. We are looking for a timer to put on the lights. Trees have been removed to open up the view from the Pavilion to the lake.
- ☐ Snow Removal – Bids/Quotes have been received for snow removal for the winter season. I wanted to be prepared before any bad weather hits. Based on amounts, I will be able to award the contract.
- ☐ Entrance Road – The County has been having difficulty getting asphalt and is planning to send a crew to fill-in the potholes when they can. Also, I have received several requests to install a stop sign or yield sign at the first merge point coming into town. The oncoming traffic and incoming traffic are not self-yielding and that spot is becoming dangerous. I have asked the County if they can install a Yield sign on the inbound lane at the first merge.

Thank you.

Item No. _____

Date: December 18, 2021

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly approve, amend, revise, or deny FY 21-22 Budget Amendment #1 for Carlton Landing General Fund to recognize new Alcohol Tax and Motor Fuel Tax; increase Sales Tax Revenue, amend Carlton Landing Economic Development Trust 2021 TIF Revenue Note; appropriate said revenue(s) and amend 2021 TIF Project appropriations, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: Based on the 2020 Census the Town of Carlton Landing reached a population level which allowed it to start receiving Alcohol Tax and Motor Fuel Tax. We received our first check in October 2021. These new Tax Revenue were not known at the time the Budget was developed and approved.

The Town recently received an invoice from the Pittsburgh County Assessor for the Visual Inspection Program. The Assessor indicated this was the first time the Town was sent an invoice. Title 68 Section 2822 of Oklahoma Statutes provides that each jurisdiction within the County which receives revenue from ad valorem taxes shall pay their proportionate share of the cost of the program. Our proportionate share is two (2%) percent of the program budget which is \$14,725.84.

The 2021 TIF Revenue Note was issued for \$1,300,000.00. I had projected and budgeted \$1,246,425.00, so this amendment budgets the actual funds received. Also, the TIF Committee recommended project priority changes which impacted budgeted project allocation. The TIF Committee recommendation and budgeted appropriations are reflected in Budget Amendment #1.

FUNDING: None

EXHIBITS: Budget Amendment #1, Visual Inspection Invoice

RECOMMENDED ACTION: Approve FY 21-22 Budget Amendment #1 for Carlton Landing General Fund to recognize new Alcohol Tax and Motor Fuel Tax; increase Sales Tax Revenue, amend Carlton Landing Economic Development Trust 2021 TIF Revenue Note; appropriate said revenue(s) and amend 2021 TIF Project appropriations.

BUDGET AMENDMENT FORM**Fiscal Year: 21-22****Amendment #1:**

Fund	Department	Line Item	Account Code	Estimated Revenue		Expense	
				Increase	Decrease	Increase	Decrease
GEN	Revenue	Sales Tax	10-000	\$14,800.00	\$	\$	\$
	Revenue	Alcohol Beverage Tax	10-00-4012-00	\$600.00	\$	\$	\$
	General Govt	Postage	10-15-5505-00	\$	\$	\$600.00	\$
	General Govt	Office/Gen Admin Exp	10-15-6800-00	\$	\$	\$14,800.00	\$
Purpose – To recognize new Tax Revenue, appropriate for new invoice from County Assessor for Inspection Program.							
CLEDT	Revenue	Revenue Bond	20-00-4350-00	\$73,575.00	\$	\$	\$
	Capt Outlay	2021 Rev Bond Comm Center	20-20-7160-00	\$	\$	\$	\$515,000.00
	Capt Outlay	2021 Rev Stephens Rd	20-20-7161-00	\$	\$	\$550,000.00	\$
	Capt Outlay	2021 Rev Bond Marina	20-20-7162-00	\$	\$	\$	\$250,000.00
	Capt Outlay	2021 Rev Bond Alley Phase 4	20-20-7163-00	\$	\$	\$	\$18,100.00
	Capt Outlay	2021 Rev Bond Alley Redbud	20-20-7164-00	\$	\$	\$120,000.00	\$
Purpose – To recognize Full 2020 TIF Revenue Note, adjust project expense budget to reflect approved TIF Projects.							
ST&A	Revenue	Vehicle Fuel Tax	40-00-4013-00	\$400.00	\$		\$

Purpose: To recognize new Tax Revenue.

Approved by the Town Board of Trustees on November 18, 2021

Joanne Chinnici, Mayor

[Clerk Seal]

Dr. Jan Summers, Town Clerk



PITTSBURG COUNTY ASSESSOR

MICHELLE FIELDS

115 E. CARL ALBERT PARKWAY - ROOM 101
McALESTER, OK 74501
OFC: (918) 423-4726 • FAX: (918) 423-7321
E-MAIL: pittsburg_personalproperty@yahoo.com

November 12, 2021

Carlton Landing Economic Development
44 Water St
Carlton Landing, OK 74432

Dear Ms. Jan Summers,

Your school district's cost for the Visual Inspection Program for the year 2021-2022 is \$ 14,725.84

Please make your **check payable to Pittsburg County Treasurer** and mail to Michelle Fields, Pittsburg County Assessor, 115 E Carl Albert Parkway, Room 101, McAlester, OK 74501.

This is due and payable by December 31, 2021.

Respectfully,

A handwritten signature in blue ink that reads "Michelle Fields". The signature is fluid and cursive, with the first name "Michelle" being more prominent than the last name "Fields".

Michelle Fields
Assessor

Pittsburg County, Oklahoma
2021-2022
November 12, 2021

Visual Inspection Cost for Fiscal Year 2021-2022

Tax Unit	2020-2021		2021-2022		2020-2021		2021-2022	
	Ad Valorem	Apportioned	2021-2022	Gross Cost	Refund	Net Cost	per Unit	
	Collections	Unit %	per Unit					
Hartshorne #1	\$1,170,232.99	3.0777%	\$22,629.37	\$1,249.74		\$21,379.63		
Canadian #2	\$1,488,648.28	3.9152%	\$28,786.69	\$1,612.53		\$27,174.16		
Krebs #9	\$1,608,643.69	4.2307%	\$31,107.11	\$1,806.81		\$29,300.30		
Halleyville #11	\$839,327.07	2.2074%	\$16,230.44	\$952.88		\$15,277.56		
Kiowa #14	\$2,751,372.69	7.2361%	\$53,204.59	\$3,181.15		\$50,023.44		
Quinton #14	\$1,429,742.61	3.7602%	\$27,647.62	\$1,132.46		\$26,515.16		
Indianola #25	\$1,296,949.23	3.4110%	\$25,079.71	\$1,506.28		\$23,573.43		
Crowder #28	\$1,110,886.36	2.9216%	\$21,481.70	\$1,268.06		\$20,213.64		
Frink #29	\$1,081,090.46	2.8433%	\$20,905.54	\$1,238.74		\$19,666.80		
Savanna #30	\$568,678.05	1.4956%	\$10,996.83	\$634.03		\$10,362.80		
Tannehill #56	\$652,767.22	1.7168%	\$12,622.87	\$677.97		\$11,944.90		
Pittsburg #63	\$394,432.28	1.0374%	\$7,627.34	\$432.46		\$7,194.88		
McAlester #80	\$6,235,252.11	16.3987%	\$120,573.97	\$5,988.48		\$114,585.49		
Haywood #88	\$597,884.85	1.5724%	\$11,561.59	\$707.33		\$10,854.26		
Pushmataha J-10	\$3,224.04	0.0085%	\$62.35	\$3.66		\$58.69		
Stuart #54	\$897,785.95	2.3612%	\$17,360.91	\$1,029.84		\$16,331.07		
Vo Tech	\$8,121,363.32	21.3592%	\$157,046.59	\$5,581.67		\$151,464.92		
General Fund	\$4,266,426.03	11.2207%	\$82,501.85	\$4,650.78		\$77,851.07		
County Library	\$1,680,963.71	4.4209%	\$32,505.58	\$1,832.46		\$30,673.12		
County Health Dept	\$1,065,574.03	2.8025%	\$20,605.48	\$1,161.78		\$19,443.70		
Carlton Landing Economic Development	\$761,524.04	2.0028%	\$14,725.94	\$0.00		\$14,725.84		
Total	\$38,022,769.01	100.00%	\$735,264.05	\$36,649.19		\$698,614.86		

Approved Budget 2021-2022

Personal Service	\$368,183.63
Part Time	\$16,147.50
Travel	\$30,000.00
M&O	\$14,050.00
Capital	\$61,943.17
Inspection Contracs	\$112,023.00
Retirement	\$56,433.16
Health Insurance	\$70,686.00
Workers Comp	\$3,397.59
Unemployment	\$2,400.00
Total	\$735,264.05
Lapsed	\$36,649.19
To be Reimbursed	\$698,614.86

12/16/2021
10:28 AM

General Fund
Payments Journal (Summary)
11/1/2021 to 11/30/2021

Page 1 of 1

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
11/5/2021	EFT	RWS Cloud Services	90.00
11/5/2021	1216	CSA Software	199.00
11/5/2021	1215	Hyperfaze	1,524.00
11/5/2021	1214	Cross Telephone Co	52.00
11/5/2021	1213	Kiamichi Electric	63.00
11/5/2021	1212	Dan Hurd	2,100.00
11/5/2021	1211	Oklahoma Uniform Building Cod	48.00
11/12/2021	EFT	Oklahoma Tax Commission	372.00
11/12/2021	EFTPS	EFTPS	2,461.52
11/12/2021	1217	OPEH&W	1,436.96
11/12/2021	A-10046	James G Buckley	2,792.42
11/15/2021			65.99
11/18/2021	EFT	CSA Software	441.05
11/24/2021	1220	BOK Credit Card	214.51
11/24/2021	1219	Crawford & Associates, P.C.	710.00
11/24/2021	1218	Kay Robbins Wall	600.00
11/26/2021	A-10047	James G Buckley	2,560.71
11/30/2021	1222	Amanda Harjo	282.80
11/30/2021	1221	Amanda Harjo	800.00
1000 Town of CL Checking 9683 Totals			<u>\$16,813.96</u>
1080 BOK 3045 Rev Bond 2020			
11/18/2021	0023	Wilkinson Treescaping LLC	3,450.00
1080 BOK 3045 Rev Bond 2020 Totals			<u>\$3,450.00</u>

Report Options

Check Date: 11/1/2021 to 11/30/2021

Display Notation: No

Fund: General Fund

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to amend, revise, approve or deny a Resolution confirming the establishment of the Board of Adjustment of the Town of Carlton Landing, Oklahoma, providing for the composition and reappointment of the Members and setting meetings, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The Board of Adjustment was previously established, but as we reviewed the Ordinances for creating the Code of Ordinances, we were unable to find record any members had been appointed to the Board. Under Statute a municipality that exercises zoning power shall provide for a Board of Adjustment. The Board shall consist of five (5) members serving three (3) year terms. The Board of Adjustment shall hold meeting when called by the Chairman, or as needed, and is subject to the Open Meeting Act.

The proposed Resolution re-establishes the Board of Adjustment with five (5) members to staggered three (3) year terms and appoints which Member shall serve which term. Also, the Members shall hold meetings as necessary to hear appeals.

Proposed members of the Board of Adjustment and respective term are:

Board Member #1:	Sean Waggoner	for a term ending August 2022
Board Member #2:	Sarah Partin	for a term ending August 2022
Board Member #3:	Amaziah Dominic	for a term ending August 2023
Board Member #4:	Cole Feix	for a term ending August 2024
Board Member #5	Brandon Rader	for a term ending August 2024

FUNDING: None

EXHIBITS: Resolution Confirming Board of Adjustment

RECOMMENDED ACTION: Approve Resolution confirming the establishment of the Board of Adjustment of the Town of Carlton Landing, Oklahoma, providing for the composition and reappointment of the Members and setting meetings.

TOWN OF CARLTON LANDING

Resolution 2021-12-__

A RESOLUTION CONFIRMING THE ESTABLISHMENT OF A BOARD OF ADJUSTMENT FOR THE TOWN OF CARLTON LANDING, OKLAHOMA, PROVIDING FOR THE COMPOSITION AND REAPPOINTMENT OF THE MEMBERS OF THE BOARD AND SETTING MEETINGS.

WHEREAS, the Board of Adjustment for the Town of Carlton Landing was established by an Ordinance of the Town of Carlton Landing, Oklahoma on July 18, 2015; and

WHEREAS, the Board of Adjustment consists of five (5) members with the term of office being three (3) years; and

WHEREAS, members of the Board of Adjustment are reappointed by the Trustees of the Town of Carlton Landing, Oklahoma when each term ends; and

WHEREAS, the terms of all Board of Adjustment members are due for reappointment at the time of this resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Carlton Landing:

1. That the **members** of the Board of Adjustment for the Town of Carlton Landing, Oklahoma shall be:

	Board Member #1:	Sean Waggoner	for a term ending	April 2022
, 2022	Board Member #2:	Sarah Partin	for a term ending	April
	Board Member #3:	Amaziah Dominic	for a term ending	April
2023	Board Member #4:	Cole Feix	for a term ending	April 2024
	Board Member #5:	Brandon Rader	for a term ending	April
2024				

2. **Reappointments:** Reappointments shall occur at the first regular meeting of the Town Trustees in April of the year of reappointment.

3. **Meetings:** The Board of Adjustment shall convene as necessary to hear any appeal(s) relative to any zoning ordinance in the Town of Carlton Landing, Oklahoma. Exceptions or variances may be allowed by the board of adjustment only after notice and public hearing as provided by statute or other ordinance. The record of the meeting at which the variance or special exception was granted shall show that each element of a variance or special exception was established at the public hearing on the question, otherwise said variance or special exception shall be voidable on appeal to the district court.

ADOPTED by the Trustees of the Town of Carlton Landing and SIGNED by the Mayor of the Town of Carlton Landing on this 18th Day of December 2021

Joanne Chinnici, Mayor

Jan Summers, Clerk

Item No. _____

Date: December 18, 2021

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to approve, amend, revise, or deny Ordinance 20212-12-__ establishing and creating a Code of Ordinances for the Town of Carlton Landing in conformance with O.S. Title 11 Section 14-108 and 109; repealing all ordinances or parts thereof which are in conflict herewith the Code of Ordinances; providing for severability; and Declaring an Emergency.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The Town has adopted several ordinances over the past several years. To allow a systematic methodology for organizing and tracking Ordinances the State provides the ability for municipalities to adopt a Code of Ordinances. The Code of Ordinances makes it easier for the public to search and find Ordinances of the city or town.

Municipalities are Statutorily required to publish their penal codes at lease one every ten (10) years. We will be satisfying the State requirement by adopting the Code of Ordinances. The Town has elected to self-publish its Ordinances and maintain them through Municode's cloud service. By using Municode's self-publishing system every time the Town adopts an ordinance and updates the web, we reset the clock. One item we will still need to perform bi-annually is update our Code of Ordinances with the County Clerk's office.

Mayor Chinnici and Town Clerk Dr. Summers were very instrumental in helping review past Ordinances and verifying when they had been filed. A big THANK YOU to them both for their time and dedication in accomplishing this monumental task.

FUNDING: None

EXHIBITS: Ordinance – Code of Ordinances

RECOMMENDED ACTION: Approve Ordinance 20212-12-__ establishing and creating a Code of Ordinances for the Town of Carlton Landing in conformance with O.S. Title 11 Section 14-108 and 109; repealing all ordinances or parts thereof which are in conflict herewith the Code of Ordinances.

TOWN OF CARLTON LANDING

ORDINANCE NO. 2021-12-__

AN ORDINANCE ESTABLISHING AND CREATING A CODE OF ORDINANCES FOR THE TOWN OF CARLTON LANDING IN CONFORMANCE WITH O.S. TITLE 11 SECTION 14-108 AND 109; REPEALING ALL ORDINANCES OR PARTS THEREOF WHICH ARE IN CONFLICT HERewith THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

Whereas, the Town of Carlton Landing has previously adopted and approved various Ordinances.

Whereas, Oklahoma Statutes Title 11 Section 14-108 authorizes municipalities the ability to codify its ordinances;

Whereas, the Town of Carlton Landing desires to adopt the following with the applicable attachments provided herein;

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, OKLAHOMA:

SECTION 1: ADOPTION

The Town of Carlton Landing Code of Ordinances attached hereto as Exhibit “A” along with and including all other attached documents, is hereby adopted in its entirety as provided in Exhibit “A” and incorporated herein by reference.

SECTION 2: REPEALER CLAUSE

All ordinances or resolution or parts thereof, which are in conflict herewith prior to the date of this Ordinance, are hereby repealed, subsumed, and replaced with the exhibit adopted herein.

EMERGENCY CLAUSE:

It being immediately necessary for the preservation of the public peace, health and safety of the Town of Carlton Landing, Oklahoma, and the inhabitants thereof, an emergency is hereby declared to exist. By reason whereof it is necessary that this ordinance shall go into full effect and be of force immediately upon its passage.

PASSED AND APPROVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, OKLAHOMA, THIS 20th DAY OF DECEMBER, 2021.

SEAL

Joanne Chinnici, Mayor
Town of Carlton Landing

ATTEST:

Dr. Jan Summers, Town Clerk



Town of Carlton Landing

Pittsburg County, Oklahoma

Municipal Code

Compiled: Tuesday, December 14, 2021

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26.08.030 Exceptions

26.08.040 Relation To Private Land Use Restrictions

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Carlton Landing Fee Schedule

Preface

The Municipal Code of Carlton Landing, Oklahoma began in-house in 2021 with the assistance of Municipal Code Corporation. This Municipal Code shall be cited as the Carlton Landing Municipal Code or “CLMC” as an acronym.

CLMC references found within the code maintain a structure by subject matter using a decimal numbering system which identifies the chapter and section (**for example: 1.01.010**). This complete set of numbers is designed to aid in searching and/or referencing the Municipal Code, and to assist in subsequent codification as new ordinances are added to the Municipal Code.

- The first number in the sequence (**1.01.010**) designates the **Title** level
- The second series of numbers (**1.01.010**) designates the **Chapter** level
- The last series (**1.01.010**) designates the **Section** level

The legislation herein may be arranged as an alphanumeric ordered list **A, 1, a, (1), (A), (a)** to show hierarchal relationships. The legislation may also be arranged as an unordered list (using bullets, discs, squares, etc.) to show items without hierarchal relationships. These list structures assist in subsequent codification as new legislation is added. To forego the naming of each list item and to more granularly reference legislation that employs alphanumeric characters, use “Paragraph” followed by the desired alphanumeric reference(s), comma separated. For example, “Paragraph B,7,d”, specifically references item “d”, of item “7”, of item “B”—whereas “Paragraph B” refers more generally to any or all of list item B’s descendants.

References herein revealing “O.S.” implies a reference to the "[Oklahoma State Legislature](#)".

Vacant titles, chapters, or sections may be designed for future use and may be marked “Reserved” to ease internal expansion. The legislative history identifies the specific legal sources of a section as may be provided in footnotes.

The Municipal Code is supplemented from time to time with amendments and additions made by the municipality. The specific legal sources that comprise this Municipal Code have been adopted during the codification process from the original formatting of the official hard copy. In the event of discrepancies between the online Municipal Code and the official adopted legislation, the legislation typically governs. Municipal Code Corporation provides a searchable database of the Municipal Code for easy reference and convenience.

THE ONLINE MUNICIPAL CODE MAY NOT REFLECT THE MOST CURRENT VERSION OF ALL ADOPTED LEGISLATION. ALSO, THE MUNICIPAL CODE MAY NOT REFLECT RULES OR OTHER REGULATIONS PROMULGATED UNDER THE AUTHORITY OF THE CODE, INCLUDING TECHNICAL SPECIFICATIONS.

2 Administrative Code

2.04 Administrative Employees

2.04 Administrative Employees

2.04.010 Terms Of Office

2.04.020 Salaries

2.04.010 Terms Of Office

A. Vice-Mayor.

1. There is hereby created the office of the vice-mayor. The vice-mayor shall be elected from among the members of the Board of Trustees in each odd numbered year at the first board of trustees meeting held after trustee terms begin, or as soon thereafter as practicable, and shall serve until a successor has been elected and qualified. The vice-mayor shall act as mayor during the absence, disability or suspension of the mayor.

B. Town-Clerk Treasurer.

1. All powers and duties assigned to the Town Clerk by statute, ordinance, or by the Board of Trustees on or before the effective date of this ordinance shall be transferred to and held and exercised by the Town Clerk-Treasurer when the appointment of Town Clerk-Treasurer is made by the Board of Trustees, Carlton Landing, Oklahoma, and thereafter as provided by laws regulating Municipal Elections.
2. All powers and duties assigned to the Town Treasurer by statute, ordinance, or by the Board of Trustees on or before the effective date of this ordinance shall be transferred to and held and exercised by the Town Clerk-Treasurer when the appointment of Town Clerk-Treasurer is made by the Board of Trustees, Carlton Landing, Oklahoma, and thereafter as provided by laws regulating Municipal Elections.

2.04.020 Salaries

- A. The Clerk Treasurer of the Town of Carlton Landing, Oklahoma shall be given a compensation of \$650.00 per month.
- B. Compensation may be increased annually in accordance with the Federal Cost of Living increases.

4 Municipal Procedures

4.04 Financial Administration

4.08 Purchasing Policy

4.12 Employee Retirement System

4.04 Financial Administration

4.04.010 Revenues Or Expenditures With A Projected Impact On Town Finances

4.04.010 Revenues Or Expenditures With A Projected Impact On Town Finances

- A. No action relating to revenues or expenditures with a projected impact on Town finances exceeding five thousand dollars (\$5,000.00) shall be eligible for final action or approval until at least 20 days after it is first proposed at a regular or special meeting of the Board of Trustees.
- B. **Exceptions.** The limitations of paragraph A shall not apply to:
1. the processing of invoices and payments pursuant to contracts and agreements that have previously been approved. have already been approved;
 2. change orders to contracts and agreements that have previously been approved, provided that the fiscal impacts of changes are less than five thousand dollars (\$5,000.00);
 3. cases of public emergency, in which case the specific nature of the emergency shall be stated and recorded in the minutes of the meeting; or
 4. actions related to preparation and approval of the annual Town budget under the Municipal Budget Act, O.S. Title 11 § 17-201, et seq., provided that any applicable notice requirements of the Municipal Budget Act have been complied with. Provided further, that such exception shall not include actions to amend the Town budget after its passage, unless another exception applies.

4.08 Purchasing Policy

4.08.010 Appropriations

4.08.020 Depositories Designated; Funds Deposited

4.08.030 Investment Of Town Funds

4.08.040 Fund Reserve

4.08.050 Purchasing

4.08.060 Bidding Requirements

4.08.070 Sale Of Surplus Property

4.08.080 Trustees And Other Officers: Purchases, Contracts

4.08.010 Appropriations

All monies, however derived, belonging to the town shall only be appropriated for such objects, and defraying such expenses as accrue or necessarily arise in the exercise of powers granted by law and ordinances of the town. No appropriation shall be made without an order to that effect entered upon a proper book to be kept for that purpose by the city.

4.08.020 Depositories Designated; Funds Deposited

- A. Banks and savings and loan associations which are incorporated under Federal or State law may be designated as depositories by the Board of Trustees for the funds of the Town. The city treasurer, or designee, shall deposit daily all public funds received in these banks. Funds may be transferred from one depository to another upon direction of the city treasurer.
- B. Deposits shall be secured as provided by state law.

4.08.030 Investment Of Town Funds

The city treasurer or any other person authorized to invest public monies shall invest the same in those investments authorized by the Board of Trustees or authorized by state law in a manner authorized by either or both such board and statutes.

4.08.040 Fund Reserve

Each Fund of the Town shall maintain a reserve of not less than twenty-five percent (25%). In the event the a Fund Reserve falls below twenty-five percent (25%) and the reserve cannot be brought back to the minimum in a single year, the Board of Trustees shall allocate such funds from year-end balance surplus that are not need for next fiscal year operation to increase the reserve as much as possible until such time as the minimum reserve is achieved. Use of Fund Reserve shall require the approval of the Trustees to cover then current year short-falls or emergencies. Fund Reserve shall not apply to sinking funds or debt service funds that serve to hold funds for repayment of notes or loans.

4.08.050 Purchasing

- A. **Definition.** "Contractual services", for the purpose of this chapter, means services performed by the city by persons not in the employment of the City, and may include the use of equipment or the furnishing of commodities in connection with such services under express or implied contract. Contractual services include: travel, freight, express, parcel post, postage, telephone, telegraph, utilities, rents, repairs, alterations, and maintenance of buildings, equipment, streets, and bridges and other physical facilities of the City and other services

performed by the City by persons not in the employment of the City.

B. Authority to Purchase. All purchases of supplies, materials, equipment, and contractual services for the offices, departments and agents of the Town government shall be made by the Town Administrator or by other City personnel in accordance with purchase authorizations issued by the Town Administrator, subject to any regulations which Board of Trustees may prescribe

C. Procedure.

1. Any supplies, materials and equipment for the offices, departments and agencies of the Town which have a cost not exceeding twenty-five thousand dollars (\$25,000.00) shall follow purchasing guidelines:
 - a. Purchases under two thousand five hundred dollars (\$2,500.00) require no quotes or bids.
 - b. Purchases from two thousand five hundred dollars (\$2,500.00) to ten thousand dollars (\$10,000.00) require three (3) verbal quotes.
 - c. Purchases from ten thousand dollars one cent (\$10,000.01) to twenty-five thousand dollars (\$25,000.00) require three (3) written quotes.
 - d. General Fund amounts over twenty-five thousand dollars (\$25,000.00) require formal bids and approval by the Board of Trustees.
 - e. Trust authority amounts over fifty thousand dollars (\$50,000.00) require formal bids and approval by the authority.

2. Exceptions.

- a. Notwithstanding the foregoing limitation, competitive bidding and or obtaining quotes shall not be required and the Town Administrator shall have the authority, instead, to make purchases from a Cooperative Purchasing Agreement/Plan or under contracts let by the State of Oklahoma, when the best interests of the Town would be served. The Town Administrator has the authority to join or become a member of Cooperative Purchase Agreement/Plan(s) that comply with Oklahoma purchasing Statutes.
- b. The purchase of used equipment, supplies and or items from Federal or State Surplus sites or from a dealer or auction site provided the item was budgeted and the purchase price does not exceed the budget amount for said item.
- c. Contractual services (gas, electricity, telephone service, and the like) purchased from a public utility at a price or rate determined by

- the State Corporation Commission or other government authority.
- d. Taxes, including but not limited to withholding social security and unemployment compensation taxes.
 - e. Retirement, pension fund, insurance and similar payments or contributions which are payable pursuant to a resolution, ordinance, contract, policy or other appropriate agreement which has been approved by the Board of Trustees.
 - f. Supplies, materials, equipment, or contractual services which can be furnished-only by a single dealer or a sole source vendor, or which have a uniform price wherever bought.
 - g. Contractual services of a professional nature, such as engineering, architectural, medical, and legal services.

4.08.060 Bidding Requirements

- A. **Public Competitive Bidding Act.** State law requires that all public construction contracts be awarded to the lowest responsible bidder by free and open competitive bidding after solicitation for sealed bids. "Public construction contract" is defined, in part, as any contract exceeding fifty thousand dollars (\$50,000.00) in amount awards by any public agency for the purpose of making any public improvements, constructing any public building or making repairs to or performing maintenance on any public building. "Public improvement" is defined by the law as any beneficial of valuable change of addition, betterment, enhancement or amelioration of or upon any real property, or interest therein, belonging to a public agency, intended to enhance its value, beauty or utility or to adapt it to new or further purposes. The term does not include the direct purchase of materials, equipment or supplies by a public agency of any personal property as defined in 2001 O.S. Title 62 § 430.01. Public agencies subject to the Public Competitive Bidding Act include all cities, towns, public trusts and any department, agency board. Commission, committee or authority of any city, town or public trust. Numerous provisions are mandated for bid notices, advertising, awarding contracts, change order, qualification of bidders, insurance and other matters. Authority is given for waiving bidding requirements if an emergency exists, and for negotiating a contract if no timely bids are received. In 2006, new requirement were established in O.S. Title 61 § 103(B) for contracts under fifty thousand dollars (\$50,000.00). Public construction contracts less than fifty thousand dollars (\$50,000.00) must be let and awarded to the lowest responsible bidder by receipt of written bids.
- B. **Public Trust Bidding Law.** All public trust contracts for construction. Labor, equipment, material, repairs in excess of twenty-five thousand dollars (\$25,000.00) shall be awarded by public trusts to the lowest and best competitive

bidder pursuant to public invitation to bid. Authority to waive the bidding requirement is given if an emergency is declared to exist.

Note public trusts must follow both title 61's Competitive Bidding Act as well as title 60's Public Trust Bidding Law.

4.08.070 Sale Of Surplus Property

The Town Administrator has the authority to transfer property between departments without the need for such items to be declared surplus of obsolete.

- A. No surplus or obsolete supplies, materials, or equipment of a value of more than Five Thousand Dollars (\$5,000.00) may be sold until the Board of Trustees shall have declared them surplus of obsolete.
- B. Surplus or obsolete supplies, materials or equipment with a value of five thousand or less may disposed by Town Administrator without prior Board of Trustee approval.
- C. The Town Administrator may dispose of surplus or obsolete items by competitive sealed bid, public auction, internet auction, other means which best disposes of such property.

4.08.080 Trustees And Other Officers: Purchases, Contracts

- A. No member of the Board of Trustees may sell or furnish for a consideration, any materials or other supplies for use of the town; and any member of the Board of Trustees voting for or consenting to or being a party to such contract or purchase is personally liable as provided by state law.
- B. The Board of Trustees shall not make any contract with any of its members or in which any of its members shall be directly or indirectly interested, such contract being prohibited by state law.
- C. No officer of the town may become directly or indirectly interested individually in any sale, lease or contract which he is authorized to make, such being prohibited by state law.

4.12 Employee Retirement System

4.12.010 Defined Contribution Plan

4.12.020 Administration

4.12.030 Fund

4.12.040 Appropriations

4.12.050 Special Income Tax Treatment For Contributions Under IRC414

4.12.060 Execution

4.12.010 Defined Contribution Plan

That pursuant to the authority conferred by the laws of the State of Oklahoma, and for the purpose of encouraging continuity and meritorious service on the part of City employees and thereby promote public efficiency, there is hereby authorized created, established, and approved and adopted, effective as of September 1, 2019, the funded Plan designated "Employee Retirement System of Town of Carlton Landing, Oklahoma, Defined Contribution Plan," (hereinafter called System), an executed counterpart of which is marked [Exhibit "A" \(Joinder Agreement\)](#) and [Exhibit "B" \(Master Defined Contribution Plan\)](#) and attached hereto as part hereof.

4.12.020 Administration

For the purpose of administration the System there is hereby established a Committee, which shall be the members of the Board of Trustees of Town of Carlton Landing, Oklahoma, as now existing or as from time to time duly elected or appointed and constituted. The powers and duties of the Committee shall be as set forth in the System instrument attached hereto as [Exhibit "B"](#).

4.12.030 Fund

A fund is hereby provided for the exclusive use and benefit of the persons entitled to benefits under the System. All contributions to such fund shall be paid over to and received in trust for such purpose by the City. Such Fund shall be pooled for purposes of management and investment with similar funds of other incorporated cities, towns, and municipal trusts in the State of Oklahoma as a part of the Oklahoma Municipal Retirement Fund in accordance with the trust agreement of the Oklahoma Municipal Retirement Fund, a public trust. The City shall hold such contributions in the form received, and from time to time pay over and transfer the same to the Oklahoma Municipal Retirement Fund, as duly authorized and directed by the Board of Trustees. The Fund shall be nonfiscal and shall not be considered in computing any levy when the annual estimate is made to the County Excise Board.

4.12.040 Appropriations

The Town of Carlton Landing, Oklahoma, is hereby authorized to incur the necessary expenses for the establishment, operation, and administration of the System, and to appropriate and pay the same. In addition, the Town of Carlton Landing, Oklahoma, is hereby authorized to appropriate annually such amounts as are required in addition to employee contributions to maintain the System and the Fund in accordance with the provisions of the Defined Contribution Plan. Any appropriation so made to maintain the System and Fund shall be for deferred wages or salaries, and for the payment of necessary expenses of operation and administration to be transferred to the trustees of the Oklahoma Municipal Retirement Fund for such purposes and shall be paid into the Fund when available, to be duly transferred to the Oklahoma Municipal Retirement Fund.

4.12.050 Special Income Tax Treatment For Contributions Under IRC414

The Plan contains provisions which are intended to constitute a pick-up program by the Employer which satisfies the requirements of section 414(h)(2) of the Internal Revenue Code of 1986 (the "Code"); and the Plan, be, and it is, approved and adopted as of the date therein stated; and required contributions described in Section 5 of the Joinder are designated as "picked-up" by the employer so as to not be included in Plan Participants' gross income for Federal income tax purposes as provided in Section 414(h)(2) of the Code. All such required contributions are to be paid by the employer in lieu of contributions by the Plan Participant. No Participant in the Plan shall have the option of choosing to receive the amounts of required Contributions directly in lieu of having such amounts paid by the employer to the Trustees of the Plan.

4.12.060 Execution

The Mayor and City Clerk be and they are each hereby authorized and directed to execute (in counterparts, each of which shall constitute an original) the System instrument, and to do all other acts and things necessary, advisable, and proper to put said System and related trust into full force and effect, and to make such changes therein as may be necessary to qualify the same under Sections 401(a) and 501(a) of the Internal Revenue Code of the United States. The counterpart attached hereto as [Exhibit "A"](#) and [Exhibit "B"](#), which has been duly executed as aforesaid simultaneously with the passage of this Ordinance and made a part hereof, is hereby ratified and confirmed in all respects.

This Committee is hereby authorized and directed to proceed immediately on behalf of the Town of Carlton Landing, Oklahoma, to pool and combine the Fund into the Oklahoma Municipal Retirement Fund as a part thereof, with similar funds of such other cities and towns, for purposes of pooled management and investment.

6 Finance And Taxation

6.02 Sales Tax

6.04 Use Tax

6.08 Utility Tax

6.12 Lodging/Hotel Tax

6.02 Sales Tax

6.02.010 Municipal Excise Tax On All Sales

6.02.010 Municipal Excise Tax On All Sales

A general purpose municipal excise tax of three percent (3%) is hereby levied upon the gross proceeds or gross receipts derived from all sales within the municipal boundaries which are taxable under the Oklahoma Sales Tax Code, to be used for general purposes of the Town of Carlton Landing.

6.04 Use Tax

6.04.010 Definitions: Use Tax

6.04.020 Excise Tax On Storage, Use Or Other Consumptions Of Tangible Personal Property Levied

6.04.030 Exemptions

6.04.040 Time Due; Returns; Payment

6.04.050 Tax Constitutes Debt

6.04.060 Collection Of Tax By Retailer Or Vendor

6.04.070 Collection Of Tax By Retailer Or Vendor Not Maintaining A Place Of Business Within The State Or Both Within And Without State; Permits

6.04.080 Revoking Permits

6.04.090 Remunerative Deductions Allowed Vendors Or Retailers Or Other States

6.04.100 Interest And Penalties; Delinquency Section 217 Of Title 68 OS 1998

6.04.110 Waiver Of Interest And Penalties

6.04.120 Erroneous Payments; Claims For Refund

6.04.130 Fraudulent Returns

6.04.140 Records Confidential

6.04.150 Provisions Cumulative

6.04.160 Provisions Severable

6.04.170 Classification Of Taxpayers

6.04.180 Subsisting State Permits

6.04.190 Purpose Of Revenues

6.04.200 Penalty

6.04.010 Definitions: Use Tax

The definitions of words, terms, and phrases contained in the Oklahoma Tax Code,

Section 1401, 68 O.S. 1991 and 1998 Supplement, are hereby adopted by reference and made a part of this chapter; in addition hereto, the following words and terms shall be defined as follows:

"Town" shall mean the Town of Carlton Landing, Oklahoma.

"Transaction" shall mean sale.

"Tax Collector" this term as used herein, means the Department of the Municipality, or the official agency of the State, duly designated according to Law or contract authorized by law, to administer the collection of the Use Tax herein levied.

6.04.020 Excise Tax On Storage, Use Or Other Consumptions Of Tangible Personal Property Levied

There is hereby levied and there shall be paid by every person storing, using or otherwise consuming within Carlton Landing, Oklahoma, tangible, personal property purchased or brought into this Municipality, an excise tax on the storage, use or otherwise consuming within the Municipality of such property at the rate of three percent (3%) of the purchase price of such property. Such tax shall be paid by every person storing, using or otherwise consuming, within the Municipality, tangible, personal property purchased or brought into the Municipality. The additional tax levied hereunder shall be paid at the time of importation or storage of the property within the Municipality and shall be assessed to only property purchased outside Oklahoma; provided that, the tax levied herein shall not be levied against tangible, personal property intended solely for use outside the Municipality, but which is stored in the Municipality pending shipment outside the Municipality or which is temporarily retained in the maintenance of other service. Any person liable for payment of the Use Tax authorized herein, may deduct from such Use Tax and County or Municipal Sales Tax previously paid on such goods or services; provided that the amount deducted shall not exceed the amount that would have been due if the taxes imposed by the municipality had been levied on the sale of such goods or services.

6.04.030 Exemptions

The provisions of the chapter shall not apply:

- A. In respect to the use of an article of tangible, personal property brought into the Municipality of a non-resident individual visiting in this Municipality for his or her personal use or enjoyment while within the Municipality;
- B. In respect to the use of tangible, personal property purchased for resale before being used;
- C. In respect to the use of any article of tangible, personal property on which a tax, equal to or in excess on that levied by both the Oklahoma Use Tax Code and the Municipality of Carlton Landing, Oklahoma, Use Tax Ordinance, has been paid

by the person using such tangible, personal property in the Municipality, whether such tax was levied under the Laws of Oklahoma or some other State, Municipality, or County of the United States. If any article of tangible personal property has already been subjected to a tax law by Oklahoma or any other State or County in respect to its sale or use, in an amount less than the tax imposed by both the Oklahoma Use Tax Code and the Carlton Landing, Oklahoma, Use Tax Ordinance, and the rate by which the previous tax upon the sale or use was computed; provided, that, no credit shall be given for taxes paid in another State, Municipality, or County does not grant like credit for taxes paid in Oklahoma and the Municipality.

- D. In respect to the use of machinery and equipment purchased and used by persons establishing new manufacturing or processing plants in the municipality, and machinery and equipment purchased and used by persons in the operation of manufacturing plants already established in the Municipality which machinery and equipment is incorporated into, and is directly used in, the process of manufacturing property subject to the taxation under the Sales Tax Code of Carlton Landing, Oklahoma. The term "manufacturing plants" shall mean those establishments primarily engaged in manufacturing or processing operations, and generally recognized as such;
- E. In respect to the use of tangible, personal property now specifically exempted from taxation under the Sales Tax Code of Carlton Landing, Oklahoma;
- F. In respect to the use of any article of tangible, personal property brought into the Municipality by an individual with intent to become a resident of this Municipality where such personal property is for such individual's personal use or enjoyment;
- G. In respect to the sum of any article of tangible, personal property used, or to be used, by commercial airlines or railroads; or
- H. In respect to livestock purchased outside Oklahoma and brought into this Municipality for feeding or breeding purposes, and which is later resold.

6.04.040 Time Due; Returns; Payment

The tax levied by this chapter is due and payable at the time and in the manner and form prescribed for payment of the State Use Tax under the Use Tax Code of the State of Oklahoma.

6.04.050 Tax Constitutes Debt

Such taxes, penalty or interest due hereunder shall at all times constitute a prior, superior and paramount claim as against the claims of unsecured creditors, and may be collected by suit as with any other debt.

6.04.060 Collection Of Tax By Retailer Or Vendor

Every retailer or vendor maintaining places of business both within and without the State of Oklahoma, and making sales of tangible, personal property from a place of business outside this State for use in Carlton Landing, Oklahoma, shall, at the time of making such sales, collect the Use Tax levied by this chapter from the purchaser and give to the purchaser a receipt therefore in the manner and form prescribed by the Oklahoma Tax Commission, if said Tax Commission shall, by regulation, require such receipt. Each retailer or vendor shall list operating in this Municipality and location of any and all distribution or sales houses or offices or other places of business in this Municipality.

6.04.070 Collection Of Tax By Retailer Or Vendor Not Maintaining A Place Of Business Within The State Or Both Within And Without State; Permits

The Oklahoma Tax Commission may, at its discretion, upon application, authorize the collection of the Use Tax herein levied by any retailer or vendor not maintaining a place of business within this State but who makes sales of tangible, personal property for use in this Municipality, and by the out-of-state place of business of any retailer or vendor maintaining places of business both within and without Oklahoma and making sales of tangible, personal property at such out-of-state place of business for use in this Municipality. Such retailer or vendor may be issued, without charge, a Permit to collect such taxes, by said Tax Commission in such manner and subject to such regulations and agreements, as it shall prescribe. When so authorized, it shall be the duty of such retailer or vendor to collect the Use tax upon all tangible, personal property sold to his knowledge for use within this Municipality. Such authority and Permit may be canceled when, at any time, said Tax Commission considers that such Use Tax can more effectively be collected from the person using such property in this Municipality; provided, however, delivery to the purchaser within this Municipality by the retailer or vendor in such retailer's or vendor's vehicle, whether owned or leased (not by common carrier), such sales or transactions shall continue to be subject to applicable Municipal Sales Tax at the point of delivery and the tax shall be collected and reported under the taxpayer's Sales Tax Permit number accordingly.

6.04.080 Revoking Permits

Whenever any retailer or vendor not maintaining a place of business in this State, or both within and without this State, authorized to collect the Use Tax herein levied, fails to comply with any of the provisions of this section or the Oklahoma Use Tax Code or any order, rules or regulations of the Oklahoma Tax Section 1408, by order, revoke the Use Tax Permit, if any, issued to such retailer or vendor, and if any such retailer or vendor is a corporation authorized to do business in this State may, after the notice and hearing above provided, cancel said corporation's license to do business in this State and shall issue a new license only when such corporation has complied with the obligations under this chapter, the Oklahoma Use Tax Code, or any order, rules or regulations of the Oklahoma Tax Commission.

6.04.090 Remunerative Deductions Allowed Vendors Or Retailers Or Other States

Returns and remittances of the Use Tax herein levied and collected shall be made to the Oklahoma Tax Commission at the time and in the manner, form and amount prescribed for returns and remittances required by the Oklahoma Use tax Code; remittances of Use Taxes collected hereunder shall be subject to the same discount as may be allowed by said Code for the collection of State Use Taxes.

6.04.100 Interest And Penalties; Delinquency Section 217 Of Title 68 OS 1998

Supplement is hereby adopted and made a part of this chapter, and interest and penalties at the rates and in the amounts as therein specified are hereby levied and shall be applicable in cases of delinquency in reporting and paying the Use Tax levied by this chapter; provided, that, the failure or refusal of any retailer or vendor to make and transmit the reports and remittances of Use Tax in the time and manner required by this chapter shall cause such Tax to be delinquent. In addition, if such delinquency continues for a period of five (5) days, the retailer or vendor shall forfeit his claim to any discount allowed under this chapter.

6.04.110 Waiver Of Interest And Penalties

The interest or penalty, or any portion thereof, accruing by reason of a retailer's or vendor's failure to pay the Use Tax herein levied may be waived or remitted in the same manner as provided for said waiver of remittance as applied in administration of the State Use Tax provided in 1998 O.S. Title 68 § 227; to accomplish the purposes of this section, the applicable provisions of said section 227 are hereby adopted by reference and made a part of this chapter.

6.04.120 Erroneous Payments; Claims For Refund

Refund of erroneous payment of the Municipal Use Tax herein levied may be made to any taxpayer making such erroneous payment in the same manner and procedure, and under the same limitations of time provided for administration of the State Use Tax as set forth in 1998 O.S. Title 68 § 227; to accomplish the purpose of this section the applicable provisions of said Section 227 are hereby adopted by reference and made a part of this chapter.

6.04.130 Fraudulent Returns

In addition to all civil penalties provided by this chapter, the willful failure or refusal of any taxpayer to make reports and remittances herein required, or the making of any false and fraudulent report for the purpose of avoiding or escaping payment of any Use Tax, or portion thereof, rightfully due under this chapter, shall be an offense, and upon conviction thereof the offending taxpayer shall be punished by a fine of not more than Two Hundred dollars (\$200.00). Each day of noncompliance with this chapter shall constitute a separate offense.

6.04.140 Records Confidential

The confidential and privileged nature of the records and files concerning the administration of the Municipal Use Tax is legislatively recognized and declared, and to protect the same, the provisions of 1998 O.S. 68 § 205, of the State Use Tax Code, and each subsection thereof, is hereby adopted by reference and made fully effective and applicable to administration of the Municipal Use Tax as if herein set forth in full.

6.04.150 Provisions Cumulative

The provisions hereof shall be cumulative, and in addition to any and all other taxpaying provisions of Municipal Ordinances and regulations.

6.04.160 Provisions Severable

The provisions hereof are hereby declared to be severable, and if any section, paragraph, sentence or clause of this ordinance, is for any reason held invalid or inoperative by any court of competent jurisdiction, such decision shall not affect any other section, paragraph, sentence, or clause hereof.

6.04.170 Classification Of Taxpayers

For purpose of this chapter, the classification of taxpayers hereunder shall be as prescribed by State Law for the purposes of the Oklahoma Use Tax Code.

6.04.180 Subsisting State Permits

All valid and subsisting Permits to do business issued by the Oklahoma Tax Commission pursuant to the Oklahoma Tax Code are, for the purpose of this chapter, hereby ratified, confirmed and adopted in lieu of any requirement for an additional Municipal Permit for the same purpose.

6.04.190 Purpose Of Revenues

It is hereby declared to be the purpose of this chapter to provide revenues for the support of the functions of the Municipal Government of the Town of Carlton Landing, Oklahoma, and any and all revenues derived hereunder may be expended by the Town Board of Trustees for any purpose for which funds may be lawfully expended and authorized.

6.04.200 Penalty

Any violation of this chapter shall be liable for a fine not to exceed Two Hundred dollars (\$200.00) per day, or the maximum legal limit.

6.08 Utility Tax

6.08.010 Levy Of Utility Tax

6.08.010 Levy Of Utility Tax

From and after September 21, 2019, there is hereby levied and assessed an annual tax of two percent (2%) upon the gross receipts from all sales of gas, power, heat, light or electricity in the Town of Carlton Landing, which tax shall be in lieu of any other franchise, license, occupation, or excise tax levied by such Town, all as provided by State law.

6.12 Lodging/Hotel Tax

6.12.020 Definitions

6.12.030 Levied Amount; Rooms Provided Free Of Charge Subject To Tax

6.12.040 Exemptions; Acknowledgment Required; Records Required

6.12.050 Tax To Be Separately Designated On Bills

6.12.060 Operator Responsible For Collection

6.12.070 Certificates Of Registration

6.12.080 Records Required

6.12.090 Returns

6.12.100 Payment Of Tax

6.12.110 Delinquent Taxes

6.12.120 Interest On Unpaid/Delinquent Taxes

6.12.130 Assessment And Determination Of Tax

6.12.140 Refunds

6.12.150 Notices

6.12.160 Remedies Exclusive

6.12.170 Failure To File; Submitting Fraudulent Returns; Failure To Post A Bond; Penalties

6.12.180 Operator's Discount For Keeping Records

6.12.190 Records Confidential

6.12.200 Use Of Funds

6.12.210 General Powers Of Town Administrator

6.12.220 Proceedings To Recover Tax

6.12.230 Amendments

6.12.240 Provisions Cumulative

6.12.020 Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings described to them in this section, except where the context clearly indicates a different meaning:

"Town Administrator" shall mean the person holding the position of Town Administrator within the town or the Administrator's designated representative.

"Hotel" shall mean any building or building structure, trailer, or other facility in which the public may, for consideration, obtain sleeping accommodations in which five or more rooms are used for the accommodation of such guests, whether such rooms are in one or in several structures. This term shall include hotels, apartment hotels, motels, tourist homes, houses or courts, lodging houses, inns, rooming houses, trailer houses, trailer

motels, dormitory space where bed space is rented to individuals or groups, apartments not occupied by "permanent residents," and all other facilities where rooms or sleeping facilities or space are furnished for a consideration. The term shall not include hospitals, sanitariums, assisted living centers or nursing homes.

"Occupancy" shall mean the use or possession, or the right to the use or possession, of any room or rooms in a hotel, or the right to use or possession of the furnishings or to the services and accommodations accompanying the use and possession of the room.

"Occupant" shall mean a person, who for a consideration, uses, possesses or has the right to the use or possession of any room or rooms in a hotel under lease, concession, permit, right to access, license to use, or other agreement.

"Operator" shall mean any person operating a hotel in this city, including but not limited to, the owner, proprietor, lessee, sublessee, mortgagee in possession, licensee, manager or similar agent, or any other person otherwise operating such hotel.

"Permanent Resident" shall mean any occupant who has or shall have the right of occupancy of any room in a hotel/motel for at least 30 consecutive days during the calendar year or preceding year.

"Rent" shall mean the consideration received for occupancy valued in money, whether received in money or otherwise, including all receipts, cash, credits, and property or services of any kind or nature, and also any amount for which credit is allowed by the operator to the occupant, without any reduction therefrom whatsoever.

"Return" shall mean any return filed or required to be filed as herein provided.

"Room" shall mean any room or rooms of any kind in any part or portion of the hotel which is available for or let out for the use of or possessed for any purpose other than a place of assembly.

"Tax" shall mean the tax levied pursuant to this chapter.

6.12.030 Levied Amount; Rooms Provided Free Of Charge Subject To Tax

There is hereby levied and imposed an excise tax of five percent (5%) upon the gross proceeds or gross receipts derived from all rent for every occupancy of a room or rooms in a hotel in this city that is subject to sales tax. Room(s) provided free of charge, through barter, trade or any other arrangement or agreement of any kind or nature, are also subject to such tax at the sales value of the room so provided (with "sales value" to mean the price at which the room would be rented to the operator's best customer in the ordinary course of business).

6.12.040 Exemptions; Acknowledgment Required; Records Required

- A. **Exemptions.** Any rent that is exempt from payment of sales tax.
- B. **Acknowledgment Required.** Every hotel shall maintain a monthly exemption report which shall be subject to review by the Oklahoma Tax Commission.
- C. **Records Required.** Every operator shall be required to maintain copies of monthly room reports, monthly exemption reports and individual exemption forms upon the business premises of the hotel as required by the Oklahoma Tax Commission. Such records shall be available for inspection and examination at any time upon demand by the Oklahoma Tax Commission.

6.12.050 Tax To Be Separately Designated On Bills

The operator shall separately designate, charge and show the tax on all bills, statements, receipts or any other evidence of charges or payments of rent for occupancy issued or delivered by the operator.

6.12.060 Operator Responsible For Collection

The operator shall be responsible for the collection of the tax.

6.12.070 Certificates Of Registration

- A. Prior to commencement of business or opening, every hotel operator shall file with the Town Administrator:
 - 1. A certificate of registration;
 - 2. An affidavit and designation of operator.
- B. The Town Administrator shall, within five days after receipt of the required registration and affidavit, issue without charge, to each operator, a certificate of authority empowering such operator to collect the tax from the occupant and duplicates thereof for each additional hotel. Each certificate or duplicate shall state the hotel to which it is applicable. Such certificate of authority shall be permanently displayed by the operator in such manner that it may be seen and come to the notice of all occupants and persons seeking occupancy. Such certificates shall be nonassignable and nontransferable and shall be surrendered immediately to the Town Administrator upon the cessation of business at the hotel named, or upon its sale or transfer, or upon the change of designated operator.

6.12.080 Records Required

Every operator shall keep records of every occupancy of all rent paid, charged or due thereon and of the tax payable thereon in such form as the Oklahoma Tax Commission may by rule or regulation require. Such records shall be available for inspection and

examination at any time upon demand by the Oklahoma Tax Commission.

6.12.090 Returns

A. Every operator shall file a return as required by the Oklahoma Tax Commission.

6.12.100 Payment Of Tax

At the time of filing a return of occupancy and of rents, each operator shall pay to the Oklahoma Tax Commission the taxes imposed by this chapter upon the rents included in such return, as well as all other monies collected by the operator acting or purporting to act under the provisions of this chapter. All taxes for the period for which a return is required to be filed shall be due from the operator and payable to the Oklahoma Tax Commission on or before the date fixed for the filing of the return for such period without regard to whether a return is filed or whether the return which is filed correctly shows the amount of rents and the taxes due thereon.

6.12.110 Delinquent Taxes

The tax levied by this chapter shall be due and payable when the return is filed. All taxes not paid within the period shall be delinquent or as prescribed by the Oklahoma Tax Commission.

6.12.120 Interest On Unpaid/Delinquent Taxes

A. If any tax levied by this chapter becomes delinquent, the person responsible and liable for such tax shall pay interest on such unpaid tax as stated in O.S. Title 68 for sales tax.

6.12.130 Assessment And Determination Of Tax

If a return required by this chapter is not filed, or if a return when filed is incorrect or insufficient, the amount of tax due shall be by assessment and determination per the rules of the Oklahoma Tax Commission.

6.12.140 Refunds

A. Refunds will be issued as needed by the Oklahoma Tax Commission and limited to Oklahoma Statutes.

6.12.150 Notices

Notices provided for under this chapter shall be deemed to have been given when such notice has been delivered personally to the operator or deposited in the United States Mail, addressed to the last known address of the operator.

6.12.160 Remedies Exclusive

The remedies provided in this chapter shall be exclusive remedies available to any person for the review of tax liability imposed by this chapter.

6.12.170 Failure To File; Submitting Fraudulent Returns; Failure To Post A Bond; Penalties

The failure or refusal of any operator/taxpayer to make reports and remittances herein required, or the making of any false and fraudulent report for the purpose of avoiding or escaping payment of any tax or portion thereof rightfully due under this chapter shall be an offense and, the offending taxpayer shall be subject to the laws and rules of the Oklahoma Tax Commission as for sales and use tax.

6.12.180 Operator's Discount For Keeping Records

In order to remunerate an operator for keeping tax records, filing reports, and remitting the tax when due, a discount shall be allowed upon all taxes paid prior to the time they become delinquent. The discount shall be the same as allowed by the Oklahoma Tax Commission for sales tax.

6.12.190 Records Confidential

The confidential and privileged nature of the records and files concerning the administration of the hotel tax is legislatively recognized and declared, and to protect the same the provisions of O.S. Title 68 § 205, and each subsection thereof, is hereby adopted by reference and made fully effective and applicable to administration of the tax as if herein set forth.

6.12.200 Use Of Funds

All taxes collected pursuant to the provisions of this chapter shall be deposited into the city's general fund.

6.12.210 General Powers Of Town Administrator

In addition to all other powers granted to the Town Administrator, he/she is hereby authorized and empowered:

- A. To make, adopt and amend rules and regulations appropriate to the carrying out of this chapter for the purposes thereof.

6.12.220 Proceedings To Recover Tax

- A. Whenever any taxpayer or other person shall fail to collect and pay over any tax or any tax penalties due and owing, or interest imposed by this chapter as herein

provided, all proceedings to recover such tax shall be conducted by the Oklahoma Tax Commission.

6.12.230 Amendments

The citizens of Carlton Landing, by their approval of this chapter at the election herein provided, hereby authorize the Board of Trustees, by ordinance duly enacted, to make such administrative and technical changes or additions in the method and manner of administration and enforcing this chapter as may be necessary or proper for efficiency and fairness; except that the rate of the tax herein provided shall not exceed five percent without approval of the qualified electors of the city as provided by law.

6.12.240 Provisions Cumulative

The provisions hereof shall be cumulative, and in addition to any and all other taxing provisions of the city ordinances.

8 Business Licenses And Regulations

8.04.010 Registration Requirement For Entities Required To Collect Sales Tax Under State Law

8.04.010 Registration Requirement For Entities Required To Collect Sales Tax Under State Law

- A. All entities required to collect sales tax under state law, located or doing business within the Town Boundaries, shall maintain a current registration with the Town as provided by this section.
- B. The registration required by this section shall be accomplished by delivery of a copy of the sales tax permit issued to the entity by the Oklahoma Tax Commission and by completion of an application containing the following minimum information:
 - 1. The name, address, business location, and a brief description of the business conducted by the entity; and
 - 2. The entity's sales tax permit number.

14 Public Health And Safety

14.04 Noise Control

14.08 Fireworks Regulations

14.04 Noise Control

14.04.010 Public Noise Nuisances

14.04.010 Public Noise Nuisances

- A. It shall be unlawful for any person to maintain or commit a public noise nuisance within the corporate limits of the town, or to permit a public noise nuisance to be maintained or committed upon any premises or using any personal property within the town that is owned or under the control of such person. A noise nuisance shall be considered a public one if it affects the entire city or any community or neighborhood thereof, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
- B. The term "public noise nuisance" shall include, without limitation, all loud noises which may annoy or prevent others' enjoyment of the use of their property or of the parks, streets and public ways within the City. For purposes of this section, the term "loud noise" means not less than 55 decibels as measured on a sound level meter of type 2 or better as specified by American National Standards Institute, using the A-weighted network scale, measured at a distance of 20 feet from the source of the noise if the noise source is outdoors, or if the source is within a building, measured at the property line. It shall be the responsibility of the owner of property from which the noise emanates and of any person in control of the source of a noise, to maintain noise levels within these prescribed limits. The following sources of potentially excessive sound shall be exempt from the requirements of this section:
1. Safety signals and alarm devices, storm warning sirens or horns and the authorized testing of such equipment, emergency vehicle sirens or horns when responding to an emergency.
 2. Church bells or chimes.
 3. Performance of construction, demolition and/or repair work on any public project or public utility project.
 4. Performance of construction, repair or remodeling provided that no excessive noise shall result from such activity except between the hours of 7:00 A.M. and 7:00 P.M.
 5. Events sponsored by community organization as approved by the Mayor.

14.08 Fireworks Regulations

14.08.010 Fireworks Regulations: Definitions

14.08.020 Discharging Of Fireworks Restricted; Exceptions

14.08.030 Sale Of Fireworks

14.08.040 Licenses And Insurance Required

14.08.050 Violation And Penalty

14.08.010 Fireworks Regulations: Definitions

"Distributor" any person who sells fireworks and novelties to other distributors, wholesalers, or retailers for resale or provides them as part of a pyrotechnic display service in the state of Oklahoma

"Fireworks" any composition of device for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation, and which are further described as consumer fireworks 1.4G, display fireworks 1.3G, articles pyrotechnic 1.4G or 1.4S as defined by the United States Department of Transportation (DOT) title 49, CFR. The term "consumer fireworks" shall not include toy cap pistols and caps, blank cartridges, railroad flares, model rockets, or any novelty.

"Local Nonprofit Retailer" any group or organization that is domiciled within the corporate limits of the Town of Carlton Landing and is a valid 501(c)(3) with the state of Oklahoma

"Novelty" a device containing small amounts of pyrotechnic and/or explosive composition. Such devices produce limited visible or audible effects.

"Retailer" any person who purchases fireworks and novelties for resale to consumers only

"Wholesaler" any person who purchases fireworks and novelties for resale to retailers and consumers only

14.08.020 Discharging Of Fireworks Restricted; Exceptions

- A. Persons within the corporate limits may use or otherwise discharge only class C fireworks (See DOT regulations), PROVIDED the following conditions are met:

Dates and Times Allowed:

1. Residential Areas.

- a. No fireworks may be discharged or displayed within the residential area and or within five hundred feet (500) of any housing neighborhood. Sparklers and novelty fireworks shall be exempt from this restriction and allowed twenty-four hours prior to July 4 and on July 4th between 9:00 am and 10:30 pm.

2. Overlook and Town Green Areas.

- a. Twenty-four hours (24) prior to July 4 and on July 4 between the hours of Noon (12:00) p.m. and ten thirty o'clock (10:30) p.m.
 - b. December 31st of each year between the hours of Nine o'clock (9:00) p.m. and Twelve Thirty o'clock (12:30) a.m. on January 1st of the New Year.
- B. Fireworks must be discharged on a noncombustible surface of sufficient size to contain the entire ground portion of the display and not closer than five hundred (500) feet from any permanent structure.
- C. An adult person over the age of twenty-one (21) wishing to discharge fireworks shall obtain a permit from the Town of Carlton Landing at a cost of twenty-five dollars (\$25.00). Said permit shall identify the adult in charge of this use by name, address, and also shall identify the proposed location on the permit holder's property where the fireworks shall be detonated or common area to be used. Applications for said permits shall be made available during normal business hours from May 1st through July 3rd, and from December 15th, through December 30th of any given year. Permits are valid only for the period of issuance.
- D. The adult permit holder in charge of the fireworks use must be physically present for any household member to discharge the fireworks and that adult must be within seventy-five (75) feet of the point of display. The adult supervisor must have the permit posted in a place of prominence or with them during the discharge of the fireworks for examination by any law enforcement officer of the Town of Carlton Landing. The permit holder is further responsible for removing any debris caused by any person discharging fireworks under the permit. Failure to remove the debris shall be punishable by a fine and cost of any repair resulting from the use of the Fireworks.
- E. Fireworks may NOT be used or discharged on any public street, lane, alley, sidewalk, public easement, public property, park area, green belt, or property generally used and accessible to the general public.
- F. In the event that the governor of the State of Oklahoma, County Emergency Management Director, or Fire Chief calls a red flag fire alert or burn ban for the area encompassing the Town of Carlton Landing, Oklahoma, and/or the Town of Carlton Landing fire department determines that the Town of Carlton Landing is in fire danger due to the weather conditions, the Town Administrator may declare the use of fireworks illegal and all fireworks permits to be void during the emergency period. Permit fees will be refunded for that period.
- G. Permission for the presentation of public display of fireworks by responsible persons or organizations shall be allowed at any time during the year provided

that said person or organization obtains a permit as follows:

1. An adult person over the age of twenty-one (21) shall obtain a permit from the Town of Carlton Landing at a cost of one hundred dollars (\$100.00). Said permit shall identify the company or organization name along with the company's physical and mailing addresses, location of the display, and the name of the contact person responsible for the event with his/her phone number and date of display.
2. All public displays shall be required to comply with the requirements of the Carlton Landing Fire Department and National Fire Protection Act (NFPA) 1123 or 1126 as appropriate.
3. The permit fee may be waived by the Town Administrator of Carlton Landing or his/her designee, upon written request from the company or organization requesting the permit.
4. Permits must be available for inspection by the Town at all times during the display, including setup and teardown of the launch site and staging area.

14.08.030 Sale Of Fireworks

- A. Any sale of fireworks to a consumer by a retailer shall be subject to the levy and collection of state and city sales tax pursuant to the provisions of the Oklahoma state tax code and this code.
- B. The sale or display for sale of fireworks shall be unlawful within the Town of Carlton Landing unless the following conditions are met:
 1. The sale of fireworks shall be made from a freestanding structure which complies with the building standard of Carlton Landing. The structure may be on site only from May 1st to July 7th of each calendar year. the structure shall be located no less than one hundred feet (100') from any structure owned by a third party or from any area where combustible material is stored. The structure must be located within a commercial or agricultural district as defined by Town zoning ordinance.
 2. Distributors and wholesalers may sell fireworks to residents and nonresidents of the State of Oklahoma from May 1st until July 7th of each year.
 3. Retailers may only sell fireworks to resident and nonresidents of the State of Oklahoma from June 15th to July 5th of each calendar year.

C. Conditions of Sales.

1. A salesclerk must be on duty to serve the consumer at the time of

purchase.

2. All fireworks offered for retail sale must at all times be protected from direct contact and handling by the public. Entry within those structures aforementioned shall be forbidden to the public.
3. Self-serve or marketing where retail customers are allowed to move among stocks of fireworks or serve themselves from fireworks stock or displays is strictly prohibited.
4. All fireworks storage and sales areas shall be conspicuously posted with signs reading: "FIREWORKS-NO SMOKING".
5. The owner or vendor shall maintain licenses and insurance on each location as provided in this chapter.
6. Mail order sales to consumers are prohibited through any medium of either interstate or intrastate commerce.
7. Sales of fireworks may only be made at properly licensed retail locations within the Town of Carlton Landing Limits.

14.08.040 Licenses And Insurance Required

- A. **State and Local Licenses.** Any person operating a retail location where fireworks are sold directly to the consumer shall be required to purchase a retail fireworks license from the state and an itinerant vendor license from the Town of Carlton Landing.
- B. **Premises Liability Insurance.** The Town of Carlton Landing shall not issue an itinerant vendor license to an applicant without proof of premises liability insurance in the amount of five hundred thousand dollars (\$500,000.00).
- C. **Application and Insurance Filed with the Town of Carlton Landing.** The license application and proof of insurance shall be kept on file by the Town of Carlton Landing for at least two (2) years.
- D. **Posting of Licenses.** Both the retail fireworks license and the itinerant vendor license shall be conspicuously posted in the immediate vicinity of the sales operation and shall be immediately available for examination by the public or any enforcement officer.
- E. **Licenses Nontransferable.** No license provided for herein shall be transferable nor shall any person be permitted to operate under a license granted to another person.
- F. **License Fees.**
 1. Distributors or wholesalers shall be required to pay a license fee of two thousand five hundred dollars (\$2500.00) plus five percent (5%) of the

gross sales of fireworks to the Town of Carlton Landing. Sales for the period from June 15th through July 6th shall be exempt from the five percent (5%) fee.

2. Retailers shall be required to pay a license fee of five hundred dollars (\$500.00) which shall be due and payable to the Town of Carlton Landing prior to opening for business for the sale of fireworks. They must also present to the Town an Oklahoma sales tax permit with identification number. All local nonprofit retailers shall be required to pay a license fee of one hundred dollars (\$100.00) to the Town prior to opening for business for the sale of fireworks, and they must also present to the Town a sales tax permit with identification number for Oklahoma tax commission reporting purposes.

G. Licensing Requirements.

1. Upon application for a license, the applicant shall provide the Clerk of the Town of Carlton Landing (or his/her designee) the location of the proposed retail outlet, proof of the age of the applicant, evidence of all licenses and insurances required by Oklahoma State law, and an affidavit signed by the applicant stating that they have read this chapter, will comply with the same, will comply with all applicable Oklahoma state and federal laws and regulations pertaining to the sale of fireworks, and will comply with such regulations as the Carlton Landing building inspector and/or fire chief shall reasonably require for the protection and benefit of the public.
2. Each applicant shall provide written consent from the owner of the property on which he/she will be selling. The consent to operate on such property must be signed and dated within the year of application.
3. The license holder shall be responsible for the safe operation of the retail sales of fireworks to the public and shall be at least twenty-one (21) years of age.

14.08.050 Violation And Penalty

Failure to obey the provisions of this chapter shall constitute an offense and be punishable as a misdemeanor. Each violation whether by section, item, or day shall be considered a separate offense and each such offense shall be punishable by a fine of two hundred dollars (\$200.00) plus costs.

16 Animal Services And Control

16.04 Conduct And Prohibited Acts

16.04 Conduct And Prohibited Acts

16.04.010 Retraining Animals And Leash Laws

16.04.010 Retraining Animals And Leash Laws

No person shall permit any dog, cat or other animal owned, possessed or harbored by him/her (hereinafter, "Pet"):

- A. To be or enter upon private property without the consent of the person who owns or controls the property, and without properly confining the Pet to that property by means of a substantial fence or similar enclosure of sufficient strength and height to prevent the Pet from escaping therefore, or by keeping the Pet inside a house or other building. This section shall not apply to any person who takes a Pet upon private property with the consent of the owner or person in control of the property, or upon a street or other public place when the Pet is confined in a vehicle or by means of a chain or leash of sufficient strength and length to control the actions of the Pet.
- B. To be or enter upon any street or other public property unless the Pet is:
 - 1. Under immediate physical control of the owner or other responsible person by confinement in a vehicle; or
 - 2. Under the immediate physical control of the owner or other responsible person by means of a chain, rope, cord, or leash of not more than six feet in length and of sufficient strength to control the actions of the Pet.
 - 3. For the purposes of this section, the term "immediate physical control" shall mean confinement in a vehicle or control exercised through the physical presence of a person who, at all times, has in his/her possession the chain, rope, cord or leash to which the Pet is attached.
 - 4. As used in this section, "owner" shall mean any person who owns, possesses, harbors, or has permanent care or custody of a Pet.

18 Transportation Code

18.04 Recreational Vehicles Regulations

18.04 Recreational Vehicles Regulations

18.04.010 Golf Carts

18.04.020 Gas Powered Recreational Vehicles

18.04.010 Golf Carts

A. Definitions.

"Golf cart" is defined as a motor vehicle powered by an electric motor which is designed and manufactured for operation on a golf course (or a modification of such a vehicle) for recreational purposes and that is not capable of exceeding speeds of Fifteen (15) miles per hour. (Gas powered golf carts are prohibited in Carlton Landing, Oklahoma).

"Public road" shall mean any thoroughfare within the Town of Carlton Landing including roads, streets, lanes, alleys, and pedestrian ways.

B. Authority to Operate Golf Carts Within the Town of Carlton Landing.

1. Golf carts meeting the definition above may be operated on all public roads, streets, and lanes within the town limits of Carlton Landing where the speed limit is twenty five (25) miles per hour or less.
2. Golf carts should avoid construction areas when possible and prudent.
3. Golf carts must not be driven on the sidewalks, pedestrian pathways or on the boardwalk.
4. Drivers of golf carts must be at least sixteen (16) years of age with a valid drivers' license. The number of occupants of a golf cart must not exceed the number of seats in the cart. No person is to stand while the golf cart is in motion.
5. Gas powered golf carts are prohibited in Carlton Landing, Oklahoma.

C. Compliance with Traffic Laws. Golf carts shall comply with all applicable local and state traffic laws, and may be ticketed for traffic and parking violations in the same manner as motor vehicles.

D. Parking.

1. Golf carts must park in areas designated for golf carts and/or in areas where motor vehicle parking is allowed.

2. Golf carts must NOT park on maintenance zones, on sidewalks, on other pedestrian pathways, nor on private property without the permission of the owner of said property.

- E. **Equipment and Minimum Standards.** All golf carts operated within the Town of Carlton Landing shall meet the minimum equipment standards established by the State of Oklahoma. All golf carts shall be equipped with a windshield, a rearview mirror, and taillights. In addition, golf carts operated between the hours before sunrise or after sunset must be equipped with headlights.
- F. **Hours of Operation.** Golf carts meeting the equipment standards established for operation before sunrise and after sunset may be operated anytime during the day or night. Golf carts that do not meet these standards shall be operated only during the hours between sunrise and sunset.
- G. **Liability.** Nothing in this section shall be construed as an assumption of liability by the Town of Carlton Landing for any injuries to persons, pets or property which may result from the operation of a golf cart by an authorized driver. Owners are fully liable and accountable for the actions of any individual that they provide permission to operate and drive said golf cart, both on personal and/or town or public properties. This described responsibility especially applies to personal injuries or property damage resulting from golf cart drivers who are minors under the age of 18 with or without a current and valid driver's license.
- H. **Enforcement.** The Town of Carlton Landing shall have the authority to enforce the provisions set forth herein including all applicable traffic laws.

HISTORY

Repealed & Replaced by Ord. [2021-10-01](#) on 10/16/2021

18.04.020 Gas Powered Recreational Vehicles

A. **Definition.**

"Gas Powered Recreational Vehicle" shall mean any vehicle powered by an internal combustion engine, designed for recreational or sport purposes.

- B. No person shall operate a Gas Powered Recreational Vehicle within the Town Boundaries of Carlton Landing, Oklahoma.

HISTORY

Repealed & Replaced by Ord. [2021-10-01](#) on 10/16/2021

20 Building Standards

20.04 Administration Of Buildings Codes

20.08 Building Code Official

20.12 Uniform Building Code

20.04 Administration Of Buildings Codes

20.04.010 Building Code Fees

20.04.010 Building Code Fees

The following fees are hereby established:

A. Building Code Inspection Fees.

Single Family Dwelling	
Inspection Fee	\$700.00 plus
Town Administrative Fee	10% of Inspection Fee plus
State of Oklahoma Fee	\$16.00
Multi Family Structure	
Inspection Fee	\$0.27 per Square Foot plus
Town Administrative Fee	10% of Inspection Fee plus
State of Oklahoma Fee	\$16.00
Commercial Structure	
Inspection Fee	\$0.27 per Square Foot plus
Town Administrative Fee	10% of Inspection Fee plus
State of Oklahoma Fee	\$16.00
Outbuildings With and Without Living Quarters	
Inspection Fee	\$200.00 flat fee plus
Town Administration Fee	10% of Inspection Fee plus
State of Oklahoma Fee	\$16.00

B. Fire Code Inspection Fees.

Plan Review Fee	\$400.00 plus
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Walk Through Fee	\$500.00 plus
Mileage Fee	\$0.99 Per Mile

Plus additional fees for but not limited to:

1. Equipment Rental
2. Lift Rental
3. Alarm Inspections
4. Night Work
5. Weekend Work
6. Backflow Inspections
7. Vent Hood Systems
8. Fire Extinguishers
9. Overtime
10. Fire Alarm and Electrical Wiring
11. Bond
12. Painting
13. Soffits

C. Alteration, addition, repair, removal or demolition of any building or structure within the corporate limits of the city:

1. Alternation, addition, remodel requiring an expenditure of more than five hundred dollars (\$500.00) and increasing or decreasing the square footage by less than fifty percent (50%) of the structure or impacting less than fifty percent (50%) of the structure, other than cosmetic modifications not involving any change in electrical, water, gas, or sanitary sewer:

Inspection Fee	\$200.00 plus
Town Administrative Fee	10% of Inspection Fee plus
State of Oklahoma Fee	\$16.00

2. Alternation, addition, remodel requiring an expenditure of more than five hundred dollars (\$500.00) and increasing or decreasing the square footage by fifty percent (50%) or more of the structure or impacting fifty percent (50%) or more of the structure, other than cosmetic modifications not involving any change in electrical, water, gas, or sanitary sewer:

Inspection Fee	\$700.00 plus
Town Administrative Fee	10% of Inspection Fee plus
State of Oklahoma Fee	\$16.00

All above fees will be listed in the Carlton Landing Schedule of Fees, and may be modified hereafter by Resolution by the Board of Trustees of Carlton Landing.

20.08 Building Code Official

20.08.010 Creation

20.08.020 Removal

20.08.030 Duties And Powers

20.08.010 Creation

- A. There is hereby created one or more positions of Code Official, who shall be appointed by the Mayor, and may be an employee or a contractor to the town. The Board of Trustees shall be timely advised of all such appointments, but no later than the next meeting of the Board of Trustees.

20.08.020 Removal

- A. The Code Official shall be removable at the discretion of the Board of Trustees.

20.08.030 Duties And Powers

- A. The Code Official is hereby authorized and directed to enforce the provisions of the building codes of the Town of Carlton Landing (the "Building Codes"), which adopt by reference the codes adopted by the Oklahoma Uniform Building Code Commission. The code official shall have the authority to render interpretations of the Building Codes and to adopt policies and procedures in order to clarify the application of provisions of the Building Codes. Such interpretations, policies and procedures shall be in compliance with the intents and purposes of the Building Codes. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in the Building Codes.
- B. The Code Official shall conduct such inspections and issue such permits as are contemplated by the Building Codes, provided that any fees therefore shall be paid to the Town, which fees may be established by separate resolution.

- C. The Code Official shall, from time to time and when requested by the Board of Trustees, provide advice on the reasonable fees to be charged for inspections and permits.

20.12 Uniform Building Code

20.12.010 Building Code Adopted

20.12.020 Building Codes

20.12.030 Fire Codes

20.12.040 Residential Codes

20.12.050 Existing Building Codes

20.12.060 Electrical Codes

20.12.070 Fuel Gas Codes

20.18.080 Mechanical Codes

20.18.090 Plumbing Codes

20.18.100 Fees For Permits

20.12.010 Building Code Adopted

As required by O.S. Title 11 § 14-107(A) the following codes, adopted, modified and amended by the Oklahoma Uniform Building Code Commission, are hereby adopted as codes of Carlton Landing, with the following modifications: any references to the jurisdiction imposing, enforcing or adopting such codes shall mean the Town of Carlton Landing; and any references to an official of the jurisdiction tasked with administering or enforcing such codes shall mean the building code official, as created and defined by separate ordinance.

20.12.020 Building Codes

- A. Section 748:20-1-1, et seq., of the Oklahoma Administrative Code, as approved by the Oklahoma Uniform Building Code Commission, is hereby adopted as the minimum code for commercial construction of the Town of Carlton Landing, to include all future adoptions, amendments and modifications to such provisions by the Oklahoma Uniform Building Code Commission.
- B. Paragraph A adopts section 748:20-1-1, et seq., of the Oklahoma Administrative Code, which, as of the effective date of this ordinance adopt, amend and modify the International Building Code, 2009, the contents of which are hereby summarized as follows: See attached and incorporated Exhibit A, entitled "Summary of Contents of International Building Code, 2009."

Exhibit A

Summary of Contents of International Building Code, 2009

Chapter 1 - Scope and Administration

Chapter 2 - Definitions

Chapter 3 - Use and Occupancy Classification
Chapter 4 - Special Detailed Requirements Based on Use and Occupancy
Chapter 5 - General Building Heights and Areas
Chapter 6 - Types of Construction
Chapter 7 - Fire and Smoke Protection Features
Chapter 8 - Interior Finishes
Chapter 9 - Fire Protection Systems
Chapter 10 - Means of Egress
Chapter 11 - Accessibility
Chapter 12 - Interior Environment
Chapter 13 - Energy Efficiency
Chapter 14 - Exterior Walls
Chapter 15 - Roof Assemblies and Rooftop Structures
Chapter 16 - Structural Design
Chapter 17 - Structural Tests and Special Inspections
Chapter 18 - Soils and Foundations
Chapter 19 - Concrete
Chapter 20 - Aluminum
Chapter 21 - Masonry
Chapter 22 - Steel
Chapter 23 - Wood
Chapter 24 - Glass and Glazing
Chapter 25 - Gypsum Board and Plaster
Chapter 26 - Plastic
Chapter 27 - Electrical
Chapter 28 - Mechanical Systems
Chapter 29 - Plumbing Systems
Chapter 30 - Elevators and Conveying Systems
Chapter 31 - Special Construction
Chapter 32 - Encroachments into the Public Right-of-Way
Chapter 33 - Safeguards during Construction
Chapter 34 - Existing Buildings and Structures
Chapter 35 - Referenced Standards
Appendix A - Employee Qualifications
Appendix B - Board of Appeals
Appendix C - Group U - Agricultural Buildings
Appendix D - Fire Districts
Appendix E - Supplementary Accessibility Requirements
Appendix F - Rodent proofing
Appendix G - Flood-Resistant Construction
Appendix H - Signs
Appendix I - Patio Covers
Appendix J - Grading
Appendix K - Administrative Provisions

20.12.030 Fire Codes

- A. Section 748:20-3-1, et seq., of the Oklahoma Administrative Code, as approved by the Oklahoma Uniform Building Code Commission, is hereby adopted as the minimum code for residential and commercial fire prevention and fire protection services of the Town of Carlton Landing, to include all future adoptions, amendments and modifications to such provisions by the Oklahoma Uniform Building Code Commission.
- B. Paragraph A adopts section 748:20-3-1, et seq., of the Oklahoma Administrative Code, which, as of the effective date of this ordinance adopt, amend and modify the International Fire Code, 2009, the contents of which are hereby summarized as follows: See attached and incorporated Exhibit B, entitled "Summary of Contents of International Fire Code, 2009."

Exhibit B

Summary of Contents of International Fire Code, 2009

Chapter 1 - Scope and Administration
Chapter 2 - Definitions
Chapter 3 - General Requirements
Chapter 4 - Emergency Planning and Preparedness
Chapter 5 - Fire Service Features
Chapter 6 - Building Services and Systems
Chapter 7 - Fire-Resistance-Rated Construction
Chapter 8 - Interior Finish, Decorative Materials and Furnishings
Chapter 9 - Fire Protection Systems
Chapter 10 - Means of Egress
Chapter 11 - Aviation Facilities
Chapter 12 - Dry Cleaning
Chapter 13 - Combustible Dust-Producing Operations
Chapter 14 - Fire Safety during Construction and Demolition
Chapter 15 - Flammable Finishes
Chapter 16 - Fruit and Crop Ripening
Chapter 17 - Fumigation and Thermal Insecticidal Fogging
Chapter 18 - Semiconductor Fabrication Facilities
Chapter 19 - Lumber Yards and Woodworking Facilities
Chapter 20 - Manufacture of Organic Coatings
Chapter 21 - Industrial Ovens
Chapter 22 - Motor Fuel-Dispensing Facilities and Repair Garages
Chapter 23 - High-Piled Combustible Storage
Chapter 24 - Tents and Other Membrane Structures
Chapter 25 - Tire Rebuilding and Tire Storage
Chapter 26 - Welding and Other Hot Work
Chapter 27 - Hazardous Materials-General Provisions

Chapter 28 - Aerosols
Chapter 29 - Combustible Fibers
Chapter 30 - Compressed Gases
Chapter 31 - Corrosive Materials
Chapter 32 - Cryogenic Fluids
Chapter 33 - Explosives and Fireworks
Chapter 34 - Flammable and Combustible Liquids
Chapter 35 - Flammable Gases and Flammable Cryogenic Fluids
Chapter 36 - Flammable Solids
Chapter 37 - Highly Toxic and Toxic Materials
Chapter 38 - Liquefied Petroleum Gases
Chapter 39 - Organic Peroxides
Chapter 40 - Oxidizers, Oxidizing Gases and Oxidizing Cryogenic Fluids
Chapter 41 - Pyrophoric Materials
Chapter 42 - Pyroxylin (Cellulose Nitrate) Plastics
Chapter 43 - Unstable (Reactive) Materials
Chapter 44 - Water-Reactive Solids and Liquids
Chapter 45 - Marinas
Chapter 46 - Construction Requirements for Existing Buildings
Chapter 47 - Referenced Standards
Appendix A - Board of Appeals
Appendix B - Fire-Flow Requirements for Buildings
Appendix C - Fire Hydrant Locations and Distribution
Appendix D - Fire Apparatus Access Roads
Appendix E - Hazard Categories
Appendix F - Hazard Ranking
Appendix G - Cryogenic Fluids - Weight and Volume Equivalents
Appendix H - Hazardous Materials Management Plan (HMMP) And Hazardous Materials Inventory Statement (HMIS) Instructions
Appendix I - Fire Protection Systems-Noncompliant Conditions
Appendix J - Emergency Responder Radio Coverage

20.12.040 Residential Codes

- A. Section 748:20-5-1, et seq., of the Oklahoma Administrative Code, as approved by the Oklahoma Uniform Building Code Commission, is hereby adopted as the minimum standards for residential construction for one and two family dwellings and townhouses of the Town of Carlton Landing, to include all future adoptions, amendments and modifications to such provisions by the Oklahoma Uniform Building Code Commission.
- B. Paragraph A adopts section 748:20-5-1, et seq., of the Oklahoma Administrative Code, which, as of the effective date of this ordinance, adopt, amend and modify the International Residential Code, 2009, the contents of which are hereby summarized as follows: See attached and incorporated Exhibit C, entitled

"Summary of Contents of International Residential Code, 2009."

Exhibit C

Summary of Contents of International Residential Code, 2009

Chapter 1 - Scope and Administration
Chapter 2 - Definitions
Chapter 3 - Building Planning
Chapter 4 - Foundations
Chapter 5 - Floors
Chapter 6 - Wall Construction
Chapter 7 - Wall Covering
Chapter 8 - Roof-Ceiling Construction
Chapter 9 - Roof Assemblies
Chapter 10 - Chimneys and Fireplaces
Chapter 11 - Energy Efficiency
Chapter 12 - Mechanical Administration
Chapter 13 - General Mechanical System Requirements
Chapter 14 - Heating and Cooling Equipment
Chapter 15 - Exhaust Systems
Chapter 16 - Duct Systems
Chapter 17 - Combustion Air
Chapter 18 - Chimneys and Vents
Chapter 19 - Special Fuel-Burning Equipment
Chapter 20 - Boilers and Water Heaters
Chapter 21 - Hydronic Piping
Chapter 22 - Special Piping and Storage Systems
Chapter 23 - Solar Systems
Chapter 24 - Fuel Gas
Chapter 25 - Plumbing Administration
Chapter 26 - General Plumbing Requirements
Chapter 27 - Plumbing Fixtures
Chapter 28 - Water Heaters
Chapter 29 - Water Supply and Distribution
Chapter 30 - Sanitary Drainage
Chapter 31 - Vents
Chapter 32 - Traps
Chapter 33 - Storm Drainage
Chapter 34 - General Requirements
Chapter 35 - Electrical Definitions
Chapter 36 - Services
Chapter 37 - Branch Circuit and Feeder Requirements
Chapter 38 - Wiring Methods
Chapter 39 - Power and Lighting Distribution
Chapter 40 - Devices and Luminaires

Chapter 41 - Appliance Installation
Chapter 42 - Swimming Pools
Chapter 43 - Class 2 Remote-Control, Signaling and Power-Limited Circuits
Chapter 44 - Referenced Standards
Appendix A - Sizing and Capacities of Gas Piping
Appendix B - Sizing of Venting Systems Serving Appliances Equipped With Draft Hoods, Category I Appliances, and Appliances Listed for Use With Type B Vents
Appendix C - Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems
Appendix D - Recommended Procedure for Safety Inspection of an Existing Appliance Installation
Appendix E - Manufactured Housing Used as Dwellings
Appendix F - Radon Control Methods
Appendix G - Swimming Pools, Spas and Hot Tubs
Appendix H - Patio Covers
Appendix I - Private Sewage Disposal
Appendix J - Existing Buildings And Structures
Appendix K - Sound Transmission
Appendix L - Permit Fees
Appendix M- Home Day Care-R-3 Occupancy
Appendix N - Venting Methods
Appendix O - Gray Water Recycling Systems
Appendix P - Sizing of Water Piping System
Appendix Q - ICC International Residential Code Electrical Provisions/National Electrical Code Cross-Reference

20.12.050 Existing Building Codes

- A. Section 748:20-7-1, et seq., of the Oklahoma Administrative Code, as approved by the Oklahoma Uniform Building Code Commission, is hereby adopted as the minimum standards for commercial existing building construction of the Town of Carlton Landing, to include all future adoptions, amendments and modifications to such provisions by the Oklahoma Uniform Building Code Commission.
- B. Paragraph A adopts section 748:20-7-1, et seq., of the Oklahoma Administrative Code, which, as of the effective date of this ordinance, adopt and amend the International Existing Building Code, 2009, the contents of which are hereby summarized as follows: See attached and incorporated Exhibit D, entitled "Summary of Contents of International Existing Building Code, 2009."

Exhibit D

Summary of Contents of International Existing Building Code, 2009

Chapter 1 - Scope and Administration
Chapter 2 - Definitions

Chapter 3 - Prescriptive Compliance Method
 Chapter 4 - Classification of Work
 Chapter 5 - Repairs
 Chapter 6 - Alterations - Level 1
 Chapter 7 - Alterations - Level 2
 Chapter 8 - Alterations - Level 3
 Chapter 9 - Change of Occupancy
 Chapter 10 - Additions
 Chapter 11 - Historic Buildings
 Chapter 12 - Relocated Or Moved Buildings
 Chapter 13 - Performance Compliance Methods
 Chapter 14 - Construction Safeguards
 Chapter 15 - Referenced Standards
 Chapter A1 - Seismic Strengthening Provisions for Unreinforced Masonry
 Bearing Wall Buildings
 Chapter A2 - Earthquake Hazard Reduction in Existing Reinforced Concrete and
 Reinforced Masonry Wall Buildings with Flexible Diaphragms
 Chapter A3 - Prescriptive Provisions for Seismic Strengthening of Cripple Walls
 and Sill Plate Anchorage of Light, Wood-Frame Residential Buildings
 Chapter A4 - Earthquake Hazard Reduction in Existing Wood-Frame Residential
 Buildings with Soft, Weak or Open-Front Walls
 Chapter A5 - Earthquake Hazard Reduction in Existing Concrete Buildings
 Referenced Standards
 Appendix B - Supplementary Accessibility Requirements for Existing Buildings
 and Facilities
 Resource A - Guidelines on Fire Ratings of Archaic Materials and Assemblies
 Appendix

20.12.060 Electrical Codes

- A. Section 748:20-9-1, et seq., of the Oklahoma Administrative Code, as approved by the Oklahoma Uniform Building Code Commission, is hereby adopted as the minimum standards for commercial electrical construction of the Town of Carlton Landing, to include all future adoptions, amendments and modifications to such provisions by the Oklahoma Uniform Building Code Commission.
- B. Paragraph A adopts section 748:20-9-1, et seq., of the Oklahoma Administrative Code, which, as of the effective date of this ordinance, adopt and amend the National Electrical Code, 2011, the contents of which are hereby summarized as follows: See attached and incorporated Exhibit E, entitled "Summary of Contents of National Electrical Code, 2011."

Exhibit E

Summary of Contents of National Electrical Code, 2011

Chapter 1 - General
Chapter 2 - Wiring and Protection
Chapter 3 - Wiring Methods and Materials
Chapter 4 - Equipment for General Use
Chapter 5 - Special Occupancies
Chapter 6 - Special Equipment
Chapter 7 - Special Conditions
Chapter 8 - Communications Systems
Chapter 9 - Tables
Informative Annex A - Product Safety Standards
Informative Annex B - Application Information for Ampacity Calculation
Informative Annex C - Conduit and Tubing Fill Tables for Conductors and Fixture Wires of the Same Size
Informative Annex D - Examples
Informative Annex E - Types of Construction
Informative Annex F - Availability and Reliability for Critical Operations Power Systems; and Development and Implementation of Functional Performance Tests (FPTs) for Critical Operations Power Systems
Informative Annex G - Supervisory Control and Data Acquisition (SCADA)
Informative Annex H - Administration and Enforcement
Informative Annex I - Recommended Tightening Torque Tables from UL Standard 486A-B

20.12.070 Fuel Gas Codes

- A. Section 748:20-11-1, et seq., of the Oklahoma Administrative Code, as approved by the Oklahoma Uniform Building Code Commission, is hereby adopted as the minimum standards for commercial fuel gas construction of the Town of Carlton Landing, to include all future adoptions, amendments and modifications to such provisions by the Oklahoma Uniform Building Code Commission.
- B. Paragraph A adopts section 748:20-11-1, et seq., of the Oklahoma Administrative Code, which, as of the effective date of this ordinance, adopt and amend the International Fuel Gas Code, 2009, the contents of which are hereby summarized as follows: See attached and incorporated Exhibit F, entitled "Summary of Contents of International Fuel Gas Code, 2009.

Exhibit F

Summary of Contents of International Fuel Gas Code, 2009

Chapter 1 - Scope and Administration
Chapter 2 - Definitions
Chapter 3 - General Regulations
Chapter 4 - Gas Piping Installations
Chapter 5 - Chimneys and Vents

Chapter 6 - Specific Appliances
Chapter 7 - Gaseous Hydrogen Systems
Chapter 8 - Referenced Standards
Appendix A - Sizing and Capacities of Gas Piping
Appendix B - Sizing of Venting Systems Serving Appliances Equipped With Draft Hoods, Category I Appliances, and Appliances Listed for Use With Type B Vents
Appendix C - Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems
Appendix D - Recommended Procedure For Safety Inspection of an Existing Appliance Installation

20.18.080 Mechanical Codes

- A. Section 748:20-13-1, et seq., of the Oklahoma Administrative Code, as approved by the Oklahoma Uniform Building Code Commission, is hereby adopted as the minimum standards for commercial mechanical construction of the Town of Carlton Landing, to include all future adoptions, amendments and modifications to such provisions by the Oklahoma Uniform Building Code Commission.
- B. Paragraph A adopts section 748:20-13-1, et seq., of the Oklahoma Administrative Code, which, as of the effective date of this ordinance, adopt and amend the International Mechanical Code, 2009, the contents of which are hereby summarized as follows: See attached and incorporated Exhibit G, entitled "Summary of Contents of International Mechanical Code, 2009."

Exhibit G

Summary of Contents of International Mechanical Code, 2009

Chapter 1 - Scope and Administration
Chapter 2 - Definitions
Chapter 3 - General Regulations
Chapter 4 - Ventilation
Chapter 5 - Exhaust Systems
Chapter 6 - Duct Systems
Chapter 7 - Combustion Air
Chapter 8 - Chimneys and Vents
Chapter 9 - Specific Appliances, Fireplaces and Solid Fuel-Burning Equipment
Chapter 10 - Boilers, Water Heaters and Pressure Vessels
Chapter 11 - Refrigeration
Chapter 12 - Hydronic Piping
Chapter 13 - Fuel Oil Piping and Storage
Chapter 14 - Solar Systems
Chapter 15 - Referenced Standards
Appendix A - Combustion Air Openings and Chimney Connector Pass-Throughs
Appendix B - Recommended Permit Fee Schedule

20.18.090 Plumbing Codes

- A. Section 748:20-15-1, et seq., of the Oklahoma Administrative Code, as approved by the Oklahoma Uniform Building Code Commission, is hereby adopted as the minimum standards for commercial plumbing construction of the Town of Carlton Landing, to include all future adoptions, amendments and modifications to such provisions by the Oklahoma Uniform Building Code Commission.
- B. Paragraph A adopts section 748:20-15-1, et seq., of the Oklahoma Administrative Code, which, as of the effective date of this ordinance, adopt and amend the International Plumbing Code, 2009, the contents of which are hereby summarized as follows: See attached and incorporated Exhibit H, entitled "Summary of Contents of International Plumbing Code, 2009."

Exhibit H

Summary of Contents of International Plumbing Code, 2009

Chapter 1 - Scope and Administration
Chapter 2 - Definitions
Chapter 3 - General Regulations
Chapter 4 - Fixtures, Faucets and Fixture Fittings
Chapter 5 - Water Heaters
Chapter 6 - Water Supply and Distribution
Chapter 7 - Sanitary Drainage
Chapter 8 - Indirect/Special Waste
Chapter 9 - Vents
Chapter 10 - Traps/Interceptors and Separators
Chapter 11 - Storm Drainage
Chapter 12 - Special Piping and Storage Systems
Chapter 13 - Referenced Standards
Appendix A - Plumbing Permit Fee Schedule
Appendix B - Rates of Rainfall for Various Cities
Appendix C - Gray Water Recycling Systems
Appendix D - Degree Day and Design Temperatures
Appendix E - Sizing of Water Piping System
Appendix F - Structural Safety
Appendix G - Vacuum Drainage System

20.18.100 Fees For Permits

Inspections and other services contemplated by the foregoing codes adopted by reference may be established by resolution.

22 Community Development And Public Facilities

22.04 Parks And Recreation

22.04 Parks And Recreation

22.12.010 Parks And Recreation Facilities

22.12.010 Parks And Recreation Facilities

The Town of Carlton Landing is hereby authorized to establish, provide, maintain and construct public parks and recreational facilities whether inside of or beyond the corporate limits of the Town, pursuant to O.S. Title 11 § 33-101, et seq.

26 Zoning Regulations

26.04 Administration

26.08 Official Zoning Map

26.12 Thoroughfare Plan

26.16 Obtain And Operate A Lease Of Lands

26.04 Administration

26.04.010 Planning Commission

26.04.020 Board Of Adjustment

26.04.010 Planning Commission

- A. There is hereby created within and for the town a planning commission pursuant to O.S. Title 11 Article 45, with the powers and duties as hereinafter set forth.
- B. The planning commission shall consist of five members who shall reside within the town. Such members shall be nominated for appointment by the mayor or any town trustee, and appointed with the approval of the town board of trustees. The term of office of each member shall be three years or until a successor takes office; provided, however, that the initial terms of the members of the planning commission shall end as follows: for Planning Commission Position No. 1 and Planning Commission Position No. 2, at the first regular meeting of the town board of trustees in July 2017; for Planning Commission Position No. 3 and Planning Commission Position No. 4, at the first regular meeting of the town board of trustees in July 2016; and for Planning Commission Position No. 5, at the first regular meeting of the town board of trustees in July 2015 for Planning Commission Position No. 5. Members may be removed by the town board of trustees after a public hearing. Vacancies occurring otherwise than through the expiration of the term of office shall be filled for the unexpired portion of the term.
- C. The planning commission shall exercise all authority heretofore or hereafter specifically granted by city ordinances, and in addition, shall have the minimum powers and duties set forth in O.S. Title 11 Article 45. In general, the commission shall have such powers as may be necessary to enable it to fulfill its designated functions and carry out the ordinances granting powers to the planning commission.
- D. The town clerk and/or the town clerk's designee shall serve as the clerk of the planning commission.

26.04.020 Board Of Adjustment

- A. **Creation.** A board of adjustment will be created at such time when it first becomes necessary to convene the Board of Adjustment to hear an appeal

relative to any zoning ordinance. The board shall consist of five members, each to be appointed for a term of three years. There shall be one member of the board appointed by each trustee position, with the approval of the Board of Trustees. Members of the board shall serve terms expiring on the date of the first regular Board of Trustees meeting held in April of 2016 and expiring on the date of the first regular Board of Trustees meeting held in April every 3 calendar years thereafter. Vacancies shall be filled for the unexpired term of any member whose office becomes vacant. Board members shall be removable for cause by the city council, upon written charges and after public hearing.

B. Powers. The board of adjustment shall have the power to:

1. Hear and decide appeals if it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of any zoning ordinance;
2. hear and decide special exceptions to the zoning ordinance to allow a use, or a specifically designated element associated with a use, which is not permitted by right in a particular district because of potential adverse effect, but which if controlled in the particular instance as to its relationship to the neighborhood and to the general welfare, may be permitted by the board of adjustment, where specifically authorized by the zoning ordinance, and in accordance with the substantive and procedural standards of the zoning ordinance;
3. authorize in specific cases a variance from the terms, standards and criteria that pertain to an allowed use category within a zoning district as authorized by the zoning ordinance when such cases are shown not to be contrary to the public interest if, owing to special conditions, a literal enforcement of the provisions of the ordinance will result in unnecessary hardship and so that the spirit of the ordinance shall be observed and substantial justice done; provided, however, the board shall have no power to authorize variances as to use except as provided by paragraph B,4.
4. Exercise all other powers of municipal boards of adjustment as provided by O.S. Title 11 § 44-104.

C. Notice and Public Hearing Required. Exceptions or variances may be allowed by the board of adjustment only after notice and public hearing as provided by statute or other ordinance. The record of the meeting at which the variance or special exception was granted shall show that each element of a variance or special exception was established at the public hearing on the question, otherwise said variance or special exception shall be voidable on appeal to the district court.

D. Compliance with Statutes Required. The Board of Adjustment shall operate in accordance with O.S. Title 11 §§ 44-101 through 44-110.

26.08 Official Zoning Map

26.08.010 Adoption Of Official Zoning Map

26.08.020 Adoption Of District Regulations

26.08.030 Exceptions

26.08.040 Relation To Private Land Use Restrictions

26.08.050 Application To Territory Annexed To The Town Boundaries

26.08.010 Adoption Of Official Zoning Map

The Regulating Plan, attached hereto and incorporated herein as [Exhibit A](#), is a map depicting the locations and boundaries of transects (also known as zoning districts). The Regulating Plan is hereby adopted as the official zoning map of the Town.

26.08.020 Adoption Of District Regulations

The Urban Standards, attached hereto and incorporated herein as [Exhibit B](#) and also incorporated within the Comprehensive Plan, contains regulations for each of transects (also known as zoning districts). The Urban Standards and the regulations contained therein are hereby adopted as the regulations applicable to each of the transects.

26.08.030 Exceptions

Exceptions shall be allowed in the application of transect regulations as provided by this section. Buildings and uses should comply with the regulations of the applicable transects (also known as a zoning district), but development may occur in accordance with the regulations of a transect one level above or one level below the transect where the development is taking place (for example, a project within the T-4 transect may be built in accordance with the regulations applicable to the T-3 or the T-5 transects). If an applicant for a permit intends for the project to comply with the regulations of a transect one level above or one level below the applicable transect as depicted on the official zoning map, a note to that effect shall be made on the application.

26.08.040 Relation To Private Land Use Restrictions

The Town of Carlton Landing is a master planned community, and private land use restrictions exist with respect to property throughout the Town. Certain terms of those private restrictions parallel those contained in the Town's zoning ordinances. In some instances, the private restrictions may impose greater or lesser restrictions than the regulations contained in the Town's zoning ordinances, and in other instances the private restrictions regulate additional topics not addressed by the Town's zoning ordinances. Notwithstanding similarities between such private restrictions and provisions of the Town's zoning ordinances, the Town's zoning ordinances shall not be interpreted or applied to lessen or otherwise alter the terms of such private restrictions.

26.08.050 Application To Territory Annexed To The Town Boundaries

Unless otherwise specified in the annexation ordinance, any territory annexed after the effective date of this ordinance shall be annexed subject to the zoning depicted on the official zoning map to the extent the map depicts such territory as within a transect (also known as a zoning district).

26.12 Thoroughfare Plan

26.12.010 Adoption Of Thoroughfare Plan

26.12.020 Adoption Of Thoroughfare Standards

26.12.030 Exceptions

26.12.040 Relation To Private Land Use Restrictions

26.12.050 Application To Territory Annexed To The Town Boundaries

26.12.010 Adoption Of Thoroughfare Plan

The Thoroughfare Plan, attached hereto and incorporated herein as [Exhibit A](#), is a map depicting the locations of the various existing and future thoroughfares and thoroughfare categories. The Thoroughfare Plan is hereby adopted as the Town's Thoroughfare Plan.

26.12.020 Adoption Of Thoroughfare Standards

The Thoroughfare Standards, attached hereto and incorporated herein as [Exhibit B](#) and also incorporated within the Comprehensive Plan, contain drawings, specifications, and dimensions that define the standards for pedestrian, bicycle and vehicular thoroughfare categories depicted in the Thoroughfare Plan. The standards specify travel lanes, parking lanes, curbs, planters, street trees, street lights and sidewalks for each thoroughfare category. The Thoroughfare Standards are hereby adopted as standards and regulations for the Town's thoroughfares.

26.12.030 Exceptions

Exceptions shall be allowed in the application of the Thoroughfare Plan as set forth in this section. As the Town continues to develop, thoroughfares may be relocated from the locations depicted in the Thoroughfare Plan, provided that an equivalent amount of land is provided for the thoroughfare in the new location.

26.12.040 Relation To Private Land Use Restrictions

The Town of Carlton Landing is a master planned community, and private land use restrictions exist with respect to property or thoroughfares throughout the Town. Certain terms of those private restrictions parallel those contained in this chapter. In some instances, the private restrictions may impose greater or lesser restrictions than the regulations contained in this chapter, and in other instances the private restrictions regulate additional topics not addressed by this or other zoning ordinances of the Town. Notwithstanding similarities between such private restrictions and provisions of this chapter or other zoning ordinances of the Town, such ordinances shall not be interpreted or applied to lessen or otherwise alter the terms of such private restrictions.

26.12.050 Application To Territory Annexed To The Town Boundaries

Unless otherwise specified in the annexation ordinance, any territory annexed after the effective date of this ordinance shall be annexed subject to the Thoroughfare Plan to the extent the Thoroughfare Plan depicts thoroughfares within such territory.

26.16 Obtain And Operate A Lease Of Lands

26.16.010 Carlton Landing To Take Action To Obtain And Operate A Lease Of Lands Controlled By United States Army Corps Of Engineers (USACE)

26.16.010 Carlton Landing To Take Action To Obtain And Operate A Lease Of Lands Controlled By United States Army Corps Of Engineers (USACE)

The Town of Carlton Landing is hereby authorized, to the full extent permitted by state and federal law, to do and take all actions necessary or desirable to apply for, obtain, execute, comply with, maintain and operate a lease of lands owned or controlled by the United States Army Corps of Engineers (the "USACE"), and to exercise jurisdiction and control over such lands, whether within or without the Town boundaries, to the extent consented to or authorized by the USACE. Related actions authorized by this section include, but are not limited to:

- A. the provision, establishment, construction, operation and maintenance of public park and recreational facilities as contemplated by O.S. Title 11 § 33-101, et seq.;
- B. the sublease of parts of or all of the lands leased from the USACE to public or private entities as authorized by the USACE;
- C. subject to the limits of Article 10, Section 26 and other provisions of the Oklahoma Constitution, the expenditure of public funds upon the leased lands and/or in furtherance of agreements with the USACE.

Carlton Landing Fee Schedule

Type of Fee	Description	Note	Amount	Establi shed	Ordina nce Revis ed
Municipal Excise Tax/Sales Tax	Sales tax on all goods		3%	1/9/2014	4
Building Code Inspection Fee	Single Family Dwelling		\$700.00	8/15/2015	2020-08-01
Building Code Inspection Fee	Multi Family Structures		\$0.27/sq ft	8/15/2015	21
Building Code Inspection Fee	Outbuildings		\$200.00	2/20/2016	28
Building Code Inspection Fee	Alteration more than \$500.00 impacting less than 50% of Structure		\$200.00	8/18/2020	
Building Code Inspection Fee	Alteration more than \$500.00 impacting more than 50% of Structure		\$700.00	8/18/2020	
Building Code Inspection Fee	Fee to State of Oklahoma	Applies to all structural inspections	\$16.00	8/15/2015	21
Building Code Inspection Fee	Town Administration Fee	Applies to all structural inspections	10% of Total Inspecti on Fee	8/15/2015	21
Fire Code Inspection Fee	Plan Review Fee		\$400.00	4/23/2016	29
Fire Code Inspection Fee	Walk Through Fee		\$500.00	4/23/2016	29
Fire Code Inspection Fee	Mileage Fee		\$0.99/mi le	4/23/2016	29
Fire Code Inspection Fee	Exclusions Fees	Fees to be Determined on an individual basis		4/23/2016	29

Lodging Tax	Tax on Lodging Rentals	Applies to all short-term rentals	5%	10/1/2020	2020-07-01
Municipal Excise Tax/Use Tax	Tax on all goods brought into Carlton Landing		3%	9/21/2019	
Utility Tax	Tax on utilities	Applies to gas, power, light or electricity	2%	9/21/2019	2019-09-38
Fireworks Permit	Permit to allow discharge of Fireworks within Carlton Landing	Applies to individual(s) wanting to discharge Fireworks	\$25.00	4/18/2020	

Item No. _____

Date: December 18, 2021

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to approve, amend, revise, or deny Resolution 2021-12-__ notifying the public the Carlton Landing Board of Trustees has compiled, published, and adopted a Code of Ordinances, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: Title 11 Section 14-110 requires the governing body of a municipality that compiles and publishes a Code of Ordinances to adopt a resolution notifying the public it has published a Code of Ordinances and any supplements.

FUNDING: None

EXHIBITS: Resolution – Code of Ordinances

RECOMMENDED ACTION: Approve Resolution 2021-12-__ notifying the public the Carlton Landing Board of Trustees has compiled, published, and adopted a Code of Ordinances.

TOWN OF CARLTON LANDING

Resolution 2021-12-__

A RESOLUTION NOTIFYING THE PUBLIC THE CARLTON LANDING BOARD OF TRUSTEES COMPILED, PUBLISHED AND ADOPTED A CODE OF ORDINANCES FOR THE TOWN OF CARLTON LANDING, OKLAHOMA.

WHEREAS, the Carlton Landing Board of Trustees compiled, published and adopted a Code of Ordinances for the Town of Carlton Landing at its December 18, 2021 Board meeting; and

WHEREAS, this Resolution acts as the official adoption of the Carlton Landing Code of Ordinances; and

WHEREAS, members of the Board of Adjustment are reappointed by the Trustees of the Town of

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Carlton Landing:

The Carlton Landing Board of Trustees does hereby adopt the Carlton Landing Code of Ordinances.

ADOPTED by the Trustees of the Town of Carlton Landing and **SIGNED** by the Mayor of the Town of Carlton Landing on this 18th Day of December 2021

Joanne Chinnici, Mayor

Jan Summers, Clerk

Item No. _____

Date: December 18, 2021

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to approve, amend, revise or deny Ordinance 2021-12-__ related to Outdoor Lighting establishing permitted use of outdoor lights, lighting zones, and street lighting; and Declaring an Emergency, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: At the February Board of Trustees meeting the Trustees authorized Freese and Nichols to develop a Street Light Ordinance and Policy based on the Dark Sky principles. At this point Freese and Nichols would like to make a presentation and review some of the assumptions used in developing the Ordinance/Policy. The review includes helping the Board and Community understand some of the differences between lighting styles, types, illumination, etc.

On December 11, 2021 at a Special Board of Trustee meeting Freese and Nichols held a street light demonstration. The demonstration provided a visual understanding of two light spectrums, 4000K and 3000K, at the same light level. The demonstration also highlighted the benefits of having an outdoor lighting ordinance which sets the levels of light within certain areas or zones.

The proposed Outdoor Lighting Ordinance follows “Dark Sky” policy which is a model of restrictive lighting to help minimize light pollution and ambient glare. Carlton Landing currently has minimum light glare which allows for viewing of the night sky and stars. Our desire is to maintain minimal light glare from outdoor light sources and uses as the Town continues to grow and develop. The Ordinance creates multiple lighting zones, which sets the allowed light intensity within each zone. Zone 0 allows no ambient lighting while Zone 4 allows high ambient lighting. Residential areas have been set to Zone 1 or low ambient lighting.

FUNDING: None

EXHIBITS: Outdoor Lighting Ordinance; Outdoor Lighting Ordinance Exhibit A

RECOMMENDED ACTION: Approve Ordinance 2021-12- __ related to Outdoor Lighting establishing permitted use of outdoor lights, lighting zones, and street lighting.

Outdoor Lighting Ordinance

TOWN OF CARLTON LANDING - 2021

DRAFT – 5/5/2021

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I. OUTDOOR LIGHTING

A. Purpose

The purpose of this Ordinance is to provide regulations for outdoor lighting that will:

1. Permit the use of outdoor lighting that does not exceed the minimum levels specified in IES (Illuminating Engineering Society) recommended practices for night-time safety, utility, security, productivity, enjoyment, and commerce.
2. Minimize adverse offsite impacts of lighting such as light trespass, and obtrusive light.
3. Curtail light pollution, reduce skyglow and improve the nighttime environment for astronomy.
4. Help protect the natural environment from the adverse effects of night lighting from gas or electric sources.
5. Conserve energy and resources to the greatest extent possible.

II. LIGHTING ZONES

Lighting zones shall be assigned to all properties within the jurisdiction in relationship to adopted transect (or zoning) districts and in accordance with Table II-A below.

A. LZ0: No ambient lighting

Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or detracting from human enjoyment and appreciation of the natural environment. Human activity is subordinate in importance to nature. The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting. When not needed, lighting should be extinguished.

B. LZ1: Low ambient lighting

Areas where lighting might adversely affect flora and fauna or disturb the character of the area. The vision of human residents and users is adapted to low light levels. Lighting may be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, most lighting should be extinguished or reduced as activity levels decline.

C. LZ2: Moderate ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.

D. LZ3: Moderately high ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security and/or convenience and it is often uniform and/or continuous. After curfew, lighting may be extinguished or reduced in most areas as activity levels decline.

E. LZ4: High ambient lighting

Areas of human activity where the vision of human residents and users is adapted to high light levels. Lighting is generally considered necessary for safety, security and/or convenience and it is mostly uniform and/or continuous. After curfew, lighting may be extinguished or reduced in some areas as activity levels decline.

Table II-A

Carlton Landing Transect Designation	Lighting Zone
n/a	LZ-0: No ambient lighting
Civic / Open Space	LZ-1: Low ambient lighting
T1 - USACE Leased Premises	LZ-1: Low ambient lighting
T2 - Neighborhood Edge	LZ-1: Low ambient lighting
T3 - Neighborhood General	LZ-1: Low ambient lighting
T4 - Neighborhood Center	LZ-2: Moderate ambient lighting
T5 - Town Center	LZ-2: Moderate ambient lighting
n/a	LZ-3: Moderately high ambient lighting
n/a	LZ-4: High ambient lighting

III. GENERAL REQUIREMENTS FOR ALL OUTDOOR LIGHTING

A. Conformance with All Applicable Codes

All outdoor lighting shall be installed in conformance with the provisions of this Ordinance, applicable Electrical and Energy Codes, and applicable sections of the Building Code.

B. Applicability

1. Except as described below, all outdoor lighting installed after the date of effect of this Ordinance shall comply with these requirements. This includes, but is not limited to, new lighting, replacement lighting, or any other lighting whether attached to structures, poles, the earth, or any other location, including lighting installed by any third party.
2. Exemptions
 - a. Lighting within the public right-of-way or easement for the principal purpose of illuminating roads and highways. No exemption shall apply to any street lighting and to any lighting within the public right of way or easement when the purpose of the luminaire is to illuminate areas outside of the public right of way or easement.
 - b. Lighting for public monuments and statuary.
 - c. Lighting solely for signs (lighting for signs is regulated by the Sign Ordinance).
 - d. Repairs to existing luminaires not exceeding 25% of total installed luminaires.
 - e. Temporary lighting for theatrical, television, performance areas and construction sites;
 - f. Underwater lighting in swimming pools and other water features

- g. Temporary lighting and seasonal lighting provided that individual lamps are less than 10 watts and 70 lumens.
- h. Lighting that is only used under emergency conditions.

3. Preemption

All lighting shall follow the provisions of this ordinance, except lighting required by federal, state, territorial, commonwealth or provincial laws or regulations.

C. Allowed Correlated Color Temperature

The allowable correlated color temperature of all lighting fixtures shall not exceed 3,000 Kelvins (K).

D. Lighting Control Requirements

1. Automatic Switching Requirements

Controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic time switch or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with battery or similar backup power or device.

2. Exceptions

Automatic lighting controls are not required for the following:

- a. Lighting under canopies.
- b. Lighting for tunnels, parking garages, garage entrances, and similar conditions where a light source is almost completely concealed or serves a very specific purpose.

3. Automatic Lighting Reduction Requirements

Total outdoor lighting lumens for businesses shall be reduced by at least 30% or extinguished from one (1) hour after closing until one (1) hour before opening. This reduction does not apply to a business that operates on a 24-hours per day basis.

4. Exceptions

Lighting reductions are not required for any of the following:

- (i) With the exception of landscape lighting, lighting for residential properties including multiple residential properties not having common areas.
- (ii) When the outdoor lighting consists of only one luminaire.
- (iii) Code required lighting for steps, stairs, walkways, and building entrances.
- (iv) When in the opinion of the Authority, lighting levels must be maintained.
- (v) Motion activated lighting.

IV. METHODS FOR DETERMINING COMPLIANCE

Two methods are provided for assessing regulatory compliance:

A. Prescriptive Method

- 1. The Prescriptive Method contains precise and easily verifiable requirements for luminaire light output and fixture design that limit glare, upward projected light (uplight), light trespass, and the amount of light that can be used.

2. The Prescriptive Method constrains total installed initial luminaire lumens based on compliant luminaires and project property conditions and features.
3. The Prescriptive Method is most suitable for outdoor lighting projects that do not involve a lighting professional because it is simple and does not require engineering expertise.

B. Performance Method

1. The Performance Method allows greater flexibility and creativity in meeting the intent of this Section.
2. The Performance Method establishes system performance metrics for the system detailing photometric calculations in addition to individual luminaire compliance.
3. An engineer or lighting professional generally will be required to design within the Performance Method.
4. The Performance Method is most suitable for projects with the following characteristics:
 - a. Lighting must be evaluated under complex requirements not suitable under the Prescriptive Method;
 - b. The applicant wants or needs more flexibility in lighting design;
 - c. The lighting designer plans to aim or direct any light fixture upward (above 90 degrees); or
 - d. The project requires higher lighting levels compared to typical area lighting.

V. REQUIREMENTS FOR NON-RESIDENTIAL AND MIXED-USE OUTDOOR LIGHTING

A. General Requirements

For all Live-Work, Bungalow Court, Rowhouse, Courtyard Building, and Flex Building/Six-Plex properties, all outdoor lighting shall comply either with the Prescriptive Method or the Performance Method described in this section.

B. Prescriptive Method

An outdoor lighting installation complies with this section if it meets the requirements of subsections A and B, below.

1. Total Site Lumen Limit
 - a. The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using either the Parking Space Method (Table IX-A) or the Hardscape Area Method (Table IX-B).
 - b. Only one method shall be used per permit application, and for sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens.
 - c. The total installed initial luminaire lumens is calculated as the sum of the initial luminaire lumens for all luminaires.
2. Limits to Off Site Impacts

All luminaires shall be rated and installed according to Table IX-C.

- a. Light Shielding for Parking Lot Illumination
 - (i) All parking lot lighting shall have no light emitted above 90 degrees.
 - (ii) Exception

Ornamental parking lighting shall be permitted by special permit only and shall meet the requirements of Table IX-C for Backlight, Uplight, and Glare, without the need for external field-added modifications.

C. Performance Method

1. Total Site Lumen Limit

- a. The total installed initial luminaire lumens of all lighting systems on the site shall not exceed the allowed total initial site lumens. The allowed total initial site lumens shall be determined using Table IX-D and Table IX-E. For sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens.
- b. The total installed initial luminaire lumens of all are calculated as the sum of the initial luminaire lumens for all luminaires.

2. Limits to Off Site Impacts

- a. All luminaires shall be rated and installed using either Option IV.A Prescriptive Method or Option IV.B Performance Method . Only one option may be used per permit application.
 - (i) Option A: All luminaires shall be rated and installed according to Table IX-C.
 - (ii) Option B: The entire outdoor lighting design shall be analyzed using industry standard lighting software including inter-reflections in the following manner:
 - (a) Input data shall describe the lighting system including luminaire locations, mounting heights, aiming directions, and employing photometric data tested in accordance with IES guidelines. Buildings or other physical objects on the site within three object heights of the lot line must be included in the calculations.
 - (b) Analysis shall utilize an enclosure comprised of calculation planes with zero reflectance values around the perimeter of the site. The top of the enclosure shall be no less than 33 feet (10 meters) above the tallest luminaire. Calculations shall include total lumens upon the inside surfaces of the box top and vertical sides and maximum vertical illuminance (footcandles and/or lux) on the sides of the enclosure.
 - (c) The design complies if:
 - (i) The total lumens on the inside surfaces of the virtual enclosure are less than 15% of the total site lumen limit; and
 - (ii) The maximum vertical illuminance on any vertical surface is less than the allowed maximum illuminance per Table IX-F.

VI. REQUIREMENTS FOR RESIDENTIAL OUTDOOR LIGHTING

A. General Requirements

For Estate, House/Dwelling Assembly Matrix, and Cottage properties, all outdoor luminaires shall be fully shielded and shall not exceed the allowed lumen output in Table IX-G, row 2.

B. Exceptions

1. One partly shielded or unshielded luminaire at the main entry, not exceeding the allowed lumen output in Table IX-G, row 1.
2. Any other partly shielded or unshielded luminaires not exceeding the allowed lumen output in Table IX-G, row 3.
3. Low voltage landscape lighting aimed away from adjacent properties and not exceeding the allowed lumen output in Table IX-G, row 4.
4. Shielded directional flood lighting aimed so that direct glare is not visible from adjacent properties and not exceeding the allowed lumen output in Table IX-G, row 5.
5. Open flame gas lamps.
6. Lighting installed with a vacancy sensor, where the sensor extinguishes the lights no more than 15 minutes after the area is vacated.
7. Lighting exempt per Section III.B.2.

C. Requirements for Residential Landscape Lighting

1. Shall comply with Table IX-G.
2. Shall not be aimed onto adjacent properties.

VII. LIGHTING BY SPECIAL PERMIT ONLY

A. Complex and Non-Conforming Uses

B. Special Lighting Permit

Upon special permit issued by the Authority, lighting not complying with the technical requirements of this ordinance but consistent with its intent may be installed for complex sites or uses or special uses. Special Lighting Permit Application and Criteria:

1. Applicants shall demonstrate that the proposed lighting installation:
 - a. Has sustained every reasonable effort to mitigate the effects of light on the environment and surrounding properties, supported by a signed statement describing the mitigation measures. Such statement shall be accompanied by the calculations required for the Performance Method.
 - b. Employs lighting controls to reduce lighting at a Project Specific Curfew ("Curfew") time to be established in the Permit.
 - c. Complies with the Performance Method after Curfew.
2. Approval Process
 - a. The Authority shall review each such application.
 - b. A permit may be granted if, upon review, the Authority believes that the proposed lighting will not create unwarranted glare, sky glow, or light trespass.

Verify need for VII.A. There may not be any non-conforming uses in the Town at this time.

VIII. EXISTING LIGHTING

Lighting installed prior to the effective date of this ordinance shall comply with the following.

A. New Uses or Structures, or Change of Use

Whenever there is a new use of a property (zoning or variance change) or the use on the property is changed, all outdoor lighting on the property shall be brought into compliance with this Ordinance before the new or changed use commences.

1. Additions or Alterations

a. Major Additions.

If a major addition occurs on a property, lighting for the entire property shall comply with the requirements of this Code. For purposes of this section, the following are considered to be major additions:

- (i) Additions of 25 percent or more in terms of additional dwelling units, gross floor area, seating capacity, or parking spaces, either with a single addition or with cumulative additions after the effective date of this Ordinance.
- (ii) Single or cumulative additions, modification, or replacement of 25 percent or more of installed outdoor lighting luminaires existing as of the effective date of this Ordinance.

b. Minor Modifications, Additions, or New Lighting Fixtures for Non-residential and Multiple Dwellings

- (i) For non-residential and multiple dwellings, all additions, modifications, or replacement of more than 25 percent of outdoor lighting fixtures existing as of the effective date of this Ordinance shall require the submission of a complete inventory and site plan detailing all existing and any proposed new outdoor lighting.
- (ii) Any new lighting shall meet the requirements of this Ordinance.

c. Resumption of Use after Abandonment

- (i) If a property with non-conforming lighting is abandoned for a period of six months or more, then all outdoor lighting shall be brought into compliance with this Ordinance before any further use of the property occurs.

IX. LIGHTING DESIGN STANDARDS AND METRICS

A. Allowed Total Initial Luminaire Lumens per Site, per Parking Space Method

This method applies only to properties with up to 10 parking spaces (including handicapped accessible spaces).

Table IX-A

LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
350 lms/space	490 lms/space	630 lms/space	840 lms/space	1,050 lms/space

B. Allowed Total Initial Lumens per Site, per Hardscape Area Method

This method may be used for any project. When lighting intersections of site drives and public streets, a total of 600 square feet for each intersection may be added to the actual site hardscape area to provide for intersection lighting.

Table IX-B

	LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
Base Allowance (per square foot of Hardscape)					
	0.5 lumens	1.25 lumens	2.5 lumens	5 lumens	7.5 lumens
Additional Allowances, in Addition to Base Allowance					
<i>No more than two additional allowances are permitted per site.</i>					
Outdoor Sales Lots. This allowance is lumens per square foot of un-covered sales lots used exclusively for the display of vehicles or other merchandise for sale, and may not include driveways, parking or other non-sales areas. To use this allowance, luminaires must be within 2 mounting heights of sales lot area.	0	4 lumens per square foot	8 lumens per square foot	16 lumens per square foot	16 lumens per square foot
Outdoor Sales Frontage. This allowance is for lineal feet of sales frontage immediately adjacent to the principal viewing location(s) and unobstructed for its viewing length. A corner sales lot may include two adjacent sides provided that a different principal viewing location exists for each side. In order to use this allowance, luminaires must be located between the principal viewing location and the frontage outdoor sales area.	0	0	1,000 lumens per lineal feet	1,500 lumens per lineal feet	2,000 lumens per lineal feet
Drive Up Windows. In order to use this allowance, luminaires must be within 20 feet horizontal distance of the center of the window.	0	2,000 lumens per drive up window	4,000 lumens per drive up window	8,000 lumens per drive up window	8,000 lumens per drive up window

Vehicle Service Station. This allowance is lumens per installed fuel pump.	0	4,000 lumens per pump (based on 5 fc horiz)	8,000 lumens per pump (based on 5 fc horiz)	16,000 lumens per pump (based on 5 fc horiz)	24,000 lumens per pump (based on 5 fc horiz)
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C. Maximum Allowable Backlight, Uplight, and Glare (BUG) Ratings

This table may be used for any project. A luminaire may be used if it is rated for the lighting zone of the site or lower in number for all ratings B, U, and G. Luminaires equipped with adjustable mounting devices permitting alteration of luminaire aiming in the field shall not be permitted.

Table IX-C

	LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
1 - Allowed Backlight Rating					
Greater than 2 mounting heights from lot line.	B1	B3	B4	B5	B5
1 to less than 2 mounting heights from lot line and ideally oriented.	B1	B2	B3	B4	B4
0.5 to 1 mounting heights from lot line and ideally oriented.	B0	B1	B2	B3	B3
Less than 0.5 mounting height to lot line and properly oriented.	B0	B0	B0	B1	B2
2 - Allowed Uplight Rating	U0	U1	U2	U3	U4
Allowed % light emission above 90 degrees for street or area lighting.	0%	0%	0%	0%	0%
3 - Allowed Glare Rating	G0	G1	G2	G3	G4
Any luminaire not ideally oriented with 1 to less than 2 mounting heights to any lot line of concern.	G0	G0	G1	G1	G2
Any luminaire not ideally oriented with 0.5 to 1 mounting heights to any lot line of concern.	G0	G0	G0	G1	G1

Any luminaire not ideally oriented with less than 0.5 mounting heights to any lot line of concern.	G0	G0	G0	G0	G1
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1. For lot lines that abut public walkways, bikeways, plazas, and parking lots, the lot line may be considered to be 5 feet beyond the actual lot line for purpose of determining compliance with this section. For lot lines that abut public roadways and public transit corridors, the lot line may be considered to be the centerline of the public roadway or public transit corridor for the purpose of determining compliance with this section. NOTE: This adjustment is relative to Table IX-C, Sections 1 and 3 only and shall not be used to increase the lighting area of the site.
2. To be considered 'ideally oriented', the luminaire must be mounted with the backlight portion of the light output oriented perpendicular and towards the lot line of concern.
3. Any luminaire that cannot be mounted with its backlight perpendicular to any lot line within two times the mounting heights of the luminaire location shall meet the reduced Allowed Glare Rating in Table IX-C.

D. Allowed Total Initial Site Lumens

This table may be used for any project.

Table IX-D

	LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
Allowed lumens per square foot (SF)	0.5	1.25	2.5	5	7.5
Allowed base lumens per site	0	3,500	7,000	14,000	21,000

E. Performance Method Additional Initial Luminaire Lumen Allowances

Table IX-E

Lighting Application	LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
Additional Lumens Allowances for all buildings <i>except</i> Service Stations and Outdoor Sales Facilities.					
Building Entrances or Exits. This allowance is per door. In order to use this allowance, luminaires must be within 20 feet of the door.	400	1,000	2,000	4,000	6,000

Building Facades. This allowance is lumens per unit area of building façade that are illuminated. To use this allowance, luminaires must be aimed at the façade and capable of illuminating it without obstruction.	0	0	8/SF	16/SF	24/SF
Sales or Non-sales Canopies. This allowance is lumens per unit area for the total area within the drip line of the canopy. In order to qualify for this allowance, luminaires must be located under the canopy.	0	3/SF	6/SF	12/SF	18/SF
Guard Stations. This allowance is lumens per unit area of guardhouse plus 2000 sf per vehicle lane. In order to use this allowance, luminaires must be within 2 mounting heights of a vehicle lane or the guardhouse.	0	6/SF	12/SF	24/SF	36/SF
Outdoor Dining. This allowance is lumens per unit area for the total illuminated hardscape of outdoor dining. In order to use this allowance, luminaires must be within 2 mounting heights of the hardscape area of outdoor dining.	0	1/SF	5/SF	10/SF	15/SF
Drive Up Windows. This allowance is lumens per window. In order to use this allowance, luminaires must be within 20 feet of the center of the window.	0	2,000 lumens per drive up window	4,000 lumens per drive up window	8,000 lumens per drive up window	8,000 lumens per drive up window
Additional Lumens Allowances for Service Stations only. Service Stations may not use any other additional allowances.					

Vehicle Service Station Hardscape. This allowance is lumens per unit area for the total illuminated hardscape area less area of buildings, area under canopies, area off property, or areas obstructed by signs or structures. In order to use this allowance, luminaires must be illuminating the hardscape area and must not be within a building, below a canopy, beyond lot lines, or obstructed by a sign or other structure.	0	4/SF	8/SF	16/SF	24/SF
Vehicle Service Station Canopies. This allowance is lumens per unit area for the total area within the drip line of the canopy. In order to use this allowance, luminaires must be located under the canopy.	0	8/SF	16/SF	32/SF	32/SF
Additional Lumens Allowances for Outdoor Sales Facilities only. Outdoor Sales Facilities may not use any other additional allowances.					
Outdoor Sales Lots. This allowance is lumens per square foot of uncovered sales lots used exclusively for the display of vehicles or other merchandise for sale, and may not include driveways, parking or other non-sales areas and shall not exceed 25% of the total hardscape area. To use this allowance, luminaires must be within 2 mounting heights of the sales lot area.	0	4/SF	8/SF	12/SF	18/SF

Outdoor Sales Frontage. This allowance is for lineal feet of sales frontage immediately adjacent to the principal viewing location(s) and unobstructed for its viewing length. A corner sales lot may include two adjacent sides provided that a different principal viewing location exists for each side. In order to use this allowance, luminaires must be located between the principal viewing location and the frontage outdoor sales area.	0	0	1,000/LF	1,500/LF	2,000/LF
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1. If not used, allowances cannot be applied for other purposes.
2. No more than three additional allowances are permitted per site.
3. All area and distance measurements are based on plan view unless otherwise noted.

F. Maximum Vertical Illuminance at Any Point in the Plane of the Lot line

Table IX-F

LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
0.05 FC or 0.5 LUX	0.1 FC or 1.0 LUX	0.3 FC or 3.0 LUX	0.8 FC or 8.0 LUX	1.5 FC or 15.0 LUX

G. Residential Lighting Limits

Luminaire lumens equals initial lamp lumens for a lamp, multiplied by the number of lamps in the luminaire.

Table IX-G

Lighting Application		LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
Row 1	Maximum Allowed Luminaire Lumens* for Unshielded Luminaires at one entry only.	Not allowed	420 lumens	630 lumens	630 lumens	630 lumens
Row 2	Maximum Allowed Luminaire Lumens* for each Fully Shielded Luminaire.	Not allowed	1,260 lumens	1,260 lumens	1,260 lumens	1,260 lumens
Row 3	Maximum Allowed Luminaire Lumens* for each Unshielded Luminaire excluding main entry.	Not allowed	315 lumens	315 lumens	315 lumens	315 lumens
Row 4	Maximum Allowed Luminaire Lumens* for each Landscape Lighting.	Not allowed	Not allowed	1,050 lumens	2,100 lumens	2,100 lumens

Row 5	Maximum Allowed Luminaire Lumens* for each Shielded Directional Flood Lighting.	Not allowed	Not allowed	1,260 lumens	2,100 lumens	2,100 lumens
Row 6	Maximum Allowed Luminaire Lumens* for each Low Voltage Landscape Lighting.	Not allowed	Not allowed	525 lumens	525 lumens	525 lumens

X. STREET LIGHTING

A. Purpose

The purpose of this Ordinance is to control the light pollution of street lighting, including all collectors, local streets, alleys, sidewalks and bikeways, as defined by ANSI/IES RP-8 Standard Practice for Roadway and Street Lighting and in a manner consistent with the Model Lighting Ordinance.

B. Applicability

All street lighting not governed by regulation of federal, state, or other superseding jurisdiction.

Exception: Lighting systems mounted less than 10.5 feet above street level and having less than 1000 initial lumens each.

C. Master Lighting Plan

The Authority shall develop a Master Lighting Plan based on the American Association of State Highway and Transportation Officials (AASHTO) Roadway Lighting Design Guide GL-6, October 2005, Chapter 2. Such plan shall include, but not be limited to, the Adoption of Lighting Zones and:

1. Goals of street lighting in the jurisdiction by Lighting Zone
2. Assessment of the safety and security issues in the jurisdiction by Lighting Zone
3. Environmentally judicious use of resources by Lighting Zone
4. Energy use and efficiency by Lighting Zone
5. Curfews to reduce or extinguish lighting when no longer needed by Lighting Zone

D. Warranting

The Authority shall establish a warranting process to determine whether lighting is required. Such warranting process shall not assume the need for any lighting nor for continuous lighting unless conditions warrant the need. Lighting shall only be installed where warranted.

E. Light Shielding and Distribution

All street lighting shall have no light emitted above 90 degrees.

Exception: Ornamental street lighting for specific districts or projects shall be permitted by special permit only and shall meet the requirements of Table X-A below without the need for external field-added modifications.

Table X-A

Lighting Zone	Maximum Uplight Rating
LZ-0	U-0
LZ-1	U-1
LZ-2	U-2
LZ-3	U-3
LZ-4	U-4

Is there a general ordinance for addressing compliance with Town regulations? Do we need to establish fines, fees, and citation procedures specifically for lighting? I included a placeholder that can be populated or removed as applicable.

XI. ENFORCEMENT AND PENALTIES (RESERVED)

XII. DEFINITIONS OF KEY TERMS

1. Absolute Photometry

Photometric measurements (usually of a solid-state luminaire) that directly measures the footprint of the luminaire. Reference Standard IES LM-79.

2. Architectural Lighting

Lighting designed to reveal architectural beauty, shape and/or form and for which lighting for any other purpose is incidental.

3. Authority

The adopting municipality, agency, or other governing body.

4. Astronomic Time Switch

An automatic lighting control device that switches outdoor lighting relative to time of solar day with time of year correction.

5. Backlight

For an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the opposite direction of the intended orientation of the luminaire. For luminaires with symmetric distribution, backlight will be the same as front light.

6. BUG

An automatic lighting control device that switches outdoor lighting relative to time of solar day with time of year correction.

7. Canopy

A covered, unconditioned structure with at least one side open for pedestrian and/or vehicular access. (An unconditioned structure is one that may be open to the elements and has no heat or air conditioning.)

8. Common Outdoor Areas

One or more of the following: a parking lot; a parking structure or covered vehicular entrance; a common entrance or public space shared by all occupants of the domiciles.

9. Curfew

A time defined by the authority when outdoor lighting is reduced or extinguished.

10. Emergency Conditions

Generally, lighting that is only energized during an emergency; lighting fed from a backup power source; or lighting for illuminating the path of egress solely during a fire or other emergency; or lighting for security purposes used solely during an alarm.

11. Footcandle

The unit of measure expressing the quantity of light received on a surface. One footcandle is the illuminance produced by a candle on a surface one-foot square from a distance of one foot.

12. Forward Light

For an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the direction of the intended orientation of the luminaire.

13. Fully Shielded Luminaire

A luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.

14. Glare

Lighting entering the eye directly from luminaires or indirectly from reflective surfaces that causes visual discomfort or reduced visibility.

15. Hardscape

Permanent hardscape improvements to the site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways and non-vegetated landscaping that is 10 feet or less in width. Materials may include concrete, asphalt, stone, gravel, etc.

16. Hardscape Area

The area measured in square feet of all hardscape. It is used to calculate the Total Site Lumen Limit in both the Prescriptive Method and Performance Methods. Refer to Hardscape definition.

17. Hardscape Perimeter

The perimeter measured in linear feet is used to calculate the Total Site Lumen Limit in the Performance Method. Refer to Hardscape definition.

18. IDA

International Dark-Sky Association.

19. IESNA

Illuminating Engineering Society of North America.

20. Impervious Material

Material which is sealed to severely restrict water entry and movement.

21. Industry Standard Lighting Software

Lighting software that calculates point-by-point illuminance that includes reflected light using either ray-tracing or radiosity methods.

22. Lamp

A generic term for a source of optical radiation (i.e. “light”), often called a “bulb” or “tube”. Examples include incandescent, fluorescent, high-intensity discharge (HID) lamps, and low-pressure sodium (LPS) lamps, as well as light-emitting diode (LED) modules and arrays.

23. Landscape Lighting

Lighting of trees, shrubs, or other plant material as well as ponds and other landscape features.

24. LED

Light Emitting Diode.

25. Light Pollution

Any adverse effect of artificial light including, but not limited to, glare, light trespass, sky-glow, energy waste, compromised safety and security, and impacts on the nocturnal environment.

26. Light Trespass

Light that falls beyond the property it is intended to illuminate.

27. Lighting

“Electric” or “man-made” or “artificial” lighting. See “Lighting Equipment”.

28. Lighting Equipment

Equipment specifically intended to provide gas or electric illumination, including but not limited to, lamp(s), luminaire(s), ballast(s), poles, posts, lens(s), and related structures, electrical wiring, and other necessary or auxiliary components.

29. Lighting Zone

An overlay zoning system establishing legal limits for lighting for particular parcels, areas, or districts in a community.

30. Low Voltage Landscape Lighting

Landscape lighting powered at less than 15 volts and limited to luminaires having a rated initial luminaire lumen output of 525 lumens or less.

31. Lumen

The unit of measure used to quantify the amount of light produced by a lamp or emitted from a luminaire (as distinct from “watt,” a measure of power consumption).

32. Luminaire

The complete lighting unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.

33. Luminaire Lumens

For luminaires with relative photometry per IES, it is calculated as the sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by the luminaire efficiency. If the efficiency is not known for a residential luminaire, assume 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.

34. Lux

The SI unit of illuminance. One lux is one lumen per square meter. 1 Lux is a unit of incident illuminance approximately equal to 1/10 footcandle.

35. Mounting Height

The height of the photometric center of a luminaire above grade level.

36. New Lighting

Lighting for areas not previously illuminated newly installed lighting of any type except for replacement lighting or lighting repairs.

37. Object

A permanent structure located on a site. Objects may include statues or artwork, garages or canopies, outbuildings, etc.

38. Object Height

The highest point of an object, not including antennas or similar structures.

39. Ornamental Lighting

Lighting that does not impact the function and safety of an area but is purely decorative, or used to illuminate architecture and/or landscaping, and installed for aesthetic effect.

40. Ornamental Street Lighting

A luminaire intended for illuminating streets that serves a decorative function in addition to providing optics that effectively deliver street lighting. It has a historical period appearance or decorative appearance, and has the following design characteristics:

- Designed to mount on a pole using an arm, pendant, or vertical tenon;
- Opaque or translucent top and/or sides;
- An optical aperture that is either open or enclosed with a flat, sag, or drop lens;
- Mounted in a fixed position; and
- With its photometric output measured using Type C photometry per IESNA LM-75-01.

41. Outdoor Lighting

Lighting equipment installed within the lot line and outside the building envelopes, whether attached to poles, building structures, the earth, or any other location; and any associated lighting control equipment.

42. Partly Shielded Luminaire

A luminaire with opaque top and translucent or perforated sides, designed to emit most light downward.

43. Pedestrian Hardscape

Stone, brick, concrete, asphalt or other similar finished surfaces intended primarily for walking, such as sidewalks and pathways.

44. Photoelectric Switch

A control device employing a photocell or photodiode to detect daylight and automatically switch lights off when sufficient daylight is available.

45. Relative Photometry

Photometric measurements made of the lamp plus luminaire and adjusted to allow for light loss due to reflection or absorption within the luminaire. Reference standard: IES LM-63.

46. Repair(s)

The reconstruction or renewal of any part of an existing luminaire for the purpose of its ongoing operation, other than lamp replacement or replacement of components including capacitor, ballast or photocell. Note that retrofitting a luminaire with new lamp and/or ballast technology is not considered a repair and for the purposes of this ordinance the luminaire shall be treated as if new. "Repair" does not include normal lamp replacement or replacement of components including capacitor, ballast or photocell.

47. Replacement Lighting

Lighting installed specifically to replace existing lighting that is sufficiently broken to be beyond repair.

48. Sales Area

Uncovered area used for sales of retail goods and materials, including but not limited to automobiles, boats, tractors and other farm equipment, building supplies, and gardening and nursery products.

49. Seasonal Lighting

Temporary lighting installed and operated in connection with holidays or traditions.

50. Shielded Directional Luminaire

A luminaire that includes an adjustable mounting device allowing aiming in any direction and contains a shield, louver, or baffle to reduce direct view of the lamp.

51. Sign

Advertising, directional or other outdoor promotional display of art, words and/or pictures.

52. Sky Glow

The brightening of the nighttime sky that results from scattering and reflection of artificial light by moisture and dust particles in the atmosphere. Skyglow is caused by light directed or reflected upwards or sideways and reduces one's ability to view the night sky.

53. Temporary Lighting

Lighting installed and operated for periods not to exceed 60 days, completely removed and not operated again for at least 30 days.

54. Third Party

A party contracted to provide lighting, such as a utility company.

55. Time Switch

An automatic lighting control device that switches lights according to time of day.

56. Translucent

Allowing light to pass through, diffusing it so that objects beyond cannot be seen clearly (not transparent or clear).

57. Unshielded Luminaire

A luminaire capable of emitting light in any direction including downwards.

58. Uplight

For an exterior luminaire, flux radiated in the hemisphere at or above the horizontal plane.

59. Vertical Illuminance

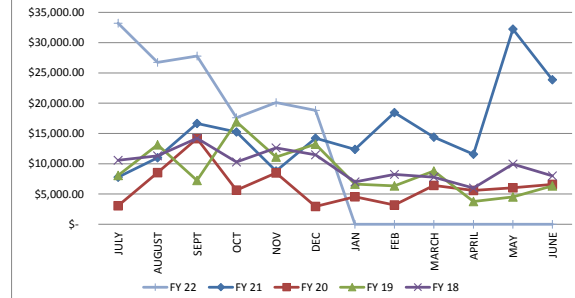
Illuminance measured or calculated in a plane perpendicular to the site boundary or lot line.

DRAFT

**TOWN OF CARLTON LANDING
SALES TAX COLLECTIONS**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<u>FY22</u>	\$ 33,205.30	\$ 26,739.30	\$ 27,778.11	\$ 17,599.62	\$ 20,093.03	\$ 18,805.23							\$ 144,220.59
<u>FY21</u>	\$ 7,780.42	\$ 10,987.42	\$ 16,659.44	\$ 15,249.30	\$ 8,792.06	\$ 14,225.44	\$ 12,374.07	\$ 18,444.22	\$ 14,390.75	\$ 11,578.57	\$ 32,227.87	\$ 23,870.40	\$ 186,579.96
<u>FY20</u>	\$ 3,067.59	\$ 8,520.10	\$ 14,155.52	\$ 5,628.66	\$ 8,477.29	\$ 2,939.35	\$ 4,537.13	\$ 3,188.78	\$ 6,419.86	\$ 5,595.92	\$ 6,020.78	\$ 6,589.58	\$ 75,140.56
<u>FY19</u>	\$ 8,070.42	\$ 13,116.45	\$ 7,242.33	\$ 16,914.86	\$ 11,104.80	\$ 13,214.80	\$ 6,638.89	\$ 6,335.74	\$ 8,803.50	\$ 3,763.47	\$ 4,516.85	\$ 6,346.49	\$ 106,068.60
<u>FY18</u>	\$ 10,565.93	\$ 11,304.10	\$ 14,205.42	\$ 10,281.23	\$ 12,606.99	\$ 11,481.49	\$ 7,003.16	\$ 8,229.47	\$ 7,767.43	\$ 5,982.22	\$ 9,944.07	\$ 7,985.29	\$ 117,356.80
<u>FY17</u>	\$ 7,479.32	\$ 6,320.67	\$ 9,864.58	\$ 12,332.60	\$ 12,558.21	\$ 13,933.97	\$ 12,932.01	\$ 7,767.94	\$ 17,407.20	\$ 10,848.10	\$ 14,906.00	\$ 7,974.32	\$ 134,324.92

3% Sales Tax Analysis by Fiscal Year



USE TAX COLLECTIONS

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<u>FY22</u>	\$ 985.86	\$ 1,463.42	\$ 343.94	\$ 1,165.01	\$ 715.56	\$ 1,058.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,731.84
<u>FY21</u>	\$ 714.83	\$ 569.76	\$ 313.48	\$ 228.44	\$ 424.74	\$ 559.76	\$ 579.16	\$ 957.30	\$ 867.27	\$ 921.44	\$ 711.20	\$ 1,154.16	\$ 8,001.54
<u>FY20</u>								\$ 34.13	\$ 651.90	\$ 788.30	\$ 402.88	\$ 1,877.21	

LODGING TAX COLLECTIONS

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<u>FY22</u>	\$ 5,672.25	\$ 12,679.63	\$ 15,631.81	\$ 9,357.10	\$ 6,728.90	\$ 6,713.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,783.25
<u>FY21</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.09	\$ 4,547.48	\$ 1,912.94	\$ 1,856.63	\$ 408.92	\$ 5,277.35	\$ 3,009.90	\$ 22,766.31

Statement of Revenue and Expenditures

		Current Period Nov 2021 Nov 2021 Actual	Year-To-Date Jul 2021 Nov 2021 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
Budget Carryover						
3999	Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.00%
Other Revenue						
4012	Alcohol Beverage Tax	124.26	124.26	0.00	(124.26)	0.00%
4100	Building Permits/Inspection Fe	228.86	6,630.27	23,580.00	16,949.73	28.12%
4105	Business License and Permits	0.00	977.76	200.00	(777.76)	488.88%
4011	Lodging Tax	6,728.90	50,069.69	24,000.00	(26,069.69)	208.62%
4500	Miscellaneous Revenue	0.00	380.60	0.00	(380.60)	0.00%
4015	Pittsburgh County Sinking Fund	0.00	0.00	57,190.00	57,190.00	0.00%
4000	Sales Tax	20,248.65	126,712.09	100,000.00	(26,712.09)	126.71%
9002	Transfer IN from TIF	0.00	0.00	101,989.00	101,989.00	0.00%
4005	Use Tax	715.56	4,673.79	7,200.00	2,526.21	64.91%
4010	Utility Tax	2,594.19	7,499.50	12,000.00	4,500.50	62.50%
4013	Vehicle Gas/Fuel Tax	73.60	88.39	0.00	(88.39)	0.00%
Non-Departmental Revenues Totals		\$30,714.02	\$197,156.35	\$376,159.00	\$179,002.65	
Revenue		\$30,714.02	\$197,156.35	\$376,159.00	\$179,002.65	
Gross Profit		\$30,714.02	\$197,156.35	\$376,159.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,436.96	7,184.80	17,244.00	10,059.20	41.67%
5025	Employer Retirement Contributi	708.82	3,875.64	8,842.00	4,966.36	43.83%
5000	Salaries	6,763.38	37,132.28	88,424.00	51,291.72	41.99%
5010	Social Security	542.24	2,964.81	7,063.00	4,098.19	41.98%
5015	Unemployment Tax	0.00	0.00	1,846.00	1,846.00	0.00%
5030	Vehicle/Cell Allowance	324.85	1,624.25	3,900.00	2,275.75	41.65%
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	80.00	320.00	240.00	25.00%
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	0.00	110.53	600.00	489.47	18.42%
Other Services						
6035	Dues & Memberships	0.00	1,648.00	1,210.00	(438.00)	136.20%
6015	Insurance	0.00	245.00	350.00	105.00	70.00%
6005	Rent	477.78	1,911.12	5,760.00	3,848.88	33.18%
6040	School, Training, Travel	0.00	892.51	5,700.00	4,807.49	15.66%
6000	Utilities	115.00	953.65	4,339.00	3,385.35	21.98%
Administration Totals		\$10,369.03	\$58,622.59	\$145,698.00	\$87,075.41	
General Government						
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	1,392.15	2,500.00	1,107.85	55.69%
5530	Miscellaneous	0.00	734.42	1,460.00	725.58	50.30%
5500	Office Supplies	(278.26)	855.90	1,500.00	644.10	57.06%
5520	Software Programs/ Services	531.05	3,445.21	7,428.00	3,982.79	46.38%
Other Services						
6030	Community Support Agreements	0.00	0.00	6,000.00	6,000.00	0.00%
6035	Dues & Memberships	14.99	1,484.78	2,830.00	1,345.22	52.47%
6015	Insurance	0.00	0.00	1,800.00	1,800.00	0.00%

Statement of Revenue and Expenditures

		Current Period Nov 2021 Nov 2021 Actual	Year-To-Date Jul 2021 Nov 2021 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures						
Expenses						
General Government						
Other Services						
6020	Professional Services	4,258.00	21,281.75	58,800.00	37,518.25	36.19%
6010	Publication & Notice Expense	0.00	376.45	2,500.00	2,123.55	15.06%
6045	Road Maintenance	0.00	33,168.00	14,400.00	(18,768.00)	230.33%
6040	School, Training, Travel	481.80	481.80	2,000.00	1,518.20	24.09%
6000	Utilities	0.00	572.00	1,000.00	428.00	57.20%
6050	Website Expense	1,524.00	1,524.00	2,500.00	976.00	60.96%
Capital Outlay						
7010	Projects	0.00	7,951.25	50,000.00	42,048.75	15.90%
Debt Service						
8000	GO Bond Payments	0.00	0.00	57,190.00	57,190.00	0.00%
8500	Interest Expense	65.99	355.97	0.00	(355.97)	0.00%
General Government Totals		\$6,597.57	\$73,623.68	\$211,908.00	\$138,284.32	
TIF Projects						
Capital Outlay						
7151	2020 Rev Bond- Rdgline Trail	0.00	296.26	0.00	(296.26)	0.00%
TIF Projects Totals		\$0.00	\$296.26	\$0.00	(\$296.26)	
Expenses		\$16,966.60	\$132,542.53	\$357,606.00	\$225,063.47	
Revenue Less Expenditures		\$13,747.42	\$64,613.82	\$18,553.00	\$0.00	
Net Change in Fund Balance		\$13,747.42	\$64,613.82	\$18,553.00	\$0.00	
Fund Balances						
Beginning Fund Balance		852,485.08	770,018.68	0.00	0.00	0.00%
Net Change in Fund Balance		13,747.42	64,613.82	18,553.00	0.00	0.00%
Ending Fund Balance		866,232.50	866,232.50	0.00	0.00	0.00%

General Fund
Bank Register
11/1/2021 to 11/30/2021

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1000 Town of CL Checking 9683							
		Beginning Balance			0.00	0.00	348,598.32
11/5/2021	EFT	RWS Cloud Services			0.00	90.00	348,508.32
11/5/2021	1216	CSA Software			0.00	199.00	348,309.32
11/5/2021	1215	Hyperfaze			0.00	1,524.00	346,785.32
11/5/2021	1214	Cross Telephone Co			0.00	52.00	346,733.32
11/5/2021	1213	Kiamichi Electric			0.00	63.00	346,670.32
11/5/2021	1212	Dan Hurd			0.00	2,100.00	344,570.32
11/5/2021	1211	Oklahoma Uniform Building			0.00	48.00	344,522.32
11/8/2021	R-00176	Oklahoma Tax Commission			14.27	0.00	344,536.59
11/8/2021	R-00175	Oklahoma Tax Commission			715.56	0.00	345,252.15
11/8/2021	R-00174	Oklahoma Tax Commission			6,728.90	0.00	351,981.05
11/8/2021	R-00173	Oklahoma Tax Commission			20,093.03	0.00	372,074.08
11/9/2021	R-00168	Pittsburg County Clerk			183.59	0.00	372,257.67
11/10/2021	R-00177	Oklahoma Tax Commission			155.62	0.00	372,413.29
11/12/2021	EFT	Oklahoma Tax Commission			0.00	372.00	372,041.29
11/12/2021	EFTPS	EFTPS			0.00	2,461.52	369,579.77
11/12/2021	1217	OPEH&W			0.00	1,436.96	368,142.81
11/12/2021	A-10046	James G Buckley			0.00	2,792.42	365,350.39
11/15/2021					0.00	65.99	365,284.40
11/15/2021	R-00169	Kiamichi Electric			2,594.19	0.00	367,878.59
11/15/2021	R-00170	Kerney Homes			228.86	0.00	368,107.45
11/18/2021	EFT	CSA Software			0.00	441.05	367,666.40
11/24/2021	1220	BOK Credit Card			0.00	214.51	367,451.89
11/24/2021	1219	Crawford & Associates, P.C.			0.00	710.00	366,741.89
11/24/2021	1218	Kay Robbins Wall			0.00	600.00	366,141.89
11/26/2021	A-10047	James G Buckley			0.00	2,560.71	363,581.18
11/30/2021	1222	Amanda Harjo			0.00	282.80	363,298.38
11/30/2021	1221	Amanda Harjo			0.00	800.00	362,498.38
1000 Town of CL Checking 9683 Totals					\$30,714.02	\$16,813.96	\$362,498.38
1010 2018 GO Bond Checking							
		Beginning Balance			0.00	0.00	69,786.67
1010 2018 GO Bond Checking Totals					\$0.00	\$0.00	\$69,786.67
1020 2020 GO Bond Checking							
		Beginning Balance			0.00	0.00	79,877.47
1020 2020 GO Bond Checking Totals					\$0.00	\$0.00	\$79,877.47

12/16/2021
10:32 AM

General Fund
Bank Register
11/1/2021 to 11/30/2021

Page 2 of 2

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1030 Sinking Fund Checking 3087							
		Beginning Balance			0.00	0.00	80,064.18
		1030 Sinking Fund Checking 3087 Totals			\$0.00	\$0.00	\$80,064.18
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	(296.26)
		1080 BOK 3045 Rev Bond 2020 Totals			\$0.00	\$0.00	(\$296.26)
		Report Totals			\$30,714.02	\$16,813.96	\$591,930.44
		Records included in total = 32					

Report Options

Trans Date: 11/1/2021 to 11/30/2021

Fund: General Fund

Display Notation: No

Town Administrator's Report – December 18, 2021

- Entrance Road – The County helped install a yield sign at the first entrance road “Y”. I will be visiting with them over the winter months to plan and schedule them to do another chip and seal overlay in the spring. Several people have requested putting striping on the entrance road approach off Hwy 9A. This will help better identify the entrance to Carlton Landing and keep people from driving on the grass.
- Marina Relocation – The Marina/Sports Area is scheduled to be mowed in preparation of begin the infrastructure improvement to the Marina. The Corps of Engineers has provided a partial approval of the plans for the Marina relocation. They have approved the construction of the road, gangway, and part of the docks. The concessionaire has requested reconsideration of allowing additional pieces of the Marina project to be approved.
- Stephens Road – I meet with the Engineer on submitting a proposal for doing the Engineering plans for Stephens Road. Plan is to have their proposal on January Board meeting.
- Snow Plowing – In preparation of winter season and potential snow, I have contracted with Stanley Layman for road clearing and snow plowing. If or when it snows Stanly will respond to clear and maintain the roads.

Hope everyone has a safe and Happy Christmas and a Happy New Year!

Thank you.

PROJECT NO.: CRL21229

PROJECTS: *Street Light Policy and Standards*
Community Center Planning

TO: Greg Buckley

FROM: Keith Beatty, P.E. / Dawn Warrick

DATE 12/15/2021

PROJECT UPDATES

Street Light Policy and Standards – Design Project

Phase A – Develop Lighting Policy

- Staff working on Lighting Policy examples - Completed
- Sent to Town Administrator – 5/10/2021
- Board of Trustees Discussion – 5/15/2021
- Anticipated lighting demo – December Trustees meeting – Completed
- Lighting Policy – December Trustees meeting – 12-18-2021

Phase B – Develop Light Standard

- Phase B to follow Phase A
- Received possible light standards from Town Administrator – 5/12/2021
- Board of Trustees Discussion – 5/15/2021
- May have some discussions regarding the standard prior to finish of Phase A
- Anticipated lighting demo – Completed

Phase C – Lighting Plan Production

- Surveyor to complete survey by 3/20/21 weather permitting - Complete
- Survey data to Engineer 3/27/2021 - Complete
- Initial Plan set 5/27/21 – Developing Concept Plan
- Final Plan set anticipated 2/1/2022

Community Center Planning

- FNI developing scope and fee – Completed Scope and fee. Delivered to Town Administrator
- Meeting with City Administrator and Architect – 7/14/2021
- On-Hold

Stephens Road

- FNI developing scope and fee

- **Board of Trustees – January meeting**
Stephens Road
- **FNI developing scope and fee**
- **Board of Trustees – January meeting**