

CITY OF NORMAN, OKLAHOMA
CITY COUNCIL COMMUNITY PLANNING AND
TRANSPORTATION COMMITTEE AGENDA

Municipal Building Multi-Purpose Room
201 West Gray

Monday, April 22, 2013

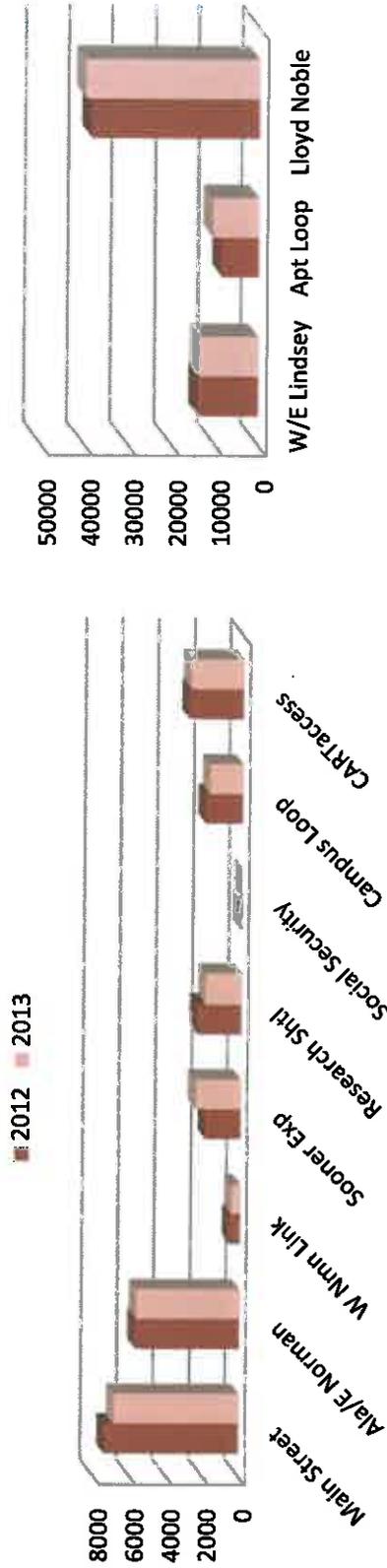
5:30 P.M.

- 1. CART RIDERSHIP REPORT INCLUDING SAFERIDE AND EXTENDED SERVICE.**
- 2. CONTINUED DISCUSSION REGARDING A DRAFT ORDINANCE ESTABLISHING A HIGH DENSITY RESIDENTIAL ZONING DISTRICT.**
- 3. MISCELLANEOUS DISCUSSION.**

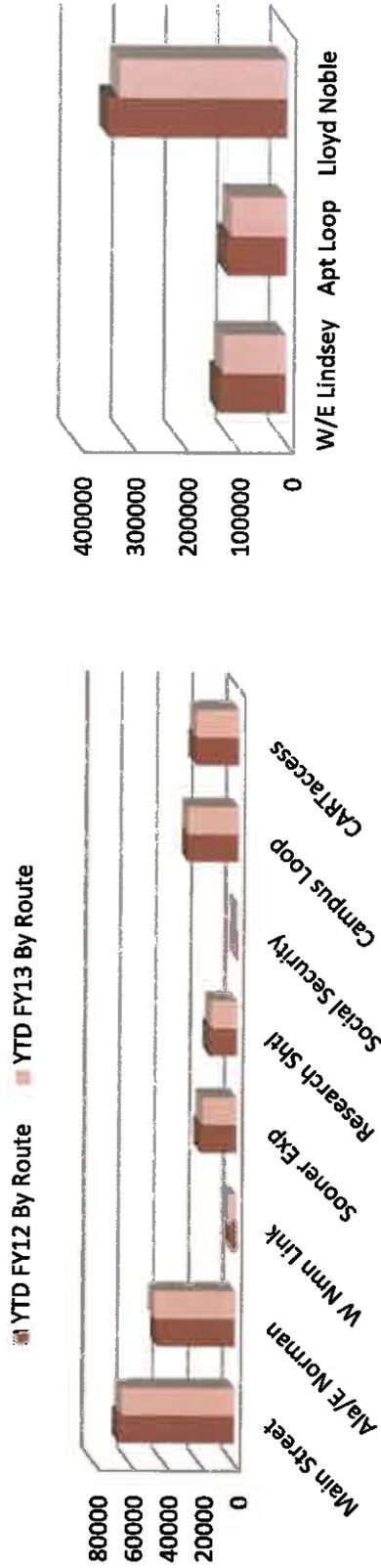
ITEM 1:

C.A.R.T.

March Ridership by Route



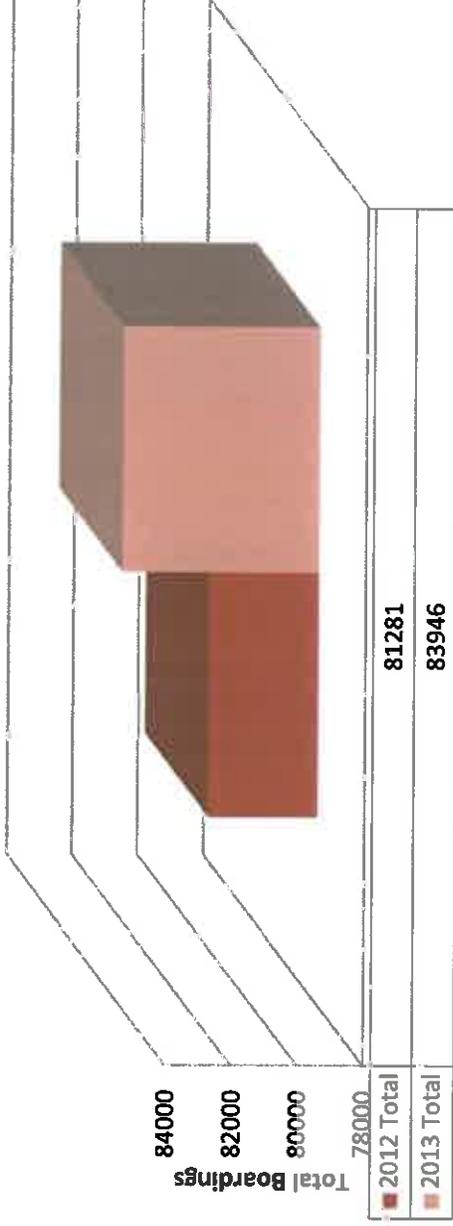
Year-to-Date Ridership by Route



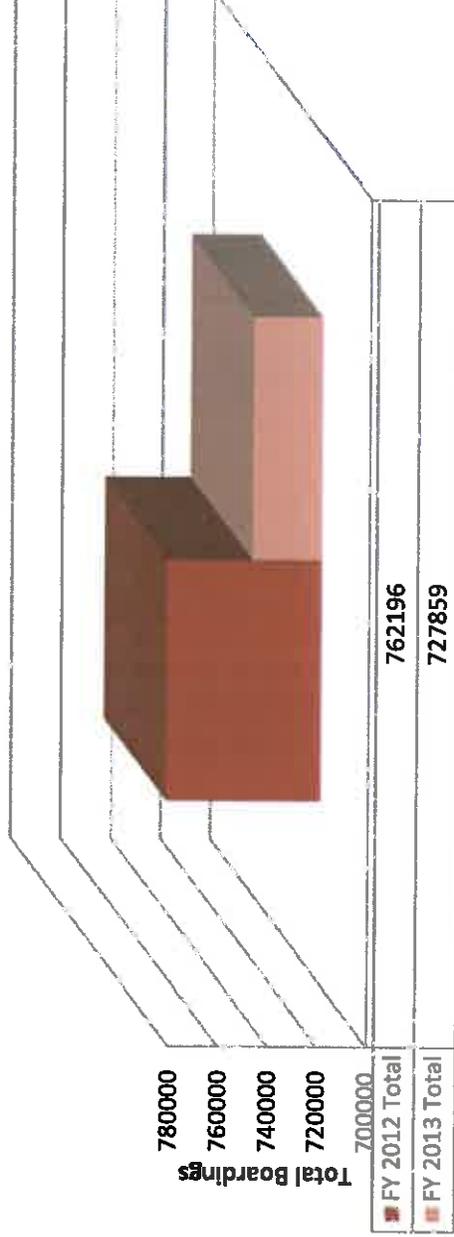
	Mar-12	Mar-13	% Change
Main Street	7437	6916	-7%
Ala/E Norman	5750	5704	-1%
W Nmn Link	550	465	-15%
Sooner Exp	1949	2511	29%
Research Shtl	2437	2007	-18%
Social Security	75	42	-44%
Campus Loop	2057	1844	-10%
CARTaccess	2989	2905	-3%
W/E Lindsey	13896	13640	-2%
Apt Loop	8420	10687	27%
Lloyd Noble	38710	40130	4%

	YTD FY12	YTD FY13	% Change
Main Street	66335	64998	-2%
Ala/E Norman	44666	46344	4%
W Nmn Link	3087	4367	41%
Sooner Exp	20635	19745	-4%
Research Shtl	15880	14750	-7%
Social Security	464	706	52%
Campus Loop	28706	28763	0%
CARTaccess	24877	24352	-2%
W/E Lindsey	127405	120376	-6%
Apt Loop	112716	105462	-6%
Lloyd Noble	342302	322348	-6%

March Fixed-Route Total Ridership



Year-to-Date Fixed-Route Total Ridership



	Mar-12	Mar-13	% Change	YTD FY12	YTD FY13	% Change
Monthly Total	81281	83946	3%	762196	727859	-5%
Days of Service	27	25	-7%	222	219	-1%

ITEM 2:

**High Density
Residential
Zoning District**

TO: Chairman and Members of the Community Planning and Transportation Committee

FROM: Susan F. Connors, AICP
Director of Planning and Community Development

RE: Development of High Density Zoning District

DATE: April 22, 2013

BACKGROUND

At the March 11, 2013 Community Planning and Transportation (CPTC) Committee meeting, members continued discussion of the draft high density residential (HDR) zoning district that staff is developing at the committee's request. Because much previous discussion of appropriate locations for HDR has focused on Norman's Core Area, staff presented slides showing the geographic boundaries of the Core Area as defined in the Core Area Coalition Plan (2002) and in the Norman 2025 Land Use and Transportation Plan (2005). Core Area boundaries as described in the 2002 Plan are Robinson Street on the north; 12th Avenue on the East; Constitution/Imhoff Road on the south and Berry Road on the west.

During the meeting residents and several Campus Corner merchants expressed disagreement with the details of the proposed HDR ordinance. They cited concerns about traffic, land use conflicts, and tall and/or very dense developments overwhelming the existing sense of place in and around Campus Corner. Members of Norman's development and business community and developers seeking to build high density residential in the area continued to advocate for a maximum building height of 70 feet.

Mayor Rosenthal also discussed her November participation in the Mayors' Institute on City Design (MICD) held at Tulane Regional Urban Design Center in New Orleans. During the MICD, the mayor presented Norman's Case Statement which focused on growing pressures to develop high density residential uses between Campus Corner and Downtown. The mayor also presented MICD's final report which made recommendations about methods to balance development interests with a strong desire among residents to protect community character.

Based on the meeting discussion, committee members asked staff to research or refine the following topics for the next committee meeting:

- Narrow the district within the Core Area where more restrictive HD regulations would apply
- Identify arterial and collector roads in the Core Area
- Strengthen ordinance requirements for active street-level uses and street design

Area of Agreement

The draft ordinance included language proposing an 8-foot height bonus (to 63 feet) for properties that chose to build rooftop gardens. There was unanimous agreement among committee members to eliminate the rooftop garden provision from the draft ordinance.

Areas Requiring Additional Research and Refinement

Arterial Roads in Core Area

Discussion on appropriate locations for HDR have focused on whether or not sites should be limited to locations along arterial roads or could be located on collector streets that are directly linked to arterials. Committee members requested a map showing all of the major and minor arterial roads in the Core with collector streets noted. (Attachment B)

Maps Defining Smaller Area within the Core

Most committee members were surprised to learn the size of Norman's Core Area as it has been defined in adopted City plans. Committee members asked staff to map a smaller district within the Core Area where more restrictive HD regulations would apply. (Attachment C)

Identify Locations Where HDR is Possible

Within that smaller area, members asked staff to map locations (Attachment D) that would meet the conditions in the draft ordinance for locating HDR. Proposed locational conditions include:

- Site located on arterial road
- Site located on collector road within two blocks of an arterial road as long as all intervening land uses between the proposed site and the arterial road are non-residential

Requirement for Active Street-Level Uses

A benefit of allowing higher density residential uses is the opportunity to create a lively pedestrian environment that benefits the development itself as well as the entire community. This is accomplished through the use of design guidelines that require buildings—mixed use or residential only—to be designed and situated in ways that address the street. Elements in the draft ordinance that support the creation of a lively streetscape include the following:

- Allowing mixed use buildings
- Limiting building height, bulk and scale of building and analyzing these elements of each project on a case-by-case basis to ensure compatibility with surrounding structures

- Requiring a build-to line at the sidewalk (also referred to as zero setback) OR allowing a 10-foot setback only for pedestrian purposes (e.g. outdoor seating, patio, plaza, etc.)
- Requiring ground floor design be scaled and oriented towards pedestrians
- Requiring the use of street-oriented balconies and projections
- Emphasizing the use of multiple architectural devices that reduce the feeling and appearance of large-scale buildings. Examples include: building offsets or articulations, strong building entryways, varied wall and roof planes, etc.
- Encouraging the use of numerous and abundant high quality windows and allowing a variety of window types and styles

ATTACHMENTS

Attachment A

Power point slides for April 22 meeting

Attachment B

Map of arterial roads in urbanized Norman

Attachment C

Smaller district within Norman's Core Area where more restrictive regulations would apply

Attachment D

Map of places within the Core Area where HDR zoning could meet the locational conditions delineated in the proposed ordinance

Attachment E

See attachment for description

Attachment F

Emails from David Boren

CONCLUSIONS

1. Attachment A compares recommendations for high density issues generated during the Summer Public Discussion Series with the recommendations in the proposed HDR ordinance.
2. Among committee members and members of the public, there is general agreement on many issues, but further discussion is needed in several key areas:
 - a. Density
 - b. Height
 - c. Parking

d. Composition of Design Review Committee

3. During the past 10 months, the CPT committee has received a great deal of public input on the subject of HDR zoning. This process began with six, bi-weekly sessions of the High Density summer discussion series held on these dates:
 - a. June 11, 2012
 - b. June 28, 2012
 - c. July 9, 2012
 - d. July 26, 2012
 - e. August 13, 2012
 - f. August 31, 2012

followed by public comments received during CPT Committee meetings held on these dates:

- g. October 22, 2012
 - h. November 26, 2012
 - i. December 17, 2012
 - j. January 28, 2013
 - k. March 11, 2013
4. The question before the CPT Committee on April 22 is whether or not to recommend that the HDR ordinance move forward in the process which would conclude with public hearings at Planning Commission and City Council.

ATTACHMENT A

High Density Residential Zoning District



APRIL 22, 2013

How Did We Get Here?

2

The last CPTC meeting on March 11 committee members asked staff to do the following for the next meeting:

- Define smaller district within the Core Area where HDR may be developed based on criteria in the HDR draft
- Identify arterial roads in the Core Area
- Identify specific areas where HDR is possible under conditions of proposed conditions
- Strengthen ordinance requirements for active street-level uses and street design

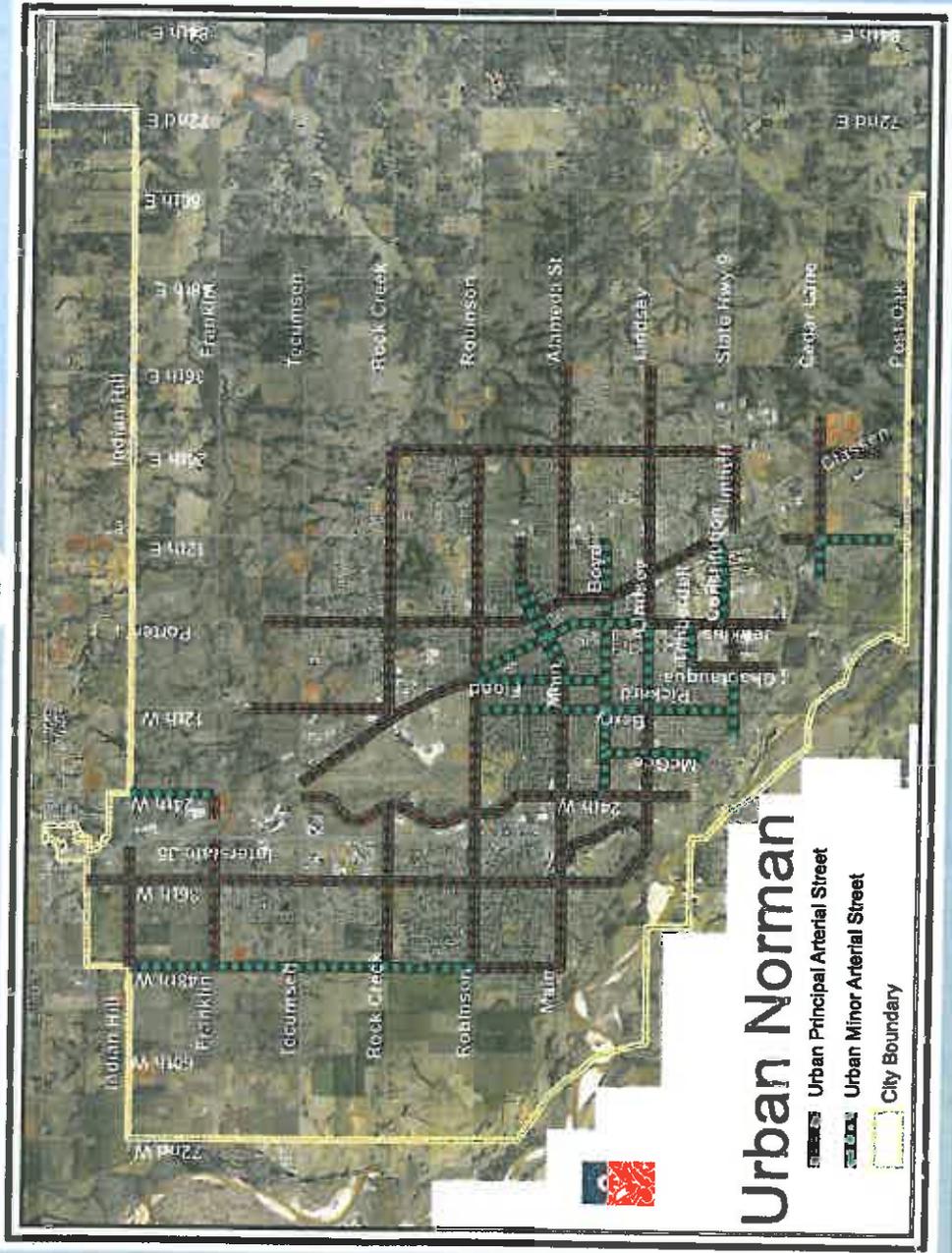
What Decisions Are Before CPTC Tonight?

3

- Review content of proposed High Density Residential (HDR) zoning ordinance
- Direct staff to revise ordinance content as committee desires
- Vote to move proposed HDR ordinance to full City Council for consideration

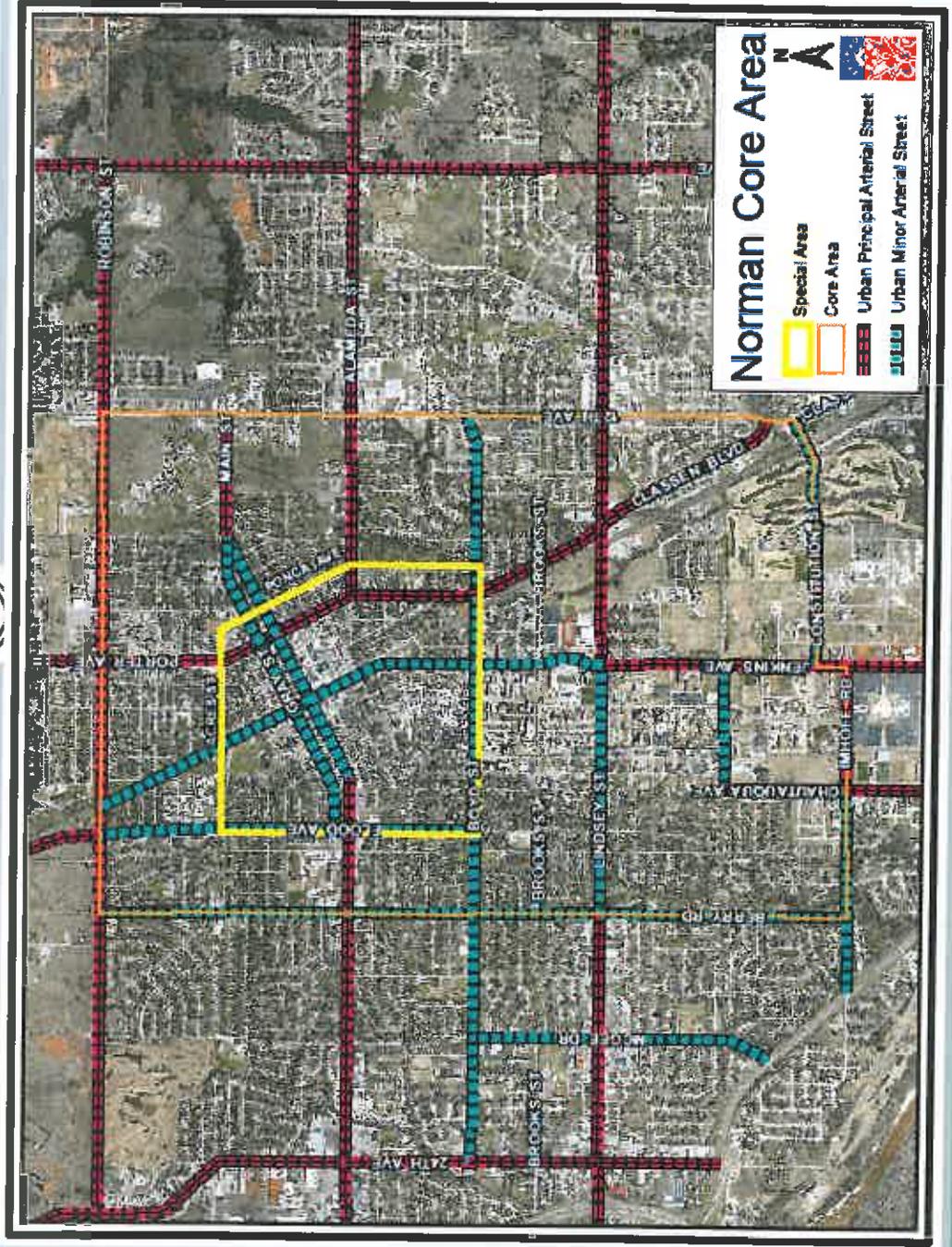
Arterial Roads in Urbanized Norman

4



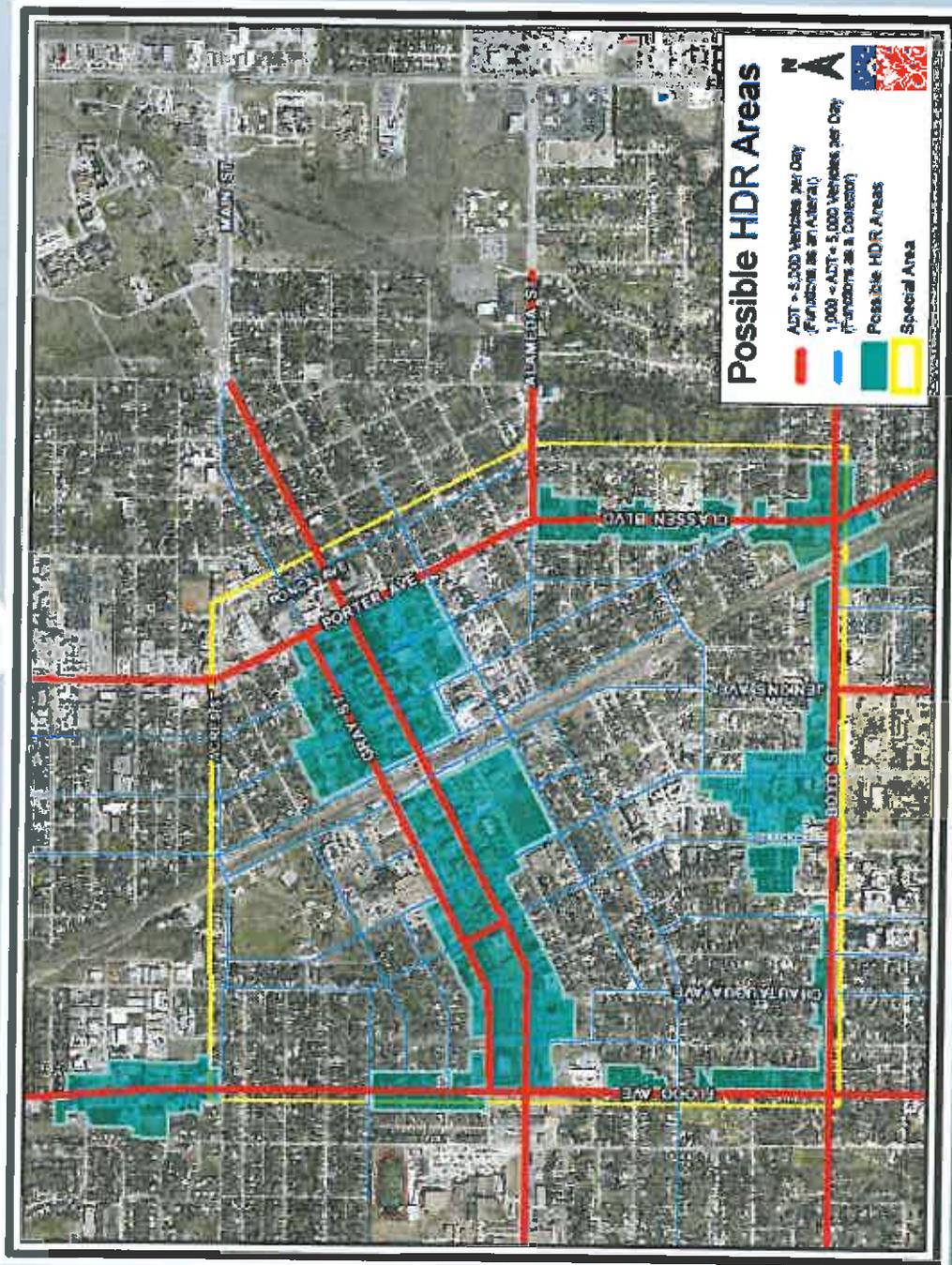
Special District Within the Core Area

5



Possible HDR Areas Within Special District

6



Norman Core Area

Core Area

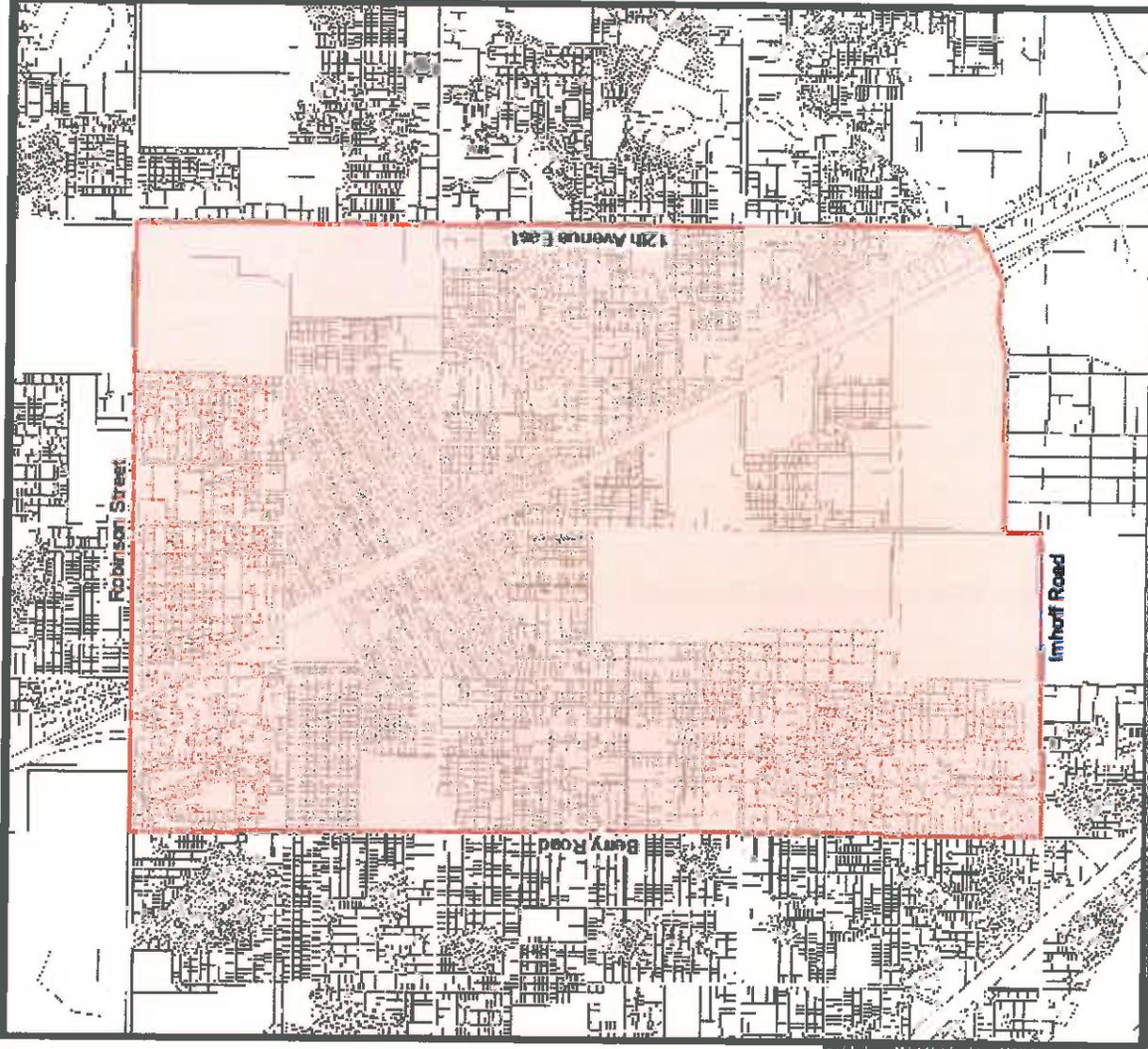


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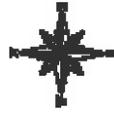
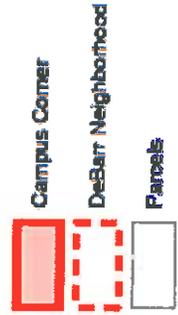


Prepared by the City of Norman
Department of Public Works
The City of Norman, Oklahoma, Inc.
in the ordinary course of business.

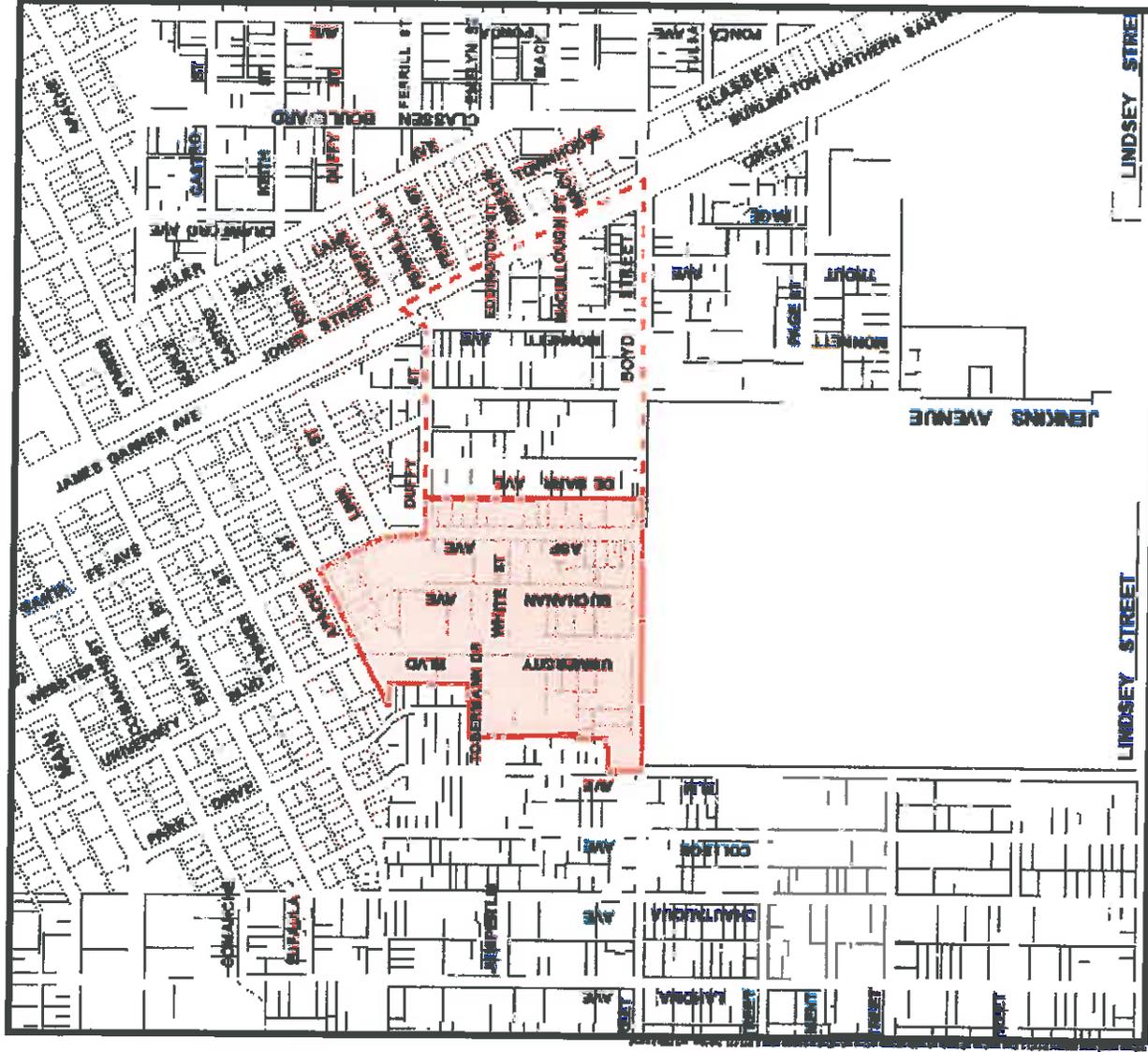
February 21, 2013



High Density Residential: Campus Corner and DeBarr Neighborhood



February 21, 2013



High Density Residential: Downtown East and West

Downtown East and
West

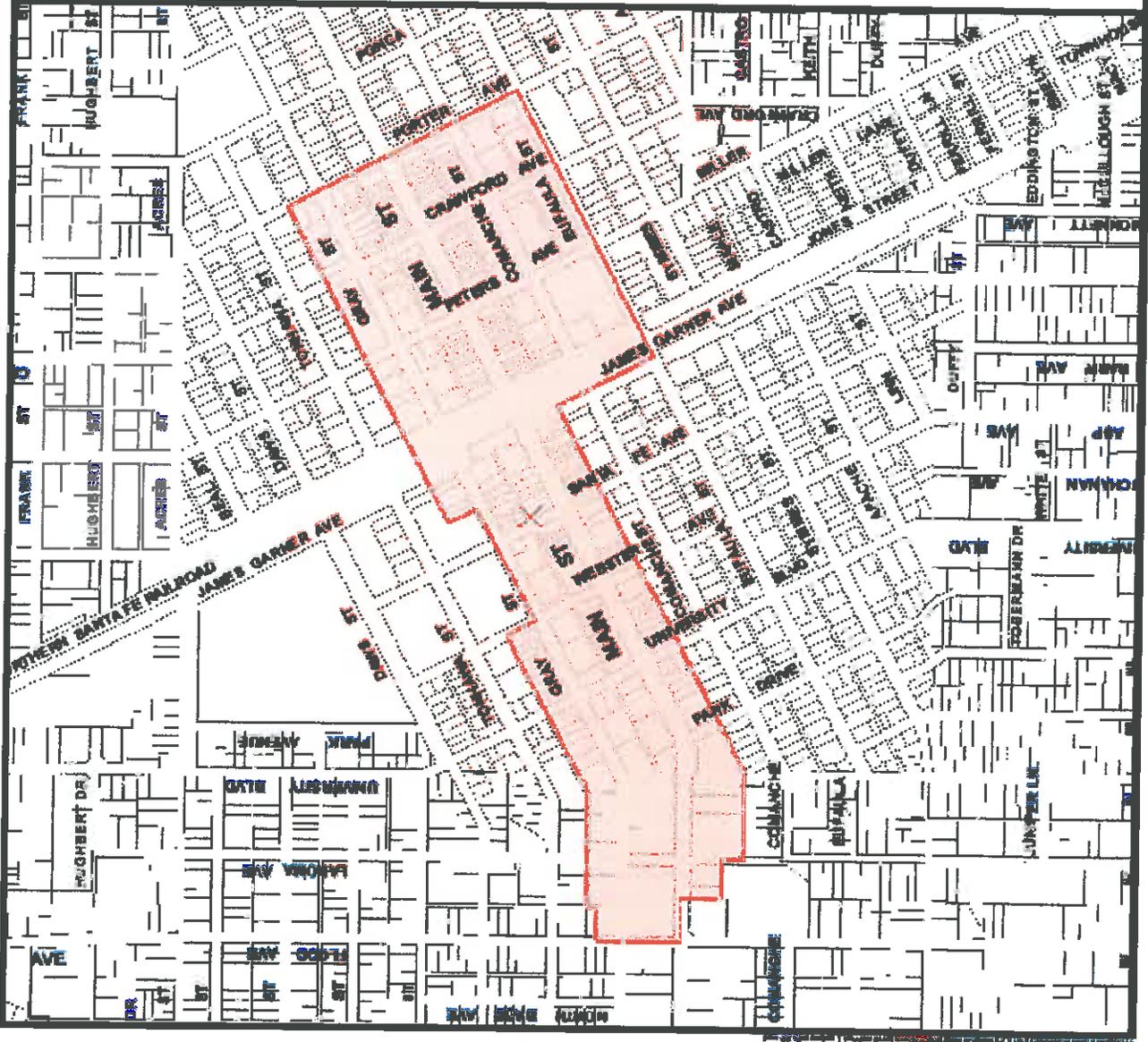


0 500 1,000 Feet



Map prepared by the City of Chicago
Department of Planning and
Development, February 2013.
The City of Chicago is not responsible
for any errors or omissions in
this information.

February 21, 2013



Facts About Proposed High Density Zoning Process

10

- We are creating a new zoning category.
- HDR would not be an overlay zone.
- Those seeking high density zoning must apply to rezone their property.
- Any rezoning application triggers requirement for a Predevelopment hearing, followed by Planning Commission and City Council review.
- High Density Zoning would be granted by City Council only if specific outlined conditions can be met.

Major Issues Addressed in Proposed HD Ordinance

11

1. Intent of Ordinance
2. Permitted Land Uses
3. Residential vs. Mixed Uses
4. Density
5. Height
6. Setbacks
7. Architectural Standards
8. Open Space
9. Landscape

9. Pedestrian Standards
10. Site Development
11. Parking
12. Lighting/Signage/Traffic Stormwater
13. Design Review Committee

General Intent of HDR Zoning

12

Public Dialogue

Encourage a mix of architectural styles emphasizing high quality design that contributes to overall community character of the area

Provide means to increase residential density while not negatively impacting surrounding area

Draft Ordinance

The High Density Residential (HDR) zone is a high density, multi-dwelling zoning district.

Promote construction of high quality, architecturally compatible façades built close to the street with parking, private open space, and minimizing impact on surrounding neighborhood

Permitted Land Uses in HD Zoning

13

Public Dialogue

Draft Ordinance

Not discussed

- Apartments
- Condominiums
- Mixed-Use Building
- Office
- Restaurants; no drive-up or drive-through service
- Retail Sales and Service operated within enclosed building
- Parking Garages

Location of High Density Residential

Public Dialogue	Draft Ordinance
Define areas appropriate for HDR; separate HDR uses from single-family uses	On arterial streets or within 2 blocks of arterial and adjacent to collector if not fronting on arterial
Locate HDR on arterial roads only	All parking drive access shall be located at a minimum onto a collector street.
	All HDR buildings must have direct access to sidewalks from all non-emergency building entrances that connect to the public circulation system.

Front Setbacks

Public Dialogue**		Draft Ordinance
Campus Corner		0 or 10 feet*
Downtown		0 or 10 feet
Other Areas		0 or 15 feet
Setbacks from Adjacent Non-Residential Land Use		
Public Dialogue**		Draft Ordinance
Campus Corner		0 feet
Downtown		0 or 10 feet
Other Areas		0 or 15 feet
Setbacks from Adjacent Residential Land Use		
Public Dialogue**		Draft Ordinance
Campus Corner		10 feet
Downtown		0 feet
Other Areas		10 feet

* setback may be 10 feet provided that the extra distance is used for pedestrian amenities

** not discussed specifically

Architectural Standards

Public Dialogue	Draft Ordinance
<p>Encourage a mix of buildings emphasizing high-quality design that contributes to the overall community character of the area</p> <p>Not discussed</p>	<p>Buildings shall be attractive and durable and compatible with surrounding community. Buildings shall be constructed of high-quality materials requiring minimum maintenance.</p>
<p>Not discussed</p>	<p>Building materials such as brick, stone, stucco, synthetic stone or cement board are required. Wood siding possible in limited areas but not as a primary building material.</p>
<p>Not discussed</p>	<p>At least 80% of the total exterior wall area of each building elevation, excluding windows, doors and related trim, shall be brick, stone, stucco, or synthetic stone.</p>

Architectural Standards

17

Public Dialogue

Draft Ordinance

Not discussed

Regulates....

- Building Exterior Walls and Facades, and Materials
- Roof, Cornice Lines and Parapets
- Windows, Doors, Porches, Decks and Balconies
- Screening for Exterior Mechanical Equipment, Electrical Equipment, Service Area, and Trash

Architectural Standards

Public Dialogue

Draft Ordinance

Not discussed

Prohibited Materials:

- Rough sawn wood
- Board and batten wood
- Vinyl siding
- EIFS (exterior insulation finishing system)
- Tilt-up concrete panels
- Painted concrete block
- Pre-finished or painted corrugated metal siding
- Standard single or double-tee concrete systems
- Smooth-faced gray or stained concrete block
- Translucent, Plexiglas, glossy metal or backlit vinyl awnings or illumination of such awnings
- Reflective or mirrored glass

Open Space

19

Public Dialogue

Increased and enhanced open space is a key benefit of agreeing to increased residential density

Private open spaces such as pedestrian plazas, outdoor seating areas and street-facing balconies contribute to a lively streetscape, which is a public benefit

Draft Ordinance

Required open space may be individual outdoor areas such as balconies or patios or common, shared areas such as courtyards. May also be a combination of individual and common areas.

Open space required to be a minimum of 20% of the total gross site areas within project property lines.

At least 48 square feet of outdoor area required for each dwelling unit on the site.

Includes walks, trails, plazas, gathering places, landscaped areas, pedestrian amenities, and other pedestrian oriented paving.

Landscape

20

Public Dialogue

Not covered

Draft Ordinance

Landscape is intended to enhance overall appearance of residential development in high density multi-dwelling zones.

Intended to improved residential character of the area, break up large expanses of pavement and large structures, provide privacy to residents, separation of streets, reduce heat islands, and reduce run-off.

Minimum of 10% of project area shall be landscaped, which is included in 20% open space requirement.

Pedestrian Standards

Public Dialogue	Draft Ordinance
Universal accessibility for public and private development is a priority	Pedestrian amenities shall be minimum 5 feet wide and follow Americans with Disabilities Act (ADA) Accessibility Guidelines
	Pedestrian paving materials shall be a minimum of concrete; however enhanced pedestrian paving materials are encouraged.
	Pedestrian areas shall encourage activity pedestrians through the use of paved walks, plazas, and other amenity areas.

Pedestrian Standards

22

Public Dialogue

Not discussed

Draft Ordinance

Pedestrian amenities required to connect internal pedestrian areas to public sidewalk system and to adjacent neighborhoods

Pedestrian walkways should be separate and distinct from parking areas and drive aisles and include landscaping/trees, lighting and decorative paving at crossings.

Coordinated site furnishings will be used to unify the development. Additional amenities may be used to help add to the overall quality of the experience of the development.

Site Development

Public Dialogue	Draft Ordinance
General agreement to locate HDR on arterial streets	HDR must be located on or within 2 blocks of arterial street and must be adjacent to collector street if not fronting on arterial street.
	When proposed HDR site does not front on arterial street, any intervening land use between HDR and nearest arterial must be commercial or office.
	HDR must connect to existing sidewalk network

Lighting, Signage, Storm Water

Public Dialogue	Draft Ordinance
<p><u>Lighting</u> As required and regulated by the Zoning Ordinance.</p>	<p><u>Lighting</u> As required and regulated by the Zoning Ordinance.</p>
<p><u>Signage</u> As required and regulated by the Sign Code.</p>	<p><u>Signage</u> As required and regulated by the Sign Code.</p>
<p><u>Storm Water</u> As required and regulated by the Engineering Standards and Specifications.</p>	<p><u>Storm Water</u> As required and regulated by the Engineering Standards and Specifications.</p>

Traffic

25

Public Dialogue

HDR traffic and street improvements must be integrated with parking solutions

Draft Ordinance

All requests for HDR zoning will require a Traffic Study.

Studies shall conform to current Engineering and Design Criteria for Traffic Impact of Developments.

Density

26

Public Dialogue		Draft Ordinance
Campus Corner	40-50 du	130 du/ac
Downtown	70*	175 du/ac
Other Areas	70*	No max

* Responses were divided between 30-40 and 100 du/ac. 70 splits this difference.

Height

27

Public Dialogue

- Campus Corner 3 stories
- Downtown 5 stories
- Other Areas 3 stories

Draft Ordinance

- 55 feet
- 75 feet
- No max

Parking

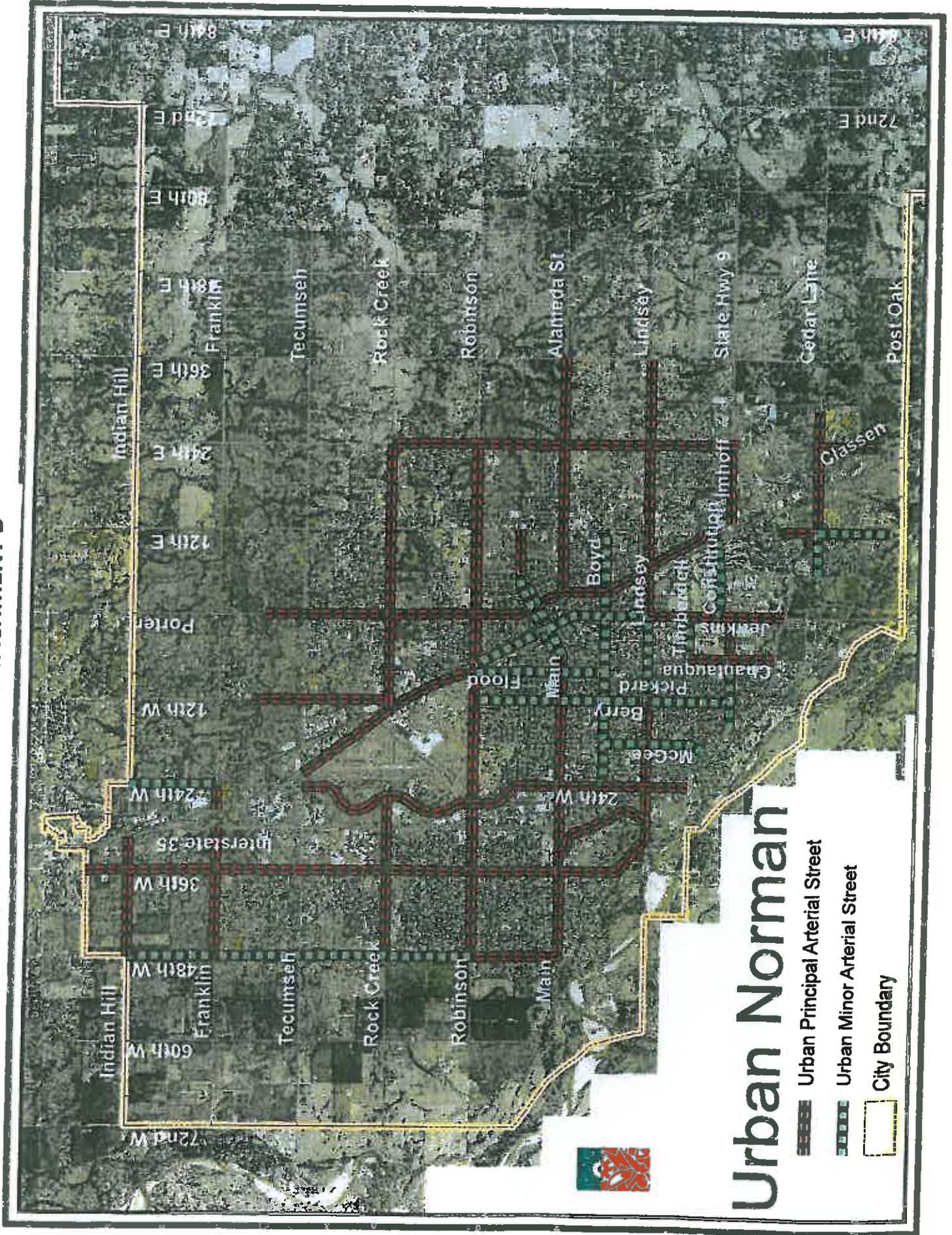
28

Public Dialogue	Draft Ordinance
Require shared-use structured parking	Require structured parking 1 space per bedroom
Structured parking should be architecturally integrated into building design using high quality materials, signage	Section 22:431.5 of ZO applies for non-residential units. Parking structures will be architecturally integrated with finishes matching architectural theme of development and provide a visually engaging environment for pedestrians.
	25% or less of street frontage or walkway can be devoted to garage openings.

Design Review Committee

Public Dialogue	Draft Ordinance
<p>Comment on Process: Develop a design review process and design guidelines to regulate appearance, building materials, size, placement, etc.</p>	<p>5 members total:</p> <ul style="list-style-type: none">• 2 architects, planners, etc.• 2 realtors with demonstrated knowledge of urban design issues• 1 citizen at-large
	<p>Will hold monthly meetings as required by applications</p>
	<p>Will issue Certificates of Approval based on projects' consistency with High Density Design Guidelines</p>
	<p>Staff approval for minor revisions as defined</p>

ATTACHMENT B

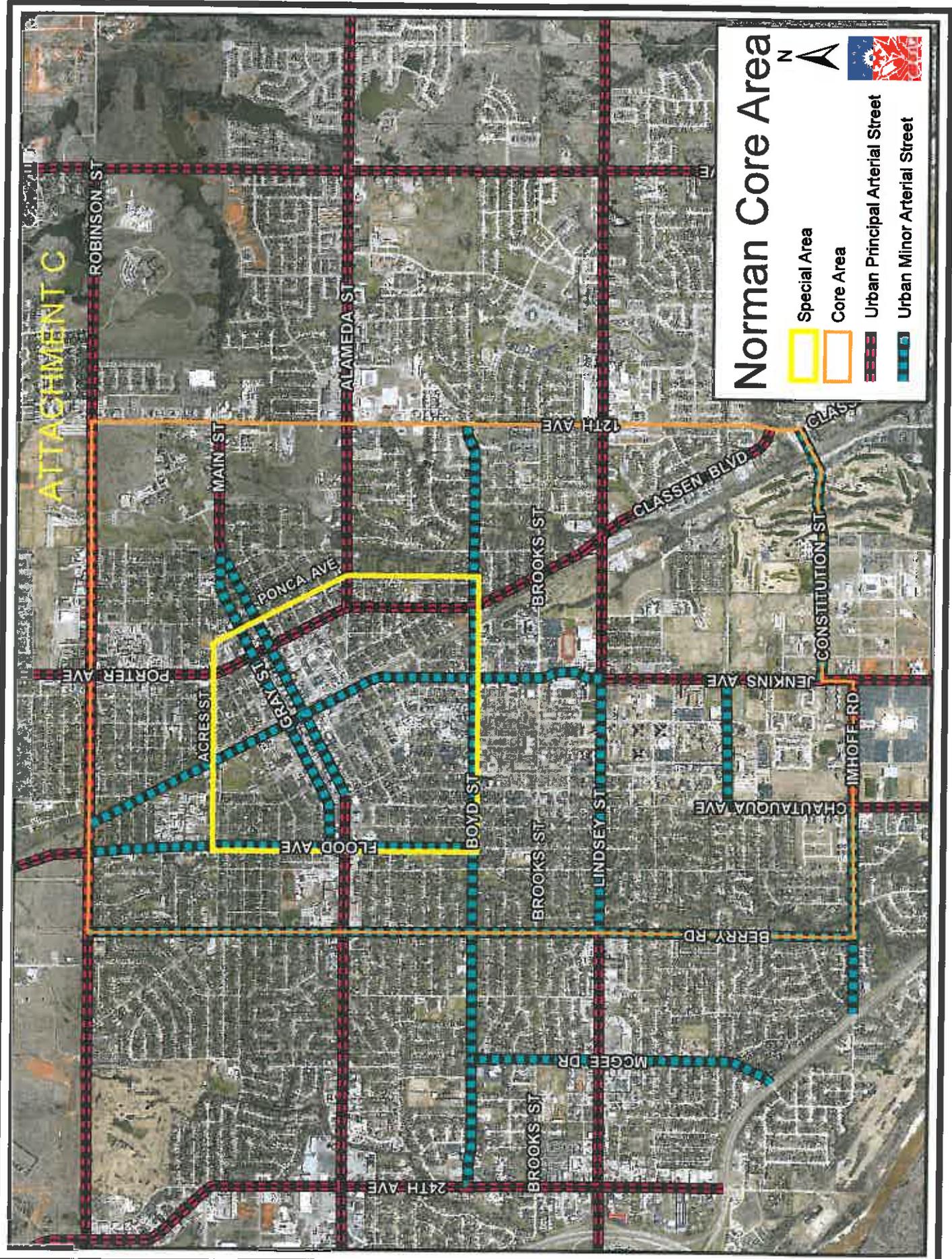


ATTACHMENT C

Norman Core Area



- Special Area
- Core Area
- Urban Principal Arterial Street
- Urban Minor Arterial Street



ATTACHMENT D

Possible HDR Areas

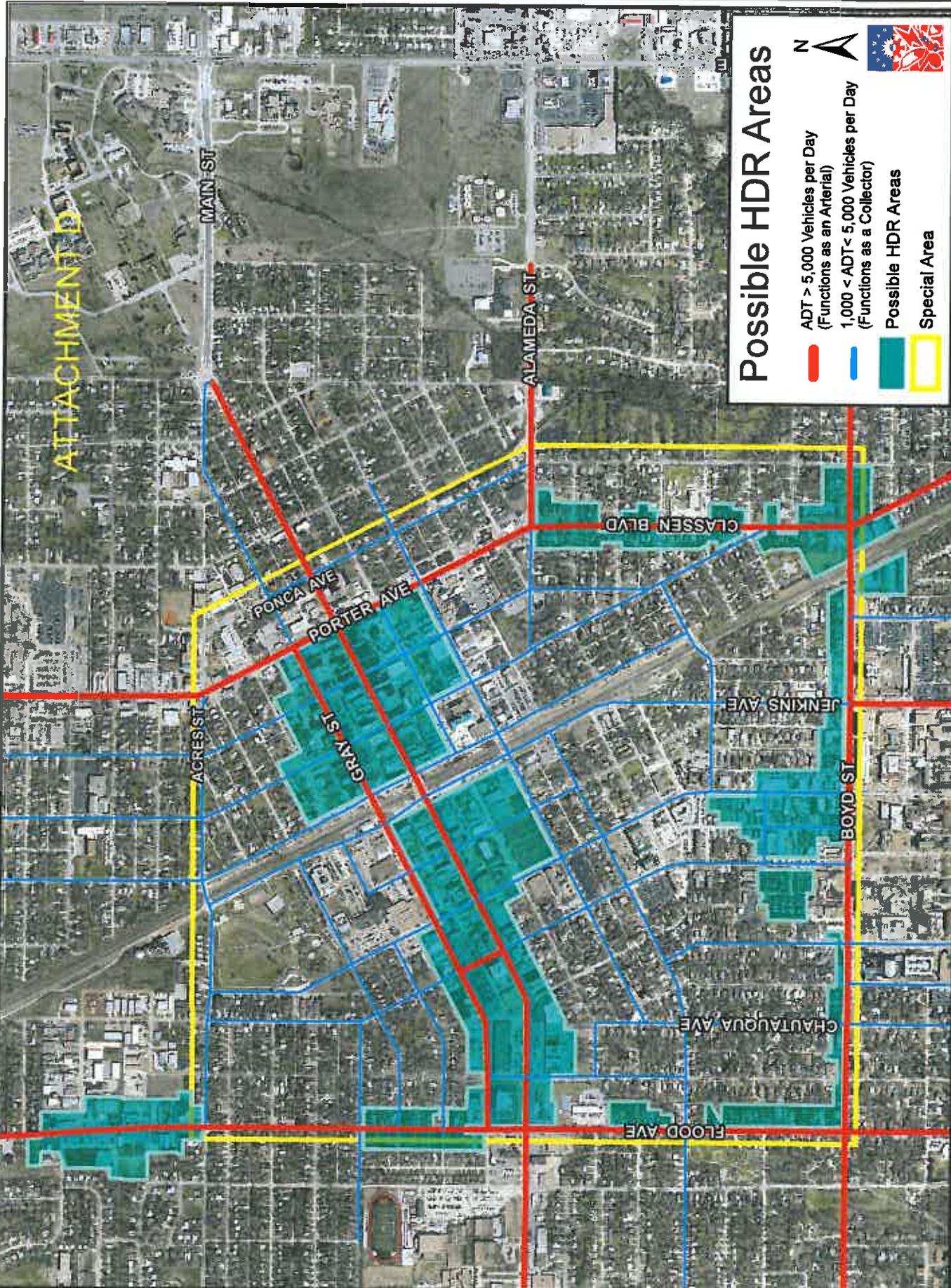


ADT > 5,000 Vehicles per Day
(Functions as an Arterial)

1,000 < ADT < 5,000 Vehicles per Day
(Functions as a Collector)

Possible HDR Areas

Special Area



ATTACHMENT E

HIGH DENSITY RESIDENTIAL ZONING DISTRICT
Ward 4 *ad hoc* Committee on High Density
DRAFT 3

March 19, 2013
(*Not Prepared by the City of NORMAN*)

[Preamble: The Ward 4 *ad hoc* Committee on High Density has developed this draft ordinance with two major principles in mind.

(1) The point of a High Density Zoning Ordinance is to spell out what the citizens of Norman want from High Density Development. Zoning ordinances are meant to clarify community desires, demands, and tolerances. Given this description, it is clear that the basis for this ordinance should be citizen attitudes and not developer constraints or interests.

(2) In accordance with the first principle, any High Density Zoning Ordinance should be based primarily on the High Density Discussion Series conducted over the summer of 2012. Unlike the draft ordinances commissioned by the Community Planning and Transportation Committee (CPTC), this draft ordinance is grounded firmly in the conclusions of that dialogue. In particular, the following document tracks the strongest opinions of citizens about arterial street access, development density, and building height *much* more closely than any draft prepared for the CPTC.

The intent of this draft is not merely to stake out a bargaining position. Rather, it reflects important compromises that were *already* made during the High Density Discussion Series. As the High Density Discussion Series Final Report notes, the dialogue "tested the boundaries of the community's comfort with the idea of higher density development in Norman." This draft ordinance was developed to codify those boundaries.

Another issue that should be addressed in this process are the community costs associated with High Density Development. Despite potential gains in *efficiency* of service provision, High Density developments will certainly require more robust infrastructure – sewer, water, etc. - as well as impose special service needs and equipment – police presence, fire equipment, etc. Developers should be expected to pay their own way in this area. This was a major issue in the Citizen's High Density Survey.]

SEC. _____ - HDR, HIGH DENSITY RESIDENTIAL DISTRICT

1. General Description. The High Density Residential (HDR) zone is a high density multi-dwelling zone. Density and building heights depend on the location of the development. The HDR zone will be located on arterial streets which can support both housing and commercial land uses.¹

The HDR Zone is intended to allow the development of durable high density multifamily residential uses that present a high quality, compatible, architectural facade close to the street and provide parking as well as open space. All residential or mixed use buildings that include residential uses with densities greater than 30 dwelling units per acre will be restricted to the HDR Zone.²

2. Permitted Uses.

(a) Apartments

1 During the High Density Discussion Series, *all* of the scenarios discussed involved developments located directly on arterial streets.

2 This exclusivity provision ensures that all High Density residential projects are regulated as such.

- (b) Condominiums
- (c) Mixed Use Buildings, where the other uses are
 - (1) Offices
 - (2) Restaurants with no drive-up or drive-through service
 - (3) Retail Sales and Service operated completely within an enclosed building
 - (4) Parking Garages for public use
- (d) Accessory commercial uses in Residential-only Buildings are allowed in order to provide convenient support services to the residents of the building and to encourage a reduction in auto trips. They are an incidental use to the main residential use of the building.
 - (1) Uses allowed. Accessory commercial uses are limited to those in the Retail Sales and Service and Office use categories.
 - (2) Structure types. Accessory commercial uses are allowed only in multi-dwelling buildings. Uses must be located entirely within the building and have no external doors. They may be located in basements.
 - (3) Size. The total amount of uses is limited to 5 percent of the floor area of the building exclusive of parking area.
 - (4) Signs. Accessory commercial uses may not have signs that are visible from the exterior of the structure.

3. Density, Area, Height, Bulk and Coverage Standards.

- (a) Density. The number of dwellings per unit of land, the density, is controlled so that housing can match the availability of public services and the availability of commercial areas. In addition, the density standards are used as one type of control of overall building bulk.
 - (1) Campus Corner (See Attached Map A³): residential or mixed use buildings that include residential uses are allowed up to a maximum of 40 dwelling units per acre.⁴
 - (2) Downtown (See Attached Map B): residential or mixed use buildings that include residential uses are allowed up to a maximum of 70 dwelling units per acre.⁵
 - (3) All Other Areas: residential or mixed use buildings that include residential uses are allowed up to a maximum of 50 dwelling units per acre.⁶
- (b) Building Height. Specific height regulations are divided into community areas, e.g., Campus Corner, Downtown, and All Other Areas. Different maximum

3 The Campus Corner map should be amended to include *at least* the DeBarr neighborhood all of the way to the railroad tracks (the area bounded on the south by Boyd, the east by the railroad track, and the north by Duffy). The area bounded by Duffy on the south, Santa Fe on the northeast, Symmes on the northwest, and University on the southwest should also be included.

4 During the High Density Discussion Series, 40 dwelling units per acre was the limit involved in the scenario citizens saw as most appropriate for Campus Corner. It is also compatible with the strongest opinions regarding density on Campus Corner.

5 During the High Density Discussion Series, 70 dwelling units per acre was the limit suggested in the scenario citizens saw as most appropriate for Downtown. It is also compatible with the strongest opinions regarding density in Downtown.

6 This is compatible with the strongest opinions regarding density in areas outside of central Norman, as well as the results of the citizen's High Density Survey.

allowable heights are identified for these areas which are intended to make new development compatible in these areas. Height standards serve several purposes:

- (1) They promote a reasonable building scale and relationship of one building to another;
 - (2) They promote options for maintaining privacy for neighboring properties;
 - (3) They reflect the general building scale of multi-dwelling development in the city's neighborhoods.
 - (4) The following regulations apply:
 - (i) Campus Corner (**Map A**): residential or mixed use buildings shall have a maximum height of 37 feet.⁷
 - (ii) Downtown (**Map B**): residential or mixed use buildings that include residential uses shall have a maximum height of 63 feet.⁸
 - (iii) All Other Areas: residential or mixed use buildings that include residential shall have a maximum height of 37 feet.⁹
 - (5) Allowable Height Exceptions. Architectural features, such as pitched roofs, gable roofs, elevator over-runs, and similar features may exceed the maximum building height by six (6) feet, but not for more than 50% of any one façade. If any portion of the internal parking garage extends above finished grade, that extension shall be included in the overall building height.
- (c) Setback from a Public Right-of-Way or Property Line to Building Face.
- (1) Purpose. Building setback regulations serve several purposes:
 - (i) They maintain light, air, and separation for fire protection, and access for fire fighting;
 - (ii) They reflect the general building scale and placement of multi-dwelling development in the City's neighborhoods;
 - (iii) They promote options for maintaining privacy for neighboring properties;
 - (iv) They provide adequate flexibility to site a building so that it may be compatible with the neighborhood, fit the topography of the site, allow for required outdoor areas, allow for architectural diversity; and allow for aesthetic amenities.
 - (2) Standards.
 - (i) Campus Corner (**Map A**):
 - [1] Minimum Setback from public right-of-way or property line: zero feet. The setback may be 10 feet, provided the extra distance is used for pedestrian amenities.
 - [2] Balconies, porches and main building entrances may penetrate any setback.

⁷ This is one of the strongest opinions regarding building height on Campus Corner expressed during the High Density Discussion Series.

⁸ During the High Density Discussion Series, 4 stories was the limit suggested in the scenario citizens saw as most appropriate for Downtown. It is also compatible with the strongest opinions regarding density on Downtown.

⁹ This is one of the strongest opinions regarding building height in areas outside of central Norman expressed during the High Density Discussion Series.

- [3] Minimum Setback from adjacent non-residential zoning districts: 10 feet
 - [4] Minimum Setback from adjacent residential zoning district: 30 feet.
- (ii) Downtown (**Map B**):
- [1] Minimum Setback from public right-of-way or property line: zero feet. The setback may be 10 feet, provided the extra distance is used for pedestrian amenities.
 - [2] Balconies, porches and main building entrances may penetrate any setback.
 - [3] Minimum Setback from adjacent non-residential zoning districts: 10 feet
 - [4] Minimum Setback from adjacent residential zoning district buildings: 30 feet
- (iii) All Other Areas:
- [1] Minimum Setback from public right-of-way or property line: 15 feet.
 - [2] Minimum Setback from adjacent buildings within the zoning district : 20 feet
 - [3] Minimum Setback from buildings within an adjacent zoning district: 30 feet

4. Architectural Standards.

- (a) Purpose. There is no particular architectural style proposed for high-density multifamily residential structures. The primary focus should be on constructing a durable residential environment using high quality materials which encourages aesthetic design that contributes to the overall community character of the area.¹⁰
- (b) General Standards. The design standards will assist the designer in understanding the city's goals and objectives for durable, high quality, high density residential development. Important defining elements include the following:
 - (1) Compatibility. High density building and site design shall provide features that are compatible with the character of the neighborhoods in which they will be constructed.
 - (2) Architectural compatibility. New multifamily development in existing neighborhoods shall incorporate architectural characteristics and maintain a compatible scale with surrounding structures, including similar materials, color, roof style and pitch, facade detail, ornamentation, and decoration, window and door types as well as detailing, and porches.
 - (3) Scale. Because multifamily projects are taller than one story, their bulk can impose on surrounding uses.¹¹ The scale of such projects shall be considered within the context of their surroundings.

¹⁰ This draft emphasizes actual structural quality, not merely aesthetic quality. Housing tends to undergo transformation as it ages – 'high end' housing doesn't stay 'high end' as the years advance and new projects come along. Ensuring structural quality is necessary if we want to prevent today's projects from becoming tomorrow's eyesores.

- (c) **Building Materials, Exterior Walls, and Facades.**
- (1) **Building Massing, Exterior Walls and Street-Facing Facades.**
- (i) Building exteriors shall be designed and constructed to withstand their intended use(s) for at least 100 years without any major repairs. Their appearance should create a sense of that permanence.
 - (ii) Long, unbroken facades, with no offsets or articulations, are not allowed.
 - (iii) Buildings shall reflect the materials, forms, and massing of the area in which they are built; they should be reflective of, but not necessarily identical to, the traditional character of the surrounding development.
 - (iv) Buildings with flat roofs should have projecting cornices to provide a strong cap to the building.
 - (v) Building forms should emphasize the vertical structure of the building through the use of piers and columns. Building piers shall extend from the ground to the cornice. Windows shall not interrupt the vertical piers. The floor lines shall be expressed on the façade.
 - (vi) Building corners should be emphasized with architectural forms and architectural detailing, changes of material, or changes in the vertical face of the building. Corners shall be detailed from both sides.
 - (vii) Wall and roof lines shall be broken to avoid continuous planes. Wall planes and roof lines shall vary every 50-75 feet.
 - (viii) Buildings facades shall have offsets every 100-150 feet.
 - (ix) Building massing and facades shall be broken up with articulation, setbacks, and protrusions that are reflective of the internal structure and linkages to the street.
 - (x) Walls shall be articulated on all sides of a building using different wall planes, material changes, color differentiation, and architectural details.
 - (xi) Building main entries should be visible and accessible from the primary pedestrian right-of-way and intersect with the street to form community oriented space.
 - (xii) The ground floor of buildings should be scaled to the pedestrian. This can be done with the addition of glazing, roof forms, awnings, cornices, porches, and other elements to create a human-scaled environment at the base of the building.
 - (xiii) Individual units should be recognizable within the façade of the building. This can be accomplished with the use of balconies, setbacks and projections which help articulate individual dwelling units or collections of units, and by the pattern and rhythm of windows and doors

11 Given the bulk of multistory buildings, the general zoning laws should be amended to increase the predevelopment notice and zoning protest areas by 300 feet for each additional story above the first floor. See the proposed changes to Chapter 22 section 442.1 of the Norman City Ordinances at the end of this document.

- (xiv) Window air conditioner units of any kind are not allowed.
- (d) **Materials.**
- (1) **Purpose.** Buildings shall be durable, attractive, and compatible with the surrounding community. To ensure this compatibility, buildings shall be designed to last, constructed of high-quality materials and require minimum maintenance. In addition, all sides of the building should be designed as a whole, in terms of materials usage, quality and level of design. This is referred to as 'four-sided architecture'.
 - (2) **Allowable Exterior Materials.** Building materials such as brick, stone, stucco or manufactured materials such as synthetic stone or cement board are required. Wood siding may be considered for use in limited applications, but not as a primary building material.
 - (3) **Required Masonry.** At least 80% of the total exterior wall area of each building elevation, excluding windows, doors and related trim, shall be brick, stone, stucco, or synthetic stone. The balance of the building façade should be lighter materials such as stucco, EIFS, cement board or wood. In addition to the required 80% referenced above, a masonry base on the ground level where the structure contacts grade shall be established on each façade of at least 36 inches for buildings of 37 feet or less, and 48 inches for buildings above 37 feet. This base may be penetrated by windows, doors, storefronts, or accent materials only. Materials for the base shall be brick, stone, stucco, or synthetic stone.
 - (4) **Prohibited Exterior Materials.** The following building materials are prohibited for exterior use:
 - (i) Rough sawn wood
 - (ii) Board and batten wood
 - (iii) Vinyl siding
 - (iv) Barrier-type EIFS
 - (v) Tilt-up concrete panels
 - (vi) Painted concrete block
 - (vii) Pre-finished or painted corrugated metal siding
 - (viii) Standard single or double-tee concrete systems
 - (ix) Smooth-faced gray or stained concrete block
 - (x) Translucent, Plexiglas, glossy metal or backlit vinyl awnings or illumination of such awnings
 - (xi) Reflective or mirrored glass
 - (5) **Building Rehabilitation.** Buildings with historic or architectural significance should be preserved and their structural and aesthetic integrity maintained. The rehabilitation of existing buildings shall comply with the requirements for exterior building materials. Use of alternate exterior materials for the rehabilitation of existing buildings is subject to approval by the Director of Planning and Community Development in consultation with the Design Review Committee.
- (e) **Roofs, Cornice Lines, Parapets.**

- (1) General Requirements. Roof styles, shapes, and materials are a defining image for a neighborhood and can contribute to the unique visual character of a neighborhood.
- (2) Roofs
 - (i) Roof elements should be used to break up masses of buildings and for screening of roof top mechanical units.
 - (ii) Wall and roof lines shall be broken to avoid continuous planes.
 - (iii) Structural roof framing elements are encouraged to be expressed on the building's exterior.
 - (iv) Roof forms shall utilize single, double, and/or asymmetrical (salt box) gable and hip roofs. Hip and shed roofs are permitted on smaller secondary roofs. Gambrel and mansard roofs are prohibited.
 - (v) Flat roofs are acceptable, but must be concealed with a parapet. Parapets must have layered cornice treatments along their entire length. Parapet walls of varying heights shall return to the interior of the building to provide the appearance of substantial building depth, avoiding the appearance of two dimensional facades.
 - (vi) Walls and roof lines shall change planes or vary cornice lines every 50-75 feet.
 - (vii) Roof forms should be designed as to denote building elements and functions such as pedestrian entrances, arcades and porches; overhanging eaves and sloped roofs, and Three or more roof planes are encouraged.
 - (viii) Pitched Roof Materials shall be concrete, slate, heavy composition or asphalt shingles, terra cotta glazed or unglazed, or sheet metal which are in character and are currently being utilized in the existing neighborhood as a traditional roofing material. All roofing colors shall be muted or natural colors. The use of bright or primary colors is prohibited. Wood shake shingle roofing is prohibited.
 - (ix) Exposed roof drains and downspouts are not allowed, except where they match the architectural style and traditional character of the building architectural style. When they occur, downspouts will be integrated architecturally with the design of the building.
 - (x) Care should be taken to design sloped roofs that prevent snow and ice buildup and should prevent ice melt occurring over building entries.
- (f) Windows, Doors, Porches, Decks and Balconies.
 - (1) General Requirements. Window and door standards are a key aesthetic consideration in creating a quality and authentic façade.
 - (2) Windows
 - (i) Windows on the ground floor may be:
 - [1] Mixed Use Building: Punched, Banded, or Storefront Windows

- [2] Residential: Punched, Banded (maximum [3] before separated by pier on façade)
 - (ii) Windows above the first floor must be punched windows. Grouping of windows is acceptable, provided defined mullions of a different material than the window casing/frame are provided that emphasize the vertical proportion of the window.
 - (iii) The windows on the ground floor shall use trellises, awnings, and canopies or overhangs to provide shade and weather protection along the façade, and to create a pleasing streetscape experience. Large display windows (large panes or divided lights) in mixed use buildings are encouraged.
 - (iv) Window proportions should be based on a vertical or square unit.
 - (v) Openings, divisions, supports, and trim are to be appropriately scaled to the structural expression of the wall on which they are located.
 - (vi) Window designs are to be applied throughout all elevations of a building through the use of consistent proportions, modular elements and/or similar pane designs. Approved windows types include:
 - [1] Fixed
 - [2] Single-hung
 - [3] Double-hung
 - [4] Awning
 - [5] Casement
 - [6] Storefront
 - (vii) Clad wood windows are recommended. Cladding should be maintenance free metals.
 - (viii) Prohibited windows include:
 - [1] Glass block
 - [2] Jalousie
 - [3] Hopper
 - (ix) Clear or fretted glass shall be used.
 - (x) Shutters used as an accent element to the windows and trim must be sized to actually cover half or all of the window, depending on the style used, and must appear to be a fully functioning shutter. Actual working shutters are allowed. Shutters must be painted a trim or accent color different than the wall color.
- (g) Doors.
- (1) Front entries shall be a prominent feature on the façade. Building entrances should be sized to accommodate several people together, be weather sheltered, conform to all applicable ADA accessibility requirements, be well lit, and convey a sense of welcoming and friendliness. This can be achieved with the detailing, color of doors and adjacent frames, slightly recessed lights to highlight the entrance, and quality hardware.

- (2) Door Massing and size should be appropriately scaled to the wall where they are located.
 - (3) Front Building Entry Doors shall be solid core if wood and should be wood, metal clad wood, or steel. Clad doors shall be painted. Glass and doors with glass lights shall be acceptable.
- (h) Porches, Decks, Balconies.
- (1) Balconies, porches, patios, etc. above the ground floor shall not face adjacent residential districts in order to preserve privacy. The following standards should be understood in light of this restriction.
 - (2) Balconies, porches, and patios are to be used to strengthen the connection between the indoor private living space and the outdoor, public neighborhood environment, including both the ground level and floors above.
 - (3) Ground level and floors above are encouraged to have balconies and porches and shall be incorporated into the architectural façade as integrated elements.
 - (4) The design of the porches, decks, and balconies shall take into consideration shade, sun, wind, snow, ice, and other climatic considerations.
 - (5) Floors of balconies and porches that are visible from off-site are to be carefully finished using appropriate materials, including wood, stone, or colored, patterned, or stamped concrete. In addition, all ground level patios and porches shall provide landscape and partial screening for each porch or patio.
 - (6) Balconies, porches and patios. The incorporation of balconies, porches and patios within multifamily structures is encouraged for both practical and aesthetic value.
 - (7) Balcony, deck, porch and railing designs are to be designed to create a sense of distinction between buildings within a neighborhood, but they should take into account the design of other accents within their buildings.

5. Screening for Exterior Equipment, Service Areas, and Trash.

- (a) Screening Requirements. All mechanical and electrical equipment, whether ground mounted or roof mounted, service areas, loading docks, trash areas, recycling and solid waste disposal area shall be screened from view utilizing landscaping, architectural screen walls, roof enclosures, parapets, or other full screening materials.
- (1) Architectural screen walls shall consist of masonry or stucco walls which reflect the architectural character of the building(s). Enclosures shall be a minimum of 2'-0" above equipment to be screened.
 - (2) Deciduous and evergreen layered plantings of varying height (trees and shrubs) shall be used to soften and screen service and mechanical areas where possible. Landscape screening shall be a compliment to the architectural screen walls. All landscape materials shall meet the landscape standards in this ordinance.

- (3) All solid waste container enclosures shall meet applicable standards in the City of Norman Engineering Standards and Design Criteria and the requirements of utility providers.
- (4) All free standing enclosures require gates for access. All gates shall be constructed of durable materials with 90% or greater opacity. Gates shall be architecturally compatible with the building and enclosure design. Chain link, vinyl slats or wood materials are not permitted.
- (5) Heavy pavements and pavement sections shall be provided as necessary to prevent damage from trucks with heavy wheel loads.
- (6) Mechanical equipment on the roof shall be screened from the center of the right-of-way on all adjacent streets. All mechanical equipment shall be painted the same unobtrusive color and be non reflective.

6. Open Space.

- (a) **General Requirements.** Open space is required to be a minimum of 20% of the total gross site area within the project property lines. A minimum of 5% of the total gross site area within the project property lines shall be open to the general public.

- (1) **Standards.**

- (i) Areas allowed to be counted as open space include: walks, trails, plazas, exterior gathering places, landscaped areas, pedestrian amenities, and other pedestrian oriented paving areas within project property lines.
 - (ii) Open space areas with pedestrian access, paths and gathering spaces shall follow the Americans with Disabilities Act (ADA) Accessibility Guidelines.
 - (iii) Required open space areas may be provided as individual, private outdoor areas, such as patios or balconies, or as common, shared outdoor areas, such as courtyards and play areas, provided that at least 50% of the open space be provided as common, shared areas. This common space can include the open space available to the general public.
- (2) **Minimum Size Requirement.** At least 48 square feet of outdoor area is required for each dwelling unit on the site.
 - (i) Upper floor balconies. These areas need to be useable, taking care to minimize overlook to adjacent private space below.
 - (ii) Individual unit areas. Where a separate outdoor area is provided for each individual unit, it must be designed so that a 6-foot x 5-foot rectangle will fit entirely within it. The outdoor area must be directly accessible to the unit.
 - (iii) Pedestrian circulation. Areas used for pedestrian circulation to more than one dwelling unit do not count towards meeting the open space standard.
 - (iv) Common areas. Where outdoor areas are common, shared areas, each must be designed so that it is at least 500 square feet in area and so that a 15-foot x 15-foot square will fit entirely within it.

- (3) **User amenities.** User amenities, such as tables, benches, trees, shrubs, planter boxes, garden plots, drinking fountains, spas, or pools, may be placed in an outdoor area. Common, shared outdoor areas may also be developed with amenities such as play areas, plazas, roof-top patios, picnic areas, and open recreational facilities.
- (4) **Enclosure.** Required outdoor areas may be covered, such as a covered patio, but they may not be fully enclosed.

7. Landscape Standards.

- (a) **Purpose.** The standards for landscaped areas are intended to enhance the overall appearance of residential developments in high density multi-dwelling zones. Landscaping is intended to improve the residential character of the area, break up large expanses of paved areas and structures, provide privacy to the residents, provide separation from streets, reduce heat island effects, and reduce stormwater run-off.
- (b) **Minimum Landscaped Areas.** A minimum of 10% of the project site area shall be a landscaped area which is included in the 20% required open space. This area shall include all site areas that contain landscaped beds and turf areas. Water features may be counted in the landscape areas. Roof top gardens, rain gardens, and green roofs may also be counted as landscaped areas.
 - (1) All landscape areas shall be designed to provide relief, scale, interest and overall quality to the living environment for the site.
 - (2) Landscaping should follow Xeriscaping Design. This landscaping model utilizes native plant species that are drought tolerant and adapted to our regional climate.
 - (3) Irrigation shall be required for all landscape areas. All irrigation shall be automatic drip/spray, with a programmable program controller with wind and rain sensor shut-off. All plants shall be grouped into similar water zones. Potable and/or non-potable irrigation water may be used.
 - (4) The overall tree requirement shall be a minimum of 1 tree per 500 square feet of landscaped area. The overall shrub requirements shall be a minimum of 10 shrubs for each tree required.
 - (5) All street or drive frontages shall be required to have deciduous shade trees planted an average of 1 per 50 lineal feet of frontage per side. Trees shall be a minimum 2-1/2" caliper. Tree locations may be modified to take into account site distances and easements, per code requirements, signage, lighting, or other obstructions. This requirement shall be credited toward the overall minimum required tree count.
 - (6) All shrubs shall be located in edged and mulched landscape beds. All shrubs should be massed in as few a number of beds as is practical. A minimum of 11 shrubs per bed is required.
 - (7) Turf areas shall be allowed. Grading shall accommodate drainage of all turf areas.
 - (8) Acceptable plant materials may be found in the Appendix F of the Zoning Ordinance.

8. Pedestrian Standards.

(a) General Requirements.

- (1) Pedestrian connections are required throughout the project to connect pedestrian areas to the public sidewalk system.
- (2) Pedestrian walkways should be separate and distinct from parking areas and drive aisles and include landscaping/trees, lighting and decorative paving at crossings.
- (3) Connections to adjacent development parcels shall be provided.
- (4) Coordinated site furnishings will be used to unify the development. Additional amenities may be used to help add to the overall quality of the development.

(b) Pedestrian Paving.

- (1) Pedestrian areas shall encourage and facilitate the ease of use of pedestrians through the use of paved walks, plazas, and other amenity areas.
- (2) Pedestrian paving materials shall be a minimum of concrete.¹² Pavers, permeable pavement, or other enhanced pedestrian paving is encouraged.
- (3) All pedestrian areas shall be designed to be accessible in accordance with ADA requirements.
- (4) All internal sidewalks shall be a minimum of 5 feet in width.

9. Site Development Standards.

(a) General Requirements.

- (1) High density residential and mixed use buildings that include high density residential must be located on an arterial street. All parking drive access shall be to the arterial street.¹³
- (2) All high density residential buildings must have direct access to sidewalks from all non-emergency building entrances that connect to the public circulation system.
- (3) Primary pedestrian circulation and access shall be at grade. Pedestrian entry routes that are interrupted by driveways shall be distinguished from the driveway surface by decorative paving.

(b) Streets and Vehicular Access. The development must provide improvements in the public right-of-way along all public streets adjacent to any side of the development. A minimum of 6-foot planting strip and a 10-foot sidewalk is required from the property line out to the back of curb. A transition must be provided from these improvements to existing adjacent sidewalks. Planting strips can have an average minimum width of 6 feet to accommodate a meandering sidewalk where applicable. These requirements are in addition to the minimum open space and landscaping requirements.

(c) Parking and Vehicular Access

¹² I think I understand what we are after here, but this doesn't seem right

¹³ During the High Density Discussion Series, all of the scenarios discussed involved developments located directly on arterial streets.

- (1) All high density residential buildings shall provide off-street parking. In many projects it will be appropriate to achieve this standard by means of an attached parking garage, but such a garage will not be required for all projects. The method of meeting these parking requirements for any particular project will be determined by the Director of Planning and Community Development in consultation with High Density Design Review Committee after receiving the results of the Traffic Study required below.¹⁴
- (2) Parking Requirements and Structures.
 - (i) High density residential uses and mixed use buildings that include high density residential uses shall be required to provide 2 parking space per bedroom for residential units.¹⁵ For non-residential units that are part of a mixed use building, additional parking shall be provided as described by the regulations of Section 22:431.5 of the Zoning Ordinance. Residential and non-residential parking shall be segregated in order to ensure the continuing availability of non-residential parking.
 - (ii) Parking structures, where appropriate, shall be architecturally integrated into the buildings they serve, with architectural finishes that match the residential portion of the building. They shall be designed to match the overall architectural theme of the development while providing a visually engaging environment for the pedestrian.
 - (iii) For buildings with parking accessed from the front of the building, no more than 25% of the site frontage facing a street or pedestrian walkway should be devoted to garage openings.
 - (iv) Architectural screening shall be used for all exposed areas of the garage to screen cars, head lights, ramps, ramping levels, interior of the garage, and other elements that indicate the structure and operations of the garage.
 - (v) Garage entrance designs shall reflect the architectural style of the buildings.
 - (vi) Interior drainage systems are required, and shall be designed as part of the storm water system.
 - (vii) Lighting to achieve adequate levels for safety. Full cut-off lighting shall be used rather than lamps that create point source glare.
 - (viii) Signage shall clearly indicate entrances, exits, elevators, and parking restrictions.
 - (ix) Minimum overhead clearance for the parking structure shall be 8 feet and 6 inches.

¹⁴ There is some reason to think that enabling smaller high-density developments would be a good idea – having a number of brownstone-style projects, for example, might create a virtuous cycle of competition, and so incentive to keep buildings in good shape for a longer period of time. Alternate parking arrangements could make such developments feasible.

¹⁵ This was the consensus from the citizen's High Density Survey

- (3) **Streets and Alleys.** Streets and alleys should not only connect internally but should also be publicly accessible and connect to adjacent streets and neighboring development.
- (d) **Utilities.**
 - (1) All site utilities shall be underground.
 - (2) All site utility boxes, structures, etc., shall be located in screened areas or shall be screened from view, while maintaining required access for the utility providers.
 - (3) All meters, AC units, etc., shall be screened per the requirements of Section 5 of these guidelines.
- (e) **Site Furnishings and Amenities.** Site amenities shall be included in the project. Site amenities may include, but are not limited to, seating, bike racks, benches, tables, trash receptacles, specialty lighting, freestanding planters, fountains, swimming pools, specialty paved areas, trellises, and overhead structures. Bike racks, benches, tables, and trash receptacles shall be the same for manufacturer make, model, and color for the entire project.
- (f) **Pedestrian Connections.** Pedestrian connections are required throughout the project to connect pedestrian areas to the external pedestrian circulation system in the public right-of-way. Internal pedestrian connections shall be a minimum of 5 feet wide.

10. Lighting Standards.

- (a) As required and regulated by the Zoning Ordinance.

11. Signage Standards.

- (a) As required and regulated by the Sign Code.

12. Storm Water Standards.

- (a) As required and regulated by the Engineering Standards and Specifications.

13. Traffic Standards.

- (a) A Traffic Study shall be required for each proposed development under HDR zoning. Traffic studies for HDR shall conform to current **Engineering and Design Criteria for Traffic Impact of Developments**.¹⁶
- (b) The traffic study for a particular development will be used, in part, to determine the sort of parking arrangements that will be required for that development. No Certificate of Approval will be issued by the Director of Planning and Community Development until such parking arrangements are determined.

14. Adherence to Standards.

- (a) In order to ensure initial compliance with the standards contained in this ordinance, a developer must receive a Certificate of Approval from the Director of

¹⁶ **What is this?**

Planning and Community Development in order to build anything within an area zoned HDR.¹⁷

- (b) The Director of Planning and Community Development will determine the compliance of a proposed project with the concurrence of a High Density Design Review Committee.¹⁸

15. High Density Design Review Committee.

- (a) Establishment. There is hereby created the High Density Design Review Committee.
- (b) Powers. The High Density Design Review Committee shall have the following powers:
- (i) To administer the design review process for the HDR zoning district.
 - (ii) To advise the Director of Planning and Community Development concerning Certificates of Approval for property located within a HDR zoning district.
 - (iii) To deny Certificates of Approval for property located within a HDR zoning district.
 - (iv) To comment upon and provide recommendations to Planning Commission and City Council regarding the design of a high density project.
- (c) Membership, Terms and Organization.
- (i) Membership. The High Density Design Review Committee shall consist of seven (7) members. These members shall be appointed by the Mayor with the approval of the City Council, and shall be composed as follows:
 - (1) Three (3) places on the committee shall be reserved for registered architects, landscape architects, urban planners, or licensed civil engineers.
 - (2) One (1) place on the committee shall be reserved for licensed real estate professionals with demonstrated knowledge of urban design principles.
 - (3) Two (2) places on the committee will be reserved for resident citizens of the City of Norman who live in residential zones adjacent to the HDR zone.
 - (4) The remaining committee member shall be reserved for a resident citizen of the City of Norman.
 - (5) All members of the Committee shall serve without compensation.¹⁹
 - (ii) Terms of Membership.
 - (1) The term of each Committee member shall be for three (3) years, or until his or her successor takes office. Members may be appointed

¹⁷ Something like this is needed to make sense of the discussions about "Certificates of Approval" and "Design Review Committees."

¹⁸ In brief, both the Director of Planning and Community Development and the Design Review Committee must agree to issue a Certificate of Approval.

¹⁹ From the City's perspective, durability is the primary concern. Having the review committee weighted toward design and construction expertise helps achieve that end. A real estate professional is not a bad idea idea – it might help remind the committee that developers should be aiming at the high-quality end of the market. The citizen input is crucial to ensure that Norman's current capital – physical and cultural – are preserved.

- to fill the remainder of vacant terms. No member shall serve more than three (3) consecutive terms. Members who have served three (3) consecutive terms may be reappointed after having rotated off the Commission for at least one (1) full three (3) year term.
- (2) Members shall serve staggered three (3) year terms in accordance with their initial appointments. At the onset of the Committee, two (2) members shall serve one (1) year, two (2) members shall serve two (2) years, and three (3) members shall serve three (3) years.²⁰
 - (3) Removal of Members. Members may be removed by the Mayor with the consent and approval of the City Council, for inefficiency, neglect of duty, or malfeasance in office. The Mayor shall file a written statement of the reason for the removal. Members may resign with the Mayor's acceptance of a letter of resignation.
 - (4) Staff Assistance. The Planning Director and Staff shall assist the Committee in discharging its duties. The Planning Director or designee shall attend and keep written findings and records of all meetings. Staff shall act in an advisory capacity only and may participate in the Committee's discussions, but shall have no vote.
- (iii) Meetings and Procedures
- (1) Organization and Rules. The Committee shall hold meetings as required when an application for a high density project is submitted. Staff shall keep a record of the Committee's transactions, findings and determinations.
 - (2) Quorum. **Four (4)** members of the Committee shall constitute a quorum for the transaction of business, unless there is a vacancy in the membership, in which case, it shall be a majority of the active members. Action taken by the Committee at any meeting shall require the affirmative vote of a majority of members present.
 - (3) Chair. The High Density Design Review Committee shall elect a Chair, and create and fill other offices it deems as necessary. The term of the Chair shall be one (1) year.
- (d) High Density District Design Review
- (i) The Design Review Board shall consider applications for a Certificate of Approval for High Density Development in accordance with this Ordinance.
 - (1) The High Density Design Review Committee shall have the opportunity to comment upon and provide recommendations to the Planning Commission and City Council regarding the design of high density projects.
 - (2) On parcels of land located within locally designated historic districts, issuance of Certificates of Appropriateness shall be the responsibility of the Historic District Commission and shall be subject to the preservation guidelines and standards of the Historic District Overlay.

²⁰ I didn't need to change this rotation, so obviously a 7 member committee was envisioned at the outset

- (ii) Expirations for Certificates of Approval. Any Certificate of Approval granted shall expire two (2) years from date of issuance.
- (iii) Submission for High Density Design Review. Sufficient information and details shall be submitted to the Planning and Community Development Department to fully evaluate relevant design issues. A checklist detailing minimum submittal requirements for Certificates of Approval is available from the City of Norman Planning and Community Development Department and on the City's website.
- (e) Revisions to Certificates of Approval
 - (i) Staff may approve minor revisions to an unexpired Certificate of Approval without additional fee provided the following conditions are satisfied:
 - (1). No more than 5% of the site or building is modified from the original Certificate of Approval;
 - (2) Revisions do not significantly alter the work previously approved;
 - (3) Revisions are in conformance with regulations and meet the intent of the guidelines; and
 - (4) Revisions are consistent with any conditions associated with the original Certificate of Approval.
- (f) Preliminary Review. In order to facilitate the timely approval of projects applicants are encouraged to request a preliminary staff review prior to formal submittal. Preliminary review is most effective at the conceptual design phase so that siting, building material and design, and other contextual impacts of the proposal may be evaluated for conformance with the regulations and guidelines of the High Density Residential District ordinance.

SEC. 442.1 - AMENDMENTS

1. Before a formal application can be filed that would amend the NORMAN 2025 Land Use and Transportation Plan, rezone any parcel larger than forty (40) acres, **rezone any parcel to HDR zoning**, grant a Special Use on a tract, or allow for the issuance of a construction permit for a new Commercial Communication Tower (cell tower), a Pre-development Informational Meeting must be held. Any applicant contemplating rezoning of any parcel containing less than forty (40) acres may voluntarily requests a pre-development meeting, subject to the same filing requirements. If an applicant has chosen not to schedule a Pre-Development Information Meeting and his application generates a filed protest comprising at least twenty (20) percent of the required notification area, either the Planning Commission or City Council shall require that the item be postponed until such meeting can be held. (O-0809-14)

2. The purpose of the meeting is to allow surrounding neighbors to meet with the applicant in an informal setting and gain information about the proposed application. In order for the meeting to occur, the following items must accompany your completed application to the Planning Department:

- (a) a copy of the deed to the property.
- (b) a written description of the proposed rezoning (or Plan amendment, Special Use or construction of a new Commercial Communication Tower) which provides details of the proposal, such as the proposed use and the number and type of buildings. The narrative should provide as much detail as practicable, without being lengthy or technical. (O-0809-14)
- (c) A generalized site plan must accompany any request for **high density residential**, commercial, industrial, multifamily, Special Use, or construction of a new Commercial Communication Tower, showing proposed buildings, parking, driveway entrances, landscaping areas, and screening. In addition to three full-sized drawings, an 8 ½" by 11" reduction must be submitted. (O-0809-14)
- (d) **A certified ownership list for all property within a set radius of the exterior boundary of the subject request, said radius to be extended by increments of one hundred (100) feet until the list of property owners includes not less than fifteen (15) separate parcels, or until a maximum radius has been reached.**
 - (1) **The set radius for all residential or commercial uses will be three hundred fifty (350) feet for a project involving a single story, with an additional three hundred (300) feet added for each additional story; the maximum radius in such cases will be one thousand five hundred (1500) feet.**
 - (2) **The set radius for all other uses will be three hundred fifty (350) feet; the maximum radius in such cases will be one thousand (1000) feet.**
- (e) A completed Greenbelt Enhancement Statement if required by and in accordance with Section 4-2027 of the Code of the City of Norman. (O-1011-24)

A complete application packet must be received in the Planning Department by 4:00 p.m. seventeen (17) days before the regularly scheduled Pre-Development meeting. Such meetings will be held on an as-needed basis, and are anticipated to occur at least once a month. Staff will notify all persons identified on the certified ownership list, and

will include a copy of the written description of the proposed project as well as any reduced drawings. This meeting must be completed before any formal zoning or Plan application can be filed with the City, but may not occur more than six (6) months before said filing.

3. Public Hearing. The City Council may, from time to time on its own motion or on petition, after public notice and hearing by the Planning Commission, amend the regulations and districts herein established. No change in regulations, restrictions, or district boundaries shall become effective until after a public hearing held in relation thereto, at which parties in interest and citizens shall have an opportunity to be heard. The parties in interest and citizens shall be notified of the public hearing in the following manner:

- (a) At least twenty (20) days notice of the time and place of such hearing shall be published in an official paper or paper of general circulation in the City of Norman; and
- (b) In addition, twenty (20) days notice of public hearing of any change in zoning shall be given by mailing written notice by the secretary of the Planning Commission to all owners of property within a set radius of the exterior boundary of the subject request, said radius to be extended by increments of one hundred (100) feet until the list of property owners includes not less than fifteen (15) separate parcels, or until a maximum radius has been reached.
 - (1) The set radius for all residential or commercial uses will be three hundred fifty (350) feet for a project involving a single story, with an additional three hundred (300) feet added for each additional story; the maximum radius in such cases will be one thousand five hundred (1500) feet.
 - (2) The set radius for all other uses will be three hundred fifty (350) feet; the maximum radius in such cases will be one thousand (1000) feet.
- (c) Said notice shall contain:
 - (1) Legal description of the property and the street address or approximate location in the city or town;
 - (2) Present zoning and classification of the property and the classification sought by the applicant; and
 - (3) Date, time, and place of the public hearing.
- (d) In addition to notice by mailing, notice may be given by posting notice of such hearing on the affected property at least ten (10) days before the date of hearing. (O-9394-19)

4. Passage by the City Council.

- (a) Every such proposed change in regulations, restrictions, and boundaries shall be referred to the City Planning Commission for public hearing, report, and recommendation. In case of a protest against such change, signed by the owners of twenty percent (20%) or more of the area of the lots included in such proposed change, such amendment shall not become effective except by the favorable vote of three-fourths (3/4) of all the members of the City Council; or (O-9394-19)

- (b) In case of a protest against such change, signed by the owners of fifty percent (50%) or more of the area within **the written notice area described above at 3. (b) 1)-(2)**, such change shall not become effective except by the favorable vote of three-fourths (3/4) of all the members of the City Council. (O-9091-10; O-9394-19; O-0405-61)
- (c) Whenever the owners of fifty-one percent (51%) of the land in any area shall present a petition duly signed and acknowledged requesting an amendment of the regulations prescribed for such area, it shall be the duty of the City Council to vote upon such amendment within ninety (90) days of the filing of same by the petitioners with the City Clerk. If any area is hereafter transferred to another district by amendment of district boundaries as provided in this section, buildings or premises existing at the time of passage of this Ordinance shall apply to buildings or premises existing in such transferred area at the time of passage of such amendment.

5. Filing Fees.

- (a) For each petition for amendment to the Zoning Ordinance or NORMAN 2025 Land Use and Transportation Plan, the applicant shall pay for the cost of publishing legal notice and the Planning Department shall collect a fee as hereinafter set forth:
 - (1) Agricultural and Single Family (A-1, A-2, R-1, R-1-A, RE and PL): \$200.00 plus \$6.00 per acre or increment thereof.
 - (2) Two-Family, Multi-Family, and Mobile Home (R-2, R-3, RM-2, RM-4, RM-6, and RO): \$250.00 plus \$10.00 per acre or increment thereof.
 - (3) Commercial (O-1, CO, C-1, C-2, C-3, TC, and C-R): \$300.00 plus \$10.00 per acre or increment thereof.
 - (4) Industrial (M-1, I-1, and I-2): \$350.00 plus \$10.00 per acre or increment thereof.
 - (5) Special Use with no change in zoning district: \$400.00 plus \$10.00 per acre.
 - (6) Planned Unit Developments and **High Density Residential**: \$500.00 plus \$10.00 per acre or increment thereof.
 - (7) Historic District: No filing fee. (O-0506-56)
 - (8) Historic District – Certificate of Appropriateness: Applications for any building permit involving any exterior modifications for property located within a designated Historic District must first be granted a Certificate of Appropriateness by the Historic District Commission. Applications before the Historic District Commission are \$75.00 per application.
 - (9) Any proposed amendment of the NORMAN 2025 Land Use and Transportation Plan whether or not accompanied by a rezoning request: \$150.00 flat fee.
 - (10) Pre-Development Informational Meeting: \$125.00 for each separate meeting that is requested.
- (b) The area of each request and/or subdivisions thereof shall be computed and certified by a registered engineer, architect, or qualified surveyor and submitted with each application.

(c) The applicant shall submit with each application a list of names and addresses of all record property owners within a set radius of the exterior boundary of the subject request, said radius to be extended by increments of one hundred (100) feet until the list of property owners includes not less than fifteen (15) separate parcels, or until a maximum radius has been reached.

(1) The set radius for all residential or commercial uses will be three hundred fifty (350) feet for a project involving a single story, with an additional three hundred (300) feet added for each additional story; the maximum radius in such cases will be one thousand five hundred (1500) feet.

(2) The set radius for all other uses will be three hundred fifty (350) feet; the maximum radius in such cases will be one thousand (1000) feet.

Said list shall be current and certified by a registered professional engineer, a registered land surveyor, an attorney, a bonded abstractor, or the County Assessor. Maps and forms to accomplish the above requirement are available at the City of Norman Planning Department. (O-8990-43; O-9091-10; O-9394-19; O-0506-35)

(d) Filing fees will be computed by the Planning Department on each application before it is filed with the City Clerk.

6. Automatic Review of Commercially Zoned Lands.

(a) The Commission of the City of Norman, Oklahoma, shall review or cause to be reviewed by the Planning Commission of said City, which Planning Commission shall subsequently make recommendations to said City Commission, all tracts, parcels, lots, or other lands zoned for commercial purposes after said land has been zoned for such commercial purposes a period of five years. Such review shall determine whether or not development has commenced in pursuance of or because of such commercial zoning; the intent of the owner of such property or of the original applicant with respect to the development thereof, if no such development has occurred within the next preceding five year period, and to determine any other or all factors with respect to such land which will aid the City Commission in determining whether or not to rezone such land to its original or prior zoning classification, provided however, the City Commission shall not rezone any such land to any prior zoning classification until such time as all requirements of law with respect to notice and hearing have been satisfied.

7. Plot Plans Required. In order to protect the general health, peace, safety, and welfare of the City and its citizens and their property, the City Commission shall, from and after the effective date of this ordinance, require the submission of plot plans and/or affidavits or memorandums of intent with all applications for the rezoning of land to any commercial or industrial classification, or to the RO, Residence-Office District or to the HDR, High Density Residential District. For the purpose of this ordinance, such plot plans shall reflect, but shall not necessarily be limited to, the following: (1) the exterior property lines of the lot or piece of real property concerned; any existing structures on the lot or piece of land; the lines within which any contemplated structure is to be constructed, (2) a statement or other evidence of the type of structure to be placed on said land, and (3) all proposed setbacks, right-of-way or easement dedications, and parking, and further providing that any substantial divergence from the plot plans,

affidavits or memorandum of intent on which such commercial zoning may have been based shall result in the immediate cancellation of such commercial zoning after notice and hearing thereof, unless said plot plan has theretofore been amended by the Governing Body.

8. Reapplication for a Change in Zoning. After an application to amend the regulations and districts herein established for a particular tract of land has been rejected by the City Council, no further application to amend the regulations and districts for the same tract of land shall be considered by the Planning Commission or the City Council for a period of one (1) year from the date of the City Council's rejection, unless:

- (a) The application is for a different zoning district than the district for which the prior rezoning request was rejected; or,
- (b) A substantial change in the condition of the neighborhood has occurred since the prior rejection by the City Council. For the purposes of this section, a substantial change in the condition of the neighborhood shall mean:
 - (1) The granting of rezoning for a more intensive use for a tract of land within 300 feet of the exterior boundary of the tract of land in question.
 - (2) A change in the designation of a street on the Norman Major Streets and Highways Plan which abuts the tract of land in question. (O-7374-71)

ATTACHMENT F

From: "Boren, David L." <davidlboren@ou.edu>
Date: February 19, 2013 1:56:25 PM CST
To: "Rosenthal, Cindy Simon" <csrosenthal@ou.edu>
Subject: Re: high density on campus corner

Dear Cindy,

I would definitely favor a maximum of 50 feet on campus corner structures, far preferable to 75 feet. I would also be very concerned about pushing any structure far enough north so that it would not tower over the back lawn of Boyd House and restrict the privacy of future presidents who will be living in Boyd House. Structures as tall as 75 feet would also, in my opinion, invade the visual space and privacy of the surrounding neighborhood to the west. It would also change the character of Campus Corner and would be aesthetically out-of-scale for the entire area.

I hope that the council will oppose it and that you will share my opinions with the council.

Thank you for giving me the opportunity to have input on this important issue.

Sincerely,
DLB

From: "Rosenthal, Cindy Simon" <csrosenthal@ou.edu>
Date: Mon, 18 Feb 2013 10:40:04 -0600
To: "Boren, David L." <davidlboren@ou.edu>
Subject: high density on campus corner

Dear President Boren:

I have wanted to try to talk with you about some development issues related to Campus Corner. I know in the past that you have expressed concerns about structures which might go into the area north of Boyd House.

Currently, there is quite a debate about high density focused on Campus Corner. The area being defined as Campus Corner includes the property to the north and west of Boyd House. A big part of the debate centers on the height of buildings that might be allowed. One faction of City Council prefers buildings up to 75 feet in height. Another faction on council sees a four story (approximately 50 foot) limit as appropriate and viable. There is an application before the Council that is on hold but would push the 75 foot limit (six stories) and essentially be a student dormitory.

I would like to know your thoughts on the matter. If you have time to visit about the specifics, I would welcome the opportunity.

Best wishes,

Cindy

From: "Boren, David L." <dboren@ou.edu>

Date: March 15, 2013 5:28:59 PM CDT

To: "Rosenthal, Cindy Simon" <csrosenthal@ou.edu>

Cc: "john@normanchamber.com" <john@normanchamber.com>, "trey@hallbrooke.com" <trey@hallbrooke.com>, "ward1@NormanOK.gov" <ward1@NormanOK.gov>, "Ward2@NormanOK.gov" <Ward2@NormanOK.gov>, "Ward3@NormanOK.gov" <Ward3@NormanOK.gov>, "Ward4@NormanOK.gov" <Ward4@NormanOK.gov>, "Ward5@NormanOK.gov" <Ward5@NormanOK.gov>, "Ward6@NormanOK.gov" <Ward6@NormanOK.gov>, "Ward7@NormanOK.gov" <Ward7@NormanOK.gov>, "ward8@NormanOK.gov" <ward8@NormanOK.gov>

Subject: Campus Corner

Dear Mayor,

You earlier asked me if I would have concerns about a five story building located on the parking lot north of Boyd House with sight lines over the neighborhood to the west of the parking lot. The project would front University Boulevard. As I expressed to you I would have concerns about a project in that location which would be tall enough to affect the privacy of not only Boyd House, but the neighborhood to the west.

I now understand that the project being considered is on Asp Street in a different location. I also understand that there is a general consensus in favor of the project by Campus Corner merchants and that it would have its own parking. I have no objections whatsoever to that project and believe that the Asp project has the potential to greatly benefit Campus Corner.

I wanted to make it clear that my earlier concerns were related only to the possible five story building on University Boulevard which would be too close to Boyd House and the neighborhood to the west.

Sincerely,
David Boren

ATTACHMENT G



TO: Chairman and Members of the Community Planning and Transportation Committee

FROM: Susan F. Connors, AICP *SFC*
Director of Planning and Community Development

RE: Omission—City Draft for High Density Residential, Attachment G to Committee Packets for April 22 committee meeting

DATE: April 19, 2013

BACKGROUND

Attachment G, City Draft 3 of Ordinance for High Density Residential zoning, dated April 22, 2013, was inadvertently omitted from committee packets distributed yesterday. Staff apologizes for any confusion this may have caused.

Draft 3 replaces the previous draft which was titled Draft 2 and dated February 25, 2013.

office memorandum

ATTACHMENT G

SEC. - HDR, HIGH DENSITY RESIDENTIAL DISTRICT

1. General Description. The High Density Residential (HDR) zone is a high density multi-dwelling zone. Density and building heights depend on the location of the development. Generally, the HDR zone will be located on, or near, arterial streets ~~where housing can match the availability of public services and can support commercial areas. which can support both housing and commercial land uses.~~

The HDR Zone is intended to allow the development of high density multifamily residential uses that present a high quality, compatible, architectural facade close to the street, with parking, private open space, and service uses internally located to minimize their impact on the surrounding neighborhoods.

2. Permitted Uses.

- (a) Apartments
- (b) Condominiums
- (c) Mixed Use Building
- (d) Office
- (e) Restaurants with no drive-up or drive-through service
- (f) Retail Sales and Service operated completely within an enclosed building
- (g) Parking Garages

~~(h) Accessory commercial uses in Residential-only Buildings. Accessory commercial uses in residential-only buildings are allowed in order to provide convenient support services to the residents of the building and to encourage a reduction in auto trips. They are an incidental use to the main residential use of the building.~~

~~(1) Uses allowed. Accessory commercial uses are limited to those in the Retail Sales and Service and Office use categories.~~

~~(2) Structure types. Accessory commercial uses are allowed only in multi-dwelling buildings. Uses must be located entirely within the building and have no external doors. They may be located in basements.~~

~~(3) Size. The total amount of uses is limited to 5 percent of the floor area of the building exclusive of parking area.~~

~~(4) Signs. Accessory commercial uses may not have signs that are visible from the exterior of the structure.~~

3. Density, Area, Height, Bulk and Coverage Standards.

- (a) Density. The number of dwellings per unit of land, the density, is controlled so that housing can match the availability of public services and the availability of commercial areas. The standards also allow the housing density to be

matched with the carrying capacity of the land. In addition, the density standards are used as one type of control of overall building bulk.

- (1) **Campus Corner (See Attached Map A):** residential or mixed use buildings that include residential uses are allowed up to a maximum of ~~60~~ 130 dwelling units per acre.
 - (2) **Downtown (See Attached Map B):** residential or mixed use buildings that include residential uses are allowed up to a maximum of ~~80~~ 175 dwelling units per acre.
 - (3) **Non-Core All Other Areas:** residential or mixed use buildings that include residential uses are allowed unlimited density.
- (b) **Building Height.** Specific height regulations are divided into community areas, e.g., Campus Corner, Downtown, and ~~Non-Core~~ All Other Areas. Different maximum allowable heights are identified for these areas which are intended to make new development compatible in these areas. Height standards serve several purposes:
- (1) They promote a reasonable building scale and relationship of one residence building to another;
 - (2) They promote options for privacy for neighboring properties; and
 - (3) They reflect the general building scale of multi-dwelling development in the city's neighborhoods.
 - (4) The following regulations apply:
 - (i) **Campus Corner (Map A):** residential or mixed use buildings shall have a maximum street wall height of 55 feet. ~~provided that if a rooftop garden is developed the maximum height may be 63 feet, up to 3 stories with the allowance for two additional stories with stepbacks as regulated in Section (b)(5) below.~~
 - (ii) **Downtown (Map B):** residential or mixed use buildings that include residential uses shall have a maximum street wall height of 75 feet, up to 5 stories with the allowance for two additional stories with stepbacks as regulated in Section (b)(5) below.
 - (iii) **Non-Core All Other Areas:** residential or mixed use buildings that include residential have no maximum height restriction.
- ~~(5) **Street Wall Height.** The façade of all additional stories allowed over the allowed street wall height must be set back a minimum of six (6) feet from the first story façade. The only allowed protrusion into the six feet setback would be for decks and balconies.~~
- (5) **Allowable Height Exceptions.** Architectural features, such as pitched roofs, gable roofs, elevator over-runs, and similar features may exceed the maximum building height by six (6) feet, but not for more than 50% of any one façade. If any portion of the internal parking garage

extends above finished grade, that extension shall be included in the overall building height.

(c) **Setback from a Public Right of Way or Property Line to Building Face.**

(1) **Purpose.** Building setback regulations serve several purposes:

- (i) They maintain light, air, and separation for fire protection, and access for fire fighting;
- (ii) They reflect the general building scale and placement of multi-dwelling development in the City's neighborhoods;
- (iii) They promote options for privacy for neighboring properties;
- (iv) They provide adequate flexibility to site a building so that it may be compatible with the neighborhood, fit the topography of the site, allow for required outdoor areas, and allow for architectural diversity; and

(2) **Standards.**

(i) **Campus Comer (Map A):**

- [1] Minimum Setback from public right-of-way or property line: zero or 10 feet, provided the 10 feet is used for pedestrian amenities.
- [2] Balconies, porches and main building entrances may penetrate the building setback without meeting the 10-foot setback requirement.
- [3] Awnings may extend over the public-right-of way on the ground floor at a minimum height of seven (7) feet.
- [4] Balconies above the first floor may extend over the public right-of-way.
- [5] Minimum Setback from adjacent non-residential zoning districts: zero
- [6] Minimum Setback from adjacent residential zoning districts buildings: 10 feet

(ii) **Downtown (Map B):**

- [1] Minimum Setback from public right-of-way or property line to building face: zero or 10 feet, provided the 10 feet is used for pedestrian amenities.
- [2] Balconies, porches and main building entrances may penetrate the building setback without meeting the 10-foot setback requirement.
- [3] Awnings may extend over the public-right-of way on the ground floor at a minimum height of seven (7) feet.
- [4] Balconies above the first floor may extend over the public right-of-way.

- [5] Minimum Setback from adjacent non-residential zoning districts: zero
- [6] Minimum Setback from adjacent residential zoning districts buildings: 10 feet
- (iii) ~~Non-Core~~ All Other Areas:
 - [1] Minimum Setback from public right-of-way or property line to building face: 0-15 feet.
 - [2] Minimum Setback from residential buildings on adjacent property: 30 feet.
 - [3] Minimum Setback from any non-residential building on adjacent property: 10 feet.
 - [3] Minimum Internal Setback to adjacent buildings: 20 feet.

4. Architectural Standards.

- (a) Purpose. There is no particular architectural style proposed for high-density multifamily residential structures. The primary focus should be on constructing a quality residential environment which encourages high quality design that contributes to the overall community character of the area.
- (b) General Standards. The design standards will assist the designer in understanding the city's goals and objectives for high quality, high density residential development. The design standards are general and may be interpreted with some flexibility in their application to specific projects. Important defining elements include the following:
 - (1) Compatibility. It is desirable that high density building and site design provide features that are compatible within the context and character of the neighborhoods in which they will be constructed.
 - (2) Architectural compatibility. New multifamily development in existing neighborhoods should incorporate architectural characteristics and maintain a compatible scale with surrounding structures, including similar window and door types and detailing, facade detail, ornamentation, and decoration, materials, color, roof style and pitch and porches.
 - (3) Scale. Because multifamily projects are taller than one story, their bulk can impose on surrounding uses. The scale of such projects should be considered within the context of their surroundings.
- (c) Building Exterior Walls and Facades, and Materials.

- (1) Building Massing, Exterior Walls and Street-Facing Facades.
 - (i) Building exteriors should create the feeling of permanence.
 - (ii) Long, unbroken facades, with no offsets or articulations are not allowed.
 - (iii) Buildings shall reflect the materials, massing, forms of the area they are built in, and should be reflective of, but not identical to, the traditional character of the surrounding development.
 - ~~(iv) Building Massing should be broken up by both vertical and horizontal articulation.~~
 - (iv) Buildings with flat roofs should have projecting cornices to provide a strong cap to the building.
 - (v) Building forms should emphasize the vertical structure of the building through the use of piers and columns. Building piers shall extend from the ground to the cornice. Windows shall not interrupt the vertical piers. The floor lines shall be expressed on the façade.
 - (vi) Building corners should be emphasized with architectural forms and architectural detailing, changes of material, or changes in the vertical face of the building. Corners shall be detailed from both sides.
 - (vii) Wall and roof lines shall be broken to avoid continuous planes. Wall planes and roof lines shall vary every 50-75 feet.
 - (vii) Buildings facades shall have offsets every 100-150 feet.
 - (ix) Building massing and facades shall be broken up with articulation, setbacks, and protrusions that are reflective of the internal structure and linkages to the street.
 - (x) Building Walls shall be articulated on all sides of a building using different wall planes, material changes, color differentiation, and architectural details.
 - (xi) Building main entries should be visible and accessible from the primary pedestrian right-of-way and intersect with the street to form community oriented space.
 - (xii) The ground floor of buildings should be scaled to the pedestrian. This can be done with the addition of glazing, roof forms, awnings, cornices, porches, and other elements to create a ~~personal~~ human-scaled environment at the base of the building.
 - (xiii) Individual units should be recognizable within the façade of the building. This can be accomplished with the use of balconies, setbacks and projections which help articulate individual dwelling units or collections of units, and by the pattern and rhythm of windows and doors

(xiv) Window air conditioner units of any kind are not allowed.

(d) Materials.

- (1) Purpose. Buildings shall be attractive and durable and be compatible with the surrounding community. To ensure this compatibility, buildings shall be constructed of high-quality materials and require minimum maintenance. In addition, all sides of the building should be designed as a whole, in terms of materials usage, quality and level of design. This is referred to as 'four-sided architecture'.
- (2) Allowable Exterior Materials. Building materials such as brick, stone, stucco or manufactured materials such as synthetic stone or cement board are required. Wood siding may be considered for use in limited applications, but not as a primary building material.
- (3) Required Masonry. At least 80% of the total exterior wall area of each building elevation, excluding windows, doors and related trim, shall be brick, stone, stucco, or synthetic stone. The balance of the building façade should be lighter materials such as stucco, EIFS, cement board or wood. In addition to the required 80% referenced above, a masonry base on the ground level where the structure contacts grade shall be established on each façade of at least 36 inches for buildings of 3 stories or less, and 48 inches for buildings above 3 stories. This base may be penetrated by windows, doors, storefronts, or accent materials only. Materials for the base shall be brick, stone, stucco, or synthetic stone.
- (4) Prohibited Exterior Materials. The following building materials are prohibited for exterior use:
 - (i) Rough sawn wood
 - (ii) Board and batten wood
 - (iii) Vinyl siding
 - (iv) Barrier-type EIFS
 - (v) Tilt-up concrete panels
 - (vi) Painted concrete block
 - (vii) Pre-finished or painted corrugated metal siding
 - (viii) Standard single or double-tee concrete systems
 - (ix) Smooth-faced gray or stained concrete block
 - (x) Translucent, Plexiglas, glossy metal or backlit vinyl awnings or illumination of such awnings
 - (xi) Reflective or mirrored glass

- (5) **Building Rehabilitation.** The rehabilitation of existing buildings shall comply with the requirements for exterior building materials. Use of alternate exterior materials for the rehabilitation of existing buildings is subject to approval by the Design Review Committee, Director of Planning and Community Development.
- (e) **Roofs, Cornice Lines, Parapets.**
- (1) **General Requirements.** Roof styles, shapes, and materials are a defining image for a neighborhood and can contribute to the unique visual character of a neighborhood.
- (2) **Roofs**
- (i) Roof elements should be used to break up masses of buildings and for screening of roof top mechanical units.
 - (ii) Wall and roof lines shall be broken to avoid continuous planes.
 - (iii) Structural roof framing elements are encouraged to be expressed on the building's exterior.
 - (iv) Roof forms shall utilize single, double, and/or asymmetrical (salt box) gable and hip roofs. Hip and shed roofs are permitted on smaller secondary roofs. Gambrel and mansard roofs are prohibited.
 - (v) Flat roofs are acceptable, but must be concealed with a parapet. Parapets must have layered cornice treatments along their entire length. Parapet walls of varying heights shall return to the interior of the building to provide the appearance of substantial building depth, avoiding the appearance of two dimensional facades.
 - (vi) Walls and roof lines shall change planes or vary cornice lines every 50-75 feet.
 - (vii) Roof forms should be designed as to denote building elements and functions such as pedestrian entrances, arcades and porches; overhanging eaves and sloped roofs, ~~and~~ Three or more roof planes are encouraged.
 - (viii) Pitched Roof Materials shall be concrete, slate, heavy composition or asphalt shingles, terra cotta glazed or unglazed, or sheet metal which are in character and are currently being utilized in the existing neighborhood as a traditional roofing material. All roofing colors shall be muted or natural colors. The use of bright or primary colors is prohibited. Wood shake shingle roofing is prohibited.
 - (ix) Exposed roof drains and downspouts are not allowed, except where they match the architectural style and traditional character of the building architectural style. When

they occur, downspouts will be integrated architecturally with the design of the building.

- (x) Care should be taken to design sloped roofs that prevent snow and ice buildup and should prevent ice melt occurring over building entries.
- ~~(xi) Mechanical equipment on the roof shall be screened from the center of the right of way on all adjacent streets. All mechanical equipment shall be painted the same unobtrusive color and be non reflective.~~

(f) **Windows, Doors, Porches, Decks and Balconies.**

(1) **General Requirements.** Window and door standards are a key aesthetic consideration in creating a quality and authentic façade.

(2) **Windows**

(i) Windows on the ground floor may be:

- [1] **Mixed Use Building:** Punched, Banded, or Storefront Windows
- [2] **Residential:** Punched, Banded (maximum (3) before separated by pier on façade)

(ii) Windows on the second and above floors must be punched windows. Grouping of windows is acceptable, provided defined mullions of a different material than the window casing/frame are provided that emphasize the vertical proportion of the window.

(iii) The windows on the ground floor shall use trellises, awnings, and canopies or overhangs to provide shade and weather protection along the façade, and to create a pleasing streetscape experience. Large display windows (large panes or divided lights) in mixed use buildings are encouraged. ~~A well-designed and/or decorative material base is desired~~ required at display windows.

(iv) Window proportions should be based on a vertical or square unit.

(v) Openings, divisions, supports, and trim are to be appropriately scaled to the structural expression of the wall on which they are located.

(vi) Window designs are to be applied throughout all elevations of a building through the use of consistent proportions, modular elements and/or similar pane designs. Approved windows types include:

- [1] Fixed

- [2] Single-hung
 - [3] Double-hung
 - [4] Awning
 - [5] Casement
 - [6] Storefront
 - (vii) Clad wood windows are recommended. Cladding should be maintenance free metals.
 - (viii) Prohibited windows include:
 - [1] Glass block
 - [2] Jalousie
 - [3] Hopper
 - (ix) Clear or frosted glass shall be used.
 - (x) Shutters used as an accent element to the windows and trim must be sized to actually cover half or all of the window, depending on the style used, and must appear to be a fully functioning shutter. Actual working shutters are allowed. Shutters must be painted a trim or accent color different than the wall color.
- (g) Doors.
- (1) Front entries shall be a prominent feature on the façade. Building entrances should be sized to accommodate several people together, be weather sheltered, conform to all applicable ADA accessibility requirements, be well lit, and convey a sense of welcoming and friendliness. This can be achieved with the detailing, color of doors and adjacent frames, slightly recessed lights to highlight the entrance, and quality hardware.
 - ~~(2) Safety and security devices at entrances are encouraged.~~
 - (2) Door Massing and size should be appropriately scaled to the wall where they are located.
 - (3) Front Building Entry Doors shall be solid core if wood and should be wood, metal clad wood, or steel. Clad doors shall be painted. Glass and doors with glass lights shall be acceptable.
- (h) Porches, Decks, Balconies.
- (1) Balconies, porches, and patios are to be used to strengthen the connection between the indoor private living space and the outdoor, public neighborhood environment, including both the ground level and floors above.

- (2) Ground level and floors above are encouraged to have balconies and porches and shall be incorporated into the architectural façade as integrated elements.
 - (3) The design of the porches, decks, and balconies shall take into consideration shade, sun, wind, snow, ice, and other climatic considerations.
 - (4) Floors of balconies and porches that are visible from off-site are to be carefully finished using appropriate materials including wood, stone, or colored, patterned, or stamped concrete. In addition, all ground level patios and porches shall provide landscape and partial screening for each porch or patio.
 - (5) Balconies, porches and patios. The incorporation of balconies, porches and patios within multifamily structures is encouraged for both practical and aesthetic value.
 - (6) Balcony, deck, porch and railing designs are to be designed to create a sense of distinction between buildings within a neighborhood, but they should take into account the design of other accents within their buildings.
5. Screening for Exterior Mechanical Equipment, Electrical Equipment, Service Area, and Trash.
- (a) Screening Requirements. All mechanical and electrical equipment, whether ground mounted or roof mounted, service areas, loading docks, trash areas, recycling and solid waste disposal area shall be screened from view utilizing landscaping, architectural screen walls, roof enclosures, parapets, or other full screening materials.
 - (1) Architectural screen walls shall consist of masonry or stucco walls which reflect the architectural character of the building(s). Enclosures shall be a minimum of 2'-0" above equipment to be screened.
 - (2) Deciduous and evergreen layered plantings of varying height (trees and shrubs) shall be used to soften and screen service and mechanical areas where possible. Landscape screening shall be a compliment to the architectural screen walls. All landscape materials shall meet the landscape standards in this ordinance.
 - (3) ~~At a minimum all requirements for screening shall also meet~~ All applicable standards for solid waste container enclosures shall meet applicable standards in the City of Norman Engineering Standards and Design Criteria and the requirements of utility providers.
 - (4) All free standing enclosures require gates for access. All gates shall be constructed of durable materials with 90% or greater opacity. Gates shall be architecturally compatible with the building and

- enclosure design. Chain link, vinyl slats or wood materials are not permitted.
- (5) Heavy pavements and pavement sections shall be provided as necessary to prevent damage from trucks with heavy wheel loads.
- (6) Mechanical equipment on the roof shall be screened from the center of the right of way on all adjacent streets. All mechanical equipment shall be painted the same unobtrusive color and be non reflective.

6. Open Space.

(a) General Requirements. Open space is required to be a minimum of 20% of the total gross site area within the project property lines.

(1) Standards.

- (i) Areas allowed to be counted as open space include: walks, trails, plazas, gathering places, landscaped areas, pedestrian amenities, and other pedestrian oriented paving areas within project property lines.

~~—All landscape standards shall apply to open space.~~

- (ii) Open space areas with pedestrian access, paths and gathering spaces shall follow the Americans with Disabilities Act (ADA) Accessibility Guidelines.
- (iii) Required open space areas may be provided as individual, private outdoor areas, such as patios or balconies, or as common, shared outdoor areas, such as courtyards and play areas. There also may be a combination of individual and common areas.

~~(2) Payment in Lieu. Open space area requirements that may not be able to be accommodated on a project, may be paid for with a payment in lieu. The payment in lieu shall be _____ per square foot of required open space. A maximum of 10% of the private open space requirement may be paid for. A minimum of 10% open space must be provided on the project site.~~

(2) Minimum Size Requirement. At least 48 square feet of outdoor area is required for each dwelling unit on the site.

- (i) Upper floor balconies. These areas need to be useable, taking care to minimize overlook to adjacent private space below.

- (ii) Individual unit areas. Where a separate outdoor area is provided for each individual unit, it must be a minimum of 30 square feet, designed so that a 6-foot x 6-foot square will fit entirely within it. The outdoor area must be directly accessible to the unit.
 - (iii) Pedestrian circulation. Areas used for pedestrian circulation to more than one dwelling unit do not count towards meeting the open space standard. ~~If the area is at ground level, it may extend into the required setback area, but not into the required front building setback. Covered outdoor areas are subject to paragraph below.~~
 - (iv) Common areas. Where outdoor areas are common, shared areas, each must be designed so that it is at least 500 square feet in area and so that a 15-foot x 15-foot square will fit entirely within it.
- (3) User amenities. User amenities, such as tables, benches, trees, shrubs, planter boxes, garden plots, drinking fountains, spas, or pools, may be placed in an outdoor area. Common, shared outdoor areas may also be developed with amenities such as play areas, plazas, roof-top patios, picnic areas, and open recreational facilities.
- (4) Enclosure. Required outdoor areas may be covered, such as a covered patio, but they may not be fully enclosed. ~~Covered outdoor areas are subject to the setback standards of this chapter.~~

7. Landscape.

(1) Purpose. The standards for landscaped areas are intended to enhance the overall appearance of residential developments in high density multi-dwelling zones. Landscaping is intended to improve the residential character of the area, break up large expanses of paved areas and structures, provide privacy to the residents, provide separation from streets, reduce heat island effects, and reduce stormwater run-off.

(2) Minimum Landscaped Areas. A minimum of 10% of the project site area shall be a landscaped area which is included in the 20% required open space. This area shall include all site areas that contain landscaped beds and turf areas. Water features may be counted in the landscape areas. Roof top gardens, rain gardens, and green roofs may also be counted as landscaped areas.

- (i) All landscape areas shall be designed to provide relief, scale, interest and overall quality to the living environment for the site.
- (ii) Landscaping should follow Xeriscaping Design as much as possible. This landscaping model utilizes native plant species that are drought tolerant and adapted to our regional climate.
- (iii) Irrigation shall be required for all landscape areas. All irrigation shall be automatic drip/spray, with a programmable program controller with wind and rain sensor shut-off. All plants shall be grouped into similar water zones. Potable and/or non-potable irrigation water may be used.
- (iv) The overall tree requirement shall be a minimum of 1 tree per 500 SF of minimum required landscaped area. The overall shrub requirements shall be a minimum of 10 shrubs per each tree required. (this yields 17 trees and 174 shrubs)
- (v) All street or drive frontages (~~external or internal~~) shall be required to have deciduous shade trees planted an average of 1 per 50 lineal feet of frontage per side. Trees shall be a minimum 2-1/2" caliper. Tree locations may be modified to take into account site distances and easements, per code requirements, signage, lighting, or other obstructions. This requirement shall be credited toward the overall minimum required tree count.
- (vi) All shrubs shall be located in edged and mulched landscape beds. All shrubs should be massed in as few a number of beds as is practical. A minimum of 11 shrubs per bed is required.
- (vii) Turf areas shall be allowed. Grading shall accommodate drainage of all turf areas.
- (viii) Acceptable plant materials may be found in the Appendix E of the Zoning Ordinance.

8. Pedestrian Standards.

(a) General Requirements.

- (1) Pedestrian connections are required throughout the project to connect internal pedestrian areas to the public sidewalk system.
- (2) Pedestrian walkways should be separate and distinct from parking areas and drive aisles and include landscaping/trees, lighting and decorative paving at crossings.
~~Streets, alleys should not only connect internally but also be publicly accessible and connect to adjacent streets and neighboring development.~~
- (3) Future connections to adjacent development parcels shall be provided for future connectivity if appropriate.
~~Pedestrian and bike paths should be used where street connections to adjacent neighborhoods are infeasible.~~
- (4) Coordinated site furnishings will be used to unify the development. Additional amenities may be used to help add to the overall quality of the experience of the development.

(b) Pedestrian Paving.

- (1) Pedestrian areas shall encourage and facilitate the ease of use of pedestrians through the use of paved walks, plazas, and other amenity areas.
- (2) Pedestrian paving materials shall be a minimum of concrete. Pavers, stamped, colored or enhanced pedestrian paving is encouraged.
- (3) All pedestrian areas shall be designed to be accessible in accordance with ADA requirements.
- (4) All internal sidewalks shall be a minimum of 5 feet in width.

9. Site Development Standards.

(a) General Requirements.

- (1) High density residential and mixed use buildings that include high density residential must be located on or located within two blocks of an arterial street and must be adjacent to a collector street if not fronting on an arterial street. All parking drive access shall be located at a minimum onto a collector street if not adjacent to an arterial street.
- (2) ~~High density residential not fronting on an arterial street and no farther than 2 blocks from an arterial street, any existing intervening land uses must be commercial/retail/office uses.~~ When a proposed site for high density residential does not front on an arterial street, any intervening land use between the high density development and the nearest arterial street must be commercial or office.
- (3) All high density residential buildings must have direct access to sidewalks from all non-emergency building entrances that connect to the public circulation system.
- (4) Primary pedestrian circulation and access shall be at grade. Pedestrian entry routes that are interrupted by driveways shall be distinguished from the driveway surface by decorative paving.

(b) Streets and Vehicular Access. The development must provide improvements in the public right-of-way along all public streets adjacent to any side of the development. A minimum of 6-foot planting strip and a 10-foot sidewalk is required from the property line out to the back of curb. A transition must be provided from these improvements to existing adjacent sidewalks. Planting strips can have an average minimum width of 6 feet to accommodate a meandering sidewalk where applicable. These requirements are in addition to the minimum open space and landscaping requirements.

(c) Parking and Vehicular Access

- (1) All high density residential buildings shall provide off-street parking by means of an attached parking garage.

(2) Parking Structures.

- (i) High density residential uses and mixed use buildings that include high density residential uses shall be required to provide 1 parking space per bedroom for residential units. For non-residential units the requirements of Section 22:431.5 of the Zoning Ordinance shall be followed.
- (ii) Parking structures shall be architecturally integrated into the buildings they serve, with architectural finishes that match the residential portion of the building. They shall be designed to match the overall architectural theme of the development while providing a visually engaging environment for the pedestrian.
- (iii) For buildings with parking accessed from the front of the building, ~~minimize the amount of frontage used for parking access.~~ no more than 25% of the site frontage facing a street or pedestrian walkway should be devoted to garage openings.
- (iv) Architectural screening shall be used for all exposed areas of the garage to screen cars, head lights, ramps, ramping levels, interior of the garage, and other elements that indicate the structure and operations of the garage.
- (v) Garage entrance designs shall reflect the architectural style of the buildings.
- (vi) Interior drainage systems ~~to collect any water in sumps~~ shall be designed as part of the storm water system.
- (vii) Lighting to achieve adequate levels for safety. Full cut-off Diffused lighting shall be used rather than lamps that create point source glare.
- (viii) Signage shall clearly indicate entrances, exits, elevators, and parking restrictions.
- (ix) Minimum overhead headroom clearance for the parking structure shall be 8'-6".

(3) Streets and Alleys.

Streets and alleys should not only connect internally but should also be publicly accessible and connect to adjacent streets and neighboring development.

(d) Utilities.

- (1) All site utilities shall be underground.

- (2) All site utility boxes, structures, etc., shall be located in screened areas or shall be screened from view, while maintaining required access for the utility providers.
- (3) All meters, AC units, etc., shall be screened per the requirements of Section 5 of these guidelines.
- (e) **Site Furnishings and Amenities.** Site amenities shall be included in the project. Site amenities may include, but are not limited to, seating, bike racks, benches, tables, trash receptacles, specialty lighting, freestanding planters, fountains, swimming pools, specialty paved areas, trellis and overhead structures. Bike racks, benches, tables, and trash receptacles shall be the same for manufacturer make, model, and color for the entire project.
- ~~(f) **Pedestrian Connections.** Pedestrian connections are required throughout the project to connect pedestrian areas to the external pedestrian circulation system in the public right of way. Internal pedestrian connections shall be a minimum of 5' width.~~

10. Lighting Standards.

- (a) As required and regulated by the Zoning Ordinance.

11. Signage Standards.

- (a) As required and regulated by the Sign Code.

12. Storm Water

- (a) As required and regulated by the Engineering Standards and Specifications.

13. Traffic.

- (a) A Traffic Study shall be required with all proposals for HDR zoning, regardless of estimated vehicle trips per day (vpd) associated with development. Traffic studies for HDR shall conform to current Engineering and Design Criteria for Traffic Impact of Developments.

14. High Density Design Review Committee.

- (a) **Establishment.** There is hereby created the High Density Design Review Committee.
- (b) **Powers.** The High Density Design Review Committee shall have the following powers:
 - (i) To administer the design review process for the HDR zoning district.

- (ii) To issue Certificates of Approval for property located within a HDR zoning district.
- (iii) To comment upon and provide recommendations to Planning Commission and City Council regarding the design of a high density project.

(c) Membership, Terms and Organization.

(i) Membership. The High Density Design Review Committee shall consist of five (5) members. These members shall be appointed by the Mayor with the approval of the City Council, and shall be composed as follows:

- (1) Two (2) members shall be a combination of registered architects, landscape architects, urban planners or licensed civil engineers.
- (2) Two (2) members shall be licensed real estate professionals, with demonstrated knowledge of urban design principles.
- (3) One (1) member shall be resident citizens of the City of Norman.
- (4) All members of the Committee shall serve without compensation.

(ii) Terms of Membership.

- (1) The term of each Committee member shall be for three (3) years, or until his or her successor takes office. Members may be appointed to fill the remainder of vacant terms. No member shall serve more than three (3) consecutive terms. Members who have served three (3) consecutive terms may be reappointed after having rotated off the Commission for at least one (1) full three (3) year term.
- (2) Members shall serve staggered three (3) year terms in accordance with their initial appointments. At the on-set of the Committee creation, two (2) members shall serve one (1) year, two (2) members shall serve two (2) years, and three (3) members shall serve three (3) years.
- (3) Removal of Members. Members may be removed by the Mayor with the consent and approval of the City Council, for inefficiency, neglect of duty, or malfeasance in office. The Mayor shall file a written statement of the reason for the removal. Members may resign with the Mayor's acceptance of a letter of resignation.
- (4) Staff Assistance. The Planning Director and Staff shall assist the Committee in discharging its duties. The Planning Director or designee shall attend and keep written findings and records of all

meetings. Staff shall act in an advisory capacity only and may participate in the Committee's discussions, but shall have no vote.

(iii) Meetings and Procedures

- (1) Organization and Rules. The Committee shall hold meetings as required when an application for a high density project is submitted. Staff shall keep a record of the Committee's transactions, findings and determinations.
- (2) Quorum. Three (3) members of the Committee shall constitute a quorum for the transaction of business, unless there is a vacancy in the membership, in which case, it shall be a majority of the active members. Action taken by the Committee at any meeting shall require the affirmative vote of a majority of members present, less those members who recuse themselves, stated for the record, for any reason, in a matter before the Committee.
- (3) Chair. The High Density Design Review Committee shall elect a Chair, and create and fill other offices it deems as necessary. The term of the Chair shall be one (1) year.

(d) High Density District Design Review

- (i) The Design Review Board shall consider applications for a Certificate of Approval for High Density Development in accordance with this Ordinance.
 - (1) The High Density Design Review Committee shall have the opportunity to comment upon and provide recommendations to the Planning Commission and City Council regarding the design of high density projects.
 - (2) On parcels of land located within locally designated historic districts, issuance of Certificates of Appropriateness shall be the responsibility of the Historic District Commission and shall be subject to the preservation guidelines and standards of the Historic District Overlay.
- (ii) Expirations for Certificates of Approval. Any Certificate of Approval granted by the High Density Design Committee or Staff shall expire two (2) years from date of issuance.

- (iii). Submission for High Density Design Review. Sufficient information and details shall be submitted to the Planning and Community Development Department to fully evaluate relevant design issues. A checklist detailing minimum submittal requirements for Certificates of Approval is available from the City of Norman Planning and Community Development Department and on the City's website.
- (e) Revisions to Certificates of Approval
- (i) Staff may approve minor revisions to existing Certificates of Approval which impact less than 20% of the site or building, provided that the revisions maintain conformance with regulations and meet the intent of the Design Criteria and any conditions associated with the approval.
 - (ii) Staff may approve minor revisions to an unexpired Certificate of Approval without additional fee provided the following conditions are satisfied:
 - (1). No more than 5% of the site or building is modified from the original Certificate of Approval;
 - (2). Revisions do not significantly alter the work previously approved;
 - (3). Revisions are in conformance with regulations and meet the intent of the guidelines; and
 - (4). Revisions are consistent with any conditions associated with the original Certificate of Approval.
- (f). Preliminary Review. In order to facilitate the timely approval of projects applicants are encouraged to request a preliminary staff review prior to formal submittal. Preliminary review is most effective at the conceptual design phase so that siting, building material and design, and other contextual impacts of the proposal may be evaluated for conformance with the regulations and guidelines of the High Density Residential District ordinance.