

SEC. _____ - HDR-1-3, HIGH DENSITY RESIDENTIAL DISTRICTS-1-3

1. General Description. The High Density Residential (HDR) zones are a series of multi-dwelling zones that allow increased residential density within or adjacent to residential neighborhoods or commercial districts but with height and intensity limitations that preserve surrounding neighborhood character and sense of place. Generally, HDR-1-3 zones will be located on arterial or collector streets that can support residential, commercial or mixed land uses.

This creates three districts, HDR-1, HDR-2, and HDR-3. General regulations refer to all three categories and specific regulations for each district are listed.

HDR-1-3 zones are intended to allow some increased density in multifamily residential uses or mixed uses that present durable, high quality, compatible, architectural facades that are 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—HDR-1

- (a) Apartments
- (b) Condominiums
- (c) Townhouses
- (d) Mixed Use Buildings
- (e) Restaurants with no drive-in or drive-through service
- (f) Retail sales and service operated completely within enclosed building

Permitted Uses—HDR 2

It is strongly encouraged that commercial/retail uses be included on the ground floor when a HDR-2 project is located in a commercial/retail area.

- (a) Apartments
- (b) Condominiums
- (c) Townhouses
- (d) Mixed Use Buildings
- (e) Restaurants with no drive-in or drive-through service
- (f) Retail sales and service operated completely within enclosed building
- (g) Parking garages

Permitted Uses—HDR-3

It is required that commercial/retail uses be included on the ground floor of HDR-3 projects.

- (a) Apartments
- (b) Condominiums
- (c) Townhouses
- (d) Mixed Use Buildings
- (e) Restaurants with no drive-in or drive-through service

- (f) Retail sales and service operated completely within enclosed building
- (g) Parking garages

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

- (a) Density. The number of dwellings per unit of land, also called the density, is controlled so that housing can be compatible with surrounding residential land uses and can match the availability of public services, nearby commercial areas and the carrying capacity of the land.

Density—HDR-1

Maximum density ~~in HDR-1~~ is 40 dwelling units per acre (du/ac)

Density—HDR-2

Maximum density ~~in HDR-2~~ is 75 du/ac.

Density—HDR-3

There is no maximum density/du/ac ~~in HDR-3~~.

- (b) Building Height. Refer to the Zoning Ordinance Section 450(16) for definition of building height. Height standards serve several purposes:

- (1) They promote a reasonable building scale and relationship of one 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:

Building Height—HDR-1: ~~No building shall exceed 3 stories or 45 feet in height.~~

Building Height—HDR-2: ~~No building shall exceed 4 stories or 55 feet in height.~~

Building Height—HDR-3: ~~There is no height or story limitation.~~

- (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. There shall be no allowance for additional height of buildings as provided in Sec.431.3 (b).~~

- (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 firefighting;
- (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.

(2) Standards.

- (i) Minimum Setback from public right-of-way or property line: zero or 10 feet, provided the 10 feet is used for pedestrian amenities.
- (ii) Balconies, porches and main building entrances may penetrate the building setback without meeting the 10-foot setback requirement.
- (iii) Awnings may extend over the public-right-of way on the ground floor at a minimum height of seven (7) feet.
- (iv) Balconies above the first floor may extend over the public right-of-way.
- (v) Minimum Setback from adjacent non-residential zoning districts: zero (0) feet.
- (vi) Minimum Setback from adjacent residential zoning districts buildings: ten (10) feet.

Setbacks—HDR-1

Maximum Front Yard Setback in HDR-1 shall not exceed the prevailing residential setback on the block or 25 feet, whichever is greater.

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. **There is considerable information in the High Density Discussion Series Final Report dated June 11 – August 30, 2012 to inform applicants and the High Density Design Review Committee.**
- (b) General Standards. The design standards will assist the designer in understanding the city's goals and objectives for high quality, higher 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. **High density building and site design must be compatible within the context and character of the neighborhoods in which they will be**

constructed. It is the obligation of the applicant to demonstrate compatibility sufficient to satisfy both the High Density Design Review Committee and the City Council.

- (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) 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. Breaks in wall planes and roof lines shall vary depending on the zoning category as follows:
 - [a] HDR-1: every 25 feet.
 - [b] HDR-2: every 25-50 feet
 - [c] HDR-3: every 50-100 feet
 - (viii) Building massing and facades shall be broken up with articulation, setbacks, and protrusions that reflect the internal structure and make linkages to the street.

- (ix) Walls shall be articulated on all sides of a building using different wall planes, material changes, color differentiation, and architectural details.
- (x) 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.
- (xi) 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
- (xiv) Window air conditioner units of any kind are not allowed.

(d) Materials.

- (1) Purpose. Buildings shall be attractive, durable and be compatible with the character of the surrounding neighborhood. 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 can 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. 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.
- (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) Roof forms should be designed as to denote building elements and functions such as pedestrian entrances, arcades and porches; overhanging eaves and sloped roofs. Three or more roof planes are encouraged.
 - (vii) 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.

(viii) 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.

(ix) Sloped roofs should be designed to prevent snow and ice buildup and 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 punched, or 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 that defined mullions which emphasize the vertical proportion of the window are used.

(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.

(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

(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 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 doors 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) 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) 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.
 - (2) Open space areas with pedestrian access, paths and gathering spaces shall follow the Americans with Disabilities Act (ADA) Accessibility Guidelines.
 - (3) 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.
 - (4) Areas used for pedestrian circulation to more than one dwelling unit do not count towards meeting the open space standard.

- (5) Minimum Size Requirement. At least forty-eight (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 thirty (30) square feet. The outdoor area must be directly accessible to the unit.
 - (iii) Common areas. Where outdoor areas are common, shared areas, each must be designed so that it contains at least 500 square feet in area and so that a 15-foot x 15-foot square will fit entirely within it.
- (6) 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.
- (7) Enclosure. Required outdoor areas may be covered, such as a covered patio, but they may not be fully enclosed.

7. Landscape.

(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 as much as possible. This landscaping model utilizes native plant species that are drought tolerant and adapted to our regional climate. Acceptable plant materials may be found in the Appendix F of the Zoning Ordinance.
- (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 SF of minimum required landscaped area. The overall shrub requirements shall be a minimum of 10 shrubs per 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 beds as is practical. A minimum of eleven (11) shrubs per bed is required.
- (7) Turf areas shall be allowed.

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.
- (3) Future connections to adjacent development parcels shall be provided for future connectivity if appropriate.
- (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 five (5) feet in width.

9. Site Development Standards.

(a) General Requirements.

- (1) Location of High Density Uses.

Location of HDR-1

HDR-1 zones must be located on an arterial or collector street.

Location of HDR-2

HDR-2 zones must be located on an arterial street or located on a collector street within 700 feet of an arterial street as long as all intervening land uses between the development site and the arterial street are non-residential. All parking drive access shall be at a minimum onto a collector street. It is discouraged to locate a HDR-2 zone adjacent to or across the street from single-family uses.

Location of HDR-3

HDR-3 zones must be located on an arterial street. HDR-3 zones cannot be located adjacent to or across the street from single-family uses.

- (b) All HDR zones must provide direct access to sidewalks from all non-emergency building entrances that connect to the public circulation system.
- (c) 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.
- (d) 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 a six (6)-foot planting strip and a ten (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 six (6) feet to accommodate a meandering sidewalk where applicable. These requirements are in addition to the minimum open space and landscaping requirements.
- (e) Parking and Vehicular Access
 - (1) Parking Standards.
 - (i) Development in all HDR zones shall provide one (1) off-street parking space per bedroom.

Parking Standards—HDR-1

(aa) Off-street parking may be provided by surface parking. Off-street parking shall not penetrate the front setback.

(bb) Surface parking lots constructed with developments in the HDR-1 zoning district shall comply with Section 431.8, Landscaping Requirements for Off-Street Parking Facilities in the Zoning Ordinance.

Parking Standards—HDR-2

(aa) Structured parking is required.

Parking Standards—HDR-3

(aa) Structured parking is required.

(2) The following standards shall apply to structured parking:

(i) 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.

(ii) 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.

(aa) 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.

(bb) Garage entrance designs shall reflect the architectural style of the buildings.

(cc) Interior drainage systems shall be designed as part of the storm water system.

(dd) Lighting to achieve adequate levels for safety. Full cut-off lighting shall be used rather than lamps that create point source glare.

(ee) Signage shall clearly indicate entrances, exits, elevators, and parking restrictions.

(ff) Minimum overhead clearance for the parking structure shall be eight feet six inches (8'-6").

(3) For non-residential uses, requirements of Section 22:431.5, Off-Street Parking Requirements, of the Zoning Ordinance shall be followed.

(4) 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.

(f) 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, air conditioning units, etc., shall be screened per the requirements of Section 5 of these guidelines.

(g) 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.

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-1, HDR-2, and HDR-3 zoning, regardless of estimated vehicle trips per day (VPD) associated with development. Traffic studies for HDR-1, HDR-2, and HDR-3 shall conform to current Engineering and Design Criteria for Traffic Impact of Developments.

(b) Staff shall make a recommendation to City Council, which will accompany the rezoning application, regarding how to maintain the current level of traffic service in the area surrounding the proposed development.

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:

(1) To administer the design review process for the HDR-1-3 zoning district.

(2) To issue Certificates of Approval for property located within a HDR-1, HDR-2, and HDR-3 zoning districts.

(3) 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.

(1) **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:

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

(2) **Terms of Membership.**

- (i) 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.
- (ii) 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.
- (iii) **Removal of Members. Members may be removed by a majority action of the City Council.**
- (iv) **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.

(3) **Meetings and Procedures**

- (i) **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.

- (ii) 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.
- (iii) 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

- (1) The Design Review Committee shall consider applications for a Certificate of Approval for High Density Development in accordance with this Ordinance.

- (i) 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.

- (ii) The High Density Design Review Committee shall make a finding as to the compatibility of the proposed project in relation to the context and character of the neighborhood in which it will be constructed. Such a finding shall take into consideration the High Density Discussion Series Final Report, June 11 – August 30, 2012.

- (iii) High density projects that are located in locally designated historic districts are subject to the preservation guidelines and standards of the Historic District Overlay and such projects shall be reviewed by the Historic District Commission according to the provisions of Chapter 22:429.3. This includes proposed demolition of structures in historic districts.

- (aa) For projects where demolition in a historic district is sought, the Historic District Commission will conduct a preliminary review of the proposed demolition prior to the project's review by the High Density Design Review Committee.

- (bb) In cases proposing demolition in locally designated historic districts, the Historic District Commission shall appoint one of its members to participate as an ex officio member of High Density Design Review Committee for the review of that project to help ensure that proposed infill

development designs maintain consistency with the historic preservation guidelines.

(cc) After a project involving demolition in a historic district receives a Certificate of Approval from the High Density Design Review Committee, said project shall submit a formal application for a Certificate of Appropriateness to the Historic District Commission.

- (2) 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, including projects reviewed by the Historic District Commission.
- (e) Revisions to Certificates of Approval
 - (1) Staff may approve minor revisions to existing Certificates of Approval that 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 and provided the following conditions are satisfied:
 - (i) Revisions do not significantly alter the work previously approved;
 - (ii) Revisions are in conformance with regulations and meet the intent of the guidelines; and
 - (iii) 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.