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CHAPTER 1
TITLE, PURPOSE, INTERPRETATION, AND JURISDICTION

1.1 Title and Citation. The Title of this Code shall be known and cited as the “Owasso Zoning Code”.

1.2 Purpose. This Code classifies and regulates the use of land, buildings, sites, and structures within the City Limits of the City of Owasso, Oklahoma. The regulations in this Code are necessary to:
   a. Promote the health, safety, and general welfare of the citizens of Owasso;
   b. Promote productive and enjoyable harmony between people and the built environment;
   c. Achieve a balance between population and resources so as to permit high standards of living and a wide sharing of amenities;
   d. Encourage the most appropriate use of land by dividing the City into zones;
   e. Regulate therein the use of the land;
   f. Encourage the development of the community in accordance with the Land Use Master Plan; and
   g. Maintain and stabilize property values.

1.3 Interpretation.
   1.3.1 Validity of Other Laws. Where this Code imposes a greater restriction upon the use of structures or land, upon height or bulk of structures, or requires larger open space or yards than are imposed by other ordinances, laws, or regulations, the provisions of this Code shall not be construed to prevent the enforcement of other ordinances, laws, or regulations which prescribe more restrictive limitations.

1.3.2 Severability. In case any portion of this Code shall be invalid or unconstitutional, as declared by a court of competent jurisdiction, the remainder of the Code shall not be invalid, but shall remain in full force and effect.

1.4 Jurisdiction.
   1.4.1 Territorial Jurisdiction. This Code shall be in full force and effect and shall apply to all lands within the incorporated limits of the City of Owasso, Oklahoma.

   1.4.2 Extra-Territorial Jurisdiction. The City shall have the authority to guide and provide input on development for all lands within the City of Owasso fenceline.

   1.4.3 Annexed Territory. When any territory is brought into Owasso City Limits by annexation or otherwise, such territory shall be deemed to be in the AG (Agriculture) district, provided, however, that the Owasso City Council may annex and rezone properties given previous zoning in Tulsa County or Rogers County in one ordinance. Additionally, rezoning can be requested with annexation if the rezoning request is in compliance with the adopted Land Use Master Plan and all statutory notice requirements are met.
CHAPTER 2
GENERAL PROVISIONS

2.1 Zoning Districts Established. The zoning districts set forth in Table 2.1 below are established:

<table>
<thead>
<tr>
<th>Table 2.1 – Zoning Districts</th>
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</thead>
<tbody>
<tr>
<td>AG</td>
</tr>
<tr>
<td>RE</td>
</tr>
<tr>
<td>RS-1</td>
</tr>
<tr>
<td>RS-2</td>
</tr>
<tr>
<td>RS-3</td>
</tr>
<tr>
<td>RD</td>
</tr>
<tr>
<td>RNX</td>
</tr>
<tr>
<td>RM</td>
</tr>
<tr>
<td>RMH</td>
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<tr>
<td>O</td>
</tr>
<tr>
<td>CS</td>
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<tr>
<td>CG</td>
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<tr>
<td>DM</td>
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<tr>
<td>CH</td>
</tr>
<tr>
<td>IL</td>
</tr>
<tr>
<td>IM</td>
</tr>
<tr>
<td>IH</td>
</tr>
<tr>
<td>PF</td>
</tr>
</tbody>
</table>

For previously existing zoning districts that are no longer described in this Code, refer to the zoning district that most closely matches the district in question. The Community Development Director or their designee shall make a determination. Appeals of this determination may be taken to the Owasso Board of Adjustment (BOA).

2.2 Official Zoning Map Established. The locations and boundaries of the various districts as defined herein shall be shown and delineated on the Official Zoning Map of the City of Owasso, Oklahoma, dated ________, or the most recently updated. The Official Zoning Map shall be maintained by the City of Owasso, and any changes to zoning shall be done only through an ordinance. The Official Zoning Map shall be kept by the City Clerk and any subsequent changes shall be maintained and updated by the Community Development Director or their designee.

2.3 District Boundary Description and Interpretation. Any update to a zoning district’s boundary lines shall be designated by legal description and reflected on the Official Zoning Map. When a legal description is used, the boundary line shall be deemed to extend to the centerline of abutting streets (if applicable) and shall be so designated on the Official Zoning Map. When the Official Zoning Map is referenced, district boundary lines shall be established by dimensions, property lines, recorded lot lines, or the centerline of the abutting street, alley, or railroad right-of-way. In situations where the exact locations of district boundary lines are in question, the Owasso Board of Adjustment (BOA) shall make a final determination as to their location, and the legal description shall be used to assist in such a determination.
2.4 **Limitation on Land Use.** No land or building shall be used and no building, structure, or improvement shall be made, erected, constructed, moved, altered, enlarged, or rebuilt which is designed, arranged, or intended to be used or maintained for any purpose or in any manner except in accordance with the provisions of the Owasso Zoning Code, except as provided by the Chapter titled “Non-Conformities” in the Owasso Zoning Code.

Nothing in this Code shall be deemed to require a change in the plans, construction, or designated use of any building, where a Building Permit was lawfully issued prior to the effective date of this Code, and pursuant to such Permit, construction is diligently carried to completion. Upon completion, such building or use shall be deemed non-conforming and may continue as regulated by the Chapter titled “Non-Conformities” in the Owasso Zoning Code.

2.5 **Required Annexation for Utility Connection.** Connection to any City of Owasso utility shall be provided to properties within Owasso City Limits, or as approved by the Owasso City Council. Any property within Owasso’s Fenceline that requests utility connection without annexation, shall sign a “Consent to Annex” form.

2.6 **Platting Requirements.** For the purposes of providing a proper arrangement of streets (as outlined within the Owasso Subdivision Regulations) and for assuring the adequacy of open spaces for traffic, utilities, and access of emergency vehicles, commensurate with the intensification of land use customarily incident to a change of zoning, platting requirements are established as follows:

a. For any land that has been rezoned upon application, no Building Permit shall be issued until that portion of the tract on which the Permit is sought has been included within a subdivision plat or replat, as the case may be, submitted to the Owasso Planning Commission for their review and recommendation, approved by the Owasso City Council, and filed in the office of the County Clerk where the property is situated;

b. Plats shall be submitted in accordance with the adopted Owasso Subdivision Regulations;

c. In some instances a Plat Waiver (as outlined in the Owasso Subdivision Regulations) may be granted by the Owasso City Council, which would satisfy the platting requirement for issuance of a Building Permit; and

d. Right-of-way shall be dedicated as determined by the City Engineer in cases where parcels abut public streets.
CHAPTER 3
AGRICULTURE DISTRICT PROVISIONS

3.1 Principal Uses Permitted in the Agriculture District. Principal uses permitted in the AG (Agriculture) district, by right or with a Specific Use Permit (SUP), are set forth in Table 3.1 below:

<table>
<thead>
<tr>
<th>Use</th>
<th>Allowed By Right</th>
<th>Allowed with SUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Transportation</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Animal Production and Aquaculture</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Aquaculture</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Beef Cattle Ranching and Farming</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Bed and Breakfast</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Cemetery</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chicken Egg Production</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Crop Production</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cultural Center</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Dairy Cattle and Milk Production</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Forestry and Logging</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Golf Course (Including Miniature and Pitch-N-Putt)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Golf Driving Range</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Gun Club, Recreational</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Manufactured Home</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Museum, Historical Site, and Similar Institutions</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Nursery (Horticulture) and Greenhouse</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Other Animal Production</td>
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<td>X</td>
</tr>
<tr>
<td>Other Poultry Production</td>
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<td>X</td>
</tr>
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<td>Performing Arts, Spectator Sports, and Related Industries</td>
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<td>X</td>
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<tr>
<td>Place of Worship</td>
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<td>X</td>
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<tr>
<td>Poultry Hatchery</td>
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<td>X</td>
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<tr>
<td>Riding Stable</td>
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<td>X</td>
</tr>
<tr>
<td>RV (Recreational Vehicle) Parks and Recreational Camp</td>
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<td>X</td>
</tr>
<tr>
<td>School (Public and Private)</td>
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<td>X</td>
</tr>
<tr>
<td>Sheep and Goat Farming</td>
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<td>X</td>
</tr>
<tr>
<td>Shooting Range</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Single-Family Dwelling</td>
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<td>X</td>
</tr>
<tr>
<td>Support Activities for Agriculture and Forestry</td>
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<td>X</td>
</tr>
<tr>
<td>Tiny Home Development (with PUD)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Turkey Production</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide. Any use not listed in Table 3.1 shall not be allowed in the AG (Agriculture) district. For any proposed use (by right or SUP) the Community Development Director or their designee shall determine the category that the proposed use would fall within.

The SUP uses allowed in the AG (Agriculture) district shall follow the process outlined in the Section titled “Specific Use Permits” of the Owasso Zoning Code and are subject to the requirements, safeguards, and conditions that may be imposed by the Owasso City Council. Further, SUP uses in the AG (Agriculture) district shall conform to the bulk and area requirements of the district, unless modified by the Owasso City Council.
3.2 **Accessory Uses in the Agriculture District.**

3.2.1 **Accessory Uses Permitted.** Accessory uses customarily incident to a principal use permitted in an AG (Agriculture) district are permitted in such district. In addition, home occupations are permitted as accessory uses. A home occupation is an occupation, profession, or trade customarily carried on by occupants of a dwelling unit as a secondary use that is clearly incidental to the principal use of the dwelling unit for residential purposes. Home occupations are allowed as an accessory use in the AG (Agriculture) district, subject to the following provisions:

a. **Location.** Home occupations shall be conducted only within the principal structure.

b. **Area.** The maximum floor area utilized for home occupation purposes shall not exceed twenty-five (25) percent of the total floor area of the principal structure.

c. **Employees.** The home occupation shall occur only within the private residence of the family or person occupying the dwelling. No person shall be employed in the home occupation other than a member of the immediate family residing on the premises.

d. **Merchandise.** The home occupation shall not involve the retail sale of merchandise manufactured off the premises.

e. **Visibility of Merchandise.** No merchandise shall be displayed in such a manner as to be visible from outside.

f. **Outdoor Storage.** No outdoor storage shall be allowed in connection with any home occupation.

g. **Maintenance of Non-Commercial Character.** No alteration of the non-commercial character of the premises may be made, including the removal of garage doors.

h. **Signs.** No signs, display, or advertising on the premises shall be permitted.

i. **Disturbances.** No mechanical or electrical equipment or other activities shall be allowed which create a noise, dust, odor, or electrical disturbance.

j. **Traffic and Parking.** No home occupation shall generate more than fourteen (14) trips per day to and from the premises, and all parking needs generated shall be accommodated by off-street parking that does not alter the non-commercial character of the premises.

3.2.2 **Accessory Use Conditions.** An accessory building constructed as an integral part of the principal building shall be made structurally a part thereof and shall comply with the requirements applicable to the principal building.

Accessory buildings shall meet the minimum yard or building setback requirements.

3.3 **Bulk and Area Requirements in the Agriculture District.** Bulk and area requirements in the AG (Agriculture) district are set forth in Table 3.2 below:
<table>
<thead>
<tr>
<th>Table 3.2 – Bulk and Area Requirements in the AG District</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lot Dimensions</strong></td>
</tr>
<tr>
<td>Lot Width (Minimum)</td>
</tr>
<tr>
<td>Lot Area (Minimum)</td>
</tr>
<tr>
<td><strong>Front Yard and Any Yard Abutting a Right of Way</strong></td>
</tr>
<tr>
<td>Arterial (Minimum)</td>
</tr>
<tr>
<td>Not an Arterial (Minimum)</td>
</tr>
<tr>
<td><strong>Other Requirements</strong></td>
</tr>
<tr>
<td>Side Yard (Minimum)</td>
</tr>
<tr>
<td>Rear Yard (Minimum)</td>
</tr>
<tr>
<td>Building Height (Maximum)</td>
</tr>
</tbody>
</table>

*Any structure height greater than fifty (50) feet shall require an SUP.*
CHAPTER 4
RESIDENTIAL DISTRICT PROVISIONS

4.1 Purpose of Residential Districts. The residential districts are designed to:

a. Achieve the residential objectives of the Land Use Master Plan;

b. Protect the character of residential areas from encroachment of commercial and industrial activities;

c. Achieve a suitable environment for families by permitting appropriate neighborhood facilities in residential areas, such as churches, schools, and certain cultural and recreational facilities;

d. Permit a variety of dwelling types and densities to meet the varying housing needs of families; and

e. Regulate residential development to facilitate the planning for an economical provision of streets, utilities, and other public facilities.

4.2 Residential Districts Described.

4.2.1 RE (Residential Estate) District. The RE (Residential Estate) district is designed to permit the development and conservation of single-family detached dwellings in a suitable environment on large parcels of land at a low population density.

4.2.2 RS-1, RS-2, and RS-3 (Residential Single-Family) Districts. The RS-1, RS-2, and RS-3 (Residential Single-Family) districts are designed to permit the development and conservation of single-family detached dwellings in suitable environments in a variety of densities to meet the varying single-family housing needs of individuals and families.

4.2.3 RD (Residential Duplex) District. The RD (Residential Duplex) district is designed to permit a more intense yet compatible use of tracts in or near single-family residential and other neighborhoods which, because of size, topography, or adjacent land use are not ideally suited for single-family use.

4.2.4 RNX (Residential Neighborhood Mixed) District. The RNX (Residential Neighborhood Mixed) district is a residential zoning category that allows a mixture of neighborhood-level uses at a density no greater than twelve (12) units per acre. This category allows for uses that fall in between typical single-family development and higher density multi-family developments. These can be owner-occupied or rental units. Except for single-family detached housing, these residential developments are required to be reviewed as a Planned Unit Development (PUD).

4.2.5 RM (Residential Multi-Family) District. The RM (Residential Multi-Family) district is designed to permit the development and preservation of multi-family dwelling types, such as apartments, garden apartments, and townhouses, in suitable environments in a variety of densities to offer alternative housing types for individuals and families. Except for single-family detached housing, these residential developments are required to be reviewed as a Planned Unit Development (PUD).

4.2.6 RMH (Residential Mobile Home Park) District. The RMH (Residential Mobile Home Park) district is designed to accommodate mobile homes as a functional dwelling unit in appropriate locations while requiring certain regulations that insure a suitable living environment and safeguard surrounding single-family residential neighborhoods. These developments are required to be reviewed as a Planned Unit Development (PUD).

4.3 Residential Districts Max Gross Density. The maximum density of each residential zoning designation is illustrated in Table 4.1 below:
### Table 4.1 – Residential Densities

<table>
<thead>
<tr>
<th>Zoning District</th>
<th>Max Gross Density</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Estate (RE)</td>
<td>1.8 DU/AC</td>
</tr>
<tr>
<td>Residential Single-Family (RS-1)</td>
<td>3.2 DU/AC</td>
</tr>
<tr>
<td>Residential Single-Family (RS-2)</td>
<td>4.8 DU/AC</td>
</tr>
<tr>
<td>Residential Single-Family (RS-3)</td>
<td>6.2 DU/AC</td>
</tr>
<tr>
<td>Residential Mobile Home (RMH)</td>
<td>7.0 DU/AC</td>
</tr>
<tr>
<td>Residential Duplex (RD)</td>
<td>10.3 DU/AC</td>
</tr>
<tr>
<td>Residential Neighborhood Mixed (RNX)</td>
<td>12.0 DU/AC</td>
</tr>
<tr>
<td>Residential Multi-Family (RM)</td>
<td>&gt;12.0 DU/AC</td>
</tr>
</tbody>
</table>

#### 4.4 Principal Uses Permitted in Residential Districts.

##### 4.4.1 RE (Residential Estate) and RS (Residential Single-Family) Districts. Principal uses permitted in the RE (Residential Estate) and RS (Residential Single-Family) districts, by right or with a Specific Use Permit (SUP), are indicated in Table 4.2 below:

<table>
<thead>
<tr>
<th>Use</th>
<th>Allowed By Right</th>
<th>Allowed with SUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Day Care Center</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Community Center</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Group Home</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Manufactured Home</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Park</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Place of Worship</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>School (Public and Private)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Single-Family Dwelling</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Telecommunication Tower (Only Allowed in RE)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tiny Home Development (with PUD)</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide. Any use not listed in Table 4.2 shall not be allowed in the RE (Residential Estate) and RS (Residential Single-Family) districts. For any proposed use (by right or SUP) the Community Development Director or their designee shall determine the category that the proposed use would fall within.

Uses allowed with an SUP in the RE (Residential Estate) and RS (Residential Single-Family) districts shall follow the process outlined in the Section titled “Specific Use Permits” in the Owasso Zoning Code and subject to the requirements, safeguards, and conditions that may be imposed by the Owasso City Council. Further, SUP uses shall conform to the bulk and area requirements of the RE (Residential Estate) and RS (Residential Single-Family) districts.

##### 4.4.2 RD (Residential Duplex) Districts. Principal uses permitted in the RD (Residential Duplex) district, by right or with a Specific Use Permit (SUP), are indicated in Table 4.3 below:
<table>
<thead>
<tr>
<th>Table 4.3 – Principal Uses Permitted in the RD District</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use</strong></td>
</tr>
<tr>
<td>Child Day Care Center</td>
</tr>
<tr>
<td>Community Center</td>
</tr>
<tr>
<td>Duplex Dwelling</td>
</tr>
<tr>
<td>Fire Station</td>
</tr>
<tr>
<td>Library</td>
</tr>
<tr>
<td>Park</td>
</tr>
<tr>
<td>Place of Worship</td>
</tr>
<tr>
<td>School (Public and Private)</td>
</tr>
<tr>
<td>Single-Family Dwelling</td>
</tr>
<tr>
<td>Tiny Home Development (with PUD)</td>
</tr>
<tr>
<td>Telecommunication Tower</td>
</tr>
</tbody>
</table>

All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide. Any use not listed in Table 4.3 shall not be allowed in the RD (Residential Duplex) district. For any proposed use (by right or SUP) the Community Development Director or their designee shall determine the category that the proposed use would fall within.

Uses allowed with an SUP in the RD (Residential Duplex) district shall follow the process outlined in the Section titled “Specific Use Permits” in the Owasso Zoning Code and are subject to the requirements, safeguards, and conditions that may be imposed by the Owasso City Council. Further, SUP uses shall conform to the bulk and area requirements of the RD (Residential Duplex) district.

**4.4.3 RNX (Residential Neighborhood Mixed) District.** Principal uses permitted in the RNX (Residential Neighborhood Mixed) district, by right or with a Specific Use Permit (SUP), are indicated in Table 4.4 below:

<table>
<thead>
<tr>
<th>Table 4.4 – Principal Uses Permitted in the RNX District</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use</strong></td>
</tr>
<tr>
<td>Apartment/Bungalow Court (with PUD)</td>
</tr>
<tr>
<td>Child Day Care Center</td>
</tr>
<tr>
<td>Community Center</td>
</tr>
<tr>
<td>Condos (with PUD)</td>
</tr>
<tr>
<td>Cottages (with PUD)</td>
</tr>
<tr>
<td>Duplex, Triplex, and Multiplex (with PUD)</td>
</tr>
<tr>
<td>Garden Apartments (with PUD)</td>
</tr>
<tr>
<td>Library</td>
</tr>
<tr>
<td>Multi-Family (up to 12 DU/AC; with PUD)</td>
</tr>
<tr>
<td>Park</td>
</tr>
<tr>
<td>Place of Worship</td>
</tr>
<tr>
<td>School (Public and Private)</td>
</tr>
<tr>
<td>Senior Housing (Independent Living) (with PUD)</td>
</tr>
<tr>
<td>Single-Family Dwelling</td>
</tr>
<tr>
<td>Telecommunication Tower</td>
</tr>
<tr>
<td>Tiny Home Development (with PUD)</td>
</tr>
<tr>
<td>Townhouse (with PUD)</td>
</tr>
</tbody>
</table>
All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide. Any use not listed in Table 4.4 shall not be allowed in the RNX (Residential Neighborhood Mixed) district. For any proposed use (by right or SUP) the Community Development Director or their designee shall determine the category that the proposed use would fall within.

Uses allowed with an SUP in the RNX (Residential Neighborhood Mixed) district shall follow the process outlined in the Section titled “Specific Use Permits” in the Owasso Zoning Code and are subject to the requirements, safeguards, and conditions that may be imposed by the Owasso City Council. Further, SUP uses shall conform to the bulk and area requirements of the RNX (Residential Neighborhood Mixed) district.

If a use that is typically approved by an SUP is approved through a Planned Unit Development (PUD), no additional SUP shall be required.

4.4.4 **RM (Residential Multi-Family) District.** Principal uses permitted in the RM (Residential Multi-Family) district, by right or with a Specific Use Permit (SUP), are indicated in Table 4.5 below:

<table>
<thead>
<tr>
<th>Use</th>
<th>Allowed By Right</th>
<th>Allowed with SUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartments (with PUD)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Attached/Detached Senior Housing (with PUD)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Bungalow Court (with PUD)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Child Day Care Center</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Community Center</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Condos (with PUD)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cottages (with PUD)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Garden Apartments (with PUD)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Assisted Living Facility (with PUD)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Park</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Place of Worship</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Residential Duplex, Triplex, and Multiplex (with PUD)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>School (Public or Private)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Senior Independent Living (with PUD)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Telecommunication Tower</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Townhomes (with PUD)</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

All multi-family dwellings shall be located within an approved Planned Unit Development (PUD). If a use that is typically approved by an SUP is approved through a PUD, no additional SUP shall be required.

All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide. Any use not listed in Table 4.5 shall not be allowed in the RM (Residential Multi-Family) district. For any proposed use (by right or SUP) the Community Development Director or their designee shall determine the category that the proposed use would fall within.

Uses allowed with an SUP in the RM (Residential Multi-Family) district shall follow the process outlined in the Section titled “Specific Use Permits” in the Owasso Zoning Code and are subject to the requirements, safeguards, and conditions that may be imposed by the Owasso City Council. Further, SUP uses shall conform to the bulk and area requirements of the RM (Residential Multi-Family) district.
4.4.5 RMH (Residential Mobile Home Park) District. Principal uses permitted in the RMH (Residential Mobile Home Park) district, by right or with a Specific Use Permit (SUP), are indicated in Table 4.6 below:

<table>
<thead>
<tr>
<th>Use</th>
<th>Allowed By Right</th>
<th>Allowed with SUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Day Care Center</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Community Center</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mobile Home (with PUD)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Park</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Place of Worship</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>School (Public and Private)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Telecommunication Tower</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

All mobile home developments shall be located within an approved Planned Unit Development (PUD).

All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide. Any use not listed in Table 4.6 shall not be allowed in the RMH (Residential Mobile Home Park) district. For any proposed use (by right or SUP) the Community Development Director or their designee shall determine the category that the proposed use would fall within.

Uses allowed with an SUP in the RMH (Residential Mobile Home Park) district shall follow the process outlined in the Section titled “Specific Use Permits” in the Owasso Zoning Code and are subject to the requirements, safeguards, and conditions that may be imposed by the Owasso City Council. Further, SUP uses shall conform to the bulk and area requirements of the RMH (Residential Mobile Home Park) district.

4.5 Bulk and Area Requirements in Residential Districts.

4.5.1 Bulk and Area Requirements for RE and RS Districts. Bulk and area requirements for RE (Residential Estate) and RS (Residential Single-Family) districts can be found in Table 4.7 below:

<table>
<thead>
<tr>
<th></th>
<th>RE</th>
<th>RS-1</th>
<th>RS-2</th>
<th>RS-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Width (Minimum)</td>
<td>150 feet</td>
<td>100 feet</td>
<td>75 feet</td>
<td>65 feet</td>
</tr>
<tr>
<td>Lot Area (Minimum)</td>
<td>24,000 square feet</td>
<td>13,500 square feet</td>
<td>9,000 square feet</td>
<td>7,000 square feet</td>
</tr>
<tr>
<td>Arterial Front Yard Setback (Minimum)</td>
<td>35 feet</td>
<td>35 feet</td>
<td>35 feet</td>
<td>35 feet</td>
</tr>
<tr>
<td>Non-Arterial Front Yard Setback (Minimum)</td>
<td>35 feet</td>
<td>30 feet</td>
<td>25 feet</td>
<td>25 feet</td>
</tr>
<tr>
<td>Arterial Corner Yard Setback (Minimum)</td>
<td>20 feet</td>
<td>20 feet</td>
<td>20 feet</td>
<td>20 feet</td>
</tr>
<tr>
<td>Non-Arterial Corner Yard Setback (Minimum)</td>
<td>15 feet</td>
<td>15 feet</td>
<td>15 feet</td>
<td>15 feet</td>
</tr>
<tr>
<td>Rear Yard Setback</td>
<td>25 feet</td>
<td>25 feet</td>
<td>25 feet</td>
<td>20 feet</td>
</tr>
<tr>
<td>Side Yard Setbacks (Minimum)</td>
<td>15/15 feet</td>
<td>5/5 feet</td>
<td>5/5 feet</td>
<td>5/5 feet</td>
</tr>
</tbody>
</table>
Figure 4.1 below illustrates yard locations for a typical residential single-family lot:

Figure 4.1
Typical Yard Locations on Single-Family Lots

Figure 4.2 below illustrates common lot configurations:

Figure 4.2
Common Lot Configurations
4.5.2 **Bulk and Area Requirements for RD, RNX, and RM Districts.** Bulk and area requirements for RD (Residential Duplex), RNX (Residential Neighborhood Mixed), and RM (Residential Multi-Family) districts can be found in Table 4.8 below:

<table>
<thead>
<tr>
<th>Table 4.8 – Bulk and Area Requirements for RD, RNX, and RM Districts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lot Width (Minimum)</strong></td>
</tr>
<tr>
<td>One- and Two-Family</td>
</tr>
<tr>
<td>Multi-Family</td>
</tr>
<tr>
<td><strong>Lot Area (Square Feet)</strong></td>
</tr>
<tr>
<td>One- and Two-Family</td>
</tr>
<tr>
<td>Multi-Family</td>
</tr>
<tr>
<td><strong>Arterial Front Yard Setback (Minimum)</strong></td>
</tr>
<tr>
<td><strong>Non-Arterial Front Yard Setback (Minimum)</strong></td>
</tr>
<tr>
<td><strong>Arterial Corner Yard Setback (Minimum)</strong></td>
</tr>
<tr>
<td><strong>Non-Arterial Corner Yard Setback (Minimum)</strong></td>
</tr>
<tr>
<td><strong>Rear Yard Setback (Minimum)</strong></td>
</tr>
<tr>
<td><strong>Side Yard Setbacks (Minimum)</strong></td>
</tr>
</tbody>
</table>

*Any multi-family developments in the RNX or RM Districts must be located within an approved Planned Unit Development (PUD).*

**If lot abuts another residential district, side and rear setbacks shall be an additional five (5) feet per story above the first story.**

Figure 4.3 below illustrates typical yard and setback locations for a duplex lot:
Figure 4.4 below illustrates yard and setback locations for zero lot line and townhome units:

![Figure 4.4: Yard and Setback Locations for Zero Lot Line and Townhome Units](image)

4.5.3 **Mechanical Equipment (HVAC).** No Mechanical/HVAC equipment shall be allowed closer than five (5) feet to any property line within all residential districts. No encroachment into the side setbacks shall be allowed. Side yard setbacks will be measured from the point of the wall that is nearest to the property line of the adjacent property (see Figure 4.5).
4.5.4 **Bulk and Area Requirements for the RMH District.** Mobile home park developments shall be approved only with a Planned Unit Development (PUD). Mobile home park development requirements can be found in Table 4.9 below. All interior private streets must comply with Owasso Engineering Design Criteria.

<table>
<thead>
<tr>
<th>Tract Area (Minimum)</th>
<th>5 acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tract Width (Minimum)</td>
<td>200 feet</td>
</tr>
<tr>
<td><strong>Front Yards and Any Yards Abutting a Public Street (Minimum)</strong></td>
<td>Setbacks shall be determined by measuring from the existing property line (where sufficient right-of-way for future roadway expansion or widening has been dedicated, as determined by the City Engineer). Where right-of-way has not been dedicated, the setbacks shall be from the future right-of-way line.</td>
</tr>
<tr>
<td><strong>Side Yards (Minimum)</strong></td>
<td>5/10 feet</td>
</tr>
</tbody>
</table>
4.5.5 **Mobile Home Subdivisions.** A mobile home park development containing a tract area of five (5) acres or more may be subdivided to permit individual ownership of mobile home spaces, provided the resulting lots shall comply with the bulk and area requirements set out below and a subdivision plat incorporating the bulk and area requirements is submitted to and approved by the Owasso City Council and filed of record in the office of the County Clerk where the property is located. Mobile home lot requirements can be found in Table 4.10 below. Any residential development proposing private streets shall comply with Owasso Engineering Design Criteria.

<table>
<thead>
<tr>
<th>Table 4.10 – Individual Mobile Home Lot Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lot Width (Minimum)</strong></td>
</tr>
<tr>
<td><strong>Lot Size (Minimum)</strong></td>
</tr>
<tr>
<td><strong>Front Yards and Any Yards Abutting a Public Street (Minimum)</strong></td>
</tr>
<tr>
<td><strong>Abutting an Arterial (Minimum)</strong></td>
</tr>
<tr>
<td><strong>Abutting a Non-Arterial (Minimum)</strong></td>
</tr>
<tr>
<td><strong>Side Yards Interior (Minimum)</strong></td>
</tr>
<tr>
<td><strong>Rear Yard (Minimum)</strong></td>
</tr>
</tbody>
</table>

4.5.6 **Additional Mobile Home Requirements.** All mobile homes and manufactured housing units must be completely skirted. All housing units must be certified and display applicable federal certifications. Accessory buildings must set back a minimum of ten (10) feet from the residential unit.

4.6 **Accessory Uses and Structures in Residential Districts.**

4.6.1 **Accessory Uses Permitted.** The following uses set forth in Table 4.11 below are permitted accessory uses in residential districts:

<table>
<thead>
<tr>
<th>Table 4.11 – Accessory Uses and Structures Permitted in Residential Districts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Uses</strong></td>
</tr>
<tr>
<td>Accessory Dwelling Unit</td>
</tr>
<tr>
<td>Carport</td>
</tr>
<tr>
<td>Home Occupation (Must Meet Requirements)</td>
</tr>
<tr>
<td>Management Office, Private Recreation, Laundry, and Storage Facilities Associated with Multi-Family Development</td>
</tr>
<tr>
<td>Recreational Vehicle (Allowed Only as Temporary Use for Guests Staying for a Maximum of 14 Days)</td>
</tr>
<tr>
<td>Roomers and Boarders (Four Persons Maximum)</td>
</tr>
<tr>
<td>Storm Shelter</td>
</tr>
<tr>
<td>Swimming Pool</td>
</tr>
</tbody>
</table>

Accessory uses compatible with a principal use, as determined by the Community Development Director or their designee, shall be permitted in a residential district.
4.6.2 **General Conditions.** A detached accessory building shall not be located in the front or side yard. Permanent accessory buildings may be located within a rear setback, so long as at least five (5) feet from property line is maintained and no structure imposes on any easements (see Figure 4.6). Some accessory uses will require a Building Permit. Temporary accessory buildings may be placed in utility easements, but shall not encroach to within five (5) feet of any property line. Any temporary or accessory structures placed within utility easements shall be moved at owner’s No expense.

![Figure 4.6 Placement of Permanent Accessory Structures on RS Lots](image)

One recreational vehicle or boat may be parked upon a lot as an accessory use, provided that the vehicle is parked upon a hard-surface. (Refer to the Section titled “Off-Street Parking Requirement Standards” in the Owasso Zoning Code.)

Accessory uses located in residential districts shall not be used for commercial purposes other than legitimate home occupations as described in the Subsection titled “Home Occupations” in the Owasso Zoning Code.

In the RS (Residential Single-Family) and RNX (Residential Neighborhood Mixed) districts, a detached accessory structure may be located in a required rear yard provided that:

a. The maximum number of accessory buildings on any one (1) property shall be limited to three (3);

b. The structure or combination of all structures do not cover more than twenty (20) percent of the area of the minimum required rear yard;

c. For structures equal to or less than fifteen (15) feet in height at the roof peak, the structure must be at least five (5) feet off the property line;

d. For structures greater than fifteen (15) feet in height at the roof peak, the minimum distance off the property line shall be ten (10) feet;

e. In all cases, permanent structures may not be placed on any utility easement; and
f. The total gross floor area for any accessory building or combination of all buildings located in the rear yard, required rear yard, and or both, shall not exceed five hundred (500) square feet. Buildings in excess of the five hundred (500) square feet shall require approval from the Owasso Board of Adjustment (BOA) for a Special Exception.

In the RE (Residential Estate) district, standard setbacks shall apply to all structures. For structures greater than fifteen (15) feet in height at the roof peak, the minimum distance off the property line shall be ten (10) feet. In all cases, permanent structures may not be placed on any utility easement.

The BOA, upon application and after notice and public hearing, may grant a Variance or Special Exception, as the case may be.

4.6.3 Division of Lots. A lot shall not be divided into two (2) or more lots, unless all lots resulting from such division conform to all the applicable regulations of the zoning district in which it is located. When a new lot resulting from a Lot Split is non-conforming with this Code, it shall be attached to another lot in order to become conforming.

Any single lot of record that is split into two (2) or more lots shall follow the Lot Split procedures outlined in the Owasso Subdivision Regulations. Applications for a lot tie shall be processed in the applicable County’s jurisdiction.

4.6.4 Home Occupations. An occupation, profession, or trade customarily carried on by occupants of a dwelling unit as a secondary use that is clearly incidental to the principal use of the dwelling unit for residential purposes is allowed as an accessory use in residential districts, subject to the following provisions:

a. Location. Home occupations shall be conducted only within the principal structure.

b. Area. The maximum floor area utilized for home occupation purposes shall not exceed twenty-five (25) percent of the total floor area of the principal structure.

c. Employees. The home occupation shall be engaged in only by the family or person occupying the dwelling as a private residence. No person shall be employed in the home occupation other than a member of the immediate household residing on the premises.

d. Merchandise. The home occupation shall not involve retail sales transactions on the premises.

e. Visibility of Merchandise. No merchandise shall be displayed in such a manner as to be visible from the outside.

f. Outdoor Storage. No outdoor storage shall be allowed in connection with any home occupation.

g. Maintenance of Residential Character. No alteration of the residential character of the premises may be made, including the removal of garage doors.

h. Signs. No signs, display, or advertising on premises shall be permitted.

i. Disturbances. No device of any kind or other activities shall be allowed that create noise, dust, odor, or electrical disturbance that is affiliated with a home based business. This shall not be interpreted to include the operation of hobby equipment, yard maintenance equipment, or other activities that are normal to day to day living and enjoyment of personal property. No noises shall be allowed to create a public nuisance or disturb the peace as per the Owasso Code of Ordinances.
j. **Traffic and Parking.** No home occupation shall generate more than ten (10) vehicle trips per day to and from the premises. All parking needs generated shall be accommodated by off-street parking which does not alter the residential character of the premises.

k. **Customers.** Home-based business shall be operated in a discreet manner and not be of a type that generates significant customer traffic (see above Subsection titled “Traffic and Parking”).

l. **In-Home Daycare.** In-home daycares are permitted as a home occupation but shall be regulated by the State of Oklahoma.

The following shall not be considered a home occupation:

- a. Barber shop or hair salon with more than one (1) chair;
- b. Tea room or restaurant;
- c. Bed and breakfast;
- d. Auto repair;
- e. Assisted living facility;
- f. Doctor or dentist office;
- g. Child care center for eight (8) or more children under the age of eighteen (18);
- h. Inn or tourist home; and
- i. Cabinet, metal, or machine shop.

4.6.5 **Roomers and Borders.** In a dwelling unit occupied as a private residence, one (1) or more rooms may be rented as a permitted accessory use to not more than four (4) persons who are non-members of the family occupying said premises. However, no window display or sign board shall be used to advertise such use.

4.6.6 **Storm Shelters.** Storm shelters shall not be constructed in any public utility easement, drainage easement, roadway easement, or within public right-of-way.

Storm shelters may be constructed in the street yard, provided that a five (5) foot side yard is maintained.

Storm shelters may be constructed in the rear or side yard and shall be set back five (5) feet from the side lot line on all corner and interior lots. Storm shelters constructed in the rear or side yard behind the front elevation of the house shall not exceed five (5) feet in height for any projection of the structure.

In ground storm shelters shall not be installed in the 100-year floodplain as defined by the most recent version of the Federal Emergency Management Agency (FEMA) maps.

4.6.7 **Carports.** Carports may be constructed in a residential district if the following requirements are met:

- a. Minimum front yard setback requirements are met for the zoning district in which it is located. Carports may be placed in the side or rear yards but shall be placed at least five (5) feet from the property line and out of any utility easements. The surface and driveway leading to the carport area shall be paved as outlined in the Chapter titled “Off-Street Parking Requirements” in the Owasso Zoning Code;


b. The area of the carport shall count towards the allowable lot coverage which shall not exceed the maximum lot coverage established for the zoning district in which it is located;

c. No part of the carport canopy or appurtenance may extend beyond the front property line, into any utility easement, or onto public right-of-way;

d. The carport shall only be used for the storage of operable automobiles and shall not be used for the outside storage of other personal property, including but not limited to materials, goods, supplies, furniture, appliances, or inoperable automobiles. Storage and parking of recreational vehicles including watercraft and trailers must comply with the Chapter titled “Off-Street Parking Requirements” in the Owasso Zoning Code;

e. The carport shall be constructed in a manner that is architecturally compatible with the home and other carports on the same block as the subject property. If the subject property is located in a neighborhood with an active Homeowners’ Association (HOA) or architectural review board (ARB), the applicant shall get approval from said body prior to submitting an application to the City;

f. Guttering shall not be directed towards adjoining property;

g. Eaves may encroach no more than one (1) foot into a side yard, but in no instance may said eave overhang onto adjoining property;

h. A Building Permit shall be required prior to construction of the carport, and the carport shall comply with all applicable building, zoning, and development codes;

i. The carport shall not be enclosed or the Building Permit shall be revoked and the owner cited for non-compliance;

j. All carports shall be located over a paved hard surface; and

k. Carports shall be required to be open on three (3) sides.

4.6.7.1 Carport Encroaching into the Front Setback. Carports encroaching into the front setback may be approved as a Special Exception by the Owasso Board of Adjustment (BOA). Prior to taking a Special Exception for a carport to the BOA, the carport requirements listed above must be satisfied, aside from meeting the front setback requirement. Additionally, the following questions and site conditions shall be considered, evaluated, and reported to the BOA as the basis for the recommendation:

a. Are there other carports in the front yard setback within three hundred (300) feet of the subject property?

b. Does the main residential structure on the property have a functional garage?

c. Is there adequate room on the side or in the backyard of the property to accommodate either a one (1) or two (2) car carport?

d. Is the carport necessary to alleviate a physical condition on or adjacent to the subject property that is causing property damage to parked vehicles?

e. Are outbuildings, carports, and similar structures governed privately by a currently functioning Homeowners’ Association, neighborhood board, or architectural review board? (If yes, the applicant shall get an approval letter from said body prior to submitting an application to the City for a Special Exception.)
f. For corner lot situations, no part of the carport shall be situated to cause sight line issues with adjoining streets. It shall be the determination of the Community Development Director or their designee to evaluate these situations independently on a case-by-case basis.

g. Carports shall be required to be open on three (3) sides.

h. Input or concerns from adjoining neighbors.

4.6.8 **PODS and Temporary Moving and Storage Containers.** PODS and temporary moving and storage containers shall not be located in the front yard setback for any period longer than fourteen (14) days. Said structures shall be set on a hard surface. In no case shall said containers be stored on a public street.

4.6.9 **One Single-Family Dwelling per Lot of Record.** Not more than one (1) residential structure may be constructed on a lot in a RE (Residential Estate), RS (Residential Single-Family), or RD (Residential Duplex) district except in the case of a lot which is in an approved Planned Unit Development (PUD).

4.6.10 **Accessory Dwelling Units.** Accessory dwelling units, as defined in the Chapter titled “Definitions” in the Owasso Zoning Code, may be placed in the rear yard of any platted lot of record in a residential district under the following conditions:

a. Said structure shall adhere to all current Building Code requirements;

b. Only one (1) such structure shall be allowed per Lot of Record;

c. There must be one (1) off-street parking space provided;

d. Unit shall maintain a minimum distance of five (5) feet from any side lot line;

e. The structure shall be of a type that shall accommodate no more than two (2) occupants;

f. No Building Permit shall be issued for a residential accessory dwelling unit unless there is a principal residential structure on the property;

g. No structure shall be placed on any utility easement or within any public right-of-way; and

h. The structure shall adhere to the size requirements outlined in the Section titled “Yards” in this Chapter.

Some neighborhoods may have restrictive covenants prohibiting accessory dwelling units. The City does not enforce local private covenants, but the property owners should verify whether accessory dwellings are allowed in their neighborhoods.

4.7 **Yards.**

4.7.1 **Compliance with Yard Requirements.** Yards shall be open and unobstructed from the ground to the sky, except as otherwise provided. Yard, in this Code, shall reference the front yard, side yard, and rear yard, as determined by building setback lines.

4.7.2 **Permitted Yard Obstructions.** Obstructions are permitted in required yards as follows:

a. Cornices, canopies, eaves, and similar architectural features may project into a required yard. Attached porch or patio covers shall not be allowed in required yards;

b. Fire escapes may project into a required yard;
c. Fences, hedges, plant materials, and walls may be located in any yard, provided that on any corner lot on which a front and side yard is required, no wall fence, sign, structure, or any plant growth which obstructs sight lines at elevations between two (2) and six (6) feet above the crown of the adjacent roadway shall be placed or maintained within a sight triangle. Sight triangles are formed by measuring from the point of intersection of the front and exterior side lot lines a distance of twenty-five (25) feet along said front and side lot lines. The points are connected to form a "sight triangle" on the area of the lot adjacent to the street intersection. For more information on sight triangles, refer to the Chapter titled “Site Design Standards” in the Owasso Zoning Code;

d. Fences and walls within yards shall not exceed a height of eight (8) feet. Any fence or wall which projects into or encloses a required front yard shall not exceed a height of four (4) feet and shall not impact the sight triangle. The Owasso Board of Adjustment (BOA), with a Variance, may modify these limitations;

e. Swimming pools, hot tubs, tennis courts, covered patios, satellite dishes, and protective shelters shall be located in the rear yard and shall have a minimum setback of five (5) feet from any side yard or rear lot lines.

A minimum five (5) foot setback shall be maintained for any pool and no portion of any pool wall shall encroach into any easement. All above-ground pools shall be a minimum of ten (10) feet from any property line and shall not encroach into any easement. Diving boards, slides, or other appurtenances may not be placed within any required setback or within any easement.

Pool decks and patios built at-grade shall not be required to meet the setback requirement. Pool equipment such as pumps and filters may not be placed within easements.

The Community Development Director or their designee may modify the provisions of this Code in certain circumstances where it may be necessary to ensure the safety and privacy of adjoining neighbors, but they cannot modify the requirements to allow less than the minimum setback. The BOA may, upon application and after public hearing, permit with a Variance the aforementioned accessory uses in the front yard provided:

   a. The minimum front yard requirement is adhered to; and
   b. A minimum setback of five (5) feet from any side lot line is met;

f. Mobile home hitches;

g. Customary accessory structures, such as clotheslines, barbecue pits, and playground equipment; and

h. Carports (see the Section titled “Carports” in this Chapter).

4.8 **Garage Sales.** Garage/yard/estate/moving sales or auctions that comply with City of Owasso requirements are allowed on residentially zoned lots and do not require a Permit. For information on garage sale signs, please see the Chapter titled “Signs” in the Owasso Zoning Code.
CHAPTER 5
OFFICE DISTRICT PROVISIONS

5.1 Purpose of the Office District. The O (Office) district is designed to preserve and promote the development of efficient office facilities and to maximize compatibility with other land uses by:
   a. Establishing bulk and area controls;
   b. Requiring off-street parking and loading facilities; and
   c. Establishing the districts necessary to meet the need for a variety of office types.

5.2 Principal Uses Permitted in the Office District. Principal uses permitted in the O (Office) district, by right or with a Specific Use Permit (SUP), are indicated in Table 5.1 below:

<table>
<thead>
<tr>
<th>Use</th>
<th>Allowed By Right</th>
<th>Allowed with SUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulatory Health Care Service</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Broadcasting (Except Internet)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Child Day Care Service</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Data Processing, Hosting, and Related Services</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Educational Services</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Electronic and Precision Equipment Repair and Maintenance</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Funeral Home and Funeral Services</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>General Office</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hair, Nail, and Skin Care Services</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hospital</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Independent Artists, Writers, and Performers</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Medical Office</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Monetary Authorities – Central Bank</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Professional, Scientific, and Technical Services (Except Veterinary Clinic)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Religious, Grantmaking, Civic, Professional, and Similar Organizations</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Veterinary Clinic (Without Outside Animal Run or Boarding)</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide. Any use not listed in Table 5.1 shall not be allowed in the O (Office) district. For any proposed use (by right or SUP) the Community Development Director or their designee shall determine the category that the proposed use would fall within.

Uses allowed with an SUP in the O (Office) district shall follow the process outlined in the Section titled “Specific Use Permits” in the Owasso Zoning Code and are subject to the requirements, safeguards, and conditions that may be imposed by the Owasso City Council. Further, SUP uses shall conform to the bulk and area requirements of the O (Office) district.

5.3 Bulk and Area Requirements in the Office District. Bulk and area requirements in the O (Office) district are indicated in Table 5.2 below:
<table>
<thead>
<tr>
<th>Table 5.2 – Bulk and Area Requirements in the Office District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frontage (Minimum)</td>
</tr>
<tr>
<td>Arterial and Freeway Service Road</td>
</tr>
<tr>
<td>Non-Arterial</td>
</tr>
<tr>
<td>Front Setback (Minimum)</td>
</tr>
<tr>
<td>Rear Setback (Minimum)</td>
</tr>
<tr>
<td>Setback from Abutting AG or R District Boundaries (Minimum)</td>
</tr>
<tr>
<td>Building Height (Maximum)*</td>
</tr>
</tbody>
</table>

*Any building requesting a height greater than thirty-six (36) feet shall require an SUP. Buildings adjacent to a residential use or residential districts may require a greater setback as determined through the SUP.*
CHAPTER 6
COMMERCIAL DISTRICT PROVISIONS

6.1 Purpose of the Commercial Districts.

6.1.1 General Purpose. The commercial districts are designed to:

a. Achieve the objectives of the Land Use Master Plan;

b. Meet the needs for commercial services and goods for the citizens of Owasso; and

c. Preserve and promote the development of efficient commercial facilities and encourage a compatible relationship between commercial facilities and other land uses and thoroughfares by:

1. Differentiating the types and purposes of commercial activities;

2. Establishing bulk and area controls;

3. Requiring off-street loading and parking facilities; and

4. Protecting the character of commercial districts and their suitability for commercial uses.

6.2 Commercial Districts Described.

6.2.1 CS (Commercial Shopping) District. The CS (Commercial Shopping) district is designed to accommodate convenient neighborhood, community, and regional shopping centers that provide a wide range of retail and personal service uses.

6.2.2 CG (Commercial General) District. The CG (Commercial General) district is designed to accommodate commercial uses of a slightly higher intensity than CS (Commercial Shopping) zoning. Typically, CG (Commercial General) zoning should be used at nodal intersections and along highly traveled corridors.

6.2.3 DM (Downtown Mixed) District. The DM (Downtown Mixed) district is designed to accommodate certain types of high-density commercial, mixed-use, office, and residential development. DM (Downtown Mixed) zoning also supports the implementation of the Downtown Overlay District and Tax Increment Financing Districts. The DM (Downtown Mixed) zoning should typically only be applied within the Downtown Overlay District.

6.2.4 CH (Commercial High Intensity) District. The CH (Commercial High Intensity) district is designed to accommodate high-density commercial development. The CH zoning shall not be approved for any additional properties beyond the date of the passage of this Ordinance.

6.3 Principal Uses Permitted in Commercial Districts. The following uses shall be allowed only in the corresponding district according to the tables below. Uses not listed shall not be allowed. The Community Development Director or their designee shall determine whether proposed uses meet the intent of this Code. All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide. Any challenges or appeals to determinations made by administrative officials shall be brought before the Owasso Board of Adjustment (BOA).

6.3.1 Permitted Uses in the CS (Commercial Shopping) District. Permitted uses in the CS (Commercial Shopping) district, by right or with a Specific Use Permit (SUP), are indicated in Table 6.1 below:
<table>
<thead>
<tr>
<th>Use</th>
<th>Allowed By Right</th>
<th>Allowed with SUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative and Support Service</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ambulatory Health Care Service</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Amusement, Gambling, and Recreation Industries (Except Gambling Establishment and Outdoor Shooting Range)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Automobile Dealer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Automotive Parts, Accessories, and Tire Store</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Automotive Repair and Maintenance</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Broadcasting (Except Internet)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Building Material and Garden Equipment and Supplies Dealers (Except Wholesale Nursery and Lumber Yard)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Clothing and Clothing Accessories Store</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Commercial Campground (as Accessory Use to Principal Use)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Credit Intermediation and Related Activities</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Data Processing, Hosting, and Related Services</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Educational Services</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Electronic and Precision Equipment Repair and Maintenance</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Electronics and Appliance Store</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Food and Beverage Store</td>
<td></td>
<td>X</td>
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<tr>
<td>Food Service and Drinking Place</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Furniture and Home Furnishing Store</td>
<td></td>
<td>X</td>
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<tr>
<td>Gasoline Station</td>
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<td>X</td>
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<tr>
<td>General Merchandise Store</td>
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<td>X</td>
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<tr>
<td>Health and Personal Care Store</td>
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<tr>
<td>Hospital</td>
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<td>X</td>
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<tr>
<td>Independent Artists, Writers, and Performers</td>
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<td>X</td>
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<tr>
<td>Microbrewery</td>
<td></td>
<td>X</td>
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<tr>
<td>Miscellaneous Store Retailer</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Mixed-Use Development (Retail and Residential)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Monetary Authorities – Central Bank</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Motion Picture and Sound Recording Industry</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Museum, Historical Site, and Similar Institutions</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Other Information Services (Includes Library)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Other Motor Vehicle Dealer (Boat, RV, etc.)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Personal and Household Goods Repair and Maintenance</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Personal and Laundry Service (Except Cemetery and Crematory)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Postal Service</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Professional, Scientific, and Technical Services (Except Veterinary Clinic)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Religious, Grantmaking, Civic, Professional, and Similar Organizations</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Rental and Leasing Service (Except Commercial and Industrial Machinery and Equipment Rental and Leasing)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Social Assistance</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Sporting Goods, Hobby, Musical Instrument, and Book Stores</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Transit and Ground Passenger Transportation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Traveler Accommodation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Veterinary Clinic (with Inside Kennel and Boarding)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Veterinary Clinic (with Outside Kennel and Boarding)</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

*Mixed-use buildings with a residential component shall meet all applicable Building Code requirements.*
All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide. Any use not listed in Table 6.1 shall not be allowed in the CS (Commercial Shopping) district. For any proposed use (by right or SUP) the Community Development Director or their designee shall determine the category that the proposed use would fall within.

Uses allowed with an SUP in the CS (Commercial Shopping) district shall follow the process outlined by the Section titled “Specific Use Permits” in the Owasso Zoning Code and are subject to the requirements, safeguards, and conditions that may be imposed by the Owasso City Council. Further, the SUP uses shall conform to the bulk and area requirements of the CS (Commercial Shopping) district, unless alternative standards are proposed and approved.

6.3.2 Permitted Uses in the CG (Commercial General) District. Principal uses permitted in the CG (Commercial General) district, by right or with a Specific Use Permit (SUP), include all the uses allowed by right in the CS (Commercial Shopping) district as well as those included in Table 6.2 below:

<table>
<thead>
<tr>
<th>Use</th>
<th>Allowed By Right</th>
<th>Allowed with SUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative and Support Service</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Amusement, Gambling, and Recreation Industries (Except Gambling Establishment and Outdoor Shooting Range)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Automobile Dealer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Automotive Repair and Maintenance</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Commercial and Industrial Machinery and Equipment (Except Automotive and Electronic) Repair and Maintenance</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Commercial Campground (as Accessory Use to Principal Use)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Electronic and Precision Equipment Repair and Maintenance</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hospital</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Microbrewery</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mixed-Use Development (Retail and Residential)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Other Motor Vehicle Dealer (Boat, RV, etc.)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Performing Arts, Spectator Sports, and Related Industries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental and Leasing Service (Except Commercial and Industrial Machinery and Equipment Rental and Leasing)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>RV (Recreational Vehicle) Park and Recreational Camp</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Transit and Ground Passenger Transportation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Truck or Weighing Station Operation (Trucking Terminal)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Veterinary Clinic (with Outside Kennel and Boarding)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Warehousing, Self-Storage (with PUD and Commercial Component)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Wholesale Nursery and Lumber Yard</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide. Any use not listed in Table 6.2 shall not be allowed in the CG (Commercial General) district. For any proposed use (by right or SUP) the Community Development Director or their designee shall determine the category that the proposed use would fall within.

Uses allowed with an SUP in the CG (Commercial General) district shall follow the process outlined by the Section titled “Specific Use Permits” in the Owasso Zoning Code and are subject to the requirements, safeguards, and conditions that may be imposed by the Owasso City Council. Further, SUP uses shall conform to the bulk and area requirements of the CG (Commercial General) district.
6.3.3 **Permitted Uses in the DM (Downtown Mixed) District.** All uses zoned DM (Downtown Mixed) that are located in the Downtown Overlay District must meet the requirements as set out in the Section titled “Downtown Overlay District” in the Owasso Zoning Code. Principal uses allowed by right in the DM (Downtown Mixed) district include all the uses included in Table 6.3 below:

<table>
<thead>
<tr>
<th>Principal Uses Allowed By Right in the DM District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Dealer</td>
</tr>
<tr>
<td>Baked Goods Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Beer, Wine, and Liquor Store</td>
</tr>
<tr>
<td>Book Store and News Dealer</td>
</tr>
<tr>
<td>Clothing Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Confectionery and Nut Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Cosmetic, Beauty Supply, and Perfume Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Fitness and Recreational Sports Center</td>
</tr>
<tr>
<td>Florist</td>
</tr>
<tr>
<td>Food (Health) Supplement Store</td>
</tr>
<tr>
<td>Fruit and Vegetable Market</td>
</tr>
<tr>
<td>Furniture Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Grocery Store</td>
</tr>
<tr>
<td>Hair, Nail, and Skin Care Services (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Hobby, Toy, and Game Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Jewelry, Luggage, and Leather Goods Store</td>
</tr>
<tr>
<td>Microbrewery</td>
</tr>
<tr>
<td>Mixed-Use Development (Commercial, Office, and Residential)</td>
</tr>
<tr>
<td>Musical Instrument Supplies Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Office Supplies, Stationery, and Gift Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Optical Goods Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Pet and Pet Supplies Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Pharmacy and Drug Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Photofinishing</td>
</tr>
<tr>
<td>Sewing, Needlework, and Piece Goods Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Shoe Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Specialty Food Store</td>
</tr>
<tr>
<td>Supermarket and Other Grocery (Except Convenience) Store</td>
</tr>
<tr>
<td>Sporting Goods Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Tobacco Store (Less than 5,000 Square Feet)</td>
</tr>
<tr>
<td>Used Merchandise Store (Less than 5,000 Square Feet)</td>
</tr>
</tbody>
</table>

6.4 **Temporary Commercial Uses.** For information on temporary uses and Temporary Use Permits (TUPs), refer to the Section titled “Temporary Uses and Structures” in the Chapter titled “Site Design Standards” and the Chapter titled “Specific Use and Temporary Use Permits” in the Owasso Zoning Code.

6.5 **Bulk and Area Requirements in Commercial Districts.** Bulk and area requirements in the commercial districts are indicated in Table 6.4 below:
Table 6.4 – Bulk and Area Requirements in Commercial Districts

<table>
<thead>
<tr>
<th>Requirements</th>
<th>CS</th>
<th>CG</th>
<th>DM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frontage (Minimum)</td>
<td>125 feet</td>
<td>150 feet</td>
<td>N/A</td>
</tr>
<tr>
<td>Arterial and Freeway Service Road</td>
<td>50 feet</td>
<td>50 feet</td>
<td>N/A</td>
</tr>
<tr>
<td>Non-Arterial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Setback (Minimum)</td>
<td>25 feet</td>
<td>25 feet</td>
<td>0 feet</td>
</tr>
<tr>
<td>Side Yard Setback (Minimum)</td>
<td>0 feet</td>
<td>0 feet</td>
<td>0 feet</td>
</tr>
<tr>
<td>Setback from Abutting Residential Use or</td>
<td>20 feet*</td>
<td>20 feet*</td>
<td>0 feet</td>
</tr>
<tr>
<td>Residential District (Minimum)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Height (Maximum)</td>
<td>N/A**</td>
<td>N/A**</td>
<td>N/A**</td>
</tr>
</tbody>
</table>

*For uses requiring a Specific Use Permit (SUP), buildings adjacent to residential uses or residential districts shall require a greater setback as determined through the SUP process.

**Any building requesting an eave height greater than thirty-six (36) feet shall require an SUP.

6.6 Locations of Sexually-Oriented Businesses.

6.6.1 Definitions. As used in this Section, the terms “sexual conduct” and “specified anatomical areas” shall mean as follows:

a. Sexual conduct includes the following:
   1. The fondling or other touching of human genitals, pubic region, buttocks, or female breasts;
   2. Ultimate sex acts, normal or perverted, actual or simulated, including intercourse, oral copulation, or sodomy;
   3. Masturbation; and
   4. Excretory functions as part of or in connection with any of the activities set forth in 1-3 above.

b. Specified anatomical areas includes the following:
   1. Human genitals, pubic region, buttocks, and female breasts below a point immediately above the top of the areola; and
   2. Human male genitals in a discernible turgid state, even if completely and opaquely covered.

For the purpose of this Code, sexually-oriented businesses are defined as follows:

a. Adult Amusement or Entertainment. Amusement or entertainment which is distinguished or characterized by an emphasis on acts or materials depicting, describing, or relating to sexual conduct or specified anatomical area, as defined herein, including but not limited to topless or bottomless dancers, exotic dancers, strippers, male or female impersonators, or similar entertainment.

b. Adult Toy or Novelty Store. An establishment having as greater than a 10% portion of its stock or display area in toys, novelties, costumes, accessories, and other materials related to sexual conduct, specified anatomical areas, or erotic entertainment.

c. Adult Bookstore. An establishment having as a significant portion of its stock in trade books, film, magazines, and other periodicals which are distinguished or characterized by an emphasis on depicting or describing sexual conduct or specified anatomical areas.
d. **Adult Mini Motion Picture Theater.** An enclosed building with a capacity of less than fifty (50) persons used for presenting material distinguishing or characterized by an emphasis on depicting or describing sexual conduct or specified anatomical areas.

e. **Adult Motel.** A motel wherein material is presented, as part of the motel services, via closed circuit TV or otherwise, which is distinguished or characterized by an emphasis on depicting or describing sexual conduct or specified anatomical areas.

f. **Adult Motion Picture Arcade.** Any place to which the public is permitted or invited wherein coin or slug-operated or electronically, electrically, or mechanically controlled still or motion picture machines, projectors, or other image-producing devices are maintained to show images to five or fewer persons per machine at one time, and where the images so displayed are distinguished or characterized by an emphasis on depicting or describing sexual conduct or specified anatomical areas.

g. **Adult Motion Picture Theater.** An enclosed building with a capacity of fifty (50) or more persons used for presenting material distinguished or characterized by an emphasis on depicting or describing sexual conduct or specified anatomical areas.

h. **Massage Parlor.** Any place where for any form of consideration or gratuity, massage, alcohol rub, administration of fomentations, electric or magnetic treatments, or any other treatment or manipulation of the human body occurs as part of or in connection with sexual conduct or where any person providing such treatment, manipulation, or service related thereto exposes specified anatomical areas.

i. **Model Studio.** Any place other than university or college art classes where, for any form of consideration or gratuity, figure models who display specified anatomical areas are provided to be observed, sketched, drawn, painted, sculptured, photographed, or similarly depicted by persons paying such consideration or gratuity.

j. **Sexual Encounter Center.** Any building or structure which contains, or is used for commercial entertainment where the patron directly or indirectly is charged a fee to engage in personal contact with or to allow personal contact by, employees, devises, or equipment or by personnel provided by the establishment which appeals to the prurient interest of the patron, to include, but not be limited to bath houses, massage parlors, and related or similar activities.

6.6.2 **Prohibition.** No person shall cause or permit the establishment of any of the sexually-oriented businesses as defined in this Section in an area zoned other than CG (Commercial General). In addition, no person shall cause or permit the establishment of any of the sexually-oriented businesses as defined in this Section within one thousand (1000) feet of any other sexually-oriented business, or within one thousand (1000) feet of a place of worship, day care, school (type which offers a compulsory education curriculum), public or private park, or within one thousand (1000) feet of areas zoned residential or within one thousand (1000) feet of a non-arterial street which provides access to a residential district. Provided further that the Owasso City Council may permit by a Specific Use Permit (SUP) a sexually-oriented business as defined in this Section in an IL (Industrial Light, Research and Development), IM (Industrial Moderate), or IH (Industrial Heavy) district, subject to the distance limitations set forth herein.
All businesses that meet the definition of a sexually-oriented business shall not have any items displayed in the windows in public view. All exterior windows and doors shall be opaque so as to prohibit the viewing of any items from outside the store.

Persons under the age of eighteen (18) shall not be permitted in any sexually-oriented business. Every sexually-oriented business shall display signage prohibiting persons under the age of eighteen (18) within the business.

The establishment of a sexually-oriented business shall include the opening of such business as a new business, the relocation of such business, the enlargement of such business, in either scope or area, or the conversion of an existing business location of any of the uses described in this Section.

Nothing in this Code is intended to make legal any business or activity that is expressly declared illegal under the provision of this Code or under any City, State, or Federal laws.
7.1 **Purpose of Industrial Districts.** The industrial districts are designed to:

a. Achieve the objectives of the Land Use Master Plan.

b. Meet the needs for industrial service and to create regional employment for the citizens of Owasso.

c. Preserve and promote the development of efficient industrial areas and to minimize the adverse effects of industrial uses on other land uses and thoroughfares by:

   1. Differentiating the types and purposes of industrial activities;
   2. Establishing bulk and area controls;
   3. Requiring off-street loading and parking facilities;
   4. Provide for landscaping and screening of more intense industrial uses; and
   5. Protecting the character of industrial districts and their particular suitability for industrial uses.

7.2 **Industrial Districts Described.**

7.2.1 **IL (Industrial Light, Research and Development) District.** The IL (Industrial Light, Research and Development) district is designed to provide an environment conducive to the development and conservation of modern industrial and scientific research facilities and to provide areas suitable for manufacturing, wholesaling, warehousing, and other light industrial activities.

7.2.2 **IM (Industrial Moderate) District.** The IM (Industrial Moderate) district is designed to group together a wide range of industrial uses.

7.2.3 **IH (Industrial Heavy) District.** The IH (Industrial Heavy) district is designed to provide areas for manufacturing and other industrial activities.

7.3 **Principal Uses Permitted in Industrial Districts.** All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide.

7.3.1 **Permitted Uses in the IL (Industrial Light, Research and Development) District.** Principal uses permitted in the IL (Industrial Light, Research and Development) district, by right or with a Specific Use Permit (SUP), are indicated in Table 7.1 below:
Table 7.1 – Principal Uses Permitted in the IL District

<table>
<thead>
<tr>
<th>Use</th>
<th>Allowed by Right</th>
<th>Allowed with SUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Transportation</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ambulatory Health Care Service</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Amusement, Gambling, and Recreation Industries</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Apparel Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broadcasting (Except Internet)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Building Material and Garden Equipment and Supplies Dealer</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Computer and Electronic Product Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Construction of Buildings (General Contractor)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Credit Intermediation and Related Activities</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Data Processing, Hosting, and Related Services</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Food and Beverage Store</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Food Service and Drinking Place</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Furniture and Related Product Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Gasoline Station</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hospital</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Miscellaneous Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Motion Picture and Sound Recording Industries</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Motor Vehicle and Parts Dealer</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Performing Arts, Spectator Sports, and Related Industries</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Personal and Laundry Service</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Place of Worship</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Printing and Related Support Activities</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Publishing Industries (Except Internet)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Rental and Leasing Service</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Repair and Maintenance Service</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Specialty Trade Contractor</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Sporting Goods, Hobby, Musical Instrument, and Book Stores</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Support Activities for Transportation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Telecommunications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transit and Ground Passenger Transportation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Truck Transportation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Warehousing and Storage</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Waste Management and Remediation Service</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Wholesale Electronic Market and Agents and Brokers</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide. Any use not listed in Table 7.1 shall not be allowed in the IL (Industrial Light, Research and Development) district. For any proposed use (by right or SUP) the Community Development Director or their designee shall determine the category that the proposed use would fall within.

Uses allowed with an SUP in the IL (Industrial Light, Research and Development) district shall follow the process outlined by the Section titled “Specific Use Permits” in the Owasso Zoning Code and are subject to the requirements, safeguards, and conditions that may be imposed by the Owasso City Council. Further, SUP uses shall conform to the bulk and area requirements of the IL (Industrial Light, Research and Development) district.

7.3.2 Permitted Uses in the IM (Industrial Moderate) District. Principal uses permitted in the IM (Industrial Moderate) district, by right or with a Specific Use Permit (SUP), include all the uses allowed by right in the IL (Industrial Light, Research and Development) district plus the uses included in Table 7.2 below:
Table 7.2 – Additional Principal Uses Permitted in the IM District

<table>
<thead>
<tr>
<th>Use</th>
<th>Allowed by Right</th>
<th>Allowed with SUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Transportation</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ambulatory Health Care Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amusement, Gambling, and Recreation Industries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beverage and Tobacco Product Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Chemical Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Fabricated Metal Product Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Furniture and Related Product Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Hospital</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Leather and Allied Product Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Merchant Wholesaler, Durable Goods</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Merchant Wholesaler, Nondurable Goods</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Miscellaneous Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Support Activities for Transportation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Textile and Textile Product Mill</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Truck Transportation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Waste Management and Remediation Service</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Wood Product Manufacturing</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide. Any use not listed in Table 7.2 shall not be allowed in the IM (Industrial Moderate) district. For any proposed use (by right or SUP) the Community Development Director or their designee shall determine the category that the proposed use would fall within.

Uses allowed with an SUP in the IM (Industrial Moderate) district shall follow the process outlined by the Section titled “Specific Use Permits” in the Owasso Zoning Code and are subject to the requirements, safeguards, and conditions that may be imposed by the Owasso City Council. Further, SUP uses shall conform to the bulk and area requirements of the IM (Industrial Moderate) district.

7.3.3 Permitted Uses in the IH (Industrial Heavy) District. Principal uses permitted in the IH (Industrial Heavy) district, by right or with a Specific Use Permit (SUP), include all the uses allowed by right in the IM (Industrial Moderate) district plus the uses included in Table 7.3 below:

Table 7.3 – Additional Principal Uses Permitted in the IH District

<table>
<thead>
<tr>
<th>Use</th>
<th>Allowed By Right</th>
<th>Allowed with SUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Transportation</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chemical Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Fabricated Metal Product Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Food Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Heavy and Civil Engineering Construction</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Leather and Allied Product Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Machinery Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Nonmetallic Mineral Product Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Paper Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Petroleum and Coal Products Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Plastics and Rubber Products Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Primary Metal Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Support Activities for Transportation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Textile and Textile Product Mill</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Transportation Equipment Manufacturing</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Truck Transportation</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Waste Management and Remediation Service</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Wood Product Manufacturing</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) guide. Any use not listed in Table 7.3 shall not be allowed in the IH (Industrial Heavy) district. For any proposed use (by right or SUP) the Community Development Director or their designee shall determine the category that the proposed use would fall within.

Uses allowed with an SUP in the IH (Industrial Heavy) district shall follow the process outlined by the Section titled “Specific Use Permits” in the Owasso Zoning Code and are subject to the requirements, safeguards, and conditions that may be imposed by the Owasso City Council. Further, SUP uses shall conform to the bulk and area requirements of the IH (Industrial Heavy) district. Buildings, structures, or equipment abutting residential use or residential district shall require a greater setback as determined through the SUP process.

7.4 **Bulk and Area Requirements in Industrial Districts.** Bulk and Area Requirements in the industrial districts are indicated in Table 7.4 below:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>IL</th>
<th>IM</th>
<th>IH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frontage (Minimum)</td>
<td>150 feet</td>
<td>200 feet</td>
<td>200 feet</td>
</tr>
<tr>
<td>Setback from Abutting Street (Minimum)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setbacks shall be determined by measuring from the existing property line (where sufficient right-of-way for future roadway expansion or widening has been dedicated, as determined by the City Engineer). Where right-of-way has not been dedicated, the setbacks shall be from the future right-of-way line.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arterial and Freeway Service Road Non-Arterial</td>
<td>50 feet</td>
<td>50 feet</td>
<td>50 feet</td>
</tr>
<tr>
<td>25 feet</td>
<td>25 feet</td>
<td>25 feet</td>
<td></td>
</tr>
<tr>
<td>Setback from Abutting Agriculture, Residential, or Office District Boundary Lines (Minimum)</td>
<td>75 feet</td>
<td>75 feet</td>
<td>100 feet</td>
</tr>
<tr>
<td>Building Height (Maximum without SUP)*</td>
<td>50 feet</td>
<td>50 feet</td>
<td>50 feet</td>
</tr>
</tbody>
</table>

*Any buildings, structures, or equipment taller than fifty (50) feet shall require a Specific Use Permit (SUP).

7.5 **Accessory Uses Permitted in Industrial Districts.**

7.5.1 **Accessory Uses Permitted.** Accessory uses customarily incidental to a principal use permitted in an industrial district are permitted in said district.

7.5.2 **Accessory Use Conditions.** Accessory buildings shall meet the minimum building setback lines of the applicable district.

An accessory building erected as an integral part of the principal building shall be structurally a part thereof, shall have a common wall therewith, and shall comply with the requirements applicable to the principal building.

Accessory storage of materials, equipment, or products within two hundred (200) feet of an abutting residential or agriculture district shall be screened with a screening wall or fence along the lot line or lines in common with the abutting residential or agriculture district.
CHAPTER 8
PUBLIC FACILITIES DISTRICT PROVISIONS

8.1 **Purpose of the Public Facilities District.** The PF (Public Facilities) district is intended to accommodate a wide range of public/institutional/quasi-public uses distributed throughout the community and establish a zoning district for said uses. The PF (Public Facilities) district shall only be used for municipal government, state government, federal government, public schools, or public utilities. Such uses would include public parks, City/Municipal buildings or yards, public safety facilities, public schools, cultural areas, public service uses, utilities, State/Federal uses and facilities, and other public uses. The PF (Public Facilities) district is consistent with and implements the City’s public/institutional/quasi-public land use category shown on the adopted Land Use Master Plan.

8.2 **Characteristics of the Public Facilities District.** The characteristics of uses found within the PF (Public Facilities) district would be facilities that provide a public benefit or service to the entire community. The Official Zoning Map of the City of Owasso shall denote all uses in the Public Facilities zoning district with the letters PF.

8.3 **Allowed Uses and Permit Requirements in the Public Facilities District.** Services and structures providing public services shall be allowed within the PF (Public Facilities) district. The Community Development Director or their designee shall determine what uses, as defined by the North American Industry Classification System (NAICS) guide, would meet the criteria of the district.

8.4 **Development Standards in the Public Facilities District.** All applicable development regulations listed shall apply to any PF (Public Facilities) district development proposal. Each development shall be required to plat the property and submit a Site Plan for approval. Due to the wide variety of possible public uses and facilities, approvals shall be made on a case by case basis, with review by the Technical Advisory Committee. Table 8.1 below summarizes the setback requirements for structures in the PF (Public Facilities) district:

<table>
<thead>
<tr>
<th>Table 8.1 – Development Standards in the PF District</th>
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<tbody>
<tr>
<td>Setbacks</td>
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<tr>
<td>Front (Minimum)</td>
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<tr>
<td>Street-Side (Minimum)</td>
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<tr>
<td>Interior and Rear (Minimum)</td>
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<td>Height (Maximum)</td>
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CHAPTER 9
PLANNED UNIT DEVELOPMENTS

9.1 General Description.

9.1.1 Introduction and Purpose. A Planned Unit Development (PUD) is a special zoning overlay that provides alternatives to conventional land development. Upon approval, it becomes a supplement to the existing zoning of the subject property. A PUD is also a means of encouraging creative development of land and promotes project design that is often unseen in conventional development. A PUD shall not be seen as a tool to circumvent the Owasso Zoning Code and Owasso Subdivision Regulations, but rather as a tool for intelligent, well-planned, and quality developments that fit within Owasso’s existing neighborhoods and the context of the surrounding area. A PUD provides flexibility to allow for development on properties with unique physical characteristics by promoting innovative design and providing guidelines which ensure that development is beneficial to the City of Owasso’s future growth. While great flexibility is given to provide special restrictions which will allow development not otherwise permitted, procedures are established herein to ensure against misuse of the increased flexibility.

9.1.2 Goals. Because a Planned Unit Development (PUD) allows greater flexibility than otherwise would be allowed with the base zoning, there are specific goals that need to be accomplished with each application. All PUDs shall be evaluated on their ability to accomplish the following:

a. Maintain and enhance the quality of life in Owasso;

b. Provide opportunities for urban infill;

c. Maintain and promote a sense of community;

d. Encourage development that otherwise could not occur on the site;

e. Preserve and provide meaningful open space;

f. Promote connectivity and compatibility with surrounding development;

g. Inspire unique and thoughtful development;

h. Support the development of strong neighborhoods;

i. Provide amenities beyond conventional development; and

j. Preserve the physical characteristics of the land.

9.1.3 Applicability. A Planned Unit Development (PUD) may be submitted for any parcel of land located within any general zoning district or combination of zoning districts within Owasso City Limits. In all cases, the PUD will be reviewed as to the proposed location and character of the uses and the unified treatment of the development of the tract. The regulations of the general zoning district or districts remain applicable except as specifically modified pursuant to the provisions of this Chapter.

Approval of a conceptual development plan is required prior to development of a PUD. The conceptual development plan shall be submitted concurrently with a request for rezoning. Conceptual development plans are subject to recommendation by the Owasso Planning Commission and approval by the Owasso City Council.
All PUD applications shall require a concurrent zoning application that accommodates the proposed use, unless the zoning that would support the proposed use is already in place.

This Chapter shall complement the other Sections of the Owasso Zoning Code. In instances where the requirements are conflicting, the Community Development Director or their designee shall determine the correct action.

9.2 Standards of Development.

9.2.1 Density. By its very nature, a Planned Unit Development (PUD) is designed to develop parcels of land with unique or unusual natural or man-made conditions. In order to promote development that makes use of and preserves such unique features, it may be necessary to cluster density within developments. If clustering of density is proposed, then:

a. Additional amenities shall be provided;

b. The design shall promote and maintain useable open space; and

c. A layout shall be provided that complements the existing conditions of the site.

All PUDs shall calculate density based upon the gross area of the tract, which may include floodplains, rights of way, or easements to provide an overall gross density for the project that shall be expressed in units per acre. The gross density calculations shall be provided within the PUD’s design and intent statement.

a. Single-Family Residential Densities. A residential PUD shall not exceed a gross density above five (5) dwelling units per acre for single-family residential developments. Should a development propose a density higher than five (5) units per acre, written justification shall be provided explaining the rationale of the decision and additional amenities shall be provided to mitigate the increased density.

b. Neighborhood Mixed-Use Residential Densities. Neighborhood mixed-use densities shall be consistent with the Chapter titled “Residential District Provisions” and shall not exceed a maximum density of twelve (12) units per acre gross density. All neighborhood mixed-use developments shall be accomplished through a PUD.

c. Multi-Family Residential Densities. Multi-family densities shall be consistent with the Chapter titled “Residential District Provisions” in the City of Owasso Zoning Code and should not exceed a maximum of twenty-five (25) units per acre gross density. Any proposed development that contains over twenty-five (25) units per acre shall provide an explanation of why the higher density would be appropriate and how the additional density would be mitigated through additional amenities, setbacks, or other treatment. All multi-family residential developments shall be accomplished through a PUD.

9.2.2 Land Use Percentages. In any residential Planned Unit Development (PUD), at least twenty (20) percent of the gross area of the tract shall be devoted to open space, common areas, or amenities. Rights-of-way and utility easements on individual lots shall not apply to open space calculations. If at least twenty (20) percent open space cannot be achieved, the project may be required to provide additional amenities in order to mitigate the reduction in open space. Because all PUD projects are unique, the Community Development Director or their designee shall determine if additional amenities are required in relation to the amount of open space provided.
9.2.3 **Preservation of Trees and Other Natural Features.** Planned Unit Developments (PUDs) shall be designed to preserve and enhance the existing physical characteristics of the land and its natural vegetation. Projects that require clear cutting or denuding of large tracts of land for development are discouraged. Trees in excess of eight (8) inches in caliper shall be preserved and worked into the overall design of the project, unless the applicant can provide substantial justification to remove said trees. Tree preservation credits shall be applied to all landscaping plans if found to meet the requirements of this Code, and additional landscaping shall be required for projects that remove excessive healthy vegetation.

9.2.4 **Screening and Buffering.** Screening is an important part of any Planned Unit Development (PUD) proposal, especially when incompatible uses are proposed within the PUD or exist in adjoining developments. Screening may be employed in the form of:

a. **Fencing.** Wood fencing shall have metal posts placed on the inside.

b. **Walls.** Stone, brick, split-faced block, or similar decorative materials shall be used.

c. **Berms.** Berms may be used in combination with vegetation or fencing to achieve the desired result.

d. **Vegetation.** Vegetation provides a screening mechanism that can be efficient and aesthetically pleasing. In many cases, leaving the natural vegetation as a means of screening achieves the desired results. New vegetation may be planted that also achieves the intent of this Section. Materials and sizes of vegetation shall be provided with the required conceptual development plan and conform to the Chapter titled “Landscaping, Screening, and Fencing Requirements” in the Owasso Zoning Code.

Buffer yards shall be provided at all boundaries of the PUD where higher intensity or higher density uses adjoin existing tracts that are of a lower intensity or density. An example of this may be 5000 square foot lots adjoining an existing single-family development containing 20,000 square foot lots. Buffers shall vary in size depending on the use or the density of the development, but shall be a minimum of twenty (20) feet in width. Vegetation and screening is required in buffer yards.

All residential PUD shall contain decorative fencing along adjacent arterial roadways and shall also contain language covering the long-term maintenance of the fencing. If wood fencing is to be used, decorative columns of rock, brick, split face block, or similar permanent material shall be used at regular intervals.

9.2.5 **Transition of Uses.** Great care shall be given as to the location of the more intense uses or densities within the Planned Unit Development (PUD). Transition should be achieved when possible by placing less intense uses along the perimeter of the PUD area with more intense uses near the center of the PUD. For example, if a PUD is proposed in an area that abuts mostly acreage lots, the PUD should place larger lots meeting RE or RS-1 standards along the perimeter and move towards smaller lots within the core of the PUD area or along arterial streets. If transition cannot be achieved, a large and well-vegetated buffer should be provided.
9.2.6 Conceptual Landscape Plan. Each Planned Unit Development (PUD) shall require a conceptual Landscape Plan at the time of submittal. The conceptual Landscape Plan shall depict general locations for landscaping, but shall not be required to go into great detail. Trees, however, shall be shown on the Landscape Plan. More detailed Landscape Plans may be required in the later stages of the development process in conformance with the City of Owasso’s adopted landscape requirements. Final landscape plans shall be reviewed and approved administratively, and shall include any special requirements approved by the City Council.

9.2.7 Adherence to City Landscape Requirements. All adopted landscape requirements shall be met by any Planned Unit Development (PUD). A PUD shall provide landscaping that exceeds the City of Owasso’s minimum requirements in order to meet the goals, purpose, and criteria outlined in the PUD Ordinance.

9.2.8 Site Development.

9.2.8.1 Low-Impact Design (LID) Criteria. All Planned Unit Development (PUD) proposals are encouraged to incorporate low-impact design techniques. Utilizing low-impact design techniques can greatly reduce infrastructure costs and can be incorporated into common areas and open space. Some low-impact design possibilities are:

a. Bio-retention areas (e.g. rain gardens);
b. Green roofs;
c. Permeable paving or driveways;
d. Cisterns;
e. Vegetated swales; and
f. Impervious surface education.

All PUDs are encouraged to define how low-impact design principles shall be applied.

9.2.8.2 Grading and Site Disturbance. Planned Unit Development (PUD) sites shall not be denuded of all vegetation. Great care should be given to developing drainage and grading plans that incorporate natural areas and preserve the topography and vegetation of the PUD area. All creeks or perennial streams shall have a minimum of a fifty (50) foot undisturbed buffer measured from the top of the stream or creek bank and shall be included into the design of the PUD whenever possible.

9.2.8.3 Adherence to City, State, and Federal Requirements. All grading and drainage plans shall meet all City, State, and Federal requirements.

9.2.9 Parking and Circulation. The applicant shall provide plans that depict the safe and efficient movement of vehicles throughout the Planned Unit Development (PUD). For any PUD that proposes more than two hundred (200) residential units, a traffic study shall be provided to the City of Owasso for review. All City, State, and Federal regulations shall be met by the PUD proposal. All parking areas, driveways, or other means of vehicular access shall be designed in accordance with the Chapter titled “Off-Street Parking Requirements” in the Owasso Zoning Code.

9.2.10 Open Space. At least twenty-five (25) percent of the provided open space shall be developed and maintained for active or passive recreational activities. The remaining area should be kept as marshland, wildlife areas, woodlands, creeks, etc. At least ten (10) percent of this remaining area shall be out of the 100-year floodplain and floodway.
9.2.11 **Common Areas.** Common areas promote social interaction and help to create a sense of community. Common areas shall be provided throughout the development for the use and enjoyment of the residents of the surrounding area.

9.2.12 **Amenities Required.** Any residential Planned Unit Development (PUD) shall provide at least one (1) amenity from each of the categories from Table 9.1 below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amenity Feature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Recreation</td>
<td>Sports field, tennis court, basketball court, volleyball court, disc golf course, skate facility, bike path, hiking trail, or golf facility.</td>
</tr>
<tr>
<td>Passive Recreation</td>
<td>Stocked fishing pond, nature preserve area of at least 2 acres, horse shoe pit, wildlife viewing area (if adjacent to preserved habitat), camp ground, equestrian facility, meditation area, walking path or trail, pedestrian boulevard, or open green space.</td>
</tr>
<tr>
<td>Public Gathering Areas</td>
<td>Dog park, picnic area, pavilion, outdoor amphitheater, clubhouse, gazebo, BBQ area, dock area, community garden, or park area.</td>
</tr>
<tr>
<td>Family Recreational Areas</td>
<td>Tot lot, splash pad, swimming pool, or playground.</td>
</tr>
</tbody>
</table>

For any detached single-family residential development that proposes a gross density of more than five (5) residential dwelling units per acre, one (1) additional amenity from any category shall be required for each additional two (2) units per acre. Multi-family developments shall provide one (1) type of amenity from each category, with any additional amenities recommended by Staff.

The applicant may propose an amenity not shown on the list to the Community Development Director or their designee. The Community Development Director or their designee shall determine if the proposed amenity is appropriate for the type of development proposed.

Amenities may be combined into one (1) or more park/recreation areas (i.e. pool with a club house or a park area with a basketball court, playground, and walking trails).

Park and recreation areas shall be placed within the development so they are convenient and accessible.

Any standing water feature or pond shall be re-circulated through a fountain, waterfall, or other aeration device. This requirement applies to any storm retention pond that maintains a pool elevation of water.

All amenities will have long-term maintenance requirements that shall be managed by future Homeowners’ Associations (HOAs). Appropriate language should be included that clearly states that maintenance shall be covered by the applicant or developer until the turnover date as described in the Section titled “Standards for Single-Family Residential Districts” in the City of Owasso Zoning Code. The applicant or developer shall create such legal entities as appropriate to undertake and be responsible for the ownership, operation, construction, and maintenance of private roads, parking areas, common usable open space, community facilities, recreation areas, buildings, lighting, security measures, and similar common elements in a PUD. Said responsibilities and ownership of these areas shall be clearly articulated in the covenants and/or the deeds of dedication for the development.

Amenities approved as a part of any PUD should be installed prior to the completion of the entire project. At least one (1) amenity shall be installed by the time twenty-five (25) percent of the lots are developed and all amenities should be installed or completed prior to seventy-five (75) percent of the lots being developed. No Building Permit shall be issued if a development does not meet these amenity requirements.
9.2.13 **Consistency with the Land Use Master Plan.** Any proposed Planned Unit Development (PUD) shall be developed in accordance with the adopted City of Owasso Land Use Master Plan. The PUD shall meet the goals, objectives, and action strategies stated within the Plan.

9.2.14 **Compatibility with Surrounding Development.** Each Planned Unit Development (PUD) shall be designed in a manner that is compatible with the surrounding development in the area. If the proposed development is not in character with the surrounding area, the PUD shall show how the development can be screened or employ techniques that will mitigate the incompatibility.

9.3 **Procedures for Obtaining Planned Unit Development Zoning.**

9.3.1 **Pre-Application Meeting.** A pre-application meeting is required prior to submitting a formal application for the proposed Planned Unit Development (PUD) project. This step offers the applicant or developer a chance to meet with City of Owasso Staff to discuss ideas related to the development of a PUD on a piece of property. City Staff from different departments shall be available to discuss the project, answer questions, and provide information to the applicant or developer.

9.3.2 **Submittal of Development Application.** After submittal of a completed Planned Unit Development (PUD) application packet with all required information, the Community Development Director or their designee shall provide a professional review of the project and shall assist the applicant or developer in understanding the PUD process.

The Community Development Director or their designee shall require sufficient detail in the conceptual development plan to provide an opportunity for the reviewing bodies to make informed decisions and evaluate compliance with the applicable approval criteria.

The Community Development Director or their designee shall provide recommendations regarding changes or additions to the PUD that would make the project more consistent with the goals, purpose, and standards outlined in this Chapter. Upon completion of a successful application, the PUD shall be placed on the next available Owasso Planning Commission Agenda.

9.3.3 **Technical Advisory Committee.** Prior to the Owasso Planning Commission, the City of Owasso’s Technical Advisory Committee shall review the Planned Unit Development (PUD) proposal and all supporting documentation.

The Technical Advisory Committee shall provide comments to the applicant regarding utilities, engineering, planning, and project design.

All Technical Advisory Committee comments shall be addressed by the applicant prior to the PUD being reviewed by the Owasso Planning Commission or the Owasso City Council.

9.3.4 **Neighborhood Meeting.** A neighborhood meeting between the applicant and adjoining property owners is strongly encouraged to introduce the project and listen to any concerns from the citizens. If such a meeting is held, City Staff will be present to answer procedural and City-related questions, but will otherwise observe and report on the discussions held at the meeting.

Neighborhood meetings should be held at least fourteen (14) calendar days prior to the project being heard by the Owasso Planning Commission. As an alternative to the neighborhood meeting, the applicant may choose to mail adjoining property owners a copy of the proposed concept and keep a log of all reported comments and concerns. It is also suggested that the applicant or developer provides the Homeowners’ Associations of surrounding neighborhoods with a copy of the proposed development plans.
9.3.5 **Owasso Planning Commission.** In regards to Planned Unit Developments (PUDs), the function of the Owasso Planning Commission is to listen to public concerns, afford the applicant or their designee an opportunity to make a formal presentation regarding the project, review the project for conformity with the requirements of this Code, and to offer suggestions regarding the project design as it relates to impacts on adjoining properties. It shall be the duty of the Planning Commission to review each PUD prior to Owasso City Council consideration.

At the Owasso Planning Commission meeting, the applicant or their designee shall be present and shall present a conceptual development plan and such other narrative or other graphic information pertinent to the City’s initial review and evaluation of the potential of the proposed PUD. At the Planning Commission meeting, the applicant or their designee and interested citizens will have the opportunity to discuss the merits of the PUD proposal. The Planning Commission will assess the proposal in light of Code guidelines and will take action after weighing the recommendations of the Staff, the applicant’s presentation, and the community’s response. The Planning Commission shall review each application using the following process:

a. The Owasso Planning Commission shall review each PUD application for conformity to the City of Owasso Zoning Code.

b. The Owasso Planning Commission shall study the proposed PUD application, taking into account the recommendations of the Staff, the review criteria, and other applicable standards in this Code. If the Planning Commission determines that the Code is not being met in certain areas, then they may make suggestions to the applicant and transmit the suggestions to the Owasso City Council as part of their report. The Planning Commission shall hear from the general public and engage the applicant or developer in discussion of the project;

c. The Owasso Planning Commission shall discuss any potential issues that they determine the project has and offer suggestions that may help the project meet the goals, purpose, and criteria identified in this Chapter. This information shall be transmitted to the Owasso City Council; and

d. The Owasso Planning Commission shall have ninety (90) days to act on a PUD application from the time of submittal to the Community Development Department. If after ninety (90) days the Planning Commission cannot render a decision with all requested documents and information provided by the applicant, the applicant may proceed to the Owasso City Council for consideration. Delays by the applicant in providing materials or documents to City Staff shall not be counted towards the ninety (90) days. Requests for changes and/or additional materials by the Planning Commission shall not be counted towards the ninety (90) days. The ninety (90) day review period shall only consist of time when an application is complete, the item is placed on the agenda, and all requested materials or information have been provided.

9.3.6 **Owasso City Council.** The Owasso City Council shall make the final decision on any Planned Unit Development (PUD) application. A final PUD plan shall be approved along with an ordinance. The approved ordinance and PUD plan shall dictate any future development on the subject property, unless the PUD is amended or expires.

The Owasso City Council shall use the information provided by City Staff, the recommendation from the Owasso Planning Commission, input from the public, and input from the applicant to make a decision as to approve or deny a proposed PUD.

The Owasso City Council may add conditions to the project that they determine are necessary to meet the intent of this Chapter.
Should the Owasso City Council require more information, the item can be tabled to a future meeting. If any major changes are made to the plans or new information is brought forward after review by the Owasso Planning Commission, the Owasso City Council may ask that the project return to the Planning Commission for review.

All conditions imposed by the Owasso City Council shall become binding and shall be met before the project may proceed.

All PUDs approved in accordance with provisions of this Code in its original form, or by subsequent amendments thereto, shall be referenced on the Official Zoning Map of the City of Owasso, and a list of such PUDs, together with the category of uses permitted therein, shall be maintained in the Community Development Department.

### 9.4 Timeline, Expiration, and Amendments.

#### 9.4.1 Validation
A Planned Unit Development (PUD) shall be validated once any portion of the property has been platted and recorded or a Building Permit is approved.

#### 9.4.2 Zoning Ordinance
Because a Planned Unit Development (PUD) is a zoning action approved by the Owasso City Council through ordinance, the City shall file the ordinance approving the designation of a PUD on a tract of land, with the County Clerk’s office upon platting and recording any portion of the PUD.

#### 9.4.3 Expiration
For any Planned Unit Development (PUD) in which there has been no Building Permit issued nor any portion of the property platted after five (5) years since approval by the Owasso City Council, the PUD shall be considered null and void and shall be brought back before the Owasso Planning Commission and the Owasso City Council for consideration prior to any development on the property. The underlining zoning of the PUD shall not expire, only the PUD overlay shall expire.

#### 9.4.4 Conformance with Current Regulations
Expired Planned Unit Developments (PUDs) shall be required to meet the most recently adopted regulations, ordinances, and development standards.
9.4.5 Extensions. An extension may be granted by the Community Development Director or their designee for Planned Unit Developments (PUDs) that are nearing the five (5) year expiration date. PUDs may be extended one (1) time for a maximum of two (2) additional years, provided a letter is submitted to the Community Development Director or their designee asking for the extension no less than two (2) months prior to the five (5) year expiration date. Said letter must indicate the following:

a. Reason for the extension;

b. That there are no changes to the original PUD approved by the Owasso City Council; and

c. Expected date by which a portion of the PUD will be platted.

It shall be the developing party’s responsibility (or an individual who has legal authority to sign documents on their behalf) to ask for and sign the letter of extension. If no extension has been sought and granted, said PUD shall be considered expired. If no portion of the property has been platted nor any Building Permit received by the Community Development Department, within the two (2) year extension period, said PUD shall expire and a new PUD application must be submitted.

9.4.6 Amendments. There may be instances when a change or amendment to the original Planned Unit Development (PUD) is necessary or desired. In these situations, the magnitude of these amendments is considered. There are two (2) types of amendments that can occur with a valid PUD: a Major Amendment and a Minor Amendment. If amendments have been made, then a determination shall be made by the Community Development Director or their designee as to whether or not said amendments constitute a major or minor plan change.

a. Major Amendment. A Major Amendment is described as a significant change that increases the density, intensifies the use, redistributes uses, or creates inconsistencies with the character of the PUD that was initially approved. A Major Amendment shall proceed through the entire PUD process as outlined in this Chapter. The Community Development Director or their designee shall determine if the changes to the PUD meet the criteria for a Major Amendment, is an appropriate change, and will maintain the spirit of what was approved in the original PUD. Modifications from the previously approved PUD plan shall be deemed by the Community Development Director or their designee to be a Major Amendment if said modifications cause one (1) of the following to occur:

1. Increase the total number of dwelling units by more than ten (10) percent;

2. Reduce the amount of common open space by ten (10) percent from what was originally approved;

3. Substantially change the location of any multi-family or non-residential areas as shown on the approved PUD;

   ➢ Example: An approved 100 acre PUD shows 20 acres for office, 10 acres for commercial, and 70 acres for residential single-family. If the amendment proposes to move the commercial area to another location within the PUD, then it would be deemed to be a Major Amendment.

4. Eliminate a proposed use that was approved with the original PUD that substantially changes the character of the project;

5. Complete elimination of a recreational feature that was identified in the approved PUD, without replacing it with an in-kind feature; or
6. Change the location of the access points into the PUD or connections to adjoining residential development;
   
   - Modifications in the location or design of minor streets, cul-de-sacs, alleys, or facilities for water and for disposal of stormwater and wastewater internal to the development shall not be considered as a Major Amendment.

An appeal of the Community Development Director or their designee’s decision that the changes to the PUD construe a Major Amendment shall be made in writing by filing a notice of appeal to the Owasso Planning Commission within ten (10) days of the Community Development Director or their designee’s decision. Said appeal shall be heard at a regular meeting of the Planning Commission, at which time the applicant may defend their proposal. Appeals shall not require public notification.

b. **Minor Amendment.** Small changes that still meet the intent of the ordinance, do not increase the density in excess of ten (10) percent, are consistent with surrounding development, and do not pose a threat to the health, safety, or welfare of the citizens of Owasso can be administratively approved as a Minor Amendment. Minor Amendments may also include relocation of landscape areas, parking areas, drive aisles, or other similar changes that are minor in scope.

Minor Amendments shall be approved administratively. Depending upon the nature of the amendment, the Community Development Director or their designee may require the PUD to go before the Technical Advisory Committee for review.

### 9.5 Conceptual Development Plan

The required conceptual development plan shall be a rendered plan that clearly articulates the overall concept of the Planned Unit Development (PUD). Figure 9.2 illustrates an acceptable conceptual development plan rendering. The conceptual development plan shall include the entire PUD area, and it may include Site Plans of smaller areas to provide more specificity if the development is large.

The conceptual development plan shall include, at a minimum, the following:

a. Name of the proposed development;

b. Name and address of the property owner and developer;

c. Name of the preparer of the document;

d. Graphic scale drawn no smaller than 1:100, a north arrow, date of preparation, and a legend;

e. Vicinity map outlining the location of the development in relation to major streets within 1000 feet, schools, and other landmarks;

f. County where the development lies shall be depicted;

g. Legal description of the property;

h. Total acreage of the tract, total acreage of the proposed area to be improved, and acreage of open space;

i. Location and name of abutting subdivisions and City Limit lines for Owasso;

j. Wooded areas, wetlands, waterways, floodplain and floodway, ponds, and other natural features;

k. General location of all proposed streets;
l. Proposed density of the development depicted in gross density figures (gross units per acre of the entire development);
m. Location and identification of all land uses in the PUD shall be depicted;
n. Identification of all amenity locations, detention areas, open space areas, etc.;
o. General location of parking areas for non-single-family residential areas;
p. Depiction of any proposed walking trails, pathways, and buffer yards, including fences;
q. Notation on the plan of how wide the buffer yards will be and how they will be landscaped; and
r. Location and type of amenities provided.

9.5.1 Conceptual Development Plan as the Preliminary Plat. Should a conceptual development plan be provided that goes into sufficient detail necessary for submittal of a Preliminary Plat, then the plan may be used as the Preliminary Plat for the Planned Unit Development (PUD).

If the conceptual development plan is to be used as the Preliminary Plat, it must contain all of the required elements for preliminary plat approval outlined in the Owasso Subdivision Regulations.

If the PUD is approved with a conceptual development plan that is sufficient to be used as a Preliminary Plat, the applicant may proceed to the Final Plat stage.

It is not required that the entire development be platted; only the portion the applicant intends to develop initially. Additionally, the conceptual development plan can be used as the actual Site Plan for the development if it has Technical Advisory Committee comments that have been addressed.

If the conceptual development plan is unchanged, additional Technical Advisory Committee review will not be required.
9.6 **Design and Intent Statement.**

9.6.1 **Requirements.** The design and intent statement shall clearly articulate the vision for the proposed development and shall identify key elements of the project that justify using a Planned Unit Development (PUD) approach over conventional zoning.

At a minimum, the design and intent statement shall include some basic elements, listed below:

a. Overall project statement of proposed use and intent;

b. List of the proposed land uses including residential densities;

c. List of all parties involved (applicant, owner, agent, plan preparer);

d. Thorough narrative explaining why the development is appropriate and how it complies with the requirements of this Chapter. The applicant should explain how the PUD is consistent with the goals, purposes, and standards listed in this Chapter;

e. Statement regarding the compatibility of the proposed development with the surrounding area. The statement should address buffer zones, transition, screening, types of materials to be used, and square footage of structures;

f. Table showing how the proposed PUD will differ from current bulk standards, with an outline of what Sections of the Owasso Zoning Code or Subdivision Regulations that the PUD seeks relief from;

g. Outline of the covenants that will govern the property and information about the development of a Homeowners’ Association and how they will govern the common areas;

h. Anticipated timeline for development, which may include a phasing plan; and

i. PUD’s consistency with the Owasso Land Use Master Plan.
CHAPTER 10
OVERLAY DISTRICTS

10.1 **General Description.** It is the purpose and intent of an overlay district to provide enhanced standards to protect and enhance the unique characteristics of specific areas and/or corridors while providing for development opportunities. These characteristics may include natural scenic beauty, manmade features, or other features. Overlay districts may also be used to protect or facilitate a particular design theme established through specific architectural styles or periods, or to protect or facilitate Site Plan conventions such as setbacks that are both minimums and maximums. The purposes of any overlay district may include:

a. Promoting the safe and efficient use of specific roadways by controlling access and other traffic measures;

b. Encouraging the redevelopment of an area consistent with a particular design theme;

c. Minimizing the detrimental impact on hillsides, watercourses, and other significant natural features;

d. Giving special attention to landscaping, buffering, signage, lighting, and building setbacks in those areas identified as needing special attention; and

e. Giving special attention to the existing architectural style or to the style that is planned, so as to create an easily identifiable area in those areas identified as architecturally significant.

10.1.1 **Establishment of Overlay Districts.** The Owasso City Council of the City of Owasso may adopt overlay districts as needed in order to implement specific purposes, intents, and design standards based upon the adopted Land Use Master Plan for the area being regulated, which shall be applied as additional standards to other regulations required by the City. Such overlay districts shall be made a part of the Zoning Code. Upon adoption, the boundaries of such overlay districts shall be shown on the Owasso Zoning Map.

10.1.2 **Development Criteria.** The development criteria for each overlay district shall be those standards as set out in each overlay district. All overlay districts shall adhere to the requirements of the Chapter titled “Outdoor Lighting” in the Owasso Zoning Code.

10.1.3 **Applicability.** Where any Section of this Chapter is found to be in conflict with other Chapters of the Zoning Code, the regulations found herein shall apply. Any overlay district acts as an additional layer of zoning over the base zoning district. The overlay language and regulations shall supersede the base zoning regulations where conflict may arise.
US-169 OVERLAY DISTRICT

10.2 **Purpose of the US-169 Overlay District.** The purpose of the US-169 Overlay District is to:

a. Encourage sustainable development that will become a long term asset to Owasso;

b. Protect an area that represents a significant opportunity for business and corporate investment, which is important to the long term economic health of Owasso;

c. Establish uses and regulations that promote the development of this area as a corridor that promotes an environment of business, learning, and growth;

d. Protect the area around Tulsa Technology Center from uses that may have a detrimental impact on the facility and the City’s ability to attract quality development;

e. Establish regulations that protect the investment of existing and new businesses and corporations from unattractive, non-compatible uses;

f. Ensure the area is visually pleasing, sustainable, and developed in a coordinated fashion;

g. Ensure a high quality of development that will ultimately generate an economically-enhanced and pedestrian-friendly area for Owasso; and

h. Follow the principals of the Quality of Life Initiative.

10.3 **Designation of the US-169 Overlay District.** The US-169 Overlay District covers an area roughly one-quarter (¼) mile to one-half (½) mile on either side of US-169 from 86th St N to 126th St N. It is depicted in Figure 10.1 and defined on the official Owasso Zoning Map.

10.4 **Uses in the US-169 Overlay District.**

10.4.1 **Permitted Uses.** The base zoning districts of properties fully or partially within the designated US-169 Overlay District shall not be affected except as noted in this Chapter. All applicable regulations for use, yard, area, lot dimensions, utility placement, and landscaping shall be those specified for each district, including Planned Unit Development (PUD) stipulations. Where any of the above regulations conflict with those of the US-169 Overlay District, the more restrictive shall apply.

10.4.2 **Restricted Uses.** For property zoned AG (Agriculture) in the US-169 Overlay District, only existing agricultural uses shall be permitted and shall be subject to all applicable standards and regulations. No Specific Use Permits (SUPs) shall be issued for any land zoned AG (Agriculture) and no new agriculture uses or businesses shall be allowed.

In each zoning district, all uses respective to that district shall be permitted by right or with the issuance of an SUP, except for those listed below.

Within the US-169 Overlay District, unless otherwise restricted, any use permitted by right in a particular zoning district, or with an SUP in the underlying zoning district, shall be permitted. All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) book.

Upon annexation, all tracts of land shall be zoned commercial, office, or in conformity with the existing adopted Land Use Master Plan in effect at the time of the annexation. New residential development of any kind shall be developed as a Planned Unit Development (PUD).
10.4.3 **Prohibited Uses.** The following uses shall be prohibited in the US-169 Overlay District:

<table>
<thead>
<tr>
<th>Table 10.1 – Prohibited Uses in the US-169 Overlay District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal and Poultry Raising</td>
</tr>
<tr>
<td>Any New Agricultural Use or Business</td>
</tr>
<tr>
<td>Bindery</td>
</tr>
<tr>
<td>Bottled Gas Sales</td>
</tr>
<tr>
<td>Casino/Gaming Center</td>
</tr>
<tr>
<td>Chick Hatchery</td>
</tr>
<tr>
<td>Cemetery</td>
</tr>
<tr>
<td>Cesspool Cleaning</td>
</tr>
<tr>
<td>Concrete Construction Service</td>
</tr>
<tr>
<td>Drag Strip</td>
</tr>
<tr>
<td>Fuel Oil Sales (Not Including Gas Station or Convenience Store)</td>
</tr>
<tr>
<td>Halfway House</td>
</tr>
<tr>
<td>Industrial Uses in the IH (Industrial Heavy) District</td>
</tr>
<tr>
<td>Industrial Uses in the IM (Industrial Moderate) District</td>
</tr>
<tr>
<td>Juvenile Delinquency Center</td>
</tr>
<tr>
<td>Landfill</td>
</tr>
<tr>
<td>Mini-Storage Warehouse (as a Primary Use)</td>
</tr>
<tr>
<td>Oil Well Drilling and Cleaning Establishment</td>
</tr>
<tr>
<td>Outdoor Kennel (Not Part of a Veterinary or Grooming Business)</td>
</tr>
<tr>
<td>Outdoor Storage of Any Kind as the Principal Use</td>
</tr>
<tr>
<td>Portable Building Sales</td>
</tr>
<tr>
<td>Power Plant</td>
</tr>
<tr>
<td>Pre-Release Center</td>
</tr>
<tr>
<td>Race Track (Animal or Vehicle)</td>
</tr>
<tr>
<td>Sexually-Oriented Business</td>
</tr>
<tr>
<td>Shooting Range (Outdoor)</td>
</tr>
<tr>
<td>Taxidermist</td>
</tr>
<tr>
<td>Truck Stop</td>
</tr>
</tbody>
</table>

10.4.4 **Uses Permitted with a Specific Use Permit.** The following uses shall be permitted in the US-169 Overlay District with the issuance of a Specific Use Permit (SUP), subject to compliance with the provisions of this Section:
Table 10.2 – Uses Permitted in the US-169 Overlay District with an SUP

<table>
<thead>
<tr>
<th>Uses Permitted in the US-169 Overlay District with an SUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Implement Sales</td>
</tr>
<tr>
<td>Aircraft Sales</td>
</tr>
<tr>
<td>Appliance Store and Repair</td>
</tr>
<tr>
<td>Any Retail Use with Primarily Outdoor Sales</td>
</tr>
<tr>
<td>Auctioneer</td>
</tr>
<tr>
<td>Auto Rental</td>
</tr>
<tr>
<td>Auto Sales (5 Acre Maximum Parcel Size)</td>
</tr>
<tr>
<td>Auto Wash</td>
</tr>
<tr>
<td>Boat and Recreational Vehicle Sales</td>
</tr>
<tr>
<td>Bus Station</td>
</tr>
<tr>
<td>Cabinet Maker</td>
</tr>
<tr>
<td>Camper Sales</td>
</tr>
<tr>
<td>Construction Equipment Sales</td>
</tr>
<tr>
<td>Disinfecting Service</td>
</tr>
<tr>
<td>Exterminating Service</td>
</tr>
<tr>
<td>Fence Construction Company</td>
</tr>
<tr>
<td>Go-Kart Track</td>
</tr>
<tr>
<td>Golf Driving Range</td>
</tr>
<tr>
<td>Janitorial Service</td>
</tr>
<tr>
<td>Lumber Yard</td>
</tr>
<tr>
<td>Monument Sales</td>
</tr>
<tr>
<td>Motorcycle Sales</td>
</tr>
<tr>
<td>Motor Vehicle Repair</td>
</tr>
<tr>
<td>Outdoor Recreation (Including Amusement Park)</td>
</tr>
<tr>
<td>Park and Ride Lot</td>
</tr>
<tr>
<td>Plastic Material Sales</td>
</tr>
<tr>
<td>Retail Greenhouse</td>
</tr>
<tr>
<td>Truck Rental</td>
</tr>
<tr>
<td>Vending Sales and Service</td>
</tr>
<tr>
<td>Woodworking Shop</td>
</tr>
</tbody>
</table>

10.4.5 Non-Conforming Uses. Existing but non-conforming properties, which existed as of the date these regulations became effective, shall be allowed to continue in the same manner after the adoption of these regulations. However, such non-conforming properties shall be subject to these regulations if feasible when:

a. A property is annexed into the City;
b. A property owner requests any zoning change;
c. The principle use on the property is discontinued for a period of six (6) calendar months;
d. The property is destroyed or significantly altered by sixty (60) percent or greater; or
e. Enlargements or improvements are made to the property that increases the gross square footage by twenty-five (25) percent.

When any change as identified above occurs, the property owner must demonstrate that the change to the property shall not significantly impair the safe and efficient flow of traffic within the subject area. The Community Development Director or their designee may require the property owner to provide a site specific traffic study to determine the potential impacts of the proposed changes as part of the site development plan.
10.4.6 Existing Uses.

10.4.6.1 Single-Family Residential. The US-169 Overlay District shall not affect existing single-family residential uses, neighborhoods, or platted residential developments. Said uses may continue to exist in perpetuity until such time as they may be redeveloped or rezoned for another use.

10.4.6.2 Properties Outside the City Limits of Owasso. The US-169 Overlay District covers areas that are currently outside of Owasso City Limits. Unless these properties are annexed into Owasso City Limits, they shall not be required to comply with the regulations of this Chapter. If annexed, these properties shall be subject to the regulations set forth in this Chapter. If the subject property lies outside of Owasso City Limits, the County regulations in which the property lies shall apply.

10.4.6.3 Previously Approved Projects or Developments. Any project or development that was approved or had plans submitted prior to the effective date of this Code shall not be required to comply with these regulations unless they meet any of the criteria from this Chapter. Previous approvals remain valid unless the approval date lapses or unless changes are made to the previous approvals. This shall refer to Site Plans, building plans, Planned Unit Developments (PUDs), or Specific Use Permits (SUPs) submitted prior to the effective date of the US-169 Overlay District, and they shall only be required to comply with the zoning regulations in affect at that time. An approved plat shall not constitute approval of a project. The Community Development Director or their designee shall determine if a project meets these criteria.

10.4.7 Separation Requirements. In order to protect the integrity and purpose of the US-169 Overlay as described in Section 10.2 in this Chapter, the uses listed below, taken from Table 10.2 in this Chapter, shall have the additional requirement that they be separated by a distance of 2,640 linear feet. The distance shall be measured from property line to property line. In the event the measurement bisects a parcel, then the greater amount of area that is inside or outside of this distance shall be used to determine the applicability of this Section. In addition to the requirements of this section, the following uses shall not be located on any parcel of land that abuts the Tulsa Technology Center Campus property:

a. Aircraft Sales;
b. Auto Sales;
c. Boat and Recreational Vehicle Sales;
d. Camper Sales;
e. Construction Equipment Sales;
f. Motorcycle Sales;
g. Truck Rental (as a single use); and
h. Agricultural Implements Sales

Additionally this Section shall apply to any uses identified in Section 53241 of the North American Industry Classification System (NAICS), titled “Construction, Transportation, Mining and Forestry Machinery, and Equipment Rental and Leasing” or uses that operate in a similar manner.

10.5 Requirements in the US-169 Overlay District.

10.5.1 Landscape Requirements. Development and or redevelopment in the US-169 Overlay District shall comply with the Chapter titled “Landscaping, Screening, and
Fencing Requirements in the Owasso Zoning Code with the following additional requirements:

a. All signage shall have shrubs and/or perennial flowers at the base; and
b. Said shrub/flower bed shall be enclosed with an edging material such as brick, stone, steel edging, concrete, or similar material.

10.5.2 General Requirements. All development in the US-169 Overlay District shall follow City of Owasso procedures and requirements described in the Chapter titled “General Provisions” in the Owasso Zoning Code, except as noted in this Chapter.

Architectural details and/or drawings shall be submitted to the Community Development Department at the time of Site Plan submittal. Architectural plans shall depict architectural details outlined in this Section and shall consist of:

a. Preliminary renderings or drawings of building elevations plus typical cross sections to clearly define the character of the project and to ensure these provisions are met; and
b. Exterior building materials inventory to indicate compliance with this Chapter. The Community Development Director or their designee shall review the proposed building materials for compliance.

10.6 Building and Site Design Standards in the US-169 Overlay District.

10.6.1 General Design. Developments in the US-169 Overlay District shall be evaluated using the following criteria:

a. Compatibility. Adjacent buildings shall relate in similarity of architectural style, roof style, and configuration.

b. Proportions. Windows, doors, columns, piers, projections, ribs, awnings, cornices, parapets, eaves, and other building components shall be proportional to the overall scale of the building. Windows should be greater in height than width, unless otherwise required by a specific design feature or architectural style.

10.6.2 Building Entrance. Primary building entrances shall be clearly defined and shall be recessed or framed by a sheltering element such as an awning, arcade, overhang, or portico (in order to provide weather protection for pedestrians). Public entrances flush with the building wall with no cover are not allowed (see Figure 10.2).
10.6.3 **Boulevard Entrance.** For developments containing total floor area in excess of fifty thousand (50,000) square feet, the principal access into the site shall be a boulevard incorporating a ten (10) foot wide landscaped center median that complies with the Chapter titled “Landscaping, Screening, and Fencing” in the Owasso Zoning Code.

10.6.4 **Off-Street Parking.** Off-street parking areas are encouraged to be located to the side or rear of buildings or in the interior of a block whenever possible (see Figure 10.3). Loading areas shall be located behind the main building and screened in accordance with the Chapter titled “Landscaping, Screening, and Fencing” in the Owasso Zoning Code. All parking lots, drives, aisles, and other elements shall comply with the Chapter titled “Off-Street Parking Requirements” in the Owasso Zoning Code.

![Encouraged Off-Street Parking Areas](image)

10.6.5 **Building Setback.** It is the intent of this Chapter to enhance and preserve the character of the US-169 Overlay District by promoting parking area placement to the rear of lots or along the sides of buildings and bring visually pleasing building architecture to the street. Therefore, front building setbacks may be reduced to ten (10) feet.

10.6.6 **Transit Stops.** All transit stops shall be covered to offer shade and shelter from the elements.

10.6.7 **Outdoor Space.** Each site with a building larger than ten thousand (10,000) square feet shall be designed to include public pedestrian walkways internally and throughout the development, linking all areas and buildings facilities open to the public, and shall include one (1) or more plazas or courtyards with benches or patios/seating areas (see the Chapter titled “Landscaping Screening and Fencing Requirements” in the Owasso Zoning Code). For single developments containing total floor area in excess of eighty thousand (80,000) square feet, at least one (1) outdoor space or site amenity shall be required on the site or on adjacent land, in addition to the required plaza or courtyard area. All features shall be accessible, useable spaces. Outdoor space or site amenities may include, but are not limited to:

   a. Window shopping walkway;
   b. Water feature;
   c. Clock tower;
   d. Seating walls;
e. Benches;
f. Courtyards or plazas;
g. Fountains; or
h. Sculpture or public art.

The Community Development Director or their designee may approve any other such deliberately shaped area or focal feature or amenity that, in the judgment of the Community Development Director or their designee, adequately enhances such community and public spaces.

10.6.8 **Sidewalks.** All buildings, parking areas, public spaces, amenity features, and adjoining developments of similar use shall be linked with sidewalks. Sidewalks shall be provided along public streets that provide access to the development. Sidewalks shall be constructed in accordance with the standards for sidewalks as set forth in the City of Owasso Engineering Standards.

10.6.9 **Exterior Materials.** Exterior building materials shall include brick, split-faced concrete block, stone, stucco, synthetic stucco, cement-board, or wood siding. Metal may be used as accent material, and cumulatively may not exceed twenty (20) percent of the area of any individual exterior wall. All windows and doors to customer service areas along building frontages at the ground floor level on any retail building shall be transparent.

10.6.10 **Multiple Buildings in Commercial Centers.** In order to achieve unity between all buildings in a commercial development consisting of more than one building, all buildings in such a development, including pad site buildings, shall employ a consistent architectural style or theme and be constructed of similar exterior materials. Design criteria for large and multi-phase developments shall be provided for review.

10.6.11 **Roof Pitch.** Flat roofs and roofs with a pitch of less than 3:12 require a parapet wall. Eaves a minimum of one (1) foot from the building face shall profile a pitched roof. Roofing for pitched roofs greater than 6:12 shall be wood, tile, slate, architectural asphalt shingles, or low-reflectivity metal (flat or matte finish). Applied mansard roofs shall not be permitted.

10.6.12 **Electrical and Services Equipment.** HVAC and similar types of incidental machinery or equipment shall be screened from view in accordance with the Chapter titled “Landscaping, Screening, and Fencing Requirements” in the Owasso Zoning Code. Utility meters, aboveground tanks, satellite dishes, and antennas shall also be screened from view. Wall-mounted mechanical equipment that extends six (6) inches or less from the outer building wall shall be designed to blend in with the color and architectural design of the subject building. Unless a waiver is authorized by the Owasso City Council, all electrical and telephone lines and wires, including but not limited to street lighting, shall be placed underground. Feeder and other major transmission lines may remain overhead. All utility installation shall conform to the City’s adopted Technical Standards and Specifications.

10.6.13 **Wall Articulation.** Façades shall have a recognizable “base” consisting of but not limited to:

a. Walls;
b. Ledges;
c. Sills;
d. Integrially textured materials, such as stone or other masonry;
e. Integrally colored and patterned materials; or
f. Planters.

Façades shall also have a recognizable “top” consisting of but not limited to:

a. Cornice treatments with integrally textured materials (other than colored “stripes” or “bands”);
b. Sloping roofs with overhangs and brackets; or
c. Stepped parapets.

All sides of a building and any accessory structure shall utilize materials and design characteristics consistent with those of the front façade. In order to prevent large flat expanses of featureless exterior walls, structures having single walls exceeding fifty (50) feet in length shall incorporate one or more of the following features at least every fifty (50) feet in length (see Figure 10.4):

a. Changes in color, graphical patterning, changes in texture, or changes in material;
b. Projections, recesses, and reveals expressing structural bays or other aspects of the architecture with a minimum change of plane of twelve (12) inches;
c. Windows and fenestration;
d. Gable projections;
e. Horizontal or vertical breaks; or
f. Other similar techniques.
The Community Development Director or their designee may approve variations or alternate treatments, so long as the intent of the Code is met.

10.6.14 **Signage.** Signs shall be permitted in the US-169 Overlay District in accordance with the Chapter titled “Signs” in the Owasso Zoning Code, with the following exceptions:

   a. Pole signs of any type over twenty-five (25) feet in height are prohibited. Pole signs shall only be allowed on parcels having frontage on US-169;

   b. All signs not having frontage on US-169, shall be of monument form and constructed of materials that complement the main building(s);

   c. All signs not attached to buildings shall be set in a landscaped bed;

   d. Maximum height for signage shall be twenty (20) feet for property with frontage on all arterial roads other than US-169;

   e. In all other cases, the maximum height for signage shall be ten (10) feet;

   f. Digital signs shall have an eight (8) second delay and shall only display static images (moving video and moving graphics are prohibited within the overlay); and

   g. New multi-tenant developments are encouraged to use the Unified Sign Permit (USP) process.

10.6.15 **Building Orientation.** All primary buildings on lots or tracts with frontage on US-169 are encouraged to be oriented towards the highway. If any such building is on a lot or tract with a second frontage, it shall have equally detailed and prominent façades, constructed of equally high quality materials, facing both the highway and the secondary street. All buildings are encouraged to be oriented towards the front of the lot, with parking lots towards the rear or alongside buildings.

10.6.16 **Commercial Drive-Through Lanes.** Drive-through facilities associated with commercial uses shall be architecturally integrated with the building.

10.6.17 **Outdoor Display and Sales.** All outdoor display or sales areas shall be shown on the Site Plan and shall encompass less than twenty (20) percent of the area of the building footprint. Said display area shall be landscaped to provide definition of the area. Any allowed use that requires primarily outside sales shall not be required to meet these criteria.

10.6.18 **Screening of Refuse Collection and Loading Areas.** Refuse collection areas in the US-169 Overlay District shall be screened in accordance with the Chapter titled “Landscaping, Screening, and Fencing Requirements” in the Owasso Zoning Code. In order to reduce the visual and acoustic impacts of these functions on adjacent properties and public streets, non-enclosed service, storage, and off-street loading areas shall be screened with opaque sight-obscuring walls or fences that are made of durable materials and are between six (6) feet and eight (8) feet in height. Screening materials shall be the same as, or of equal quality to, the materials used for the primary building and landscaping.
DOWNTOWN OVERLAY DISTRICT

10.7 **Downtown Overlay District.** It is the intent of the Downtown Overlay District to provide enhanced standards to protect and enhance the unique characteristics of the Main Street, 76th St, and Downtown Owasso area. Overlay districts may also be used to protect or facilitate a particular design theme established through specific architectural styles or periods, or to protect or facilitate Site Plan conventions such as setbacks that are both minimums and maximums.

10.8 **Purpose of the Downtown Overlay District.** The purpose of the Downtown Overlay District is to:

   a. Encourage sustainable development that will become a long term asset to Owasso;

   b. Promote economic growth and redevelopment of the Downtown Owasso area;

   c. Encourage residential development as part of commercial development and to replace blighted properties on the fringe of the Downtown Owasso area with new and higher-density residential;

   d. Encourage the development of office space through standalone and mixed-use development. Office space is encouraged at a higher-density and multi-story structures;

   e. Giving special attention to landscaping, buffering, signage, lighting, and building setbacks in those areas identified as needing special attention;

   f. Giving special attention to the existing architectural style or to the style that is planned, so as to create an easily identifiable area in those areas identified as architecturally significant;

   g. Promote the history of Owasso;

   h. Encourage high quality, attractive, and unique architecture;

   i. Implement the Downtown Development District as described in the GrOwasso 2030 Land Use Master Plan and 2001 Downtown Master Plan;

   j. Create a vibrant arts and entertainment district;

   k. Create an area where development can be accomplished at a higher-density than allowed in any other commercial and residential districts of Owasso;

   l. Attract new businesses and retain small businesses in the Downtown Owasso area;

   m. Revitalize Main Street and create a true Main Street environment;

   n. Establish regulations that protect the investment of existing and new businesses from unattractive, non-compatible uses;

   o. Ensure the area is visually pleasing, sustainable, and developed in a coordinated fashion;

   p. Ensure a high quality of development that will ultimately generate an economically-enhanced and pedestrian-friendly area for Owasso;

   q. Follow the principals of the Quality of Life Initiative and the GrOwasso 2030 Land Use Master Plan; and

   r. Encourage locally-owned and Made In Oklahoma businesses.
10.9  **Designation of the Downtown Overlay District.**

10.9.1  **Boundary Map.** The boundaries of the Downtown Overlay District are depicted in Figure 10.5. All properties within the depicted boundaries are subject to the rules and regulations of this Chapter.

![Figure 10.5 Downtown Overlay District Boundaries](image)

10.9.2  **Map Amendments.** No change in the boundary of the Downtown Overlay District shall be authorized, except by the Owasso City Council pursuant to the procedures outlined in this Code.

10.10  **Uses in the Downtown Overlay District.** The base zoning districts of properties fully or partially within the Downtown Overlay District shall not be affected except as noted in this Chapter. All applicable regulations for use, yard, area, lot dimensions, utility placement, and landscaping shall be those specified for each district, including Planned Unit Development (PUD) stipulations.

10.10.1  **Use Restrictions.** In the AG (Agriculture) district, only existing agricultural uses shall be permitted to continue and be subject to all applicable standards and regulations. No Specific Use Permits (SUPs) shall be issued for any land zoned AG (Agriculture) and no new agriculture uses or businesses shall be allowed.
In each zoning district, all uses respective to that district shall be permitted by right or with the issuance of an SUP, except for those listed below.

10.10.2 **Allowed Uses.** Any by right use or those uses allowed with a Specific Use Permit (SUP) shall be permitted in the Downtown Overlay District, unless otherwise restricted in this Chapter. All uses shall be defined by the most recent version of the North American Industry Classification System (NAICS) book.

10.10.3 **Encouraged Uses.** The following uses are encouraged in the Downtown Overlay District:

<table>
<thead>
<tr>
<th>Table 10.3 – Uses Encouraged in the Downtown Overlay District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antique Store</td>
</tr>
<tr>
<td>Art Gallery</td>
</tr>
<tr>
<td>Arts &amp; Crafts Studio</td>
</tr>
<tr>
<td>Bakery/Artisan Foods</td>
</tr>
<tr>
<td>Book Store</td>
</tr>
<tr>
<td>Boutique</td>
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<td>Café &amp; Sidewalk Café</td>
</tr>
<tr>
<td>Coffee Shop</td>
</tr>
<tr>
<td>Entertainment Venue</td>
</tr>
<tr>
<td>Farmers Market</td>
</tr>
<tr>
<td>Microbrewery</td>
</tr>
<tr>
<td>Mixed-Use Development (Ground Floor Retail with Offices or Residential Above)</td>
</tr>
<tr>
<td>Office Space</td>
</tr>
<tr>
<td>Personal Services (Salon, Barber Shop, Florist, Health Store, etc.)</td>
</tr>
<tr>
<td>Pub/Bar &amp; Grill/Wine Bar</td>
</tr>
<tr>
<td>Restaurant (Preferred Locally or Oklahoma-Owned Restaurant)</td>
</tr>
<tr>
<td>Retail Use</td>
</tr>
<tr>
<td>Small Corner Store with Basic Goods</td>
</tr>
<tr>
<td>Small Theatre or Music-Venue</td>
</tr>
<tr>
<td>Yoga/Fitness Studio</td>
</tr>
</tbody>
</table>

10.10.4 **Prohibited Uses.** The following uses are prohibited in the Downtown Overlay District:

<table>
<thead>
<tr>
<th>Table 10.4 – Prohibited Uses in the Downtown Overlay District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Implement Sales</td>
</tr>
<tr>
<td>Aircraft Sales</td>
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</tr>
<tr>
<td>Cesspool Cleaning</td>
</tr>
<tr>
<td>Chick Hatchery</td>
</tr>
</tbody>
</table>
Concrete Construction Service  
Construction Equipment Sales  
Convenience Store  
Disinfecting Service  
Drag Strip  
Drive-In Theatre  
Exterminating Service  
Fairgrounds  
Fence Construction Company  
Fuel Oil Sales  
Gas Service Station  
Gas Station  
Go-Kart Track  
Golf Driving Range  
Halfway House  
Industrial Uses, Except in the IH (Industrial Heavy) and IM (Industrial Moderate) Zoning Districts  
Janitorial Service  
Juvenile Delinquency Center  
Kennel (As Primary Use)  
Landfill  
Lumber Yard  
Mini-Storage Warehouse (As Primary Use)  
Monument Sales  
Motor Vehicle Repair and Tire Shop  
Motorcycle Sales  
Oil Well Drilling and Cleaning Establishment  
Outdoor Kennel (Not a Part of Veterinary or Grooming Business)  
Outdoor Recreation (Including Amusement Park)  
Outdoor Storage of Any Kind as the Principal Use  
Plastic Material Sales  
Portable Building Sales  
Portable Storage  
Power Plant  
Pre-Release Center  
Race Track (Animal or Vehicle)  
Sexually-Oriented Business  
Shooting Range (Outdoor)  
Taxidermist  
Truck Rental  
Truck Stop  
Vending Sales and Service  
Woodworking Shop  
Wrecker Yard

10.10.5 Non-Conforming Uses. Non-conforming properties and/or uses, which existed as of the date these regulations became effective, shall be allowed to continue in the same manner after the effective date of this Chapter. However, such non-conforming properties and/or uses shall be subject to these regulations if feasible when:

a. A property owner requests any zoning change;

b. The principle use on the property is discontinued for a period of six (6) consecutive calendar months;

c. The property is destroyed or significantly altered by sixty (60) percent or greater; or
d. Enlargements or improvements are made to the structures on the property that increase the gross square footage by twenty-five (25) percent.

10.10.6 Existing Uses.

a. Single-Family Residential. The Downtown Overlay shall not affect existing single-family residential uses. Said uses may continue to exist in perpetuity until such time as they are redeveloped or rezoned for another use.

b. Previously Approved Projects or Development. Any project or development that has approved development plans or had plans submitted and under review prior to the effective date of this Code shall not be required to comply with these regulations. Previous approvals remain valid unless the approval date lapses or changes are made to previous approvals. This shall refer to Site Plans, building plans, Planned Unit Developments (PUDs), or Specific Use Permits (SUPs) submitted prior to the effective date of this Chapter. Said project shall still be required to comply with the zoning regulations in effect at that time. An approved plat shall not constitute approval of a project. The Community Development Director or their designee shall determine if a project meets these criteria.

10.11 Requirements in the Downtown Overlay District.

10.11.1 Landscape Requirements. Whenever possible, development and redevelopment in the Downtown Overlay District shall comply with the Chapter titled “Landscaping, Screening, and Fencing Requirements” in the Owasso Zoning Code. Smaller and unique developments shall provide a Landscape Plan that shall be approved by the Community Development Director or their designee.

10.11.2 General Requirements. All development in the Downtown Overlay District shall follow procedures and requirements described in the Chapter titled “General Provisions” in the Owasso Zoning Code, except as noted in this Chapter.

Architectural details and/or drawings shall be submitted to the Community Development Department at the time of Site Plan submittal. Architectural plans shall depict architectural details outlined in this Chapter and consist of:

a. Preliminary renderings or drawings of building elevations plus typical cross-sections to clearly define the character of the project and to ensure these provisions are met; and

b. Clearly described exterior building materials to indicate compliance with this Chapter. The Community Development Director or their designee shall review the proposed building materials for compliance.

10.12 Building and Site Design Standards in the Downtown Overlay District.

10.12.1 Building Entrance. Primary building entrances in the Downtown Overlay District shall be clearly defined, and shall be recessed or framed by a sheltering element such as an awning, arcade, overhang, or portico (in order to provide weather protection for pedestrians). Public entrances flush with the building wall with no cover are discouraged. Awnings are encouraged. Awnings are subject to review and approval by the Community Development Director or their designee;
d. Awning hardware shall not be visible;
e. Awnings shall provide vertical clearance of no less than eight (8) feet above sidewalks; and
f. Awnings are not allowed to hang over vehicular traffic ways.

10.12.2 Off-Street Parking. Off street parking areas in the Downtown Overlay District are encouraged to be located to the side or rear of buildings or in the interior of a block whenever possible. Properties along Main Street shall be required to build along the front property line. Loading areas shall be located behind the main building and screened in accordance with the Chapter titled “Landscaping, Screening, and Fencing Requirements” in the Owasso Zoning Code. All parking lots, drives, aisles, and other elements shall comply with the Chapter titled “Off-Street Parking Requirements” in the Owasso Zoning Code.

10.12.3 Building Setback. It is the intent of this Chapter to enhance and preserve the character of the Downtown Overlay District by promoting parking area placement to the rear of lots or along the sides of buildings and bring visually pleasing building architecture to the street. Therefore building setbacks along public street frontage may be eliminated with a zero (0) foot setback when possible. Provisions for public sidewalks shall always be made. Public spaces for dining and display are encouraged between the building frontages and the public sidewalk, as long as a six (6) foot clear path of travel is maintained at all times. Side setbacks shall not be required, so long as buildings meet all Building Codes and fire rating standards.

10.12.4 Outdoor Space. Outdoor seating areas, fountains, plazas, courtyards, and other elements are encouraged to create a unique, interesting, and walkable Downtown Owasso Area.

10.12.5 Sidewalks. All buildings, parking areas, public spaces, amenity features, and adjoining developments of similar use shall be linked with sidewalks. Sidewalks shall be provided along public streets that provide access to the development. Sidewalks shall be constructed in accordance with the standards for sidewalks set forth in City of Owasso Engineering Standards.

10.12.6 Exterior Materials. Exterior building materials shall include brick, glass, split-faced concrete block, stone, stucco, synthetic stucco, cement-board, or wood siding. Metal may be used only as accent material and cumulatively may not exceed ten (10) percent of the area of any individual exterior wall along any public street. Prefabricated or engineered metal buildings are not allowed, though metal can be used as a construction material if covered with one of the allowed materials. These provisions shall not apply to roofs.

10.12.7 Roof Pitch. Flat roofs and roofs with a pitch of less than 3:12 require a parapet wall. Roofs and screening shall comply with the regulations set forth in the Chapter titled “Landscaping, Screening, and Fencing Requirements” in the Owasso Zoning Code. Eaves a minimum of one (1) foot from the building face shall profile a pitched roof. Roofing for pitched roofs greater than 6:12 shall be wood, tile, slate, architectural asphalt shingles, or low-reflectivity metal (flat or matte finish). No roof shall cause water to drain or flow directly onto any public way or sidewalk. Rainwater shall be collected and piped into storm drain systems or cisterns. Bio-swales, rain gardens, or other low-impact design (LID) techniques are highly encouraged.
10.12.8 **Mechanical Equipment (HVAC).** HVAC and similar types of incidental machinery or equipment shall be screened from view in accordance with the Chapter titled “Landscaping, Screening, and Fencing Requirements” in the Owasso Zoning Code. Utility meters, aboveground tanks, satellite dishes, and antennas shall also be screened from view. Wall-mounted mechanical equipment that extends six (6) inches or less from the outer building wall shall be designed to blend in with the color and architectural design of the subject building. Unless a waiver is authorized by the Owasso City Council, all electrical and telephone lines and wires, including but not limited to street lighting, shall be placed underground. Feeder and other major transmission lines may remain overhead. All utility installation shall conform to the City’s adopted Technical Standards and Specifications. All utility service lines shall be located underground when feasible. This shall not apply to existing uses or single-family homes.

10.12.9 **Wall Articulation.** Façades in the Downtown Overlay District shall have a recognizable “base” consisting of, but not limited to:

a. Walls;
b. Ledges;
c. Sills;
d. Integrally textured materials (such as stone or other masonry);
e. Integrally colored and patterned materials; or
f. Planters.

Façades shall also have a recognizable “top” consisting of but not limited to:

a. Cornice treatments with integrally textured materials (other than colored "stripes" or "bands");
b. Sloping roofs (with overhangs and brackets); or
c. Stepped parapets.

All sides of a building and any accessory structure shall utilize materials and design characteristics consistent with those of the front façade.

In order to prevent large flat expanses of featureless exterior walls, structures having single walls exceeding twenty-five (25) feet in length shall incorporate one (1) or more of the following features at least every twenty-five (25) feet in length (see Figure 10.6):
a. Changes in color, graphical patterning, changes in texture, or changes in material;
b. Projections, recesses, and reveals;
c. Expressing structural bays or other aspects of the architecture with a minimum change of plane of twelve (12) inches;
d. Windows and fenestration;
e. Gable projections;
f. Horizontal/vertical breaks; or
g. Other similar techniques.

10.12.10 **Signage.** Signs shall be permitted in accordance with the Chapter titled “Signs” in the Owasso Zoning Code, with the following exceptions:

a. Pole signs are not allowed in the Downtown Overlay District;
b. Signs are encouraged to be attached to buildings and located on the face of buildings;
c. All signs not attached to buildings should be of monument form and constructed of materials that complement the main building(s);
d. Maximum height for signage not attached to a building shall be six (6) feet;
e. Full video message boards and signs are prohibited within the Downtown Overlay District;
f. Larger and multi-tenant developments shall be allowed to use the Unified Sign Permit (USP) process and are encouraged to do so;
g. Signage overhanging the public sidewalk shall be allowed where building faces are adjacent to property lines. Signs shall be at least eight (8) feet above the sidewalk and shall require a Sign Permit (see Figure 10.7); and

h. Sandwich board signs, also known as a-frame signs, are allowed only on the sidewalk in front of the business in the Downtown Overlay District during business hours and do not require a Permit. They are allowed on public sidewalks and right-of-way, but must allow for a clear path of travel at all times, shall not interrupt pedestrian activity, and shall meet all ADA requirements.

Figure 10.7
Overhanging Signs

10.12.11 **Building Orientation.** All primary buildings on lots or tracts with frontage on streets in the Downtown Overlay District, especially Main Street and E 76th St N are encouraged to be oriented towards the street. If any such building is on a lot or tract with a second frontage, it shall have equally detailed and prominent façades, constructed of equally high quality materials, facing both the primary street and the secondary street. All buildings are encouraged to be oriented towards the front of the lot, with parking lots towards the rear or alongside buildings.

10.12.12 **Commercial Drive-Through Lanes.** Drive-thru facilities are discouraged in the Downtown Overlay District. If drive-thru facilities are constructed as a part of the principal use, they shall be architecturally integrated with the main building.

10.12.13 **Screening of Refuse Collection and Loading Areas.** Refuse collection areas in the Downtown Overlay District shall be screened in accordance with the Chapter titled “Landscaping, Screening, and Fencing Requirements” in the Owasso Zoning Code. In order to reduce the visual and acoustic impacts of these functions on adjacent properties and public streets, non-enclosed service, storage, and off-street loading areas shall be screened with opaque sight-obscuring walls and/or fences that are made of durable materials and are between six (6) feet and eight (8) feet in height. Screening materials shall be the same as or of equal quality to the materials used for the primary building and landscaping.

10.12.14 **Mixed-Use Developments.** Buildings in the Downtown Overlay District are encouraged to contain ground floor retail or restaurant spaces. Multi-story buildings with a mix of uses like office, retail/commercial, and residential are encouraged. Residential uses above commercial spaces are encouraged and shall be allowed by right in this district, subject to meeting adopted Fire Code and Building Code requirements.
10.12.15 Sidewalk Utilization. Sidewalk cafes and room for sidewalk retail sales outside of businesses is encouraged in the Downtown Overlay District. A minimum of six (6) feet of public travel path shall be maintained at all times, and sidewalk business shall not impede this travel area at any time. Businesses shall be required to carry insurance for sidewalk space that holds the City of Owasso harmless and submit Site Plans for outside activity to the City for approval.

10.12.16 Parking. Parking in the Downtown Overlay District shall be designed in accordance with the Owasso Zoning Code.

The Community Development Director or their designee may waive or alter parking requirements on unique lots on a case-by-case basis.

Multi-family developments shall provide at least one (1) parking space per unit and are encouraged to meet current parking standards. The Community Development Director or their designee shall determine parking requirements for multi-family developments.

Public parking is encouraged with any new developments and can be counted towards parking requirements (except residential parking minimums). Developers shall work with the City to review and design public parking arrangements.

If on-street parking is present or permitted on adjacent streets, said parking spaces may be considered to meet or augment parking requirements. An inventory of such spaces shall be made and reviewed against the parking needs of other businesses in the vicinity.

10.12.17 Multi-Family Development. Individual multi-family developments in excess of six (6) units shall proceed through the rezoning and Planned Unit Development (PUD) process in accordance with the Owasso Zoning Code. For developments of six (6) units or less, the project shall only be required to rezone to the appropriate district (unless already zoned commercial) and proceed through an administrative Site Plan review. All additional standards shall be met.

10.12.18 Residential Development. Residential redevelopment is encouraged, including mixed-use, multi-family, townhome, triplex, and duplex development. One (1) and two (2) family residential developments shall be allowed on any lot zoned for residential use. Development of up to six (6) dwelling units shall be allowed by right on any commercially zoned lot.

10.12.19 Stormwater Detention. Stormwater detention shall only be required on new development that increases the impervious area. All detention requirements shall be determined by the Owasso Public Works Department. These requirements shall not be applicable to residential dwellings up to six (6) units.

10.12.20 Floor Area Ratio (FAR). There shall be no Floor Area Ratio (FAR) requirements in the Downtown Overlay District.

10.12.21 Building Height. Any commercial, multi-family, or mixed use building in the DM (Downtown Mixed) district must be at least two (2) stories in height unless site conditions do not allow or approval from the Community Development Director or their designee is obtained.

10.12.22 Amenities. Smaller multi-family developments shall not be required to meet the amenity requirements established in the Chapter titled “Planned Unit Developments” in the Owasso Zoning Code. Amenities should be placed internally when possible in larger multi-family developments (workout room, rec room, pool area, etc.) unless said amenities are made available to the public.

Commercial developments are encouraged to provide public amenities whenever possible (benches, fountains, play areas, plaza areas, etc.)
10.12.23 **Excess Right-of-Way (ROW).** When development occurs along public rights-of-way that have excess right-of-way (example: non-arterials with 70’ right-of-way width), closing of the public right-of-way shall be encouraged where possible. An alternative is to provide public parking stalls in these areas. Closing of right-of-way shall be subject to approval of the Owasso Public Works Department.

10.12.24 **Administrative Review.** Unless cited within this Chapter or another Section of the Owasso Zoning Code, review of these guidelines shall be performed at the administrative level. The Community Development Director or their designee may approve variations to the regulations set forth in this Chapter or alternate treatments, so long as the intent of the Code is met.
CHAPTER 11
SITE DESIGN STANDARDS

11.1 Purpose. The purpose of this Chapter is to provide standards that will ensure properties are developed in safe, attractive, and orderly fashion subject to the following:

a. Provide and maintain an orderly system of property development;
b. Provide attractive sites that maintain high property values to themselves and surrounding properties;
c. Ensure that development protects the health, safety, and welfare of Owasso citizens and visitors;
d. Provide for ‘green’ design opportunities; and

e. Ensure access is provided to developments in a safe and efficient manner.

11.1.1 Exclusions for Developed Industrial Parks. It is recognized that certain requirements of this Code may be too onerous for building in developed industrial parks. Consequently, the Community Development Director or their designee may approve modifications or variances to this Code to accommodate applicants building in a developed industrial park.

11.2 Platting Required. All proposed developments shall occur on platted property and/or a legal Lot of Record. Platting of property shall follow the procedures outlined in the most recently adopted Owasso Subdivision Regulations. No Building Permit shall be issued in the City of Owasso, unless the subject development is on an approved Final Plat and/or legal lot of record, or if a Plat Waiver is approved by the Owasso City Council (see the Section titled “Subdivision Plat Requirement and Waiver” in the Owasso Subdivision Regulations).

11.3 Site Plan Required. A Site Plan shall be submitted for all developments in all zoning districts except those within a non-Planned Unit Development single-family residential development. Site Plans may be required for remodels or expansions of existing sites, as determined by the Community Development Director or their designee. All Site Plans shall be prepared in conformity with and show the following:

a. A binding margin of two (2) inches at the left side of the Site Plan and a margin of not less than one (1) inch at the right side;
b. If more than two (2) sheets are required, an index sheet of the same dimensions shall be filed showing the entire development;
c. All drawings shall be drawn to scale (minimum scale 1"=100’, 1"=20’ preferred);
d. Date of preparation of the Site Plan, north arrow, and bar scale (written and graphic presentation);
e. Location of all floodplain boundaries and notation of FEMA Flood Insurance Rate Map (FIRM) with which the site is associated;
f. Location and size of existing water, sanitary sewer, stormwater systems, natural gas, telephone, cable, electric, and any other utility adjacent to or proposed to serve the site;
g. Location and dimensions of required building setbacks, landscape setbacks, and/or easements;
h. Zoning (include Planned Unit Development (PUD) if applicable) and land uses of the subject property and adjacent properties;

i. Location and size of all existing and proposed parking areas including driving, maneuvering lanes, and loading areas or berths;

j. Location and dimension of all existing and proposed curb lines, driveways, and neighboring street intersections within one hundred and fifty (150) feet of project;

k. Proposed stormwater detention facilities and structures;

l. Outdoor Lighting Plan (included on the Site Plan or on as a separate sheet, if necessary) with the following:
   1. Locate all illuminating devices and include a description of each device, fixture, lamp, support, reflector, pole, foundation/footing, and other devices, including but not limited to manufacturers or electric utility catalog specification sheets. There should also be a table included on the plan that indicates the fixture classification (i.e. cutoff fixture, wall pack, flood light, etc.); and
   2. For projects that adjoin a residential district or that will impact nearby residential developments, a Photometric Plan (a point-by-point foot-candle array in a printout format indicating the location and aiming of illuminating devices) is required.

The Community Development Director or their designee shall determine if a Photometric Plan or lighting plan be required for any development;

m. Existing and proposed right-of-way and easements;

n. Parcel/lot dimensions (tie to street monument);

o. Existing and proposed rights-of-way improvements (curb/gutter/sidewalk/driveways);

p. Existing and proposed driveway locations and widths;

q. Raised islands, existing and proposed traffic signals, and other traffic control devices;

r. For projects abutting US-169, show the location of the white vinyl fencing if there is none along that section of frontage. White vinyl fencing is required in areas where none exists. The Owasso Public Works Department has a standard fence detail that shall be utilized for all required fencing.

s. Pedestrian walkways or sidewalks (including ADA ramps) where required;

t. Location and length of queuing areas for drive-through service areas;

u. Location of proposed retaining walls (include detail and cross-section);

v. Show and label screening/buffering from adjacent residential uses (see the Chapter titled “Landscaping, Screening, and Fencing Requirements” in the Owasso Zoning Code);

w. Location, height, and material of fences;

x. Location of any outdoor display areas for seasonal merchandise (if applicable);

y. Location of any outdoor storage areas;
z. Show all sight triangles in accordance with the Section titled “Sight Triangles” in this Chapter;

aa. Location, height, and material of fences (see the Chapter titled “Landscaping, Screening, and Fencing Requirements” in the Owasso Zoning Code);

bb. Location, height, size, and type of any proposed ground sign (signs are approved by separate Permit);

c. Show all phases of development for each lot/Site Plan (if applicable);

d. Building architectural elevations that indicate materials;

e. Locations of any proposed outdoor speakers;

ff. Location, design, and architectural detail of dumpster enclosure (with materials that match or complement the main structure); and

gg. A narrative statement explaining the character of the development (i.e. eating place, convenience goods, intensive outdoor recreation, etc.)

11.3.1 Existing and Proposed Buildings. Site Plans must show the following information regarding all existing and proposed buildings and structures:

a. Location;

b. Dimension and square footage;

c. Building height;

d. Proposed building finished floor elevation (FFE);

e. Dimension building(s) to property lines and distances between buildings;

f. Label each building with the proposed use; and

g. Address of the building(s) (if new construction, the City will provide the address).

11.3.2 Existing Streets. Site Plans must show the following information regarding existing streets adjacent to the development site:

a. Right-of-way (according to the Owasso Major Street and Highway Plan) and pavement widths;

b. Existing, proposed, and anticipated street names and classifications;

c. Existing and/or proposed access points;

d. Acceleration and deceleration lanes (required on arterial streets);

e. Traffic Island and other traffic control devices; and

f. Proposed curb cuts, service drives, and drainage survey indicating that stormwater flow will not be adversely affected.

11.3.3 General Information. Site Plans must show a data table that shall include the following information:

a. Site area (gross and net);

b. Current and proposed zoning (note the Planned Unit Development (PUD) if applicable);

c. Gross building area;

d. Square foot and percent of impervious area (show calculation); and
e. Parking required and provided (including ADA accessible).

11.3.4 **Landscape Plan.** Site Plans must show a Landscape Plan (submitted as a separate sheet) that shall include:

a. Location of all plant material, special paving areas, or other features;

b. Plant schedule keyed to the Landscape Plan showing quantities, common and scientific names, size of the plant material (i.e. container size or trunk caliper for trees), and any special notes;

c. Planting details and details for any special site features (i.e. arbors, patios, columns, etc.); and

d. A note indicating that the owner is responsible for the survival of all plant material and will replace any dead plant material.

11.4 **Screening Required.**

11.4.1 **Dumpsters and Recycled Material Bins.** Dumpster and recycle bin areas shall be screened in accordance with the Chapter titled “Landscaping, Screening, and Fencing Requirements” in the Owasso Zoning Code. Additionally the following standards shall apply:

a. A concrete approach loading pad shall be constructed in front of all refuse enclosures. Such pad shall be at least twelve (12) feet wide by twelve (12) feet long, and a minimum of six (6) inches thickness of concrete; and

b. An unobstructed approach path of not less than fifty (50) feet in length shall be required to allow a thirty-five (35) foot long collection truck to access the refuse structure, unless the Community Development Director or their designee determines that the property is constrained by unique size or location. A turn-around area of sufficient length shall be provided to allow the collection truck to exit without backing out onto public right-of-way (see Figure 11.1).

![Figure 11.1 Dumpsters and Recycled Material Bins](image-url)
11.4.2 **Mechanical Equipment.** Mechanical equipment shall be screened in accordance with the Chapter titled “Landscaping, Screening, and Fencing Requirements” in the Owasso Zoning Code. All rooftop mechanical equipment shall be screened from all sides.

11.4.3 **Outdoor Storage Areas.** When permissible outdoor storage is utilized, such storage shall be visually screened from properties zoned office or residential, public streets, and alleys by an opaque fence not less than six (6) feet in height or by a building structure. Outside storage areas shall be placed on an all-weather surface. An aggregate base course (ABC) may be used so long as separator fabric is placed beneath the ABC to reduce weeds and grass. The required screening fence may be part of the Landscape Plan requirement outlined in the Chapter titled “Landscaping, Screening, and Fencing Requirements” in the Owasso Zoning Code.

11.4.4 **Outdoor Display Areas.** In all districts where the outside display of merchandise for sale is permitted, such display shall be allowed only as an accessory use to the primary use on the same lot or tract of land.

In all districts where the outside display of goods is permitted, such display of goods for sale incidental to a retail use shall not be required to be screened in accordance with the provisions in this Chapter.

In all districts where the outside display of goods is permitted, such display shall conform to all of the following requirements:

a. Where outside display is located adjacent to a building, an unoccupied area of not less than four (4) feet in width shall be provided for pedestrian access between any outside display and vehicle overhang areas of any adjacent parking lot;

b. In no instance shall outside display of merchandise be located within, nor encroach upon, a fire lane, maneuvering aisle, unimproved surface, or landscaped area;

c. Outside display shall be situated so as not to create a visibility obstruction to moving vehicles within a parking lot;

d. The area devoted to outside display shall not exceed five (5) percent of the total floor area of the building occupied by the use to which such outside display is accessory;

e. Outside display shall not block or impede access to a fire connection;

f. Outside display shall be prohibited in any right-of-way except where allowed by a license agreement with the City; and

g. Any parking stalls covered by outdoor display areas shall not be included in the parking calculations for the proposed use.

11.5 **Site Access and Circulation Requirements.** The purpose and intent of this Section is to provide an orderly and consistent means of establishing vehicular and pedestrian access and circulation throughout the City. It is recognized that each developing property is unique and as such access controls may vary. Factors such as lot width, shape, or nature of the use will dictate appropriate access control measures.

11.5.1 **Street Access.** No use shall be permitted to take direct access to a public right-of-way except as permitted in this Section. Access shall only be allowed where plats show access being allowed. In some cases, full access shall not be allowed. In these cases, a right-in/right-out arrangement may be more appropriate. The Community Development Director and/or Public Works Director or their designee shall determine if full access to any street shall be allowed or more limited access shall be designed.
11.5.2 **Local Streets.** All residential uses other than multi-family may take direct access to local streets. Non-residential uses and multi-family developments shall take direct access to an arterial or, in some cases, a collector street. Lesser street classification access by non-residential uses is only appropriate for meeting minimum health, safety, and welfare requirements or when there is no additional opportunity for accessibility. The Community Development Director and/or Public Works Director or their designee shall determine if access to any street shall be allowed or alternative access shall be provided.

11.5.3 **Arterial Streets.** When a multi-family use or non-single-family residential use takes access to an arterial street, the point of access shall be directly across from an existing point of access, or spaced at least one hundred fifty (150) feet from any intersecting street or other point of access to the arterial, or spaced as determined by the Community Development Director and/or Public Works Director or their designee (See Figure 11.2).

![Figure 11.2 - Driveway Spacing](image)

11.5.4 **Driveway Connections to Adjacent Development.** Driveway connections to adjacent non-residential development shall be provided and clearly identified on any submitted Site Plan. Mutual-access easements may be required by separate instrument if not platted. All driveway connections shown on a Site Plan shall be constructed and stubbed if development has not yet occurred on adjacent lots or previous development does not provide mutual access. Future development of adjacent property shall complete a connection to any existing stub street.

Residential subdivisions shall meet all Manual Uniform Traffic Control Devices (MUTCD) requirements.

The Community Development Director or their designee may waive the requirement for a driveway connection in those cases where unusual topography or site conditions would render such an easement of no useable benefit to adjoining properties or unsafe conditions are present.
The Community Development Director or their designee may approve the closure of driveway access in those cases where adjoining parcels are subsequently developed with a residential use or in a manner inappropriate to the connection.

11.5.5 Mutual Access Driveways. For developing commercial and industrial lots that have a common boundary, a mutual access driveway shall be established between the properties for the purposes of consolidating driveways and avoiding multiple curb cuts on arterial streets. The Community Development Director or their designee may waive the requirement for said cases where unusual topography or site conditions would render such an easement of no useable benefit to adjoining properties or create a safety concern (see Figure 11.3).

![Figure 11.3 Mutual Access Driveways](image)

11.5.6 Width of Access. The width of access driveways or drive approaches shall be determined by the authority having jurisdiction over the roadway from which access is being taken. However, in no case shall an individual driveway or drive approach width be greater than thirty-five (35) feet. Driveways with center medians shall have a fifteen (15) foot ingress and a twenty-two (22) foot maximum egress width. Medians shall not extend into the right-of-way (see Figure 11.4).

![Figure 11.4 Width of Access](image)
11.5.7 **Spacing from Intersections.** All points of access shall be separated from public right-of-way and private access intersections according to Table 11.1 below unless site dimensions prohibit such spacing.

<table>
<thead>
<tr>
<th>Street Classification</th>
<th>Minimum Distance from Corner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>150 Feet*</td>
</tr>
<tr>
<td>Collector</td>
<td>150 Feet*</td>
</tr>
<tr>
<td>Arterial</td>
<td>300 Feet*</td>
</tr>
</tbody>
</table>

*The Community Development Director or Public Works Director or their designees shall determine if site conditions warrant additional separation of drives from intersections or if a reduction in distance is warranted.

Driveway/drive approach spacing shall be measured from back of curb or edge of pavement to the center line of the proposed driveway/drive approach. Figure 11.5 illustrates the measurement for driveway placement.

11.5.8 **Emergency Access Drives.** Emergency access drives shall be designed to meet the most recently adopted International Fire Code. Emergency access shall be on an all-weather surface and provided as per the most recently adopted International Fire Code.

11.5.9 **Street Improvements.** Where a site is to be occupied by a multi-family or non-residential use, the developer shall improve any abutting public right-of-way up to the center-line of the road according to City standards.

11.5.10 **Sight Triangles.**

11.5.10.1 **Arterial Street Intersections.** No obstruction greater than two (2) feet above the street surface shall be located within a sight triangle. A sight triangle is formed at the intersection of two (2) streets by two (2) curb lines or edges of the streets and extending for a distance of twenty-five (25) feet each way and then a distance of ten (10) feet by seventy (70) feet each way from the point of intersection of the curb lines or the edge of the street (see Figure 11.5).
11.5.10.2 Collector or Local Street Intersections. No obstruction greater than two (2) feet above the street surface shall be located within a sight triangle that is formed at the intersection of two (2) streets by two (2) curb lines or edges of the streets and extending for a distance of twenty-five (25) feet each way from point of intersection of the curb lines or edge of the street (see Figure 11.6).

![Figure 11.6 Sight Triangles](image)

11.5.10.3 Objects within Sight Triangles. Objects within sight triangles must be restricted to give the users of the street or driveway an unobstructed view of oncoming vehicles and pedestrians. No structures, berms, vegetation, or other visual obstruction with a height equal to or greater than two (2) feet above the street surface elevation is allowed within a sight triangle, except for the following:

a. Public utility poles;

b. Official warning signs or signals; or

c. Other signs that conform to this Code, are mounted at a height equal to or greater than ten (10) feet above the street surface, and have supports that do not obscure the view of oncoming vehicles and pedestrians.

11.5.11 Sidewalk Improvements. Sidewalks shall be provided along all public right-of-way in accordance with City of Owasso design standards and specifications.

All Site Plans shall show the location of proposed or existing sidewalks. No Certificate of Occupancy (C/O) shall be approved until all sidewalks have been installed.

The Community Development Director or Public Works Director or their designees may permit exceptions from the sidewalk construction requirement under the following circumstances:

a. Sidewalk construction may be delayed on those portions of large commercial developments that are not being built upon, until such time as a Building Permit is issued for the site;

b. Where extraordinary topographical or physical conditions exist that would result in exceptional practical difficulties or undue hardships upon the owner, an exception from or modification to the sidewalk requirements may be granted;

c. Within an industrial district where there is no established sidewalk pattern, sidewalks shall not be required. However, sidewalks shall be constructed adjacent to a section line road; and
d. Sidewalks may be escrowed in certain situations where road widening projects have been approved for funding. Escrowed sidewalks are approved on a case by case basis, and the price per linear foot shall be determined by the Owasso Public Works Department.

11.6 Building Architecture Design Standards. This Section is intended to promote high standards in architectural design and creative, innovative, aesthetically pleasing structures. Building design determines much of the image and attractiveness of the streetscapes and character of the community. Massive, duplicative, or generic projects that do not contribute to, or integrate with, the community in a positive manner can be detrimental to a community’s image and sense of place. The City’s goal is to create and maintain a positive ambiance and community image and identity by providing for building design treatments that shall enhance the visual appearance of applicable development, improve the quality of life in the City, and maintain high property values.

The provisions of this Section shall apply to all development, renovation, or redevelopment of all multi-family and non-residential structures.

11.6.1 Metal Buildings. The following metal building requirements may be modified with approval from the Community Development Director or their designee if alternative architectural treatments are appropriate.

11.6.1.1 Front Façade. Any side of a building facing a public right-of-way shall be considered a front façade. The front façade of buildings within a commercial or office district or those within a residential district approved with a Specific Use Permit (SUP) may only contain a maximum area of ten (10) percent metal. For buildings in industrial districts metal may comprise a maximum of one-third (1/3) of the total front façade.

11.6.1.2 Sides. For buildings within commercial or office districts or those within a residential district approved with a Specific Use Permit (SUP), the sides of the building shall be at least half (1/2) brick, glass, rock, wood, or material other than metal. In computing the area for each wall, the portion of the wall containing windows, window frames, doors, and signs shall not be considered a non-metal material. For industrial buildings, metal may comprise three-quarters (3/4) of the total side façade, unless said side faces a public or private street or residential use (future or current). Then, only one-third (1/3) of that side may be metal (see Figure 11.7).

11.6.1.3 Rear. The rear façade of a building in a commercial or office district may be completely comprised of metal. However, if said side faces a residential use (future or current), then it shall be at least half (1/2) brick, glass, rock, wood, or material other than metal.
11.6.1.4 **Large Building Façade.** Structures having single walls exceeding fifty (50) feet in length shall incorporate one or more of the following features at least every fifty (50) feet in length:

a. Changes in color, graphical patterning, texture, or material;

b. Projections, recesses, and reveals expressing structural bays or other aspects of the architecture with a minimum change of plane of twelve (12) inches;

c. Windows and fenestration;

d. Gable projections;

e. Horizontal or vertical breaks; or

f. Other similar techniques.

11.6.2 **Architectural Standards.**

11.6.2.1 **Roofs.** Roof tops shall contribute to the unified appearance of each development and shall be designed considering the perspective from higher areas, ground level, other buildings, and roadways. In the event that any portion of any roof is visible to an observer standing on ground level at any place along the property lines of the subject property, no roofs of metal construction shall be permitted unless the roof is of a standing seam type of construction or a functional and architectural equivalent thereof. In the case where a structure is proposed adjacent to previously-existing pitched roofed structures, any new construction incorporating flat roof shall meet these standards to achieve compatibility with the surrounding area.

11.6.2.2 **Entryways.** Each applicable establishment shall have clearly defined and highly visible customer entrances featuring one (1) of the following:

a. Canopies or porticos;

b. Overhangs;

c. Recesses or projections;

d. Arcades;

e. Raised corniced parapets over the door;

f. Peaked roof forms;

g. Arches;

h. Outdoor patios;

i. Display windows;

j. Architectural details such as tile work and moldings which are integrated into the building structure and design; or

k. Integral planters or wing walls that incorporate landscaped areas and/or places for sitting.

Where additional stores are located in the applicable establishment, each such store shall have at least one exterior customer entrance that shall conform to the above entryway requirements.

11.6.3 **Connectivity.** The site design shall provide direct pedestrian and vehicular connections and safe street crossings to all adjacent uses.

11.6.4 **Conversion from Residential to Non-Residential Use.**
11.6.4.1 **Applicability.** The standards in this Subsection shall apply when a residential use is converted to a non-residential use, even in those cases where no additions, alterations, or modifications are made to the structure.

11.6.4.2 **Miscellaneous Requirements.** No structure designed for, intended for, or previously or presently used for residential purposes shall be used for or occupied by any non-residential use unless it is harmonious with the existing neighborhood and complies with the following:

a. The site design requirements found in this Chapter;
b. International Building Code;
c. International Fire Code;
d. National Electrical Code; and
e. All other currently adopted and enforced City Codes.

No commercial occupancy shall be permitted until Site Plan approval has been received.

11.6.4.3 **Driveways.** All driveways and drive approaches shall be constructed to non-residential standards. When a Site Plan is submitted to convert a dwelling to a non-residential use, the applicant shall locate the driveway/drive approach for use by one or more of the adjoining sites. Where this can be met, an interconnecting driveway easement shall be submitted by the applicant.

11.7 **Sound Abatement.** Special attention shall be given to any use that would or could create excessive noise, such as movie theatres, vet clinics, places of worship, auto repair shops, animal boarding, concert hall, and entertainment venues. Excessive noise can come in several forms, including animal noise, music, machinery, or mechanical sounds.

Any use that produces amplified music or excessive noise shall be required to provide sound attenuation measures. Construction materials that achieve sound baffling or sound absorption shall be required for any project creating excessive noise. The proposed engineered materials shall be approved by the Community Development Director or their designee. Any outdoor speakers shall be subject to approval by the Community Development Director or their designee.

11.8 **Accessory Uses and Structures.**

11.8.1 **Purpose.** The purpose of this Section is to regulate the placement and maintenance of structures and uses that are accessory to the principal use on the property upon which they are located.

a. Unless otherwise stated, accessory uses and structures are subject to the same regulations as the principal use, as well as the regulations in the district where the principal use is located;
b. The accessory use shall be subordinate to and serve the principal use or principal structure;
c. An accessory building shall comply with the requirements applicable to the principal building;
d. The accessory use shall contribute to the comfort, convenience, or necessity of occupants of the principal use served;
e. When applicable, the accessory use or structure shall meet the standards of this Section;
f. All accessory uses shall be contained within the principal structure unless clearly defined on an approved Site Plan; and

g. All outdoor sales/storage areas shall be shown on the approved Site Plan (not to include seasonal items such as pumpkin sales, Christmas trees, etc.) and screened accordingly. Businesses that are non-compliant prior to the passing of this Code shall not be subject to these regulations.

11.8.2 **Specific Use Permit Required.** Accessory structures not part of an approved Site Plan for the principal structure on the property that are greater than one-hundred (100) square feet in size shall be approved with a Specific Use Permit (SUP) and evaluated against the criteria outlined in this Section.

11.8.3 **General Dimensional and Placement Standards.** No accessory structure shall be constructed, placed, or maintained on any public utility, drainage, or roadway easement. Mobile, moveable, or non-permanent accessory structures may be placed within a rear or side yard utility easement, but shall maintain a distance of five (5) feet from the property line.

11.8.4 **Commercial Accessory Structures Standards and Review Criteria.** Accessory structures placed in parking lots shall meet the following requirements:

a. A Site Plan shall be submitted indicating the location, size, and height of the structure. The Community Development Director or their designee shall have the responsibility of approving the use or structure;

b. Architectural drawings shall be submitted for review;

c. For structures in excess of one hundred (100) square feet, materials and color shall complement the main structure(s) on the property;

d. All exposed cooling units, compressors, machinery, etc. (including rooftop units) shall be screened on all four (4) sides;

e. Structures shall be placed behind the front setback;

f. Any water discharged from the operation of condensing or similar units shall not drain into parking areas or sidewalks. Said discharge must drain into a grass or landscaped area or in a storm drain;

g. No petroleum waste or by-products shall be disposed of or discharged as part of the operation of the use. If said waste is discovered it shall be cleaned up, removed immediately, and disposed of properly. Repeated violations may result in the termination of the use on the property;

h. Structures shall not block drive aisles, take up required parking, or create visibility issues for motorists or pedestrians;

i. Structures which are solid and have four (4) or more walls/sides shall be screened on any side facing a public street. This can be accomplished with fencing, landscaping, or a combination of both;

j. All signage in conjunction with the proposed use must meet requirements set out in the Chapter titled “Signs” in the Owasso Zoning Code;

k. All required Permits (e.g. Plumbing, Electrical) shall be obtained for the operation of the structure; and
Recycle bins and donation bins (for clothing, toys, or other merchandise) shall be located within fifteen (15) feet of the principal structure and are prohibited in the front setback, and shall not take up any parking spaces. These uses should be placed in the utility or refuse area behind the principal structures. Donation bins shall not be placed without the express permission of the property owner.

The Community Development Director or their designee shall approve all accessory structures and uses not requiring Specific Use Permit (SUP). The approval shall come in the form of a letter and indicate any conditions as part of the approval.

11.9 Temporary Uses and Structures.

11.9.1 Purpose. This Section allows for the establishment of certain temporary uses of limited duration, provided that the temporary use complies with the standards of this Section and that a Temporary Use Permit (TUP), if required, is properly obtained. (Refer also to the definition of temporary use in the Chapter titled “Definitions” in the Owasso Zoning Code.) A TUP shall be valid for one (1) calendar year from the date of Permit approval. The following temporary uses are permitted with approval of a TUP and subject to the following provisions and any additional conditions as set out herein.

11.9.2 Temporary Uses Allowed. The following temporary uses are allowed in non-residential districts, provided that they comply with the general standards of this Chapter:

   a. Retail sales of products (including but not limited to Christmas tree sales, nursery products, sno-cone stands, beverage stands, Mobile Food Vendors parked for more than 72 hours at the same location, agricultural produce, etc.) in any non-residential district for a period not to exceed the number of days specified in the Temporary Use Permit (TUP). Display of products need not comply with the yard and setback requirements of this Code. Approvals for retail temporary uses and structures shall follow the procedure outlined in the Chapter titled “Specific Use and Temporary Use Permits” in the Owasso Zoning Code.

   b. Temporary office space and equipment storage when accessory to an approved construction project shall not require a TUP, but shall adhere to the following restrictions:

      1. Such uses shall be located on the site no more than thirty (30) days prior to the start of construction and removed no more than thirty (30) days after completion of such project;

      2. Shall meet any applicable Fire or Building Codes and shall submit permits for any electrical, mechanical, and plumbing work; and

      3. A Site Plan depicting the location of the structure shall be submitted for review to the Community Development Department.

   c. Sales offices on residential development sites are permitted in any zoning district until all lots or houses are sold or leased. Said structures shall not require a TUP. However, the use of the sales office for sites outside of the project is prohibited.

   d. Tent sales shall not require a TUP and are allowed under the following circumstances:

      1. All businesses wanting to have a tent sale must submit a Site Plan to the Community Development Director or their designee;
2. All submitted Site Plans for tent sales must be accompanied by a permission letter from the owner of the property where the tent sale will be located. All tent sales must be directly affiliated with the permanent principle use on the site.

3. A business within the City of Owasso will be permitted to have a maximum of two (2) tent sales per calendar year;

4. No single tent sale may last longer than four (4) days;

5. Any signage associated with a tent sale must comply with the City’s Sign Ordinance;

6. No amplified sound is permitted in association with a tent sale;

7. Tent sales are only permitted for the products and/or services normally sold by the business;

8. Under no circumstances may a tent sale be located within nor encroach upon a fire lane, public sidewalk, public street, or placed in any location that creates a hazard to traffic or public safety;

9. Any lighting associated with a tent sale must comply with the Ordinance regulating the City’s lighting;

10. Any tent in excess of four hundred (400) square feet must comply with the International Fire Code adopted by the City of Owasso; and

11. Tent sales are only permitted in non-residentially zoned districts.

e. Expansion or replacement facilities consisting of transportable buildings that are pre-constructed and arrive at the site ready for occupancy and are readily removed and installed at other sites shall not require a TUP. Such facilities shall include but are not limited to the following:

1. Expansion of existing religious assembly facilities, health care facilities, and government offices following the approval of filed plans and applications for the permanent alteration/expansion of these facilities;

2. Temporary classroom space for existing schools;

3. Temporary office space for construction and security personnel during the construction of an approved development for which a Grading or Building Permit has been issued;

4. Temporary space for recreational uses provided in connection with an approved residential development under construction;

5. Temporary space for a non-residential use following the destruction of a building by fire or other catastrophic event;

6. Temporary office space (one (1) per site) for hiring, membership solicitation, apartment office/leasing, and general office use following the issuance of a Building Permit for the construction; and

7. Temporary buildings are allowed for periods not to exceed one (1) year. However, the Community Development Director or their designee may grant additional one (1) year extensions up to a maximum of three (3) extensions.

Said buildings shall also adhere to the following requirements:

1. Meet any applicable fire or building codes and submit permits for any electrical, mechanical, and plumbing work; and
2. Submit a site plan depicting the location of the structure for review to the Community Development Department.

11.9.3 Temporary Uses Not Allowed. Pop-up and off-premise tent sales are prohibited within Owasso City Limits. Tents associated with communitywide events such as carnivals, the Harvest Festival, and the Gathering on Main are exempt.
CHAPTER 12  
OFF-STREET PARKING REQUIREMENTS

12.1  **Purpose.** The purpose of this Chapter is to provide standards that will protect the health, safety, and general welfare of the public and achieve the following:

a. Provide and maintain an orderly system of parking lots that provide safe and adequate access to drivers and vehicles;

b. Create a network of public and private streets, driveways, aisles, and parking lots that provide a safe means of travel within Owasso;

c. Provide for ‘green’ design opportunities; and

d. Augment existing regulations.

12.1.1 **Parking Standards.** The standards and diagrams provided within this Chapter are designed to create an ingress and egress system that provides Owasso citizens and visitors with a safe environment on public roads and in private parking areas. Any deviation from these requirements must be approved by the Community Development Director and the Public Works Director or their designees, or through a Variance or an appeal to the Owasso Board of Adjustment (BOA).

Provided parking calculations found within this Chapter are designed to provide a minimum number of parking stalls that will meet customer demand for certain types of businesses as well as provide adequate parking for employees and other persons integral to operating those specific businesses.

All off-street parking lots for any use shall be designed based upon the criteria listed in this Chapter. Any parking lots that are expanded or altered (excluding routine or regular maintenance) shall meet the requirements of this Chapter. Any expansion of any current business by more than twenty five (25) percent shall trigger a requirement to meet the requirements set forth in this Chapter.

All parking within the City of Owasso shall be on hard-surface. No parking on grass or yard areas shall be allowed within any residential, office, industrial, or commercially-zoned district.

All required parking for any use shall be provided on the same lot as the use. Off-site parking arrangements shall not be allowed unless the parking lot is contiguous to the subject property and evidence of a shared parking agreement shall be provided to the City of Owasso.

The regulations found within this Chapter are designed to be in accordance with and supplement the other Chapters of the Owasso Zoning Code. Wherever these regulations may be in conflict with other Chapters of the Owasso Zoning Code, the more restrictive shall apply.

Failure to maintain parking lots, parking spaces, driveways, or any vehicle drives, loading areas, storage areas, or parking areas as outlined in this Chapter shall constitute a Zoning Code violation and shall be subject to enforcement.

No person shall park or place an automobile, trailer, vessel, or any other type of vehicle upon a public or private street, parking lot, or any public or private property for the purpose of displaying such automobile, trailer, vessel, or any other type of vehicle for sale, hire, rental, or other advertising purposes, unless said property is zoned by the City for such purpose and the vendor is duly licensed to transact such business at that location. This prohibition shall not apply to the sale of a vehicle on private residential property belonging to the owner of any such vehicle.
<table>
<thead>
<tr>
<th>Use</th>
<th>Parking</th>
<th>Bicycle**</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRICULTURAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural Implement Sales</td>
<td>1 space per 500 square feet of sales area</td>
<td>N/A</td>
</tr>
<tr>
<td>ANIMAL RELATED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kennel</td>
<td>1 space per 750 square feet, plus 1 space per employee</td>
<td>N/A</td>
</tr>
<tr>
<td>Veterinarian</td>
<td>1 space per 250 square feet of gross area</td>
<td>N/A</td>
</tr>
<tr>
<td>EDUCATIONAL/CHILD CARE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care/Day Care</td>
<td>1 space per 400 square feet</td>
<td>Required</td>
</tr>
<tr>
<td>College/University/Junior College</td>
<td>1 space per 6 students</td>
<td>Required</td>
</tr>
<tr>
<td>Elementary School</td>
<td>2 spaces per classroom</td>
<td>Required</td>
</tr>
<tr>
<td>Extra School Stadium</td>
<td>1 space per 4 seats</td>
<td>Required</td>
</tr>
<tr>
<td>Fraternity or Sorority</td>
<td>1 space per bed within the building</td>
<td>Required</td>
</tr>
<tr>
<td>High School</td>
<td>5 spaces per classroom</td>
<td>Required</td>
</tr>
<tr>
<td>Library</td>
<td>1 space per 500 square feet</td>
<td>Required</td>
</tr>
<tr>
<td>Middle School</td>
<td>2 spaces per classroom</td>
<td>Required</td>
</tr>
<tr>
<td>Trade School</td>
<td>1 space per 2 students, plus 1 space per employee</td>
<td>Required</td>
</tr>
<tr>
<td>FINANCIAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automatic Teller Machines</td>
<td>Not required for drive-thru; 2 spaces required for walk-up</td>
<td>N/A</td>
</tr>
<tr>
<td>Banks and Financial Institutions</td>
<td>1 space per 400 square feet</td>
<td>N/A</td>
</tr>
<tr>
<td>FOOD/BEVERAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee Shop</td>
<td>1 space per 100 square feet of customer service area</td>
<td>Required</td>
</tr>
<tr>
<td>Ice Cream/Yogurt Shop</td>
<td>1 space per 100 square feet of customer service area</td>
<td>Required</td>
</tr>
<tr>
<td>Restaurant</td>
<td>1 space per 100 square feet, including outdoor areas</td>
<td>Required</td>
</tr>
<tr>
<td>Restaurant (Drive-In)</td>
<td>1 space per 100 square feet of dining area (indoor/outdoor)</td>
<td>Required</td>
</tr>
<tr>
<td>Restaurant (w/Drive-Thru)</td>
<td>1 space per 100 square feet, including outdoor areas</td>
<td>Required</td>
</tr>
<tr>
<td>Restaurant (Take-Out Only)</td>
<td>1 space per 100 square feet of customer service area</td>
<td>Required</td>
</tr>
<tr>
<td>Tavern/Bar/Nightclub</td>
<td>1 space per 100 gross square feet</td>
<td>Required</td>
</tr>
<tr>
<td>INDUSTRIAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Rental</td>
<td>1 space per 300 gross square feet</td>
<td>N/A</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>1 space per 750 square feet</td>
<td>N/A</td>
</tr>
<tr>
<td>LODGING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bed and Breakfast</td>
<td>1 space per guestroom, plus 2 spaces for primary residence</td>
<td>N/A</td>
</tr>
<tr>
<td>Boarding or Rooming Houses</td>
<td>1 space per bedroom, plus 2 spaces</td>
<td>Required</td>
</tr>
<tr>
<td>Hotel/Motel</td>
<td>1 space per 1.5 guest rooms, plus 1 space per 300 square feet of meeting/restaurant area, plus 1 space per employee of largest shift</td>
<td>N/A</td>
</tr>
<tr>
<td>MEDICAL/CARE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assisted Living Facility</td>
<td>1 space per 3 beds, plus 1 space per employee of largest shift</td>
<td>N/A</td>
</tr>
<tr>
<td>Funeral Home</td>
<td>1 space per 4 seats of assembly area</td>
<td>N/A</td>
</tr>
<tr>
<td>Halfway Houses/Sober Living</td>
<td>1 space per 2 beds, plus 2 spaces</td>
<td>Required</td>
</tr>
<tr>
<td>Hospital</td>
<td>1.25 spaces per 2 beds, plus 1 space for each employee of largest shift</td>
<td>N/A</td>
</tr>
<tr>
<td>Medical Office</td>
<td>1 space per 200 gross square feet</td>
<td>N/A</td>
</tr>
<tr>
<td>Social Assistance</td>
<td>1 space per 250 square feet</td>
<td>Required</td>
</tr>
<tr>
<td>OFFICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Office</td>
<td>1 space per 250 gross square feet</td>
<td>N/A</td>
</tr>
<tr>
<td>Radio/TV Studio</td>
<td>1 space per 250 gross square feet</td>
<td>N/A</td>
</tr>
<tr>
<td>Research and Development</td>
<td>1 space per 500 square feet</td>
<td>N/A</td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airport</td>
<td>1 space per 100 square feet of waiting area</td>
<td>N/A</td>
</tr>
<tr>
<td>RECREATION/ENTERTAINMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amusement</td>
<td>1 space per 600 square feet of site area</td>
<td>Required</td>
</tr>
<tr>
<td>Arcade/Game Room</td>
<td>1 space per 300 square feet</td>
<td>Required</td>
</tr>
<tr>
<td>Athletic/Recreation Facility (Indoor)</td>
<td>1 space per 3 persons at max capacity, plus 1 space per employee of largest shift</td>
<td>Required</td>
</tr>
<tr>
<td>Athletic/Recreation Facility (Outdoor)</td>
<td>1 space per 5 seats</td>
<td>Required</td>
</tr>
<tr>
<td>Facility Type</td>
<td>Space Requirement</td>
<td>Note</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Auditorium/Arena</td>
<td>1 space per 5 seats</td>
<td>Required</td>
</tr>
<tr>
<td>Billiard Parlor</td>
<td>2 spaces per billiard table</td>
<td>Required</td>
</tr>
<tr>
<td>Bowling Alley</td>
<td>2 space per lane, plus 1 space per employee of largest shift</td>
<td>Required</td>
</tr>
<tr>
<td>Campground</td>
<td>1 space per campsite</td>
<td>N/A</td>
</tr>
<tr>
<td>Community Center</td>
<td>1 space per 250 square feet</td>
<td>Required</td>
</tr>
<tr>
<td>Dance Hall</td>
<td>1 space per 100 gross square feet</td>
<td>Required</td>
</tr>
<tr>
<td>Day Use Area</td>
<td>Minimum of 5 spaces</td>
<td>Required</td>
</tr>
<tr>
<td>Golf Course</td>
<td>40 spaces per 9 holes, plus 1 space per 300 square feet of clubhouse</td>
<td>Required</td>
</tr>
<tr>
<td>Golf Driving Range</td>
<td>1 space per tee, plus 1 space per 300 square feet of shop</td>
<td>Required</td>
</tr>
<tr>
<td>Mini Golf Course</td>
<td>2 spaces per hole</td>
<td>Required</td>
</tr>
<tr>
<td>Museum/Gallery</td>
<td>1 space per 400 square feet</td>
<td>Required</td>
</tr>
<tr>
<td>Skating Rink</td>
<td>1 space per 500 square feet</td>
<td>Required</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>1 space per 200 square feet of facility</td>
<td>Required</td>
</tr>
<tr>
<td>Theater</td>
<td>1 space per 3.5 seats</td>
<td>Required</td>
</tr>
<tr>
<td>RESEARCH &amp; PERSONAL SERVICES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convenience Stores</td>
<td>1 space per 200 square feet, plus 1 space adjacent to each gas pump</td>
<td>Required</td>
</tr>
<tr>
<td>Drug Store</td>
<td>1 space per 300 square feet</td>
<td>Required</td>
</tr>
<tr>
<td>Furniture Store</td>
<td>1 space per 500 square feet</td>
<td>N/A</td>
</tr>
<tr>
<td>General Retail</td>
<td>1 space per 300 gross square feet</td>
<td>Required</td>
</tr>
<tr>
<td>Grocery Store</td>
<td>1 space per 250 gross square feet</td>
<td>Required</td>
</tr>
<tr>
<td>Gym/Workout Facility/Health Club</td>
<td>1 space per 200 square feet</td>
<td>Required</td>
</tr>
<tr>
<td>Hardware/Home Improvement Store</td>
<td>1 space per 250 gross square feet</td>
<td>N/A</td>
</tr>
<tr>
<td>Liquor Store</td>
<td>1 space per 300 square feet</td>
<td>Required</td>
</tr>
<tr>
<td>Nursery/Greenhouse</td>
<td>1 space per 500 square feet</td>
<td>N/A</td>
</tr>
<tr>
<td>Outdoor/Uncovered Retail</td>
<td>1 space per 500 square feet of sales area</td>
<td>N/A</td>
</tr>
<tr>
<td>Personal Services</td>
<td>1 space per 200 square feet of gross area</td>
<td>N/A</td>
</tr>
<tr>
<td>Wholesale Retail</td>
<td>1 space per 500 square feet of gross area</td>
<td>N/A</td>
</tr>
<tr>
<td>UTILITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Office</td>
<td>1 space per 200 square feet of customer area, plus 1 space per employee of largest shift</td>
<td>N/A</td>
</tr>
<tr>
<td>VEHICLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car/Vehicle Wash</td>
<td>2 spaces plus bays for each wash unit and 1 bay per vacuum</td>
<td>N/A</td>
</tr>
<tr>
<td>Vehicle Rental</td>
<td>1 space per 300 square feet of office area, plus 1 space per rental car</td>
<td>N/A</td>
</tr>
<tr>
<td>Vehicle Sales</td>
<td>1 space per 400 square feet gross area</td>
<td>N/A</td>
</tr>
<tr>
<td>Vehicle Service/Repair</td>
<td>1 space per 300 square feet (repair bays shall not be counted)</td>
<td>N/A</td>
</tr>
<tr>
<td>WAREHOUSE/PARCEL/FREIGHT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Storage/Mini-Storage</td>
<td>1 space per 300 square feet of office area</td>
<td>N/A</td>
</tr>
<tr>
<td>Warehouse</td>
<td>1 space per 1500 square feet, plus 1 space per employee of largest shift</td>
<td>N/A</td>
</tr>
<tr>
<td>WORSHIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place of Worship - Multi Use</td>
<td>1 space per 4 seat in assembly area, plus 1 space per 150 square feet in other areas</td>
<td>Required</td>
</tr>
<tr>
<td>Place of Worship - Single Use</td>
<td>1 space per 4 seats in assembly area</td>
<td>Required</td>
</tr>
</tbody>
</table>

*The Community Development Director or their designee may modify parking requirements if site conditions warrant.

**If bicycle parking is required, then at least one (1) bike rack must be provided.
Duty to Provide and Maintain Off-Street Parking. The duty to provide and maintain the paved off-street parking spaces herein required shall be the responsibility of the operator and owner of the use or business on a site and/or the owner of the land on which the use or uses exists. Each standard parking space shall have adequate space for ingress and egress. No land shall be used or occupied, no structure shall be built, altered, used, or occupied, and no use shall be operated unless the off-street parking spaces required herein are provided in at least the amount specified and maintained in the manner herein set forth.

Surfacing. All parking stalls shall be constructed of concrete or asphalt. ‘Green’ design alternatives to concrete or asphalt such as permeable paving systems shall also be allowed upon approval by the Community Development Director or their designee. Documentation of how permeable paving systems would be installed shall be provided for review and approval. Permeable paving systems include but are not limited to systems such as pavers, ‘grasscrete’, permeable asphalt, and other approved applications.

All private parking lot surfaces shall be maintained in such a way as to ensure a safe and flat travel surface. Potholes, large cracks, and pieces of paving that are missing shall be replaced and/or repaired. Curbing shall be repaired or replaced whenever it becomes broken. Failure to maintain parking lots in a safe manner shall constitute a Zoning Code violation and shall be subject to enforcement.

Vehicles, trailers, RVs, and equipment shall only be parked upon a hard surface (concrete, asphalt, pavers) unless an alternate treatment has been approved by the Community Development Director or their designee.

Striping. All parking spaces shall meet ADA requirements. Drive lanes, no-parking areas, and all other required components shall be clearly striped or delineated. All striping shall be clearly maintained and visible. If striping is faded or becomes removed, it shall be replaced in the exact layout as approved.

Failure to meet these criteria shall be handled as a Zoning Code violation and shall be subject to enforcement.

All required striping shall be yellow or white surface markings at least four (4) inches in width. One-way or two-way drives and required turning areas shall be identified with directional arrows.

Off-Street Parking Requirements.

General Provisions. If not otherwise specified within this Chapter, all parking calculations shall be based on gross square footage of the building or the use. Off-street parking spaces for motor vehicles shall be provided in at least the amount shown in Table 12.1 above. A minimum of four (4) parking spaces shall be provided for any business. If a classification is not specified within this Chapter, the Community Development Director or their designee shall calculate parking requirements for that use based upon national and regional parking standards.

All existing parking situations shall not be required to comply with these standards. However, any additions or new development that increase the square footage of the building by twenty-five (25) percent or increase the number of parking spaces by twenty-five (25) percent shall be required to comply with these standards.

If a lot has multiple uses, each use shall provide the minimum number of parking spaces as outlined in this Chapter.

Bicycle parking shall be provided as shown in Table 12.1 above. Bicycle parking shall be provided in a bike rack or other structure affixed to the ground that holds a bicycle vertical and allows a lock or chain to be connected from the bike to the
rack. A minimum of two (2) bicycle spaces shall be provided for any business requiring bicycle parking.

12.3 **Design of Commercial Parking Stalls and Lots.**

12.3.1 **General Provisions.** Plans must adhere to the following requirements:

a. Any applicant submitting a Site Plan for approval must submit plans showing the off-street parking areas required by this Code;

b. These plans must show location, arrangement, and dimensions of the off-street parking, turning spaces, drives, aisles, and ingress and egress in a manner satisfactory for the safety and convenience of pedestrian and vehicular traffic;

c. A title block will accompany the Site Plan showing scale, date, north arrow, name and address of the property owner, and name and address of the company preparing the Site Plan;

d. Parking lot lighting shall comply with Outdoor Lighting requirements as described in the Owasso Zoning Code;

e. Parking lots shall comply with Landscaping, Screening, and Fencing requirements as described in the Owasso Zoning Code;

f. Parking lots shall be designed to meet all applicable ADA guidelines; and

g. Parking lots and parking stalls shall be fully installed and striped prior to issuance of any Certificate of Occupancy (C/O).

Parking lots and parking stalls are encouraged to be designed to incorporate low-impact design (LID) principles, and ‘green’ building materials and techniques are encouraged to be used as well.

All parking is required to be placed on paved surfaces. No parking in grass or yards shall be allowed. Alternative parking treatments may be proposed on Site Plans, and approval of said alternative parking treatments shall be based on site conditions and whether adequate paved parking has already been provided. Overflow parking areas on gravel may be considered.

Parking areas are encouraged to be built at the rear of lots or beside buildings with buildings brought to the front of lots, especially when abutting an arterial, a frontage road, or a highway.

For all approvals not requiring Owasso City Council or Owasso Planning Commission approval, the Community Development Director or their designee shall be the approving authority for parking design. The Owasso Fire Marshall shall have approving authority for any and all plans dealing with fire safety. Any appeals of a City Official’s decision shall be taken to the Owasso Board of Adjustment (BOA).

12.3.2 **Standard Parking Stall Design.** All parking lots in the City of Owasso shall be designed according to the criteria contained within this Chapter. All parking stalls and parking lot aisles shall meet the minimum standards contained in Table 12.2 below.

<table>
<thead>
<tr>
<th>Angle</th>
<th>Width</th>
<th>Aisle Width One-Way</th>
<th>Aisle Width Two-Way</th>
</tr>
</thead>
<tbody>
<tr>
<td>90°</td>
<td>9 feet</td>
<td>24 feet</td>
<td>24 feet</td>
</tr>
<tr>
<td>60°</td>
<td>9 feet</td>
<td>18 feet</td>
<td>23 feet</td>
</tr>
<tr>
<td>45°</td>
<td>9 feet</td>
<td>13 feet</td>
<td>22 feet</td>
</tr>
<tr>
<td>30°</td>
<td>9 feet</td>
<td>11 feet</td>
<td>22 feet</td>
</tr>
<tr>
<td>0° (Parallel)</td>
<td>8.5 feet</td>
<td>12 feet</td>
<td>24 feet</td>
</tr>
</tbody>
</table>
Each standard parking space shall be at least nine (9) feet wide and twenty (20) feet long. A parking space may be reduced to eighteen (18) feet long if a minimum two (2) foot overhang is provided. The overhang area shall not encroach into any required sidewalk area and shall not interfere with any required landscaping. See Table 12.1 for all parking space design criteria.

Wheel or bumper guards shall be located so that no part of any vehicle extends beyond the parking area, intrudes on pedestrian ways, or comes in contact with walls, fences, or planting areas.

12.3.3 Compact Parking Space Design. Compact parking is an option for new development but is not required. For any parking lot, up to ten (10) percent of the parking stalls may be constructed as compact parking spaces. Compact parking spaces shall be designed according to the following standards:

a. Compact parking spaces shall be a minimum of eight and a half (8.5) feet wide and a minimum of seventeen (17) feet long;

b. All compact parking areas shall provide a landscape strip or raised area with stamped concrete at least eight and a half (8.5) feet wide and three (3) feet deep at the front of each space; and

c. Signage shall be provided for each compact space stating that only compact cars shall use said spaces. The rear of the compact parking spaces shall align with all other parking spaces in the row (see Figure 12.1).

12.3.4 Motorcycle Parking. Motorcycle parking is encouraged to be provided for all businesses. Parking spaces designed to be used only as motorcycle spaces shall be designed according to following standards:

a. Signage and appropriate striping shall be provided for all motorcycle parking areas;

b. Any business that provides a motorcycle parking space may reduce the number of required automobile parking space by one (1) up to a maximum of ten (10) spaces;
c. Motorcycle parking spaces shall be provided in vehicular parking lots and no sidewalks shall be used for the parking or storage of motorcycles. Motorcycles shall not be parked in bicycle parking areas;

d. A motorcycle parking space shall be designed at a minimum of four (4) feet in width and nine (9) feet in length; and

e. Motorcycle parking spaces should be clustered together and shall be designed so that the rears of the stalls are in line with standard parking stalls in the aisle.

12.3.5 **Oversized Vehicle Parking.** Any use which requires heavy traffic of oversized vehicles such as recreational vehicles or tractor trailers shall provide pull-thru parking areas for these vehicles. Aisles of sufficient size and means of ingress and egress shall be designed to accommodate these vehicles.

Said parking areas shall be provided with signage and properly delineated. Each oversize parking space should be designed to be a minimum of ten (10) feet in width and a minimum of seventy (70) feet in length.

Trucks (over two (2) tons), trailers (over eighteen (18) feet in length), tractor trailers, and heavy equipment shall not be parked in parking stalls designed for standard vehicles. These types of oversized vehicles shall only be parked in designated areas designed specifically for them, or within designated loading areas behind the building. Active loading and unloading shall not be applicable.

12.3.6 **Parking Lot Design.** Adequate access drives shall be provided for all parking spaces not abutting a public street or alley. Ingress and egress driveways shall be designed to meet City of Owasso Public Works Design Standards. Parking lots may encroach into required setbacks provided that no vehicle is placed within a sight triangle or other area that may cause a public safety concern.

All parking lots shall comply with the standards outlined in Table 12.1 above and designed in accordance with Figures 12.2 and 12.3 below. All drive aisles shall meet the standards set forth in Table 12.2 above.
Figure 12.3
Angled Parking
12.3.7 **Queuing Requirements.** For all food and/or beverage service uses, a minimum of five (5) queuing spaces shall be required from the point of service. The point of service shall mean the location where a driver comes face to face with an employee of the business and remits payment and/or is provided with goods purchased.

All other non-food or beverage related commercial services with a drive-thru shall maintain a queue of two (2) spaces per lane.

Each queuing space shall be at least eight (8) feet in width and at least twenty (20) feet in length. A proper turning radius shall be provided at all corners and turns in a queuing line.

Queuing lines or spaces shall not be used for thru-traffic and shall not be calculated into any required driveways or aisles for any parking lot. These lanes shall be designed to not impact traffic-flow in a parking lot. All queuing lanes shall be clearly striped or shall be surrounded by curbing.

12.4 **Americans with Disabilities Act (ADA) Compliance.** All new parking lots and parking stalls shall be designed in accordance with ADA requirements. ADA requirements shall be set by the State of Oklahoma in adopted Building Codes. The required number of accessible parking spaces shall be provided and the spaces provided shall meet the accessible standards.

All required ADA parking stalls shall be striped and shall be provided with signage in accordance with State Building Codes. Said parking stalls shall be maintained to meet these standards at all times.

The number of required parking spaces shall be consistent with adopted State Building Code standards.

12.5 **Residential Off-Street Parking Spaces (RS and RE Districts).**

12.5.1 **General Provisions.** In a residential district, no part of a front yard, side yard, or rear yard shall be used as a parking space for a motor vehicle, boat, trailer, or other vehicle except upon a hard-surfaced driveway or parking pad, except for trailers six (6) feet or less in length in rear or side yards.

No parking in yards or in grass shall be allowed. All driveways and parking areas shall be fully paved, have driveway ribbons, or use permeable material as defined in this Chapter.

Curbs cuts for all residential driveways shall meet City of Owasso standards. Driveways shall be a minimum of ten (10) feet and a maximum of thirty-five (35) feet in width. All driveways or other improvements that require cutting or modifying a City sidewalk, curb, gutter, storm water conveyance system, or street shall require approval from the Public Works Director or their designee. All curb cuts or association modifications shall follow City of Owasso Design Standards.

12.5.2 **Parking Pads.** One (1) additional parking pad may be constructed on lots that have the required two (2) off-street parking spaces. The parking pad shall be designed to cover the entire undercarriage of the vehicle placed upon it. Parking pads shall not be accessed by driving over existing curbs. The maximum size of any parking pad is twelve (12) feet by thirty (30) feet. The additional parking pad may be constructed with any concrete, asphalt, permeable paving system, or with clean washed gravel upon approval by the Community Development Director or their designee. In any application that uses gravel, the area shall be constructed on a stable base, shall have an underlayment or filter fabric beneath all gravel, and shall have edging that keeps all gravel in the parking area. These areas shall be properly maintained with sufficient gravel and shall be kept free of weeds and other vegetation. Grass shall not be allowed to grow in the gravel area because it will appear that the vehicle is
parking in the yard. All gravel shall be kept off sidewalks and out of public rights-of-way.

12.5.3 Driveways (Including Ribbon Driveways or Paving Strips). Driveways can be constructed with concrete or hard-surfaced paving strips placed for vehicle wheel travel. These ribbons can be constructed of concrete, asphalt, pavers, or other materials approved by the Community Development Director or their designee. The areas outside the ribbons can be filled with landscaping, grass, mulch, gravel, or other approved materials. All areas containing grass or vegetation shall be maintained according to City Code. Areas containing mulch, gravel, or other material shall contain proper edges or barriers to keep the material in the specified area and shall be maintained free of grass and weeds (see Figure 12.8).

Access to the driveway shall be limited to properly approved curb cuts or other approved access points.

All portions of the driveway, sidewalk, and driveway apron located within the right-of-way shall be constructed of contiguous concrete or asphalt and shall meet all City standards.
CHAPTER 13
NON-CONFORMITIES

13.1 General Description. Within the districts established by this Code or amendments that may later be adopted, there may exist uses, structures, and lots which were lawful before this Code was adopted or amended but which would be prohibited under the terms of this Code or future amendment to this Code. These uses, structures, and lots, herein referred to as "non-conformities," may continue as regulated by this Chapter. A use lawfully existing prior to the effective date of this Code, or amendment thereto, which does not comply with parking, screening, or bulk and area requirements, but which is otherwise lawful, shall not constitute a non-conforming use with the meaning of the following two Sections.

13.2 Non-Conforming Uses of Unimproved Land. When at the effective date of this Code or amendment thereto a lawful use of land exists, which would not be permitted by the terms of this Code or amendment thereto, such use shall be deemed a non-conforming use of unimproved land. The non-conforming use of land may be continued provided:

a. No such non-conforming use shall be changed to another non-conforming use, nor enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of this Code or amendment thereof;

b. No such non-conforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the effective date of this Code or amendment thereof;

c. No additional structure (other than fences) shall be erected in connection with such non-conforming use of land; and

d. If any such non-conforming use of land ceases for any reason for a period of more than ninety (90) days (except when government action impedes access to or use of the premises), any subsequent use of such land shall conform in all respects to the regulations of the district in which located.

13.3 Non-Conforming Buildings or Buildings and Land in Combination. When at the effective date of this Code or amendment thereto, there exists a lawful use of a building, or use of a principal building and land, or use of land and accessory structures, such structures covering more than ten (10) percent of the lot area, and such use would not be permitted by the terms of this Code or amendment thereto, such use shall be deemed non-conforming and may continue subject to the following provisions:

a. No building devoted to a non-conforming use shall be enlarged or extended, except in changing the use of the building to a use permitted in the district in which it is located;

b. A non-conforming use of a portion of a building may be extended to the remaining portions of the building if such portions were manifestly arranged and designed for such use but such use shall not be extended to occupy any land outside the building;

c. A non-conforming use of a building or building and land in combination, if superseded by a permitted use, shall not thereafter be resumed;
d. A non-conforming use of a building or building and land in combination, if discontinued for twelve (12) consecutive months or for twelve (12) months during any eighteen (18) month period (except when governmental action impedes access to or the use of the premises), shall not thereafter be resumed;

e. Where non-conforming use status applies to a building and land in combination, termination of the use of the building within the meaning of item (d) above shall eliminate the non-conforming status of the use of the land;

f. A non-conforming use of a building or of a building and land in combination when located within a residential district shall not be changed unless changed to a use permitted in the district in which located. A non-conforming use of a building or of a building and land in combination, when located within a district other than a residential district, may as a Special Exception, be changed upon approval of the Board of Adjustment (BOA) after finding that the proposed use will not result in any increase of incompatibility with the present and future use of proximate properties. The change of a use to another use contained within the same use unit shall not constitute a "change of use" within the meaning of this Section; and

g. Should the structure containing a non-conforming use be damaged or partially destroyed to the extent of more than fifty (50) percent but less than seventy-five (75) percent of its current replacement cost at the time of damage, the restoration of the structure shall be subject to the BOA's findings, after adherence to the procedural requirements for a Special Exception, that the contemplated restoration is necessary for the continuance of the non-conforming use, and will not result in any increase of incompatibility with the present and future use of proximate properties. Should the structure containing a non-conforming use be damaged or destroyed to the extent of more than seventy-five (75) percent of its replacement cost at the time of damage, the non-conforming use shall not thereafter continue or be resumed.

13.4 Non-Conforming Lots.

13.4.1 Single Lots. In any district in which single-family dwellings are permitted, notwithstanding limitations imposed by other provisions of this Code, a single-family dwelling and customary accessory buildings may be erected on any single lot of record at the effective date of adoption or amendment of this Code. Such lot must be in separate ownership and not of continuous frontage with other lots in the same ownership.

This provision shall apply even though such lot fails to meet the requirements for area or width (or both) that are generally applicable in the district, provided that yard dimensions and other requirements not involving area or width (or both) of the lot shall conform to the regulations for the district in which such lot is located.

13.4.2 Adjoining Lots. If two (2) or more adjoining lots with continuous frontage are in a single ownership at any time after the adoption or amendment of this Code and such lots individually are too small to meet the yard, width, or area requirements of the district in which they are located, such groups of lots shall be considered as a single lot or several lots of minimum permitted size and the lots in one ownership shall be subject to the requirements of this Code.
13.4.3 **Lots in Non-Residential Districts.** In districts other than residential districts, any use permitted by right may be located on any lot of official record as of the effective date of this Code, irrespective of its area or width, provided the other requirements of the use district are complied with.

13.5 **Structural Non-Conformities.** A structure, lawfully existing at the effective date of the adoption or amendment of this Code, but which would be prohibited by the terms of this Code by reason of restrictions on floor area, density, intensity, height, yards, its location on the lot, or other requirements concerning the structure, shall be deemed non-conforming and may continue, subject to the following provisions:

- **a.** No such non-conforming structure may be enlarged or altered in any manner which increases its non-conformity, but any structure may be altered to decrease its non-conformity, provided that the addition of a mezzanine or similar alteration which does not increase the cubic content of the structure shall not constitute an "increase in non-conformity";

- **b.** Should such structure be damaged or partially destroyed by any means to the extent of more than fifty (50) percent of its current replacement cost at a time of damage, the restoration as a non-conforming structure shall be subject to the findings of the Owasso Board of Adjustment (BOA), after adherence to the procedural requirements for a Special Exception, that its restoration to a conforming structure cannot reasonably be made in view of the nature and extent of the non-conformity and the nature and extent of the damages; and

- **c.** Should such structure be moved for any distance whatever, it shall thereafter conform to the provisions of the district in which located.

13.6 **Repairs.** On any building containing a non-conforming use or any non-conforming structure, ordinary repairs and maintenance may be made provided that the cubic content of the building is not increased and structural non-conformity is not increased.

If a non-conforming structure or a structure containing a non-conforming use becomes physically unsafe or unlawful due to lack of repairs and maintenance, and a final order of vacation or demolition is entered by any duly authorized official by reason of physical condition, it shall not thereafter be used, restored, repaired, or rebuilt except in conformity with the provisions of the district in which located.
CHAPTER 14
ENFORCEMENT

14.1 Duty of Community Development Director and Other Officials. It shall be the duty of the Community Development Director or their designee to enforce this Code. If the Community Development Director or their designee shall find that any of the provisions of this Code are being violated, they shall notify in writing the persons responsible for such violations, indicating the nature of the violation and ordering the action necessary to correct it, and they shall take such other action to ensure compliance with or to prevent violation of its provisions as is authorized.

All departments, officials, and employees of the City of Owasso, Oklahoma vested with the duty or authority to issue Permits or Licenses shall comply with the provisions of this Code and shall issue no Permit or License for any use, purpose, excavation, construction, structure, building, or sign in conflict with the provisions of this Zoning Code or the Owasso Municipal Code.

14.2 Penalties for Violation. Any person, firm, or corporation violating any provisions of this Code or failing to comply with any of its requirements, including violations of conditions and safeguards established in connection with grants of Variances or Special Exceptions, shall be deemed guilty of an offense shall be fined in accordance with the City of Owasso Code of Ordinances. Each day's violation thereof shall constitute a separate offense.

Nothing herein contained shall prevent the City of Owasso, Oklahoma or its authorized officials from taking other legal action, as authorized by law, to remedy violations.

14.3 Construction and Use Provided in Applications, Plans, and Permits. Permits, Variances, or Special Exceptions issued on the basis of approved plans and applications authorize only the uses, arrangement, and construction set forth in such approved plans and applications. Deviation from such approvals shall be deemed a violation of this Code and punishable as authorized by City Code.
CHAPTER 15
ZONING CODE AND ZONING MAP AMENDMENTS

15.1 General Description. The regulations, restrictions, prohibitions, and limitations imposed and the districts created by the Owasso Zoning Code may from time to time be amended, supplemented, changed, modified, or repealed by ordinance, but no change shall be made until the Owasso Planning Commission, after notice and public hearing, makes a recommendation to the Owasso City Council, after which the City Council takes final action to approve and an ordinance is recorded.

15.2 Policy on Zoning Map Amendments. It shall be the policy of the City of Owasso, Oklahoma that, in consideration of proposed amendments to this Code, amendments will be adopted to recognize changes in the Land Use Master Plan, to correct error, or to recognize changed or changing conditions in a particular area or in the jurisdictional area generally. Zoning map amendments must be in compliance with the Owasso Land Use Master Plan and should employ sound planning and land use practices.

The Official Zoning Map for the City of Owasso shall be kept by the City Clerk.

15.3 Zoning Text Amendments. The Owasso Planning Commission, upon its own motion, may, or at the direction of the Owasso City Council shall, hold a public hearing, giving notice thereof of a proposed text amendment. After holding the public hearing, the Planning Commission shall make a recommendation to the Owasso City Council.

15.4 Zoning Map Amendments.

15.4.1 Application. An amendment to the Zoning Map shall be initiated by the filing of an application with the Community Development Department, and shall be accompanied by an application fee.

Costs of notice and ordinance publishing shall be billed to the applicant.

After the application is received, the item shall be set for public hearing with the Owasso Planning Commission and the Owasso City Council.

15.4.2 Notice Required. The Owasso Planning Commission shall give twenty (20) days' notice of a public hearing on a proposed map amendment by publication in a newspaper of general circulation and shall include a map of the area to be affected which indicates street names or numbers, streams, or other significant landmarks in said area.

Twenty (20) days' notice of public hearing shall be given by mailing notice to all property owners within a three hundred (300) foot radius of the exterior boundary of the subject property, or as determined by Oklahoma State Statute.

In addition, twenty (20) days' notice of public hearing shall be given by posting a sign on the property sought to be zoned. The notice shall contain:

a. Date, time, and place of the public hearing;

b. Legal description of the property and the street address or approximate location of the property;

c. By whom the public hearing will be conducted;

d. Proposed use of the property; and
e. Present zoning district classification of the property and the proposed zoning
district classification.

15.4.3 **Owasso Planning Commission Action on Zoning Map Amendments.** After notice and
public hearing, the Owasso Planning Commission shall vote to either:

a. Recommend to the Owasso City Council that the application be approved
as submitted or as amended, or be approved subject to modification. An
application recommended for approval or approval subject to modification,
shall be transmitted, with the report and recommendations of the Owasso
Planning Commission, to the Owasso City Council within fifteen (15) days of
the date of Planning Commission action;

b. Recommend to the Owasso City Council that the application be denied. An
application recommended for denial shall be transmitted, with the report and
recommendations of the Owasso Planning Commission, to the Owasso City
Council within fifteen (15) days of the date of Planning Commission action; or

c. In the event that the Owasso Planning Commission arrives at a tie vote it shall
be transmitted, with a report and notation of the tie vote, to the Owasso City
Council within fifteen (15) days from the date of Planning Commission action.

15.4.4 **Owasso City Council Action on Zoning Map Amendments.** The Owasso City Council
shall hold a hearing on each application transmitted, and after the public hearing
shall approve an ordinance approving the application as submitted or as amended,
or shall deny the application.
CHAPTER 16
SPECIFIC USE AND TEMPORARY USE PERMITS

16.1 Specific Use Permits.

16.1.1 Purpose. This Section provides a discretionary approval process for Specific Use Permits (SUPs), which are required for uses that have unique or widely varying operating characteristics or unusual site development features. The uses classified as specific uses tend to more intensely dominate the area in which they are located than do other permitted uses in the district. Care should be taken to integrate specific land uses with other uses in the area and to prevent adverse impacts on the community at-large. The procedure encourages public review and evaluation of a use’s operating characteristics and site development features. This review process is intended to provide assurance to the community that such uses will be compatible with their locations and surrounding land uses and will further the purposes of this Code.

16.1.2 Relationship to Site Plan Requirements. A conceptual Site Plan shall be submitted with a Specific Use Permit (SUP) application. The formal Site Plan that is submitted later shall be in substantial compliance with the conceptual Site Plan approved by the City Council.

16.1.3 Procedure. The following review procedure shall be followed for Specific Use Permits (SUPs):
   a. A pre-application conference shall be held with the Community Development Department prior to submitting an application;
   b. Application submittal;
   c. The Community Development Department Staff shall make a determination of application completeness;
   d. Notice published twenty (20) days prior to public hearing;
   e. Staff report;
   f. Public hearing at the Owasso Planning Commission;
   g. Recommendation is made by the Planning Commission to the City Council;
   h. Public hearing at the Owasso City Council; and
   i. Decision, findings, and final action.

With the exception of the following modifications, the standard development review procedures for amendments to the Official Zoning Map shall apply.

16.1.4 Owasso Planning Commission Review and Recommendation. The Owasso Planning Commission shall hold a public hearing on the proposed application and:
   a. Recommend approval;
   b. Recommend approval with modifications and/or conditions; or
   c. Recommend denial.

The Planning Commission may recommend conditions on the use as part of the approval to assure adequate mitigation measures are associated with the use. The conditions shall become a part of the Specific Use Permit (SUP) approval and shall be included as part of the Site Plan. The recommendation shall be referred to the Owasso City Council for final action.
16.1.5 *Owasso City Council Review and Action.* Upon receipt of the Owasso Planning Commission’s recommendation, the Owasso City Council shall:

a. Approve;
b. Approve with modifications and/or conditions;
c. Deny the application; or
d. Request that the application be further reviewed by the Owasso Planning Commission.

16.1.6 *Indication on the Official Zoning Map Required.* A zoning change is not required for Specific Use Permits (SUPs); however, the location of each approved SUP shall be indicated on the Official Zoning Map as follows: “SUP XX-XX” (the number of the request for an SUP).

16.1.7 *Approval Criteria.* A Specific Use Permit (SUP) may be approved only if the Owasso City Council finds that all of the following criteria have been met:

a. The proposed use is consistent with the most recent version of the Land Use Master Plan and all applicable provisions of this Code and applicable State and Federal regulations;
b. The proposed use is consistent with the purpose and intent of the zoning district in which it is located;
c. The proposed use is consistent with any applicable SUP standards;
d. The proposed use is compatible with adjacent uses in terms of scale, site design, and operating characteristics (hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts);
e. Any significant adverse impacts anticipated to result from the use will be mitigated or offset to the maximum extent practicable;
f. Facilities and services (including sewage and waste disposal, water, gas, electricity, police and fire protection, and roads and transportation, as applicable) will be available to serve the subject property while maintaining adequate levels of service for existing development; and
g. Adequate assurances of continuing maintenance have been provided.

16.1.8 *Conditions of Approval.* Staff shall recommend conditions for the Specific Use Permit (SUP) if the use is expected to have adverse effects on surrounding land uses or residents. Potential conditions may include screening, landscaping, height, setback, site layout, or other conditions as determined by Staff.

Following approval, a Site Plan meeting the conditions specified in the SUP shall be required of the applicant and shall be submitted and processed. Any of the conditions imposed by the SUP shall be considered as conditions precedent to the granting of a Building Permit for the specific use allowed.

The SUP is valid only for the use for which it was approved. Any changes or alterations of the use, other than what the SUP allows, shall constitute a violation of the Owasso Zoning Code and be subject to penalties as described in the Chapter titled “Enforcement” in the Owasso Zoning Code.

16.1.9 *Amendments.* No approved Specific Use Permit (SUP) may be modified, physically expanded, hours of operation extended, or otherwise altered unless amended in accordance with the procedures applicable to initial approval of a SUP as set out in the Owasso Zoning Code.
16.1.10 **Lapse.** Approval of a Specific Use Permit (SUP) shall become invalid under the following circumstances:

a. The conditions of approval are not met;

b. The applicant does not obtain a Building Permit or Certificate of Occupancy (C/O) (if required) within one (1) year;

c. No development or construction of the approved SUP is begun within one (1) year;

d. The approved use is not in operation for more than one (1) year; or

e. Any changes that were not a part of the approved SUP are made to the use or structure.

An applicant may file an application to renew the SUP. Such renewal shall occur in the same manner as for original approval as provided in this Section.

SUPs are only valid for the use for which they are approved. No change, alteration, or variation from the approved Permit shall be permitted, unless the applicant obtains a new SUP.

Any extension requests or modifications to the approved plans for SUPs shall be submitted to the Community Development Director. The Director or their designee shall approve or deny the extension or modification request.

16.2 **Temporary Use Permits.**

16.2.1 **Purpose.** This Section provides a discretionary approval process for Temporary Use Permits (TUPs), which are required for uses that are temporary in nature and are usually found in a commercial parking lot. The uses classified as temporary uses tend to more intensely dominate the area in which they are located than do other permitted uses in the district. Care should be taken to integrate specific land uses with other uses in the area and to prevent adverse impacts on the community at-large. The procedure encourages careful administrative review and evaluation of a use’s operating characteristics and site development features. This review process is intended to provide assurance to the community that such uses will be compatible with their locations and surrounding land uses and will further the purposes of this Code.

16.2.2 **Permit Required.** All temporary uses and structures shall obtain a Temporary Use Permit (TUP) pursuant to the procedures set forth in this Section. A TUP shall be reviewed, approved, or revoked only in accordance with the regulations of this Section. TUPs shall be valid for a time period no longer than one (1) calendar year from the date of Permit approval. Thereafter a new TUP must be acquired to be in compliance with the requirements of this Code.

16.2.3 **Permit Exemptions.** Notwithstanding the “Purpose” subheading above in this Section, the following temporary uses are deemed approved in any district and do not have to obtain a Temporary Use Permit (TUP), provided that the proposed temporary use complies with the general requirements below:

a. Any event utilizing City property, public streets, or public rights-of-way that is determined to not require a Special Events Permit, provided that the applicant shall coordinate the event with the City of Owasso and comply with any conditions required;

b. Garage/yard/estate/moving sales or auctions that comply with City of Owasso requirements; and

c. Temporary uses that occur wholly within an enclosed permanent building.
General Requirements for All Allowed Temporary Uses and Structures. All temporary uses or structures shall meet the following general requirements, unless otherwise specified in this Code:

a. Permanent alterations to the site are prohibited;
b. Unless otherwise stated in this Code or in the terms of the Temporary Use Permit (TUP), the temporary use shall expire as indicated on the Permit. The maximum duration for any one Permit is one (1) calendar year after approval of the TUP;
c. The temporary use or structure shall not violate any applicable conditions of approval that apply to a principal use on the site;
d. The temporary use standards of this Section do not exempt the applicant or operator from any other required Permits, such as Health Department Permits;
e. A letter from the record property owner giving permission for the temporary use;
f. If the property is undeveloped, it shall contain sufficient land area to allow the temporary use or structure to occur, as well as any paved parking and traffic movement that may be associated with the temporary use;
g. If the property is developed, the temporary use shall be located in an area that is not actively used by an existing approved principal use which would support the proposed temporary use without encroaching or creating a negative impact on existing buffers, open space, landscaping, traffic movements, pedestrian circulation, or parking space availability;
h. Temporary structures shall be located not to interfere with the normal operations of any permanent use located on the property;
i. Adequate sanitary facilities, utility, drainage, refuse management, emergency services and access, and similar necessary facilities and services shall be available to serve employees, patrons, or participants as determined by Community Development, Public Works, and Health Department Officials;
j. A Site Plan shall be submitted to the Community Development Department indicating placement of structures;
k. All City of Owasso requirements for Mobile Food Vendors shall be met; and
l. Unless otherwise approved by the Community Development Director or their designee, only one (1) temporary use shall be allowed per lot of record.

All such temporary uses shall obtain a Temporary Use Permit (TUP) and shall comply with the following additional standards:

a. The design and installation of all practicable temporary traffic control devices including signage will be used to minimize traffic congestion;
b. Where a tent or similar structure is to be used, the applicant shall comply with the requirements of the Fire Marshal and demonstrate that the tent is flame resistant by providing a certificate of flame resistance or other assurance that the structure has been properly treated with flame retarder and has been maintained as such;
c. Signage and lighting for the temporary use shall comply with the Chapters on “Signs” and “Outdoor Lighting” in the Owasso Zoning Code;
d. Signage shall be placed on the structure itself and not within the public right-of-way or on the principal user’s property;
e. Sign shall not be spray painted; and

f. All other applicable requirements in the Chapter titled “Signs” in the Owasso Zoning Code shall apply.

16.2.5 Permit and Application Fees. Fees for Temporary Use Permits (TUPs) are established on the City of Owasso’s official Fee Schedule and shall be paid upon application.

16.2.6 Permit Issued. Upon finding that the proposed temporary use satisfies the above requirements, a Temporary Use Permit (TUP) shall be issued and will contain the following:

a. The start and end date of the use;

b. Signature from the Fire Marshall’s Office;

c. Signature from the Community Development Director or their designee;

d. Proof of a valid and current Health Department License for Mobile Food Vendors; and

e. Any required Permits or other documentation from the City Clerk’s Office.
CHAPTER 17
TELECOMMUNICATION TOWERS AND WIND ENERGY SYSTEMS

17.1 Telecommunication Towers.

17.1.1 Specific Use Permit Required. A Specific Use Permit (SUP) shall be required for all telecommunication towers or telecommunication facilities or equipment. All SUP requests for telecommunication towers shall be reviewed by the Owasso Planning Commission and forwarded to the Owasso City Council for consideration and action, subject to the following additional requirements:

a. Aesthetic Protection. Telecommunication facilities shall be so located to ensure that historically significant landscapes are protected. The views of vistas from architecturally and/or historically significant structures should not be impaired or diminished by the placement of telecommunication facilities.

b. Setback from Residential Property. Setback shall be equal to the tower height, plus fifty (50) feet.

c. Array Height. The antenna array shall not exceed the tower height by more than ten (10) feet.

d. Guy Wires. All guy wires and guy anchors shall be set back a minimum of twenty (20) feet from any property line.

e. Tower Type. The tower is of monopole design, or one of equal or lesser impact, if located within three hundred and fifty (350) feet of any RS (Single-Family Residential) district.

f. Co-Location. A telecommunication tower must be designed and built so as to be capable of use by at least three wireless communication providers such as cellular or PCS providers using antenna arrays of nine (9) to twelve (12) antennas each within fifteen (15) vertical feet of each other with no more than three (3) degrees twist and sway at the top elevation.

The owner of the tower and the property on which the tower is located must certify to the City that the antenna is available for use by at least two (2) other wireless telecommunication providers on a reasonable and non-discriminatory basis and at a cost not exceeding the market value for the use of the facilities.

If the property on which the tower is proposed to be located is to be leased, the portions of the actual or proposed lease that demonstrate compliance with the requirements of this paragraph shall be submitted with the Building Permit application.

g. Security Fencing. The base of the tower shall be enclosed by opaque security fencing with a minimum height of eight (8) feet.

h. Compliance with Applicable Regulations. The tower is constructed and operated in compliance with the current Federal Communications Commission (FCC) standards and other applicable Federal and State standards.

i. Distance from Other Towers. New telecommunication towers must be a minimum distance of five thousand (5000) feet from any other telecommunication tower, unless in a by right district.
j. **Removal of Tower.** Upon the discontinuance of use of any such tower for a period of thirty (30) days, said tower is to be removed by the applicant/owner.

17.1.2 **Replacement of Existing Poles.** Telecommunication towers erected to replace existing poles are permitted in all zoning districts, provided that:

a. The pole replaced is a functioning utility pole or light standard within an established utility easement or public right-of-way, recreational facility light pole, or telecommunication tower;

b. The pole replaced does not obstruct a public sidewalk, public alley, or other public right-of-way;

c. Pole appearance and function, except for antenna, are not significantly altered; and

d. Replacement tower height, including antenna array, does not exceed:
   1. The height of the original utility, light standard, or recreational facility light pole by more than ten (10) feet; and
   2. The height of the original telecommunication tower and antenna array.

17.1.3 **Placement on Existing Poles.** Placement on existing poles is permitted in all zoning districts provided that:

a. Telecommunication antennas are permitted on existing utility, lighting, telecommunication towers, and sign structures at or exceeding fifty (50) feet in height;

b. The antenna does not exceed the height of the structure by more than ten (10) feet if a non-whip type or fifteen (15) feet if a whip type;

c. Telecommunication antennas located on existing structures are not subject to the five thousand (5000) feet separation requirement; and

d. If any additions, changes, or modifications are to be made to the monopole, the Community Development Director or their designee shall have the authority to require proof, through the submission of engineering and structural data, that the addition, change, or modification conforms to structural wind load and all other requirements of the current Building Code adopted by the City of Owasso.

17.1.4 **Roof Mounted Telecommunication Antennas.** Roof-mounted telecommunication antennas are allowed on non-residential buildings in all districts provided that:

a. Non-whip antennas do not exceed the height of the building by more than ten (10) feet and is screened from view from any adjacent public roadway;

b. Whip antennas do not exceed the height of the building by more than fifteen (15) feet and are located no closer than fifteen (15) feet to the perimeter of the building;

c. Prior to the installation of a roof mounted antenna, the Community Development Department shall be provided with an engineer’s certification that the roof will support the proposed antenna and associated roof-mounted antennas and equipment; and

d. Roof mounted antennas and associated equipment may either be screened with enclosures or façades having an appearance that blends with the building on which they are located or by locating them so they are not visible from an adjacent public roadway.
17.1.5 Mounted Telecommunication Antennas (Non-Whip). Building Mounted Telecommunication Antennas of the non-whip type are allowed on non-residential buildings in all zoning districts provided that:

a. The antenna is mounted flush with the exterior of the building so that it projects no more than thirty (30) inches from the surface of the building to which it is attached;

b. The antenna’s appearance is such as to blend with the surrounding surface of the building;

c. Associated equipment shall be placed either within same building or in a separate building that matches the existing building in character and materials or blends with landscaping and other surrounding material adjacent to the separate building housing the equipment. Associated equipment for roof mounted antennas may be located on the roof of the building if it is screened from view from any adjacent public roadway; and

d. When an application is made for a Building Permit to locate a telecommunication antenna on an existing building or other structure, the Community Development Department shall be provided with color photo simulations showing the site of the existing structure with a photo-realistic representation of the proposed antenna and the existing structure as it would appear viewed from the closest residential property. The applicant shall also submit photographs of the same views showing current appearance of the site without the proposed antenna.

17.1.6 Distance Measurement. Distances in this Section shall be measured along a single straight line between the center of the tower base and the nearest point on any property line of identified historic property or single-family residential or a more restrictive zoning district or use. For the purposes of applying restrictions set forth in this Section, “single-family residential or more restrictive zoning district or use” excludes property that is:

a. Used as public or secondary educational facility;

b. Used as a public college or university educational facility;

c. Owned by the U.S., the State of Oklahoma, Tulsa County, Rogers County, or the City of Owasso, and not used for RS-3 (Residential Single-Family High Density) or more restrictive residential uses;

d. Used as a cemetery; or

e. Occupied by non-residential, non-conforming uses.

17.1.7 Exceptions and Exemptions. A telecommunication tower that fails to meet the requirements of this Section may be authorized by obtaining a Specific Use Permit (SUP) through the Owasso City Council.

Towers erected by a public agency for Police, Fire, EMS, 911, or other similar public emergency communication shall be exempt from the requirements of this Section.

17.2 Wind Energy Systems.

17.2.1 Purpose. The purpose of this Section is to provide standards that will protect the health, safety, and general welfare of the public and achieve the following:

a. Provide design criteria that establish minimum requirements for wind energy systems and commercial wind energy systems as defined herein to ensure the safe installation of wind towers in the City of Owasso; and

b. Promote energy savings and the use of green infrastructure.
17.2.2 **Applicability.** The requirements of this Code shall apply to all small wind energy systems and commercial wind energy systems proposed after the effective date of this Code.

Wind energy systems for which a required Permit has been properly issued prior to the effective date of this Code shall not be required to meet the requirements of this Code; provided, however, that any such system shall be installed and functioning within twenty-four (24) months of the date of the Permit.

Any system that has been installed, but not used for two (2) consecutive years may not be subsequently used without meeting the requirements of this Code.

No pre-existing system shall be altered in any manner that would increase the degree of non-conformity with the requirements of this Code and no alterations shall be made to a non-conforming pre-existing system during its life which exceeds fifty (50) percent of its fair market value. If such system is destroyed or damaged to the extent of more than fifty (50) percent of its fair market value at the time of destruction or damage, it shall not be reconstructed except in conformity with this Code.

17.2.3 **Wind Energy System Requirements.** The not-to-exceed height of wind energy system structures shall vary with the size of the lot:

a. For property sizes less than one (1) acre in size the total height shall not exceed fifteen (15) feet;

b. For property sizes between one (1) acre and two (2) acres, the total height shall not exceed sixty (60) feet;

c. For property sizes between two (2) and five (5) acres, the total height shall not exceed eighty (80) feet; and

d. For property sizes greater than five (5) acres, the total height shall not exceed one hundred (100) feet.

![Figure 17.1 Wind Energy System Total Height](image)
17.2.3.1 **Location.** No wind energy system shall be located in any front or side yard.

17.2.3.2 **Setbacks.** The following setbacks will be adhered to:

   a. **Property lines.** A wind energy system shall be set back from the nearest property line, public road right-of-way, and communication and electrical line not less than one and a half (1.5) times the total height of the wind turbine.

   b. **Inhabited Structures.** A wind energy system shall be set back from the nearest inhabited structure not less than one and a half (1.5) times the total height of the wind turbine.

17.2.3.3 **Design Standards.** The following design standards will be adhered to:

   a. **Monopole or Freestanding Design.** The design of the wind energy system shall have no guide wires or attachment appurtenances other than the main pole structure.

   b. **Minimum Blade Height.** For towers in excess of thirty (30) feet in height, the minimum height of the lowest extent of a turbine blade shall be thirty (30) feet above finished grade (see Figure 17.2) and shall be separated from any structure (i.e. house, shed, barn, recreational element) not less than 1.5 times the blade height from said structure (see Figure 17.3).
c. **Access.** No tower shall have a climbing apparatus within twelve (12) feet of the ground. All access doors or access ways to towers and electrical equipment shall be lockable.

d. **Noise.** No wind energy system shall exceed sixty (60) dBA as measured at the nearest property line or fifty (50) dBA as measured at the nearest neighboring inhabitable building.

Should a wind tower produce an undulating pattern of noise or vibrations, which cause distress to nearby residents, said tower may be deemed a nuisance and worked as a code violation.

e. **Visual Appearance.** Wind energy systems shall be finished in a rust-resistant, non-obtrusive finish and color that is non-reflective.

No wind energy system shall be lighted unless required by the FAA.

No advertising signs of any kind or nature whatsoever shall be permitted on any wind energy system.

No transmission equipment shall be installed on the tower.

All equipment shall be screened with either a six (6) foot opaque fence or with evergreen vegetation not less than six (6) feet in height.

f. **Electrical Interconnections.** All electrical interconnection or distribution lines shall be underground and comply with all applicable codes and public utility requirements.

g. **Signal Interference.** Efforts shall be made to site wind energy systems to reduce the likelihood of blocking or reflecting television and other communication signals.

If signal interference occurs, both the wind energy system owner and the individual receiving interference shall make reasonable efforts to resolve the problem.

No wind energy system shall cause permanent and material interference with television or other communication signals.

h. **Over-speed Controls.** Every wind energy system shall be equipped with both manual and automatic over-speed controls.

i. **Federal Aviation Administration (FAA).** All wind towers shall meet Federal Aviation Administration (FAA) regulations. Documentation shall be provided that indicates the proposed wind tower meets FAA regulations.

17.2.3.4 **Permit Requirements.** Applications for wind energy systems shall be approved with a Specific Use Permit through the Owasso City Council following the procedures outlined in the Section titled "Specific Use Permits" in the Chapter titled "Specific Use Permits and Temporary Use Permits" in the Owasso Zoning Code. However, wind energy systems that are fifteen (15) feet or less in height, an Administrative Permit may be approved by the Community Development Director or their designee. All applications shall include the following information upon request:

a. **Site Plan.** A Site Plan shall be drawn to scale based off a survey showing the location of the proposed wind energy system and the locations of all existing buildings, structures, and property lines along with distances.

b. **Elevations.** Elevations shall be provided of the site drawn to scale showing the height, design, and configuration of the wind energy system and the
height and distance to all existing structures, buildings, electrical lines, and property lines.

c. **Engineering Specifications.** Standard drawings and an engineering analysis of the systems tower including weight capacity shall be provided.

d. **Foundations and Geotechnical.** A standard foundation and anchor design along with existing soil conditions and specifications for the soil conditions at the site.

e. **Tower Specifications.** Specific information on the type, size, rotor material, rated power output, performance, safety, and noise characteristics of the system including the name and address of the manufacturer, model, and serial number.

f. **Safety Measures.** Emergency and normal shutdown procedures shall be provided as part of the application for a wind energy system.

g. **Electrical Connection.** A line drawing of the electrical components of the system in sufficient detail to establish that the installation conforms to all applicable electrical codes shall be provided along with evidence that the provider of electrical service of the property has been notified of the intent to install an interconnected electricity generator (unless the system will not be connected to the electricity grid.)

17.2.4 **Non-Use.** Any wind energy system which complies with the terms of this Code which is not used for two (2) years, excluding repairs, shall be removed within the following six (6) months. Failure to remove the system shall be deemed a violation of this Code.

Any small wind energy system or commercial wind energy system which is non-conforming and which is not used for one (1) year, excluding repairs, shall be removed within the following six (6) months. Failure to remove the system shall be deemed a violation of this Code.

17.2.5 **Private Covenants.** Private covenants or deed restrictions may prohibit the installation of wind energy systems. The City of Owasso does not enforce private covenants and this Code shall not preempt private covenants.
CHAPTER 18
SIGNS

18.1 Purpose. The purpose and general intent of this Chapter is as follows:
   a. To establish standards and guidelines for the design, erection, construction, and installation of signs and other visual communication devices so that the City of Owasso may appear orderly and to prevent the needless clutter in appearance within the City by signs unreasonable in number, location, area, and illumination;
   b. To provide for the appropriate use and location of signs in a manner that will not adversely affect or impact property values, compatibility of land use, community appearance and identity, and to otherwise promote the general welfare, public safety, convenience, and order of the City of Owasso;
   c. To provide for the issuance, revocation, inspection, and identification of signs within the City; and
   d. To provide for the removal of any sign that is in violation of or non-conforming with the intent and purpose of this Code.

18.2 Calculating the Area of a Sign. The area of a sign shall be computed to include the entire area within a sign, whether such sign is a parallelogram, triangle, circle, or semi-circle, including all of the display area of one side and any part of the surface of any cornice, hood, awning, wall, or similar ornamental or structural feature that blends with the sign in such a manner as to appear to be the background of the sign, and including all of the elements of the matter displayed, regardless of the angle at which such sign is placed in relationship to the building frontage; provided, however, that the area of a wall sign shall be computed to include only the area in which characters, letters, illustrations, insignia, or logos are depicted.

18.3 Signs Not Requiring Permits. A Permit shall not be required for the following types of signs, provided that said signs shall be subject to all other provisions of this Code.

18.3.1 Non-Profit Signs. Signs in connection with a non-profit, community or neighborhood center, public facility, place of worship, or educational institution are exempt from the Sign Permit fee but shall adhere to the following restrictions:
   a. Signs are limited to a period not exceeding thirty (30) days and must be removed after this period expires. There is no limit as to the number of thirty (30) day increments in any one calendar year, however the sign must be removed within three (3) days after the event is over;
   b. Applicants shall provide evidence of their tax exempt status;
   c. Signs must be approved by the Community Development Director or their designee and contain a Site Plan indicating the location(s) of said sign(s) and the time duration of the sign shall be provided;
   d. Only two (2) signs shall be allowed per lot of record except as approved by the Community Development Director or their designee;
   e. All other restrictions of this Section shall still apply;
   f. Signs may be placed in the ground, attached to a pylon or ground sign, or affixed to the building;
   g. Signs may not be placed within sight triangles as described in the Chapter titled “Site Design Standards” in the Owasso Zoning Code;
h. Signs shall not be placed in the public right-of-way under any circumstance;
i. Banners are attached to buildings and do not exceed forty (40) square feet in area; and
j. All signage for special events (carnivals, trail days, Gathering on Main, etc.) are exempt.

18.3.2 Grand Opening Signs. Grand opening signs are allowed as follows:
   a. The sign or signs shall not be displayed more than fourteen (14) days;
   b. There shall be only one (1) grand opening sign allowed per business, and this
grand opening must occur within thirty (30) days from the time the business
first opens to the public at a particular location;
   c. Signs otherwise prohibited may be allowed as temporary signs as long as they
do not endanger the public health, safety, or welfare, upon approval of the
Community Development Director or their designee.

18.3.3 Sports Field Signs. Temporary signs at City or school sports fields do not require a
Permit and will not be required to follow the provisions of this Code.

18.3.4 Sport User Group Signs. Sign Permits are not required for sport user groups that are
under contract with the City of Owasso to operate youth sports leagues on City-owned
property.

18.3.5 Real Estate Signs. One (1) real estate sign not exceeding eight (8) square feet in area
for residentially zoned areas or thirty-two (32) square feet for commercial or industrial
zoned areas which is “double-faced” and advertises only the sale, rental, or lease of
the premises upon which such signs are located does not require a Permit.

18.3.6 Open House Signs. One (1) directional or open house sign not exceeding two (2)
square feet in area located on the private property of the premises upon which the
sale is located does not require a Permit. Additionally, one (1) open house sign may
be placed at the entrance to the subdivision in which the house for sale is located,
provided that the sign announces the address of the house and the time and date
that the open house is being conducted.

18.3.7 Business Signs. One (1) non-illuminated, non-activated nameplate or occupational
sign not exceeding two (2) square feet in area and attached flat against a building,
providing only the name, address, and occupation of the building tenant or owner
does not require a Permit.

18.3.8 Flags. An official flag of the United States, the State of Oklahoma, or Native
American Tribe that is made of cloth or a cloth-like material and is designed to be
flown from a pole does not require a Permit. This shall not include banners, signs,
streamers, balloons, or feather flags that are colored in such a way as to look like the
official flag of the United States, the flag of the State of Oklahoma, or Native
American Tribe flags.

18.3.9 Historical Markers. Non-illuminated, non-reflective memorial signs or signs bearing the
name of the building and date of erection do not require a Permit, provided that
said signs do not exceed twelve (12) square feet in area and are either carved into,
embossed on, or permanently embedded in masonry, bronze, or other non-
combustible materials, in such a way that they are an architectural detail of a
building.

18.3.10 Legal Notices. Legal notices and identification, informational, or directional signs
constructed by government agencies or in compliance with their regulations do not
require a Permit.
18.3.11 **Political Signs.** Political signs, not exceeding sixteen (16) square feet in area, which make known the name of and information concerning a political campaign of any nature do not require a Permit, provided that:

a. That no political sign shall be placed in or on the public right-of-way; and

b. That no political sign shall be placed or erected in or on any private property without the express permission of the owner or occupant of such property.

18.3.12 **Garage Sale Sign.** Garage sale signs do not require a Permit. A maximum of two (2) signs not to exceed four (4) square feet each shall be permitted to advertise a garage sale. Any such sign shall not be placed or located farther than the nearest major arterial roadway from the site of the sale and shall be removed immediately at the conclusion of the garage sale each day.

18.3.13 **Service Station Signs.** Signs that are attached to gasoline pumps or other similar dispensing or servicing devices are allowed, as well as signs and required regulatory information that are an integral part of the service station operation. In no way does this Section allow snipe signs and pennants at service stations. Signs that display gas prices up to twenty (20) square feet are permitted.

18.3.14 **Awning or Canopy Lettering.** Non-illuminated vinyl or plastic lettering affixed to any awning or canopy, and conforming to the provisions of the Section related to awnings/canopy type signs do not require a Permit.

18.3.15 **Contractor Signs.** Contractor signs not exceeding sixteen (16) square feet in area in residential districts and signs not exceeding thirty-two (32) square feet in all other districts placed within the area or lot to be constructed do not require a Permit. Contractor signs are limited to one (1) sign per lot of record. Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way. Contractor signs shall be removed from the site within seven (7) days after construction is complete.

18.3.16 **Window Signs.** Signs that are posted on windows and not designed to be read from a point off the property do not require a Permit. Flashing signs are not permitted.

18.3.17 **Light Pole Banners and Bracket Signs.** Banners which are attached to light poles which do not accommodate a traffic signal or electrical distribution do not require a Permit. The light poles must be private poles located on private property. Utility poles in the public right-of-way shall not have any signage posted at any time. Said signs shall be in a metal type bracket and the sign shall be no greater than eight (8) square feet (2 foot wide by 4 foot long). A maximum of two such signs may be placed on a light pole and only fifty (50) percent of the total light poles on the property may have said signs (see Figure 18.1).

18.3.18 **Community Interest Signs.** Any other sign that the Community Development Director or their designee deems of a public or community wide interest does not require a Permit.

18.3.19 **City Banners or Signage.** Banners or signs displaying information from the City of Owasso (including character banners, event banners, or parade banners) do not require a Permit.
18.3.20 **Sandwich Board Signs (A-Frame Signs).** Sandwich board signs, also known as a-frame signs, are allowed only on the sidewalk in front of the business in Commercial Districts during business hours and do not require a Permit. They must allow for a clear path of travel at all times, are not allowed on a public sidewalk or right-of-way, and shall not interrupt pedestrian activity.

18.3.21 **Vehicle Wrap Signs.** Signs that are shrink-wrapped on personal vehicles do not require a Permit.

18.4 **Prohibited Signs.** The following signs classified by location, type, and content are prohibited.

18.4.1 **Location.** No sign shall be permitted to extend into, above, or be placed in or on any portion of a public street, avenue, or alley. No sign shall be painted, pasted, posted, printed, or nailed to or on any curb, sidewalk, tree, light pole in a public right-of-way, utility pole, hydrant, or bridge or in any manner displayed within the public property or public right-of-way lines of any street, avenue, or alley except legal notices, identification, informational, or directional signs erected by a government agency and in compliance with their regulations. The exceptions to this are areas covered by an overlay district, identified on the Official Zoning Map of the City of Owasso.

No sign shall be constructed so as to obstruct any fire escape, fire department connection, required exit, window, or door opening intended as a means of ingress or egress, nor shall any sign be placed in such a manner as to interfere with any opening required for ventilation.

No sign shall be constructed in a manner that interferes with any surface or underground utility structure. Furthermore, placement shall not interfere with natural or artificial drainage or surface or underground water.

No sign shall be constructed or displayed that is deemed to be hazardous, a danger, a traffic hazard, causes the potential impediment to rescue personnel in the event of an emergency, or which constitutes a public nuisance.

18.4.2 **Type.** Any sign not specifically permitted in a zoning district, including temporary signs, shall be prohibited within such zoning district.

18.4.2.1 **Portable, Snipe, Mobile, Vehicular, or Banner Signs.** Portable, snipe, mobile, vehicular, or freestanding banners (unless approved elsewhere in this Code) shall not be allowed within Owasso City Limits (see Figures 18.2 and 18.3).

![Figure 18.2 Portable Sign](image1)

![Figure 18.3 Snipe Signs](image2)
Signs painted on any vehicle or trailer which is regularly parked on any street or private property, when one of the purposes of so locating such vehicle is to display, demonstrate, and advertise or attract the attention of the public, are not allowed within the City. It is not a violation of this Chapter merely to have a common logo of a business sign painted on a company vehicle regularly engaged in the business of the owner.

When it is determined by appropriate authorities that a vehicle is being regularly parked in a manner that violates this Chapter, the City of Owasso will issue a single notice of warning to the owner of the vehicle, who will be provided an opportunity for an informal hearing by the Community Development Director or their designee.

18.4.2.2 Billboards. Billboards are not permitted within Owasso City Limits.

18.4.2.3 Gooseneck Reflectors. Gooseneck reflectors and lights (see Figure 18.4) shall be permitted only on ground signs, roof signs, wall signs, and works of art, provided that the reflectors shall be equipped with proper glass lenses concentrating the illumination upon the area of the sign or work of art so as to prevent glare upon the street or adjacent property. Gooseneck Reflectors are not allowed on pole signs.

18.4.2.4 Spotlights and Searchlights. Lights designed to shine up into the sky to draw attention to a place or business are prohibited within Owasso City Limits unless approved by the Community Development Director or their designee.

18.4.2.5 Digital Signs and Message Boards. Digital signs not meeting the requirements listed herein shall not be allowed. No such signs shall be permitted in any residential district. Such signs must have an eight (8) second delay between any screen change or image, must not display full video at any time, and shall not be directed toward any adjacent residential district within five hundred (500) feet.

18.4.2.6 Moving and Flashing Signs. No moving or flashing signs shall be permitted in any district.

18.4.2.7 Nuisances. No sign shall be permitted that emits audible sound, vapor, smoke, odor particles, or gaseous matter.

18.4.2.8 Placards, Leaflets, and Handbills. No placards, leaflets, handbills, or similar signs shall be placed on the exterior wall or window of any building, attached to utility poles, public property, or placed on vehicles in any district.

18.4.2.9 Corporate or Commercial Flags. No corporate or commercial flags shall be permitted in any zoning district that exceeds thirty-five (35) feet in height and/or fifteen (15) square feet in area, including those corporate or commercial flags containing logos. Additionally, corporate or commercial flags shall be limited to one (1) flag per business entity.

18.4.2.10 Works of Art. All works of art are subject to approval from the Community Development Director or their designee.

18.4.2.11 Advertising Signs (Off-Premises). It shall be unlawful for any person to construct, erect, or maintain any off-premises advertising sign in any zoning district in the City.

18.4.2.12 Roof Signs. It shall be unlawful for any person to construct, erect, or maintain any roof sign in any zoning district in the City, except as allowed in the Downtown Overlay District. All roof signs must adhere to City of Owasso Building Code standards and regulations.
18.4.2.13 **Balloons and Inflatable Signs.** Street banners, pennants, ribbons, balloons, inflatables, streamers, strings of light bulbs, spinners, or other similar materials and devices, illuminated or non-illuminated, that are used to attract the attention of clients, potential customers and/or the general public are prohibited, except when allowed for a special event by the Community Development Director or their designee.

18.4.2.14 **Feather Flag or Banner Flag.** It shall be unlawful for any person to construct, erect, or maintain any feather flag or banner flag in any zoning district in the City.

18.4.3 **Content.**

18.4.3.1 **Obscene Matter.** No person shall display upon any sign or other advertising structure an obscene, indecent, or immoral matter as determined by the Community Development Director or their designee.

18.4.3.2 **Traffic Safety.** No sign shall be erected or constructed in any district within the City that states “stop”, “go”, “slow”, “danger”, or any other similar term which could reasonably be confused with traffic signs.

No sign shall be erected or constructed in any district which would, by its color or nature, tend to be confused with or obstruct sight of traffic signs or traffic signals by motorists or pedestrians, or which would otherwise constitute a hazard to the safe and efficient operation of vehicles, or would create a condition which might endanger the safety of any person.

18.5 **Permitted Signs.** Tables 18.1, 18.2, 18.3, 18.4, 18.5, and 18.6 below identify permitted signs for each zoning district and the restrictions for each sign type. Examples of each type of sign can be seen in Figures 18.5, 18.6, 18.7, 18.8, 18.9, 18.10, 18.11, 18.12, 18.13, and 18.14. Additional requirements as outlined in the Chapter titled “Overlay Districts” in the Owasso Zoning Code may be applicable.
### Table 18.1 - Sign Requirements for the AG, RE, RS-1, RS-2, and RS-3 Districts

<table>
<thead>
<tr>
<th>Type</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| **Area Marker** | • Maximum cumulative sign area per property of one hundred (100) square feet.  
• Must be setback at least fifteen (15) feet from ROW.  
• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.  
• Such signs shall be removed within ninety (90) days after the sale of the last lot in the subdivision or three (3) years from the date of initial construction, whichever comes first. |
| **Bulletin**   | • Maximum area of twelve (12) square feet.  
• Maximum of one (1) sign.  
• Must be setback at least ten (10) feet from the property line.  
• Such signs shall be permitted only in connection with a non-profit, community or neighborhood center, public building, church building, or educational institution.  
• If illuminated, illumination shall be constant and indirect lighting directed away from any adjoining residential use.  
• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way. |
| **Wall**       | • Maximum area of twelve (12) square feet.  
• Maximum of one (1) sign.  
• Such signs shall be permitted only in connection with a non-profit, community or neighborhood center, public building, church building, or educational institution.  
• If illuminated, illumination shall be constant and indirect lighting directed away from any adjoining residential use.  
• Such signs shall not project higher than ten (10) feet above ground level when affixed to a building. |

### Table 18.2 - Sign Requirements for the RD, RNX, RM, and RMH Districts

<table>
<thead>
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| **Area Marker** | • Maximum cumulative sign area per property of one hundred (100) square feet.  
• Must be setback at least fifteen (15) feet from ROW.  
• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.  
• Such signs shall be removed within ninety (90) days after the sale of the last lot in the subdivision or three (3) years from the date of initial construction, whichever comes first. |
| **Bulletin**   | • Maximum area of twelve (12) square feet.  
• Maximum of one (1) sign.  
• Must be setback at least ten (10) feet from the property line.  
• Such signs shall be permitted only in connection with a non-profit, community or neighborhood center, public building, church building, or educational institution.  
• If illuminated, illumination shall be constant and indirect lighting directed away from any adjoining residential use.  
• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way. |
| **Wall**       | • Maximum area of twelve (12) square feet.  
• Maximum of one (1) sign.  
• If illuminated, illumination shall be constant and indirect lighting directed away from any adjoining residential use.  
• Such signs shall be attached to a wall that fronts or faces upon a street right-of-way. |
<table>
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</tr>
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<tbody>
<tr>
<td>Area Marker</td>
<td>• Maximum cumulative sign area per property of one hundred (100) square feet. &lt;br&gt;• Must be setback at least fifteen (15) feet from ROW. &lt;br&gt;• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way. &lt;br&gt;• Such signs shall be removed within ninety (90) days after the sale of the last lot in the subdivision or three (3) years from the date of initial construction, whichever comes first.</td>
</tr>
<tr>
<td>Awning/Canopy</td>
<td>• All such structures shall be constructed and erected so that the lowest portion thereof shall not be less than eight (8) feet above the level of the public sidewalk and fifteen (15) feet above a public drive or alley. &lt;br&gt;• All such structures must be suspended from the building and not resting upon the sidewalk.</td>
</tr>
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<td>Bulletin</td>
<td>• Maximum area of twelve (12) square feet. &lt;br&gt;• Maximum of one (1) sign. &lt;br&gt;• Must be setback at least ten (10) feet from the property line. &lt;br&gt;• If illuminated, illumination shall be constant and indirect lighting directed away from any adjoining residential use. &lt;br&gt;• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.</td>
</tr>
<tr>
<td>Business</td>
<td>• Maximum area of two (2) square feet. &lt;br&gt;• Maximum of one (1) sign. &lt;br&gt;• Such signs shall be unilluminated. &lt;br&gt;• Such signs shall only include the professional/occupational nameplate and company logo of the occupant.</td>
</tr>
<tr>
<td>Pylon/Pole</td>
<td>• Maximum of one (1) sign. &lt;br&gt;• If illuminated, illumination shall be constant and shall be directed away from any adjoining residential use within two hundred (200) feet. &lt;br&gt;• Digital, LED, full message boards, or similar signs must have an eight (8) second delay before any screen change, must not display full video at any time. &lt;br&gt;• Digital, LED, full message boards, or similar signs shall not be directed toward any adjacent residential district within five hundred (500) feet. &lt;br&gt;• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way. &lt;br&gt;• Such signs shall only include the professional/occupational nameplate and company logo of the occupant. &lt;br&gt;• Such signs shall be limited to twenty (20) feet in height and sixty (60) square feet in area. &lt;br&gt;• Shopping centers that are located on a tract or lot bound by two (2) or more public streets are allowed one (1) additional ground sign, pole, or surface mounted with a maximum square footage of fifty (50) feet at a secondary entrance facing a different public street than the original ground sign. &lt;br&gt;• If illuminated, such signs in direct view of traffic signals shall not be red, green, or amber in color. &lt;br&gt;• All such structures shall be constructed and erected so that the lowest portion thereof shall not be less than eight (8) feet above the level of the public sidewalk and fifteen (15) feet above a public drive or alley. &lt;br&gt;• If the lot or tract has a front footage in excess of one hundred (100) feet, additional area may be allowed on each side of the sign equal to thirty (30) percent of the front footage in excess of the first one hundred (100) feet of said tract or lot up to a maximum of one hundred and fifty (150) square feet. &lt;br&gt;• No portion of such signs shall extend beyond the property line. &lt;br&gt;• Structural components of such signs, including the pole(s) or structure(s) to which said sign is attached, may not exceed twenty-five (25) percent of the width of the sign cabinet.</td>
</tr>
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<td>Type</td>
<td>Requirements</td>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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| Ground/Monument    | - Maximum of one (1) sign.  
- Maximum height of eight (8) feet.  
- If illuminated, illumination shall be constant and shall be directed away from any adjoining residential use within two hundred (200) feet.  
- Digital, LED, full message boards, or similar signs must have an eight (8) second delay before any screen change, must not display full video at any time.  
- Digital, LED, full message boards, or similar signs shall not be directed toward any adjacent residential district within five hundred (500) feet.  
- Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.  
- Such signs shall only include the professional/occupational nameplate and company logo of the occupant.  
- Such signs shall be limited to one hundred (100) square feet in area.  
- Shopping centers that are located on a tract or lot bound by two (2) or more public streets are allowed one (1) additional ground sign, pole, or surface mounted with a maximum square footage of fifty (50) feet at a secondary entrance facing a different public street than the original ground sign.  
- If illuminated, such signs in direct view of traffic signals shall not be red, green, or amber in color.  
- If the lot or tract has a front footage in excess of one hundred (100) feet, additional area may be allowed on each side of the sign equal to thirty (30) percent of the front footage in excess of the first one hundred (100) feet of said tract or lot up to a maximum of one hundred and fifty (150) square feet.  
- No such sign shall be located in the sight triangle.  
- No portion of such signs shall extend beyond the property line.                                                                                         |
| Marquee            | - Maximum of one (1) sign.  
- All such structures shall be constructed and erected so that the lowest portion thereof shall not be less than eight (8) feet above the level of the public sidewalk and fifteen (15) feet above a public drive or alley.  
- Such structures must be suspended from the building and not resting upon the sidewalk.  
- No marquee shall display any advertising matter, except those goods and services offered for sale upon the premises or public service messages of a community wide interest. |
| Wall               | - Maximum of one (1) sign.  
- If illuminated, illumination shall be constant and shall be directed away from any adjoining residential use within two hundred (200) feet.  
- Digital, LED, full message boards, or similar signs must have an eight (8) second delay before any screen change, must not display full video at any time.  
- Digital, LED, full message boards, or similar signs shall not be directed toward any adjacent residential district within five hundred (500) feet.  
- Such signs shall only include the professional/occupational nameplate and company logo of the occupant.  
- Such signs shall be attached to a wall that fronts or faces a street right-of-way.  
- Wall signs may be permitted on the exterior of any wall facing other commercial or industrial districts. Wall signs may not be placed on the side or rear wall if said wall abuts to a residential district.  
- Such signs shall be limited to ten (10) percent of the wall to which it is attached or one hundred and fifty (150) square feet, whichever is less. For each one hundred (100) foot increment the structure is set back from the public right-of-way, the maximum area may be increased by fifty (50) percent, provided that no sign shall exceed four hundred and fifty (450) square feet.  
- Each leasable space in a building or multi-unit complex is allowed one (1) wall sign for each leasable space up to a maximum of ten (10) percent of store front space. |
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| Area Marker        | • Maximum area of one hundred (100) square feet.  
• Maximum of one (1) sign.  
• Must be setback at least twenty-five (25) feet from ROW.  
• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.  
• Such signs shall be removed within ninety (90) days after the sale of the last lot in the subdivision or three (3) years from the date of initial construction, whichever comes first. |
| Awnings/Canopy     | All such structures shall be constructed and erected so that the lowest portion thereof shall not be less than eight (8) feet above the level of the public sidewalk and fifteen (15) feet above a public drive or alley.  
• Such structures must be suspended from the building and not resting upon the sidewalk. |
| Bulletin           | • Maximum area of twelve (12) square feet.  
• Must be setback at least ten (10) feet from the property line.  
• Maximum of one (1) sign.  
• If illuminated, illumination shall be constant and indirect lighting directed away from any adjoining residential use.  
• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way. |
| Business           | • Maximum area of two (2) square feet.  
• Maximum of one (1) sign.  
• Such signs shall be unilluminated.  
• Such signs shall only include the professional/occupational nameplate and company logo of the occupant. |
| Pylon/Pole         | • Maximum of one (1) sign.  
• If illuminated, illumination shall be constant and shall be directed away from any adjoining residential use within two hundred (200) feet.  
• Digital, LED, full message boards, or similar signs must have an eight (8) second delay before any screen change, must not display full video at any time.  
• Digital, LED, full message boards, or similar signs shall not be directed toward any adjacent residential district within five hundred (500) feet.  
• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.  
• Such signs shall only include the professional/occupational nameplate and company logo of the occupant.  
• Such signs shall be limited to twenty (20) feet in height and one hundred (100) square feet in area.  
• If the lot or tract has a front footage in excess of one hundred (100) feet, additional area may be allowed on each side of the sign equal to thirty (30) percent of the front footage in excess of the first one hundred (100) feet of said tract or lot up to a maximum of one hundred and fifty (150) square feet.  
• Shopping centers located on a tract or lot bound by two (2) or more public streets are allowed one (1) additional ground sign, pole, or surface mounted with a maximum square footage of fifty (50) feet at a secondary entrance facing a different public street than the original ground sign.  
• If illuminated, such signs in direct view of traffic signals shall not be red, green, or amber in color.  
• All such structures shall be constructed and erected so that the lowest portion thereof shall not be less than eight (8) feet above the level of the public sidewalk and fifteen (15) feet above a public drive or alley.  
• If more than one (1) establishment is located on a tract or lot, one (1) ground sign, pole, or surface mounted sign may be installed to display names of stores, occupations, or businesses located on the tract or lot.  
• The size of the sign shall not exceed one hundred (100) square feet in area.  
• No portion of such signs shall extend beyond the property line.  
• Structural components of such signs, including the pole(s) or structure(s) to which said sign is attached, may not exceed twenty-five (25) percent of the width of the sign cabinet.  

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• If illuminated, such signs in direct view of traffic signals shall not be red, green, or amber in color.  
• If more than one (1) establishment is located on a tract or lot, one (1) ground, pole, or surface mounted sign may be installed to display names of stores, occupations, or businesses located on the tract or lot. The size of the sign shall not exceed one hundred (100) square feet in area.  
• No such sign shall be located in the sight triangle or shall be permitted to exceed a height of more than thirty-six (36) inches above the road level of any street, avenue or alley.  
• No portion of such signs shall extend beyond the property line.                                                                                                                                                                                                                       |
| Marquee                 | • Maximum of one (1) sign.  
• All such structures shall be constructed and erected so that the lowest portion thereof shall not be less than eight (8) feet above the level of the public sidewalk and fifteen (15) feet above a public drive or alley.  
• Such structures must be suspended from the building and not resting upon the sidewalk.  
• No marquee shall display any advertising matter, except those goods and services offered for sale upon the premises or public service messages of a community wide interest.                                                                                                                                 |
| Projecting              | • Maximum area of three (3) square feet.  
• Maximum of one (1) sign.  
• Projecting signs shall be permitted beneath a canopy or marquee and erected over a public sidewalk and shall be hung at a right angle from the building.  
• A sign erected beneath a canopy or marquee shall not extend beyond a point within two (2) feet of the front edge of the canopy or marquee and shall maintain a minimum clearance of eight (8) feet between the bottom of the sign and the public sidewalk.  
• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.                                                                                                                                                        |
| Wall                    | • Maximum of one (1) sign.  
• If illuminated, illumination shall be constant and shall be directed away from any adjoining residential use within two hundred (200) feet.  
• Digital, LED, full message boards, or similar signs must have an eight (8) second delay before any screen change, must not display full video at any time.  
• Digital, LED, full message boards, or similar signs shall not be directed toward any adjacent residential district within five hundred (500) feet.  
• Such signs shall only include the professional/occupational nameplate and company logo of the occupant.  
• Such signs shall be attached to a wall that fronts or faces upon a street right-of-way.  
• Wall signs may be permitted on the exterior of any wall facing other commercial or industrial districts. Wall signs may not be placed on the side or rear wall if said wall abuts to a residential district.  
• Such signs shall be limited to ten (10) percent of the wall to which it is attached or one hundred and fifty (150) square feet, whichever is less. For each one hundred (100) foot increment the structure is set back from the public right-of-way, the maximum area may be increased by fifty (50) percent, provided that no sign shall exceed four hundred and fifty (450) square feet.  
• Each leasable space in a building or multi-unit complex is allowed one (1) wall sign for each leasable space up to a maximum of ten (10) percent of store front space.                                                                                                                                 |
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• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.  
• Such signs shall be removed within ninety (90) days after the sale of the last lot in the subdivision or three (3) years from the date of initial construction, whichever comes first. |
| **Awnings/Canopy**          | • All such structures shall be constructed and erected so that the lowest portion thereof shall not be less than eight (8) feet above the level of the public sidewalk and fifteen (15) feet above a public drive or alley.  
• Such structures must be suspended from the building and not resting upon the sidewalk. |
| **Bulletin**                | • Maximum area of twelve (12) square feet.  
• Must be setback at least ten (10) feet from the property line.  
• Maximum of one (1) sign.  
• If illuminated, illumination shall be constant and indirect lighting directed away from any adjoining residential use.  
• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way. |
| **Business**                | • Maximum area of two (2) square feet.  
• Maximum of one (1) sign.  
• Such signs shall be unilluminated.  
• Such signs shall only include the professional/occupational nameplate and company logo of the occupant. |
| **Pylon/Pole**              | • Maximum of one (1) sign.  
• If illuminated, illumination shall be constant and shall be directed away from any adjoining residential use within two hundred (200) feet.  
• Digital, LED, full message boards, or similar signs must have an eight (8) second delay before any screen change, must not display full video at any time.  
• Digital, LED, full message boards, or similar signs shall not be directed toward any adjacent residential district within five hundred (500) feet.  
• Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.  
• Such signs shall only include the professional/occupational nameplate and company logo of the occupant.  
• Such signs shall be limited to twenty (20) feet in height and one hundred (100) square feet in area.  
• If the lot or tract has a front footage in excess of one hundred (100) feet, additional area may be allowed on each side of the sign equal to thirty (30) percent of the front footage in excess of the first one hundred (100) feet of said tract or lot up to a maximum of one hundred and fifty (150) square feet.  
• Shopping centers that are located on a tract or lot bound by two (2) or more public streets are allowed one (1) additional ground sign, pole, or surface mounted with a maximum square footage of fifty (50) feet at a secondary entrance facing a different public street than the original ground sign.  
• If illuminated, such signs in direct view of traffic signals shall not be red, green, or amber in color.  
• If more than one (1) establishment is located on a tract or lot, one (1) ground sign, pole, or surface mounted sign may be installed to display names of stores, occupations, or businesses located on the tract or lot.  The size of the sign shall not exceed one hundred (100) square feet in area.  
• All such structures shall be constructed and erected so that the lowest portion thereof shall not be less than eight (8) feet above the level of the public sidewalk and fifteen (15) feet above a public drive or alley.  
• No portion of such signs shall extend beyond the property line.  
• Structural components of such signs, including the pole(s) or structure(s) to which said sign is attached, may not exceed twenty-five (25) percent of the width of the sign cabinet. |
### Table 18.5 - Sign Requirements for the CG and IM Districts (Continued)

<table>
<thead>
<tr>
<th>Type</th>
<th>Requirements</th>
</tr>
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</table>
| **Ground/ Monument** | • Maximum of one (1) sign.  
  • Maximum height of eight (8) feet.  
  • If illuminated, illumination shall be constant and shall be directed away from any adjoining residential use within two hundred (200) feet.  
  • Digital, LED, full message boards, or similar signs must have an eight (8) second delay before any screen change, must not display full video at any time.  
  • Digital, LED, full message boards, or similar signs shall not be directed toward any adjacent residential district within five hundred (500) feet.  
  • Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.  
  • Such signs shall only include the professional/occupational nameplate and company logo of the occupant.  
  • Shopping centers that are located on a tract or lot bound by two (2) or more public streets are allowed one (1) additional ground sign, pole, or surface mounted with a maximum square footage of fifty (50) feet at a secondary entrance facing a different public street than the original ground sign.  
  • If illuminated, such signs in direct view of traffic signals shall not be red, green, or amber in color.  
  • If more than one (1) establishment is located on a tract or lot, one (1) ground, pole, or surface mounted sign may be installed to display names of stores, occupations, or businesses located on the tract or lot. The size of the sign shall not exceed one hundred (100) square feet in area.  
  • No such sign shall be located in the sight triangle or shall be permitted to exceed a height of more than thirty-six (36) inches above the road level of any street, avenue or alley.  
  • No portion of such signs shall extend beyond the property line. |
| **Marquee**       | • Maximum of one (1) sign.  
  • All such structures shall be constructed and erected so that the lowest portion thereof shall not be less than eight (8) feet above the level of the public sidewalk and fifteen (15) feet above a public drive or alley.  
  • Such structures must be suspended from the building and not resting upon the sidewalk.  
  • No marquee shall display any advertising matter, except those goods and services offered for sale upon the premises or public service messages of a community wide interest. |
| **Projecting**    | • Maximum area of three (3) square feet.  
  • Maximum of one (1) sign.  
  • Projecting signs shall be permitted beneath a canopy or marquee and erected over a public sidewalk and shall be hung at a right angle from the building  
  • A sign erected beneath a canopy or marquee shall not extend beyond a point within two (2) feet of the front edge of the canopy or marquee and shall maintain a minimum clearance of eight (8) feet between the bottom of the sign and the public sidewalk.  
  • Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way. |
| **Wall**          | • Maximum of one (1) sign.  
  • If illuminated, illumination shall be constant and shall be directed away from any adjoining residential use within two hundred (200) feet.  
  • Digital, LED, full message boards, or similar signs must have an eight (8) second delay before any screen change, must not display full video at any time.  
  • Digital, LED, full message boards, or similar signs shall not be directed toward any adjacent residential district within five hundred (500) feet.  
  • Such signs shall only include the professional/occupational nameplate and company logo of the occupant.  
  • Such signs shall be attached to a wall that fronts or faces upon a street right-of-way.  
  • Wall signs may be permitted on the exterior of any wall facing other commercial or industrial districts. Wall signs may not be placed on the side or rear wall if said wall abuts to a residential district.  
  • Such signs shall be limited to ten (10) percent of the wall to which it is attached or one hundred and fifty (150) square feet, whichever is less. For each one hundred (100) foot increment the structure is set back from the public right-of-way, the maximum area may be increased by fifty (50) percent, provided that no sign shall exceed four hundred and fifty (450) square feet.  
  • Each leasable space in a building or multi-unit complex is allowed one (1) wall sign for each leasable space up to a maximum of ten (10) percent of store front space. |
### Table 18.6 - Sign Requirements for the IH District

<table>
<thead>
<tr>
<th>Type</th>
<th>Requirements</th>
</tr>
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</table>
| **Area Marker**    | - Maximum area of one hundred (100) square feet.  
|                    | - Maximum of one (1) sign.  
|                    | - Must be setback at least twenty-five (25) feet from ROW.  
|                    | - Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.  
|                    | - Such signs shall be removed within ninety (90) days after the sale of the last lot in the subdivision or three (3) years from the date of initial construction, whichever comes first. |
| **Awnings/Canopy** | - All such structures shall be constructed and erected so that the lowest portion thereof shall not be less than eight (8) feet above the level of the public sidewalk and fifteen (15) feet above a public drive or alley.  
|                    | - Such structures must be suspended from the building and not resting upon the sidewalk.                                                                                                                         |
| **Bulletin**       | - Maximum area of twelve (12) square feet.  
|                    | - Must be setback at least ten (10) feet from the property line.  
|                    | - Maximum of one (1) sign.  
|                    | - If illuminated, illumination shall be constant and indirect lighting directed away from any adjoining residential use.  
|                    | - Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.                                                                                   |
| **Business**       | - Maximum area of two (2) square feet.  
|                    | - Maximum of one (1) sign.  
|                    | - Such signs shall be unilluminated.  
|                    | - Such signs shall only include the professional/occupational nameplate and company logo of the occupant.                                                                                                   |
| **Pylon/Pole**     | - Maximum of one (1) sign.  
|                    | - If illuminated, illumination shall be constant and shall be directed away from any adjoining residential use within two hundred (200) feet.  
|                    | - Digital, LED, full message boards, or similar signs must have an eight (8) second delay before any screen change, must not display full video at any time.  
|                    | - Digital, LED, full message boards, or similar signs shall not be directed toward any adjacent residential district within five hundred (500) feet.  
|                    | - Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.  
|                    | - Such signs shall only include the professional/occupational nameplate and company logo of the occupant.  
|                    | - Such signs shall be limited to twenty (20) feet in height and one hundred (100) square feet in area.  
|                    | - If the lot or tract has a front footage in excess of one hundred (100) feet, additional area may be allowed on each side of the sign equal to thirty (30) percent of the front footage in excess of the first one hundred (100) feet of said tract or lot up to a maximum of one hundred and fifty (150) square feet.  
|                    | - Shopping centers that are located on a tract or lot bound by two (2) or more public streets are allowed one (1) additional ground sign, pole, or surface mounted with a maximum square footage of fifty (50) feet at a secondary entrance facing a different public street than the original ground sign.  
|                    | - If illuminated, such signs in direct view of traffic signals shall not be red, green, or amber in color.  
|                    | - All such structures shall be constructed and erected so that the lowest portion thereof shall not be less than eight (8) feet above the level of the public sidewalk and fifteen (15) feet above a public drive or alley.  
|                    | - If more than one (1) establishment is located on a tract or lot, one (1) ground sign, pole, or surface mounted sign may be installed to display names of stores, occupations, or businesses located on the tract or lot.  
|                    | - The size of the sign shall not exceed one hundred (100) square feet in area.  
|                    | - No such sign shall be located in the sight triangle or shall be permitted to exceed a height of more than thirty-six (36) inches above the road level of any street, avenue or alley.  
|                    | - No portion of such signs shall extend beyond the property line.  
|                    | - Structural components of such signs, including the pole(s) or structure(s) to which said sign is attached, may not exceed twenty-five (25) percent of the width of the sign cabinet. |
Table 18.6 - Sign Requirements for the IH District (Continued)

<table>
<thead>
<tr>
<th>Type</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| **Ground/         | • Maximum of one (1) sign.  
| Monument**        | • Maximum height of eight (8) feet.  
|                   | • If illuminated, illumination shall be constant and shall be directed away from any adjoining residential use within two hundred (200) feet.  
|                   | • Digital, LED, full message boards, or similar signs must have an eight (8) second delay before any screen change, must not display full video at any time.  
|                   | • Digital, LED, full message boards, or similar signs shall not be directed toward any adjacent residential district within five hundred (500) feet.  
|                   | • Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.  
|                   | • Such signs shall only include the professional/occupational nameplate and company logo of the occupant.  
|                   | • Shopping centers that are located on a tract or lot bound by two (2) or more public streets are allowed one (1) additional ground sign, pole, or surface mounted with a maximum square footage of fifty (50) feet at a secondary entrance facing a different public street than the original ground sign.  
|                   | • If illuminated, such signs in direct view of traffic signals shall not be red, green, or amber in color.  
|                   | • If more than one (1) establishment is located on a tract or lot, one (1) ground, pole, or surface mounted sign may be installed to display names of stores, occupations, or businesses located on the tract or lot. The size of the sign shall not exceed one hundred (100) square feet in area.  
|                   | • No such sign shall be located in the sight triangle or shall be permitted to exceed a height of more than thirty-six (36) inches above the road level of any street, avenue or alley.  
|                   | • No portion of such signs shall extend beyond the property line.  
| **Marquee**       | • Maximum of one (1) sign.  
|                   | • All such structures shall be constructed and erected so that the lowest portion thereof shall not be less than eight (8) feet above the level of the public sidewalk and fifteen (15) feet above a public drive or alley.  
|                   | • Such structures must be suspended from the building and not resting upon the sidewalk.  
|                   | • No marquee shall display any advertising matter, except those goods and services offered for sale upon the premises or public service messages of a community wide interest.  
| **Projecting**    | • Maximum area of three (3) square feet.  
|                   | • Maximum of one (1) sign.  
|                   | • Projecting signs shall be permitted beneath a canopy or marquee and erected over a public sidewalk and shall be hung at a right angle from the building.  
|                   | • A sign erected beneath a canopy or marquee shall not extend beyond a point within two (2) feet of the front edge of the canopy or marquee and shall maintain a minimum clearance of eight (8) feet between the bottom of the sign and the public sidewalk.  
|                   | • Such signs shall not be constructed or located that it will obstruct the view of traffic or within the public right-of-way.  
| **Wall**          | • Maximum of one (1) sign.  
|                   | • If illuminated, illumination shall be constant and shall be directed away from any adjoining residential use within two hundred (200) feet.  
|                   | • Digital, LED, full message boards, or similar signs must have an eight (8) second delay before any screen change, must not display full video at any time.  
|                   | • Digital, LED, full message boards, or similar signs shall not be directed toward any adjacent residential district within five hundred (500) feet.  
|                   | • Such signs shall only include the professional/occupational nameplate and company logo of the occupant.  
|                   | • Such signs shall be attached to a wall that fronts or faces upon a street right-of-way.  
|                   | • Wall signs may be permitted on the exterior of any wall facing other commercial or industrial districts. Wall signs may not be placed on the side or rear wall if said wall abuts to a residential district.  
|                   | • Such signs shall be limited to ten (10) percent of the wall to which it is attached or one hundred and fifty (150) square feet, whichever is less. For each one hundred (100) foot increment the structure is set back from the public right-of-way, the maximum area may be increased by fifty (50) percent, provided that no sign shall exceed four hundred and fifty (450) square feet.  
|                   | • Each leasable space in a building or multi-unit complex is allowed one (1) wall sign for each leasable space up to a maximum of ten (10) percent of store front space. |
18.5.1 Digital Signage. This Subsection shall reference all LED, digital, video, electronic or similar type signage. The following conditions shall apply to all digital signage:

a. All digital signage shall be counted towards the allowable signage area;
b. Only static images shall be allowed;
c. No video or motion shall be allowed;
d. A minimum of eight (8) second delay between static images shall be required;
e. Brightness shall be turned down during non-daylight hours; and
f. No digital signage facing any residential district shall be allowed within five hundred (500) feet.

Any nuisance caused by digital signage shall be subject to Code Enforcement.

18.5.2 Determining Sign Measurement and Area. For a sign which is framed, outlined, painted, or otherwise prepared and intended to provide a background for a sign display, the area and dimensions shall include the entire portion within such background or frame and shall be based upon the outer dimensions of the frame or cabinet (see Figure 18.15).

For a sign comprised of individual letters, figures, or elements on a wall or similar surface of the building or structure, the area and dimensions of the sign shall encompass a regular geometric shape (rectangle, circle, trapezoid, triangle, etc.), or a combination of regular geometric shapes, which form, or approximate, the perimeter of all elements in the display, the frame, and any applied background that is not part of the architecture of the building. When separate elements are organized to form a single sign, but are separated by open space, the sign area and dimensions shall be calculated by determining the geometric form, or combination of forms, which comprises all of the display areas, including the space between different elements (see Figure 18.15).
Minor appendages to a particular regular shape, such as an apostrophe, as determined by the Community Development Director or their designee, shall not be included in the total area of a sign.

18.5.2.1 **Freestanding Signs.** For a freestanding sign, the sign area shall include the frame, if any, but shall not include:

a. A pole or other structural support unless such pole or structural support is internally illuminated or otherwise so designed to constitute a display device, or a part of a display device.

b. Architectural features which contain no lettering or logos, that are either part of the building or part of a freestanding structure, and are not an integral part of the sign, and which may consist of landscaping, building, or structural forms complementing the site in general (see Figure 18.16).

**Figure 18.16**
*Calculating Sign Area for Freestanding Signs*

18.5.2.2 **Multi-Faced Signs.** The sign area for a sign with more than one face shall be determined by adding together the area of all sign faces visible from any one point. When two (2) identical sign faces are placed back-to-back or at an angle of forty-five (45) degrees or less, and when such sign faces are part of the same sign structure, the sign area shall be determined by the measurement of one of the faces. Where the two (2) sides of a multi-faced sign are not of equal size, the larger of the two (2) sides is used to determine sign area (see Figure 18.17).
Determining Sign Height. The height of a freestanding sign shall be measured from the base of the sign or supportive structure at its point of attachment to the ground, to the highest point of the sign, except as provided in the following paragraph. A freestanding sign on a man-made base, including a graded earth mound, shall be measured from the grade of the nearest pavement or top of any pavement curb.

Where a freestanding sign or sign structure is mounted along a roadway that has a higher grade level as compared to the grade level directly below the freestanding sign or sign structure, then the freestanding sign or structure’s height will be measured from the roadway grade level to the highest point of the freestanding sign or sign structure (see Figure 18.18).

Clearance for freestanding and projecting signs shall be measured as the smallest vertical distance between finished grade and the lowest point of the sign, including any framework or other embellishments.

Unified Sign Plan. A Unified Sign Plan (USP) is an application requesting approval of a comprehensive Sign Permit establishing the size, location, and design of signage on property being developed as a unit. The purpose of a Unified Sign Plan is to provide for the establishment of signage criteria that is tailored to a specific development or location and which may vary from the provisions of this Code. The intent of this Section is to provide for some flexibility in the sign criteria of this Code that promotes superior design through architectural integration of the site, buildings, and signs.

National or international franchises shall be given reasonable consideration with respect to company standard logos and lettering styles that are an integral part of the franchise image and identity. The consideration shall not be without restriction and shall be within the boundaries of sound zoning practice and planning and in harmony with the general purpose and intent of the Unified Sign Plan.

All Unified Sign Plans are subject to the following restrictions:

a. All Unified Sign Plans shall include the location, size, height, construction material, color, type of illumination, and orientation of all proposed signs;
b. All Unified Sign Plans shall be reviewed by the Owasso Planning Commission and shall conform to all conditions imposed by said Commission prior to the issuance of a Sign Permit;

c. Unified Sign Plans shall include all signage to be located within the perimeters of the subject site whether in excess of the provisions of the current sign code or not;

d. Unified Sign Plans may not propose a total sign square footage exceeding three (3) square feet of signage per every one (1) linear foot of street frontage of the subject property; and

e. Unified Sign Plans may not include any prohibited sign.

18.7 **Administrative Provisions.** Except where otherwise provided, the administrative provisions herein described shall govern all signs located within the City of Owasso.

18.8 **Permits Required.** No person shall construct, structurally alter, rebuild, enlarge, extend, relocate, attach to or support by a building or structure any sign unless a Permit for such sign has been issued by the City of Owasso, or unless such sign is specifically exempted from Permit requirements.

It shall be unlawful to change, modify, alter, or otherwise deviate from the terms or conditions of a Sign Permit.

After a sign has been constructed, the applicant shall notify the Community Development Director or their designee, who shall inspect such sign and approve the same if it is in compliance with the provisions of this Code. The Community Development Director or their designee may, from time to time as they deem necessary, inspect all signs or other advertising structures regulated by this Code, for the purpose of ascertaining whether it is secure or whether it is in need of removal or repair.

18.9 **Permit Revocable.** All rights and privileges acquired under the provisions of this Section or any amendment thereto are mere licenses revocable by the Community Development Director or their designee for violation of the provisions of this Code.

18.10 **Construction, Inspection, and Maintenance Standards.** Provisions related to construction requirements shall be as follows.

18.10.1 **Materials.**

a. **Awnings.** Awnings may be constructed of cloth or metal. All frames and supports shall be constructed of metal.

b. **Canopy.** Canopies must be constructed of fireproof material.

c. **Pylon Sign/Pole Mounted.** All ground signs/pole mounted, shall have a surface or facing of non-combustible materials or material approved by the Community Development Director or their designee, provided that combustible structural trim may be used thereon.

d. **Ground Sign/Surface Mounted.** All ground signs/surface mounted, shall be constructed of materials approved by the Community Development Director or their designee.

e. **Marquees.** All marquees, including the anchors, bolts, supports, rods, and braces thereof, shall be constructed of non-combustible materials and approved by the Building Inspector.
f. **Wall Signs.** All wall signs shall have a surface or facing of non-combustible materials. Provided that combustible structural trim may be used thereon. However, the surface or facing and structural trim of a wall sign which is attached to a stone, brick, or masonry wall may be of exterior grade plywood having a thickness of not less than one half (1/2) inch. No plywood sign shall be illuminated or in any manner be operated or serviced by electricity.

18.10.2 **Letters, Bracing, Anchorage, and Supports.**

a. **Awnings.** Every awning shall be securely attached to and supported by the building.

b. **Ground Sign/Pole Mounted.** All letters, figures, character, or representation in cut out or irregular form, maintained in conjunction with, attached to, or superimposed upon any ground sign/pole mounted shall be safely and securely built or attached to the sign structure. This does not exclude the use of standardized, changeable lettering securely mounted on sign forms. All ground signs/pole mounted shall be securely built, constructed, and erected upon foundations, posts, standards, or supports designed to adequately support the sign.

c. **Ground Sign/Surface Mounted.** All letters, figures, characters, or representation in cut out or irregular form, maintained in conjunction with, attached to or superimposed upon any ground sign/surface mounted shall be safely and securely built or attached to the sign structure. All ground signs/surface mounted shall be securely built, constructed and erected upon foundations, posts, standards, or supports designed to adequately support the sign.

d. **Marquees.** Marquees shall be supported solely by the building to which they are attached, and no columns or posts shall be permitted as support.

e. **Wall Signs.** All wall signs shall be safely and securely attached to the building wall.

18.10.3 **Maintenance.** All signs affixed or attached to the ground or surface and the premises surrounding the same shall be maintained by the owner or occupant thereof in a clean, sanitary, and inoffensive condition, free and clear of all obnoxious substances, rubbish, and weeds. Furthermore, all signs or other advertising structures governed by this Code, upon inspection by the Community Development Director or their designee and upon a finding that a sign is damaged or in need of repair, the Community Development Director or their designee may order the repair or removal of said sign.

18.10.4 **Other Requirements.** All signs governed under this Code shall be designed and constructed according to the City Building Code.

18.11 **Permit Fees.** Before being granted a Permit, every applicant hereunder shall pay to the Community Development Director or their designee the following Permit Fee for each sign regulated under this Code. Furthermore, a Permit shall not be issued until a certificate of public liability insurance in the amount of one hundred thousand dollars ($100,000) and a certificate of employer’s liability and worker’s compensation insurance in an amount that is in conformity with the statutory requirements of the laws of the State of Oklahoma. A double Permit Fee shall be charged for failure to make application for a Sign Permit as required.
All fees are exclusive of required Electrical and Building Permit Fees. Fees for all signs are included in the Community Development Fee Schedule as adopted by the Owasso City Council.

Any application requesting a Permit to install a sign with internal or external lighting will be required to purchase an Electric Permit in addition to the above referenced Fee Schedule.

If a Permit is requested for signs in different categories as outlined above, whether for one or more businesses, the full cost for the Permit in each category shall be charged unless a Unified Sign Plan (USP) is submitted.

18.12 Non-Conforming Signs. A sign lawfully existing at the effective date of the adoption or amendment of this Code but which would be prohibited under the terms of this Code or amendment thereto shall be deemed non-conforming. Said signs shall remain non-conforming and may continue subject to the following provisions:

a. Temporary signs shall be removed within ninety (90) days of the passage of this Code. Temporary signs include but are not limited to banners, portable, snipe, and mobile signs;

b. Permanent, non-conforming signs may not be moved, altered, or enlarged in any way without conforming to the provisions of this Code; and

c. Permanent, non-conforming signs that are damaged or partially destroyed by any means to the extent of more than fifty (50) percent of its current replacement costs at the time of damage shall not be replaced or reconstructed without conforming to the provisions of this Code.

18.13 Validity. If any Section, Subsection, sentence, clause, phrase, or portion of this Code is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

18.14 Sign Maintenance. All signs permanent, temporary, or otherwise shall be maintained in good working order at all times. Torn or tattered temporary signs shall be replaced or removed immediately. Lighted signs shall have all bulbs and fixtures in working order.
CHAPTER 19
LANDSCAPING, SCREENING, AND FENCING REQUIREMENTS

19.1 Purpose. The purpose of this Chapter is to provide standards that will protect the health, safety, and general welfare of the public, enhance property values, improve the appearance of the community, and preserve natural resources, trees, and native plants. Planting yard regulations are established herein to minimize potential conflicts between abutting developments, enhance the appearance of buildings and parking lots, and create a unified and attractive streetscape. These requirements will be applied to all new development, redevelopment, and building expansion projects including streetscaping of rights-of-ways. These minimum requirements will:

a. Maintain and increase property values;

b. Further enhance the quality of life for Owasso residents and visitors;

c. Reduce soil erosion and increase infiltration in permeable land areas essential to storm water management and aquifer recharge;

d. Mitigate air, dust, noise, heat, and chemical pollution;

e. Reduce the “heat island” effect of impervious surfaces (such as parking lots) by cooling and shading the surface area and breaking up large expanses of pavement;

f. Establish landscape theme throughout the City that promotes the overall character and identity of the community;

g. Promote innovative and cost-conscious approaches to the design, installation, and maintenance of landscaping while encouraging water and energy conservation;

h. Promote planting techniques that ensure the long term health of plant materials;

i. Screen unsightly equipment, material, or uses from public view and adjoining properties; and

j. Buffer uncomplimentary land uses.

19.1.1 Concept Illustration. Landscape requirements are based on the illustration shown below, which depicts the different yard areas referenced in the subsequent Sections of this Chapter. Figure 19.1 is meant to provide a visual reference for each of the required planting yards.
19.1.2 General Provisions.

a. Retention of Existing Vegetation. Existing healthy trees, shrubs, and ground cover shall be retained and incorporated into the Landscape Plan to the maximum extent possible.

b. Design and Installation. Landscape materials shall be installed in conformance with an approved Landscape Plan prepared in accordance with this Chapter.

c. Irrigation. Irrigation is required to be installed in all landscape areas.

d. New Development. This Section shall apply to all new development unless specifically exempted by the Subsection titled “Exemptions” below.

e. Change of Use or Enlargement of Existing Development. This Section shall apply to all applications for Building Permits for projects that involve one or more of the following:

1. An increase in the number of stories in an existing building on the lot;
2. An increase in the impervious area by more than two thousand (2,000) square feet;
3. An increase of thirty (30) percent or more in the square footage of building area or parking lot;

4. Where an existing parking area is altered or expanded to increase the number of spaces to a total of more than twenty (20), interior landscaping shall be provided on the new portion of the lot in accordance with this Chapter; and

5. A change in the use of a property that has no landscaping beyond sod or turf grass shall be required to install landscaping as per this Section if the building or parking lot is expanded by more than twenty-five (25) percent. The Community Development Director or their designee shall be allowed some degree of flexibility with regards to these requirements should there be unusual circumstances, but the spirit of the regulations shall be maintained.

f. Requirements for Downtown Development. Due to the unique nature of downtown development, landscaping shall be reviewed and approved on a case-by-case basis as determined by the Community Development Director or their designee.

g. Community Development Review. All requirements from this Chapter shall be met prior to issuance of any Certificate of Occupancy (C/O). Any deviation from the approved Landscape Plan, Site Plan, or from the requirements set forth in this Chapter shall require approval from the Community Development Director or their designee. Alternative designs, materials, or methods may be brought to the Community Development Director or their designee for consideration, but the intent of the regulations shall be met with each project. Any decision made by the Community Development Director or their designee may be appealed to the Owasso Board of Adjustment (BOA).

h. Exemptions. The following development types are exempted from the requirements of this Chapter:
   1. Individual single-family and two-family dwellings on separate lots, where such residential use is the primary use on the lot;
   2. New single-family detached and two-family subdivisions with four (4) or fewer lots and four (4) or fewer dwellings; and
   3. Temporary uses approved pursuant to this Chapter.

19.1.3 Interpretation of Landscaping Terms. Where necessary to interpret the precise meaning of technical landscaping terms used in this Section, reference shall be made to American Nursery and Landscape Association. The definitions in the Chapter titled “Definitions” in the Owasso Zoning Code shall apply to the regulation and control of landscaping within this Section. Figure 19.2 illustrates common tree descriptions and shall be used to interpret any issues relating to the planting, care, and maintenance of trees. Figure 19.3 and the Subsection titled “Size Standards” below shall be used to interpret plant sizes as part of the requirements of this Chapter.
19.2 **Landscape Plan.**

19.2.1 **General Requirements.** These following standards shall apply to all areas where landscaping is required:

a. Required landscaping shall not include artificial plants or trees or other artificial vegetation;

b. Landscape areas shall be kept free of trash, litter, and weeds;
c. Materials other than plants may be proposed to meet some of the landscape requirements. Hardscaping, xeriscaping, and water features may be proposed as a part of any Landscape Plan, so long as the plan meets the intent of the Chapter;

d. No Site Plan submitted to the Community Development Department prior to the effective date of these landscape regulations shall be required to conform to the landscape regulations herein, except those that meet the requirements of the Subsection titled “Change of Use or Enlargement of Existing Development” above; and

e. All Landscape Plans shall be reviewed by the Community Development Department as part of the Site Plan review process. Upon completion of the review, the Community Development Director or their designee shall:

   1. Approve the Landscape Plan as complying with the requirements of this Chapter and rules and regulations;

   2. Approve the Landscape Plan with conditions that bring it into compliance with the requirements of this Chapter and rules and regulations; or

   3. Reject the Landscape Plan as failing to comply with the requirements of this Chapter.

19.2.2 Plan Requirements. Landscape Plans shall accompany any application for Site Plan approval and be submitted in conformance with the requirements listed below. Landscape Plans shall include:

   a. The date, scale, north arrow, project name, and the name of the owner and designer;

   b. The location of property lines and dimensions of the tract;

   c. The approximate center line of existing water courses, the approximate location of significant drainage features, the location and size of existing and proposed streets and alleys, existing and proposed utility easements, and overhead utility lines on or adjacent to the lot, existing and proposed fire hydrants on or adjacent to the lot, and existing and proposed sidewalks on or adjacent to the lot;

   d. The location, size, and type (tree, shrub, ground cover, berms, or grass) of proposed landscaping and the location and size of the proposed landscaped areas;

   e. Planting details and/or specifications;

   f. The location, size (caliper and height), condition, and common name of any existing tree for which tree protection credit is requested shall be indicated. The method of protecting the existing trees which are to be retained from damage during construction shall be described;

   g. A description of the type of irrigation system to be used and, if necessary, drawings of such system; and

   h. The schedule of installation of required landscaping and appurtenances, which shall specify installation of all required materials except trees, prior to the issuance of a Certificate of Occupancy (C/O) (for multi-family, commercial, and industrial developments) or first Building Permit (for single-family and two-family developments) and further specify installation of
required trees shown in the Landscape Plan within one hundred and twenty (120) days after issuance of such Certificate of Occupancy (C/O) or first Building Permit. For single-family and two-family developments, this Section refers to the required subdivision entrance landscape areas.

19.2.3 **Installation Timeline.** With the exception of trees, all required landscaping materials shall be installed and approved prior to the issuance of a final Certificate of Occupancy (C/O) for multi-family, commercial, and industrial developments or issuance of the first Building Permit for single-family or two-family developments. The installation of trees may be delayed up to but no greater than ninety (90) days due to seasonal weather, provided that a signed letter from the applicant is submitted stating the date when the tree planting will be completed. It is recommended that planting of trees occur from October 1st to December 15th, or from March 1st to May 15th.

19.2.4 **Violations.** Failure to maintain required landscaping, to replace dead or destroyed plant material as part of the approved Landscape Plan, or to adhere to an approved Landscape Plan shall constitute a zoning violation subject to any and all remedies set forth in the Chapter titled “Enforcement” in the Owasso Zoning Code.

19.2.5 **Variances.** Variances to this Chapter may be granted with approval from the Owasso Board of Adjustment (BOA). Minor alterations that would qualify as a Minor Variance may be approved by the Community Development Director or their designee.

19.3 **Street Yards.**

19.3.1 **Purpose.** The purpose of street yards is to provide continuity of vegetation along the street right-of-way, creating a pleasing view from the road, and establishing a transition from vehicular thoroughfares, pedestrian areas, or the built environment. Minimum dimensions shall apply and shall be measured horizontally. Widths shall be measured from the respective right-of-way/property line. Where street yards turn at street corners, the length measurements determining plant quantities shall not be required to overlap. Table 20.1 below summarizes the street yard requirements.

19.3.2 **Standards in Non-Residential and Multi-Family Districts.** All development in the non-residential and multi-family districts, including churches, schools, and civic type uses, shall provide a street yard adjacent to all highways, frontage roads, arterial and collector streets, internal drives, and entrances through non-residential districts to residential subdivisions. The street yard shall comply with the following standards:

a. **Width.** The street yard shall be a minimum width of twenty (20) feet for multi-family development, and ten (10) feet for all other development subject to this Section, exclusive of street right-of-way and sidewalk. However, the Community Development Director or their designee may reduce the width of the required street yard during Site Plan review if the reduction is required for public improvements.

b. **Tree Requirements.** Within the street yard, one (1) shade tree shall be planted for every fifty (50) linear feet. The number of required trees shall be calculated based on the linear frontage of the required street yard, inclusive of driveways, and shall be rounded to the nearest whole number. Trees may be grouped together or evenly spaced in the street yard. In the event that overhead power lines are present that would interfere with the growth of a shade tree, the applicant may exchange them with ornamental trees at a two (2) to one (1) ratio.
c. **Parking Lot Screening.** Parking lots and drives abutting a street yard that is less than thirty (30) feet in width in all developments shall be screened with either plant material, berms, walls, or a combination thereof. If shrubs are used for screening they may be placed within the street yard but are in addition to the required number of trees. In no case shall shrubs used for screening be more than four (4) feet from the edge of the parking lot. Shrubs shall be at least eighteen (18) to twenty four (24) inches in height at the time of planting and shall be of a type and species that will attain a minimum height of three (3) feet, one (1) year after planting at which time they will form an opaque screen. Shrubs shall be maintained to a height of no more than four (4) feet during their life span.

1. As an alternative to the shrub requirement, a berm or masonry wall may be used lieu of the required shrubs. If a berm is used the number of required shrubs may be reduced by fifty (50) percent. The berm or masonry wall must be at least three (3) feet but no more than five (5) feet in height. Masonry walls shall be of decorative and/or textured design. Standard smooth faced CMU block is not allowed as a screening wall material.

2. All loading and service areas, including driveway pavement that serve them, shall be screened from all abutting properties and/or public rights-of-way by a wall, fence, hedge, berm, or other durable landscape barrier. Non-living screen barriers shall be no less than six (6) feet tall at the time of installation. Living screen barriers shall reach a height of no less than six (6) feet two (2) years after installation. All material shall provide a year-round opaque screen.

3. All screening material shall be placed in such a way as to not obscure the vision of motorists and must be out of the sight triangles as defined in the Chapter titled “Site Design Standards” in the Owasso Zoning Code. Landscape plants that are within the sight triangles shall not reach a mature height of more than eighteen (18) inches.

19.3.3 **Standards for Single-Family Residential Districts.**

19.3.3.1 **Subdivision Standards.** A Landscape Plan is required for the arterial entrance(s) to single-family, duplex, or townhome residential developments. The location and types of landscaping shall be reviewed by the Technical Advisory Committee to ensure that motorists’ visibility is not impaired and that utility lines are not encroached upon. All landscaping shown on the approved Landscape Plan shall be planted prior to the issuance of any final inspection for any dwelling unit within the subdivision. A Homeowners’ Association (HOA) shall be required to provide perpetual maintenance of the landscaped areas.

19.3.3.2 **Street Yard.** All single-family, duplex, or townhome residential developments and non-residential developments in single-family residential districts (including churches, schools, and civic type uses) shall provide a street yard adjacent to all highways, frontage roads, arterial and collector streets, and entrances. The street yard shall comply with the following standards:

a. At least one (1) shade tree and one (1) ornamental tree and three (3) large shrubs per fifty (50) linear feet of frontage along an arterial street shall be planted. The number of plants shall be calculated solely on the linear footage and shall be rounded to the nearest whole number. The plant material may be grouped together or evenly spaced. If the
material is grouped, at least one (1) tree per fifty (50) linear feet of
frontage is still required;

b. Any non-residential use allowed in a residential district by a Specific Use
Permit (SUP) shall meet the non-residential landscaping requirements set
forth in the Section titled “Standards in Non-Residential and Multi-Family
Districts” above;

c. As a general rule all required landscape material shall be located outside
the arterial street right-of-way. Landscape material may be placed five
(5) feet inside of street right-of-way in order to miss obstacles or due to
physical limitations of the property. If landscape material is located five
(5) feet into the arterial street right-of-way, the sidewalk may be
serpentine to allow landscape material to be placed in pocket areas as
long as the tree-to-pavement distance of at least four (4) feet is
maintained; and

d. For landscape material that is to be installed along an arterial street, a
fence and a landscape easement of at least ten (10) feet in width shall
be provided and shown on the recorded plat. Wood fencing shall utilize
galvanized steel posts and the smooth side of fence shall face towards
the street. Smooth faced CMU block is not a permitted fencing material.
A berm may substitute for a fence. Said berm shall be no less than four (4)
feet in height with side slopes no greater than a three (3) to one (1) ratio.

19.3.3.3 Landscape Reserve. If a “landscape reserve” is designated on the plat next to an
arterial street, the building setback line for lots adjacent to the landscape reserve
may be measured from the planned right-of-way.

19.4 Interior Parking Lots.

19.4.1 Non-Residential and Multi-Family Districts. In all non-residential (commercial, office,
industrial), multi-family, and mixed-use districts, landscaped areas shall be established
and maintained in off-street parking areas as follows:

a. In non-residential districts, at least one (1) shade tree and six (6) small shrubs
shall be planted for every fifteen (15) parking spaces. In multi-family districts,
at least one (1) tree and (8) small shrubs shall be planted for every ten (10)
parking spaces;

b. The number of required trees shall be rounded up to the nearest whole
number. Landscape material shall be planted inside or within fifteen (15) feet
of the edge of the back of the curb around the perimeter of the parking lot,
but shall not be placed in the street yard required in the Section titled
“Standards in Non-Residential and Multi-Family Districts” above;

c. These requirements can be met by placing a portion of the required shrubs
within landscape islands; and

d. For development sites greater than two (2) acres, interior areas of parking lot
pavement shall contain landscape planting islands.
19.4.2 **Entry Islands.** Landscape islands with a planting area measured at least nine (9) feet in width (measured face of curb to face of curb) and a minimum length of eighteen (18) feet in length shall be provided on each side of all drives that provide access from the street to the property (see Figure 19.4). Length of said islands may be required to be longer than eighteen (18) feet depending upon the size and intensity of the use.

![Figure 19.4 Entry Islands](image)

19.4.3 **Internal Islands.** Planting islands shall be located at each terminus of each single row of parking. When a single row of parking contains more than fifteen (15) parking spaces, planting islands shall be located at intervals between each terminus. The intervals shall be such that planting islands within a single row of parking shall be separated by no more than fifteen (15) parking spaces (see Figure 19.5).

![Figure 19.5 Internal Islands](image)
Planting islands shall contain at least one (1) shade tree. In addition, planting islands shall be landscaped with shrubs, lawn, ground cover, and other appropriate material not to exceed three (3) feet in height. Such planting islands shall have a minimum area of one hundred and fifty (150) square feet. In double rows of parking, a planting island required for one row may be combined with a planting island required for another row, in which case the minimum area shall be three hundred (300) square feet.

19.4.4 **Litter Control.** In parking lots that contain two hundred (200) or more parking spaces, for every row of parking provided, at least one (1) trash receptacle shall be provided. The receptacle shall be affixed to the ground and shall be of a decorative nature. The receptacle shall be designed to keep trash from blowing out and shall be regularly emptied and maintained by the property owner. Trash receptacles may be placed within landscape islands.

19.4.5 **Sites Less than Two Acres.** For development sites less than two (2) acres, interior parking lot areas of pavement shall contain the following:

a. **Entry Islands.** Entry driveway islands shall be provided in accordance with the Subsection titled “Entry Islands” above.

b. **Internal Islands.** There shall be no requirements for planting islands for every fifteen (15) parking spaces, however no parking space shall be located more than sixty (60) feet from a landscaped yard (as depicted in Figure 20.1), and landscape islands shall be placed at the beginning and end of each row of parking stalls. Said islands shall contain at least one hundred (100) square feet.

19.4.6 **Pedestrian Island.** For parking lots in excess of two hundred and fifty (250) spaces, a pedestrian landscape island (see Figure 20.6) containing a sidewalk shall be installed for the entire length of a parking aisle. Said island shall align with the main entrance to the building, shall be bounded on both ends by perpendicular landscape islands, shall be a minimum of at least ten (10) feet wide with a five (5) foot unobstructed sidewalk in the middle OR twelve (12) feet wide with a five (5) foot unobstructed sidewalk along one side. Curb stops or additional width may be required to maintain the five (5) foot clearance. Figure 20.6 provides an example of a pedestrian island. The walkways shall be built with ADA accessible ramps at intervals throughout.

**Figure 19.6**

*Pedestrian Island*
19.4.7 **Landscaping Protections.** All parking lot landscaped areas and islands shall be protected by a raised six (6) inch concrete curb or shall be designed as raingardens with inlets for stormwater. Pavement shall not be placed closer than four (4) feet from the trunk of a tree.

19.4.8 **Alternative Parking Lot Island Design.** Parking lot islands as described in the Subsection titled “Internal Islands” above may be constructed as rain gardens in order to reduce costs associated with detention and storm water infrastructure. Figures 19.7 and 19.8 provide examples of such techniques.
19.4.9 **Expansion of Uses.** The expansion of an existing use, structure, or parking lot that meets the criteria set forth in the Subsection titled “Change of Use or Enlargement of Existing Development” above shall be required to bring the entire site into compliance with this Section.

19.4.10 **Yard Calculations.** Landscaping as required within a planting yard shall be counted for only that planting yard and shall not be used in calculating the minimum quantity for any other planting yard. Table 19.1 below summarizes the parking lot yard requirements.

19.5 **Buffer Yards.**

19.5.1 **Purpose.** Buffer yards are intended to ensure that an area of appropriate size and density of plantings is planted or preserved between zoning districts and/or uses. Buffer yard widths shall be measured from the respective property line, except where buffer yards are permitted to straddle property lines, as set forth in the Subsection titled “Reductions in Required Buffer Yard Permitted” below. Where buffer yards turn at property corners, the length measurements determining plant quantities shall not be required to overlap. Table 19.1 below summarizes the buffer yard requirements.
<table>
<thead>
<tr>
<th>Landscape Element</th>
<th>Development Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non-Residential Development (Commercial, Office, Multi-Family, Industrial)</td>
</tr>
<tr>
<td></td>
<td>Single Family Development</td>
</tr>
<tr>
<td></td>
<td>Churches, Schools, Civic Buildings</td>
</tr>
<tr>
<td>Interior Parking Lot</td>
<td>Non-residential districts: at least one (1) tree and six (6) small shrubs for every fifteen (15) parking spaces. Multi-family districts: at least one (1) tree and (8) small shrubs shall be planted for every ten (10) parking spaces. Planting islands at each terminus of each single row of parking and, when a single row of parking contains more than 15 parking spaces, at intervals between each terminus for lots more than 2.5 acres. (See the Subsection titled “Interior Lots on Non-Residential and Multi-Family Districts”.)</td>
</tr>
<tr>
<td>Street Yard</td>
<td>Multi-family districts: twenty (20) feet wide. For all other districts: ten (10) feet wide for all other. One (1) shade per fifty (50) linear feet or two (2) ornamental trees per fifty (50) linear feet if overhead power lines are present.</td>
</tr>
<tr>
<td>Parking Lot Screening</td>
<td>Required if street yard is less than thirty (30) feet. Opaque screen no higher than four (4) feet. May use plant material, walls or berms to achieve the requirements.</td>
</tr>
<tr>
<td>Buffer Yard</td>
<td>Ten (10) feet for commercial and office uses abutting residential uses. Twenty (20) feet for industrial Uses abutting residential uses. Screening methods vary.</td>
</tr>
<tr>
<td>Service and Loading Areas</td>
<td>Fencing or vegetation to provide year round opaque screen no less than six (6) feet in height.</td>
</tr>
<tr>
<td>Building Yard</td>
<td>Foundation plantings required. Widths vary in relation to the square footage of the building.</td>
</tr>
</tbody>
</table>
19.5.2 Buffering of Development Adjacent to Residential Districts and Uses.

19.5.2.1 Commercial and Office Uses. Whenever a non-residential use in a CS (Commercial Shopping), CG (Commercial General), or O (Office) district is proposed adjacent to residential district or a residential use, the non-residential use shall provide a landscaped buffer of at least ten (10) feet in width within the non-residential property. Any non-residential use that abuts a single-family or two-family development shall provide a screening fence or wall at least six (6) feet in height along the entire property frontage abutting the residential use. The buffer shall provide landscaping utilizing one of the following methods:

a. One (1) medium or large evergreen tree or two (2) ornamental trees, plus ten (10) medium shrubs for every thirty (30) linear feet or portion thereof of adjacent exposure to the adjoining lot;

b. One (1) medium to large evergreen tree plus five (5) large shrubs for every thirty (30) linear feet or portion thereof of adjacent exposure to the adjoining lot;

c. One (1) large evergreen tree plus one (1) large shade tree or two (2) ornamental trees for every thirty (30) linear feet or portion thereof of adjacent exposure to the adjoining lot;

d. Installation of a berm with a height of no less than four (4) feet (with a three (3) to one (1) ratio side slopes maximum) planted with one (1) medium or large evergreen or shade tree or two (2) ornamental trees, plus five (5) small or medium shrubs for every thirty (30) linear feet or portion thereof of adjacent exposure to the adjoining lot; or

e. One (1) medium or large evergreen tree, plus (5) five medium or large shrubs for every forty (40) linear feet or portion thereof of adjacent exposure to the adjoining lot.

If the fence or wall is constructed with brick, stone, split faced block, or similar material then the shrub requirements listed above may be reduced fifty (50) percent subject to approval by the Community Development Director or their designee.

Specific Use Permit (SUP) uses adjoining residential uses shall be required to provide a landscape buffer using one of the above methods as determined by the Community Development Director or their designee, Owasso Planning Commission, or Owasso City Council.

19.5.2.2 Industrial Uses. Whenever a non-residential use in the IL (Industrial Light, Research and Development), IM (Industrial Moderate), or IH (Industrial Heavy) districts is proposed adjacent to property with residential use, the non-residential use shall provide a landscaped buffer of at least twenty (20) feet in width within the non-residential property. Any non-residential use that abuts a single-family or two-family development shall provide a screening fence or wall at least eight (8) feet in height along the entire property frontage abutting the residential use. The buffer shall provide landscaping utilizing one of the following methods:

a. Two (2) medium or large evergreen trees, plus eight (8) large shrubs for every forty (40) linear feet or portion thereof of adjacent exposure to the adjoining lot;
b. One (1) medium to large evergreen tree and one (1) large shade tree for every thirty (30) linear feet or portion thereof of adjacent exposure to the adjoining lot;

c. Installation of a berm with a height of no less than four (4) feet (with a three (3) to one (1) ratio side slopes maximum) planted with one (1) medium or large evergreen tree, plus five (5) medium shrubs for every forty (40) linear feet or portion thereof of adjacent exposure to the adjoining lot; or

d. Two (2) medium or large evergreen trees, plus three (3) medium or large shrubs for every forty (40) linear feet or portion thereof of adjacent exposure to the adjoining lot.

If the fence or wall is constructed with brick, stone, split faced block, or similar material then the shrub requirements may be reduced fifty (50) percent subject to approval by the Community Development Director or their designee.

Specific Use Permits (SUPs) in industrial districts that adjoin residential uses shall be required to provide a landscape buffer using one of the above methods as determined by the Community Development Director or their designee, Owasso Planning Commission, or Owasso City Council.

19.5.3 Standards for Buffer Yard Development.

19.5.3.1 Prohibited Uses. The construction of any building or the placement of any mechanical equipment within the landscape buffer yard is not permitted except for equipment necessary for the provision of utilities. Signs may be placed within the buffer yard consistent with the Chapter titled “Signs” in the Owasso Zoning Code. Active recreational uses, such as play fields, swimming pools, racquetball and tennis courts, or other active, structured recreational uses, or circulation drives and parking lots, shall not be permitted in the buffer yard.

19.5.3.2 Permitted Uses. The following other uses may be permitted in a buffer yard provided that none of the required plant material is eliminated, the intended screening is accomplished, the total width of the buffer yard is maintained, and all other requirements of this Section are met:

a. Passive recreation;

b. Sculpture, outdoor furniture, picnic areas, golf courses, or pedestrian, bike or equestrian trails;

c. Storm water detention or retention basins; and

d. Parks and open space.

19.5.3.3 Reductions in Required Buffer Yard Permitted. Where a dedicated buffer yard exists on an abutting property, a reduction or elimination in a buffer yard for a property to be developed may be approved by the Community Development Director or their designee, subject to the following:

a. The adjoining property owners have provided a written agreement restricting the use of the dedicated buffer yard to uses provided for in this Section;

b. Maintenance of the existing buffer yard is consistent with the requirements of this Section; and
c. The “net” buffer yard satisfies the minimum buffer yard requirements of this Section. The net buffer shall include the cumulative total for both required buffers.

19.5.3.4 **Existing Vegetation.** Existing healthy vegetation may be counted toward required landscaping. In order to do so, the Landscape Plan shall indicate the type, number, and size of existing plants which are sufficient to comply with the respective buffer yard. It shall not be necessary to indicate the total inventory of existing plants. Only plants required to meet the provisions of this Chapter shall be required to be listed.

19.5.3.5 **Application toward Setback Requirement.** Buffer yard areas shall be counted towards the required building setbacks.

19.5.3.6 **Designation of Buffer Yard as Landscaped Area.** Buffer yards shall be designated as landscaped areas on the application for development approval and as landscape easements when shown on a subdivision plat. The buffer yard shall be recorded with the title of the property as a landscape buffer yard easement.

19.5.3.7 **Buffer Yard on Property Line.** When platting abutting lots, the applicant may dedicate a buffer yard that straddles the property line, provided the cumulative buffer width is maintained for both yards.

19.5.3.8 **Existing Fences.** It is the responsibility of the developing property to provide the buffer yard. Existing perimeter fences that may be present in an existing single-family neighborhood, for example, do not relieve the developing property owner(s) from providing the required buffer yard. If existing fences are present on adjoining properties the fencing requirement may be waived, if the developing property owner can secure in writing letters from adjoining property owners supporting the continuance of the existing fence. However, this does not relieve the applicant from future repairs or maintenance should said fence be damaged or need replacement.

19.5.4 **Exemptions.** Certain uses are exempt from the buffer requirements as described in this Section. Exemptions include, but are not limited to the following:

a. Lots or parcels on which the uses or buildings demonstrate compatible design elements and are linked to adjacent lots or buildings by a common system of sidewalks or other pedestrian walkways across property lines;

b. Lots or parcels separated by a public street right-of-way greater than thirty (30) feet in width;

c. Lots or parcels separated by a railroad right-of-way; and

d. Between similar land uses if one (1) of the following scenarios exists:

1. In instances where similar or compatible land uses are immediately adjacent to one another and the installation of a buffer yard between the uses would negate the effectiveness of the development of those properties or impede the flow of traffic and pedestrians; or

2. In instances where similar or compatible land uses are immediately adjacent to one another and the change in the topography is such that the installation of a buffer yard between the uses would negate the effectiveness of the requirement for a buffer yard. In such cases the developer would be required to provide a coordinated
landscape development plan that shows the quantity and location of the proposed landscaping.

If the developer is exempted from the required buffer yard, this exemption does not relieve the developer from providing the required plant material as if the property were developed as individual parcels. Should a developer not agree to all of the above conditions, all Buffer Yards associated with development must be installed per the current requirements of this Section.

19.6 Building Yards.

19.6.1 Purpose and Applicability. The purpose of building yards is to aesthetically and visually enhance the appearance of buildings. Building yards shall be provided along the portion(s) of the building facing any adjacent off-street parking area, excluding loading/unloading areas. Minimum dimensions shall apply, and be measured, horizontally. Widths shall be measured from the respective front wall of the building. Where building yards turn at building corners, the length measurements determining plant quantities shall not be required to overlap. Building yards shall be of different types, based upon the size of the structure around which the building yard is to be located. The width of the building yard and the density of plantings shall increase as the size of the structure around which the building yard is to be located increases. Entrance walkways to buildings may cross building yards. The width of the entrance walkway shall not be calculated as part of the length of the building yard for purposes of determining the total required landscaping, provided, however, that the width deducted for the entrance walkway shall not exceed the width of the entrance to the building. Table 19.2 summarizes the building yard requirements.

19.6.2 Yard Types. There shall be three (3) different categories of building size for purposes of determining the building yard type:

a. Category 1. Buildings 3,000 square feet to 9,999 square feet of building footprint.

The Community Development Director or their designee may allow buildings that fall within this category alternative compliance to the required building yards. Such alternatives may include providing foundation plantings along the sides and back of the building, spreading the required amount of building yard plant material to other areas on the site, or in some instances providing large planters. Buildings less than three thousand (3,000) square feet are exempt.

b. Category 2. Buildings 10,000 square feet to 99,999 square feet of building footprint.

c. Category 3. Buildings 100,000 square feet of building footprint and over.

19.6.3 Building Yard Calculations. Table 19.2 identifies the building yard requirements based on the size of the structure around which the building yard is to be located.

<table>
<thead>
<tr>
<th>Building Yard Category</th>
<th>Width (Minimum)</th>
<th>Required Shade Trees (Minimum)</th>
<th>Required Ornamental Trees (Minimum)</th>
<th>Required Small or Medium Evergreen Shrubs (Minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4 feet</td>
<td>N/A</td>
<td>1 per 30 linear feet</td>
<td>8 per 30 linear feet</td>
</tr>
<tr>
<td>2</td>
<td>6 feet</td>
<td>1 per 50 linear feet</td>
<td>1 per 50 linear feet</td>
<td>12 per 30 linear feet</td>
</tr>
<tr>
<td>3</td>
<td>8 feet</td>
<td>1 per 50 linear feet</td>
<td>1 per 50 linear feet</td>
<td>16 per 30 linear feet</td>
</tr>
</tbody>
</table>
19.7 Mechanical Equipment and Service Area Screening.

19.7.1 Mechanical Equipment and Service Areas. Mechanical equipment, trash enclosures, dumpsters, loading docks, and service yards located at ground level shall be screened with visual barriers from all adjacent properties, public roadways, parks, or other public areas. Trash enclosures and dumpster areas shall be constructed of material that is architecturally compatible with that of the main structure and shall be a minimum of six (6) feet in height (see Figure 19.9).

19.7.2 Utilities. Utility sub-stations shall be screened with either opaque fencing or large evergreen shrubs reaching a height of no less than six (6) feet at maturity. Where possible, transformers and other above ground utility boxes shall be screened. All screening materials shall meet the utility company standards.

19.7.3 Rooftops. The architectural design of buildings shall incorporate design features which screen, contain, and conceal all rooftop heating, ventilation, air conditioning units, or similar units around all sides (see Figure 19.10). This can be accomplished using parapets or screening boxes around the individual units, or a combination of the two.
19.8 **Tree Preservation Credits.**

19.8.1 **Tree Protection and Replacement.** The purpose of this Section is to establish incentives for the preservation of existing trees within Owasso and to provide guidelines for the protection of trees during construction, development, or redevelopment.

19.8.2 **Grading Permit.** No clear-cutting of land is allowed without a Grading Permit from the Public Works Department. Clear-cutting should be avoided at all costs as the preservation of existing trees provides a benefit to the community.

19.8.3 **Tree Preservation Credits.** For every existing tree that is preserved in an area where landscaping is required by this Chapter, the developer shall be given credit in accordance with the following table. Only trees in good condition having been protected in accordance with the Subsection titled “Landscape Maintenance” below shall be considered for credit. The Table 19.4 below references the caliper of the tree measured at Diameter Breast Height (DBH):

<table>
<thead>
<tr>
<th>Diameter Breast Height</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 inches</td>
<td>No credit</td>
</tr>
<tr>
<td>2 to 3 inches</td>
<td>1 tree</td>
</tr>
<tr>
<td>4 to 16 inches</td>
<td>2 trees</td>
</tr>
<tr>
<td>17 to 30 inches</td>
<td>3 trees</td>
</tr>
<tr>
<td>Larger than 30 inches</td>
<td>4 trees</td>
</tr>
</tbody>
</table>

19.9 **Design Considerations.**

19.9.1 **Overhead Power Lines.** The presence of overhead power lines requires street yard trees to be ornamental trees. Larger shade tree varieties are encouraged where overhead power lines are not present or in situations where the crown of the tree will not interfere with the power lines (see Figure 19.11).

19.9.2 **Sight Triangles.** Corner lots and situations where driveways and alleys intersect with street rights-of-way shall be kept free of landscaping and plant materials that interfere with the vision of motorists or pedestrians (see the Section titled “Sight Triangles” in the Chapter titled “Site Design Standards” in the Owasso Zoning Code).
19.10 **Specifications for Plant Materials.**

19.10.1 **Size Standards.** The minimum allowable plant size for new installations shall be as set forth herein. Due to the variation between genus and species, the caliper or height necessary for newly installed plant materials may vary. As a general rule, the caliper or diameter of trees is typically described as the Diameter Breast Height (DBH). The height of shrubs shall be a minimum of eighteen (18) inches as measured at ground level to the top of the densest portion of the top of the shrub or hedge.

a. **Shade Trees.** Shade trees shall measure a minimum two (2) inches in caliper DBH, and eight (8) to ten (10) feet in height at the time of planting.

b. **Ornamental Trees.** Ornamental trees shall measure a minimum one and a half (1.5) inches in caliper DBH for single-stem trees or one (1) inch in caliper DBH for multi-stem trees, and six (6) to eight (8) feet in height at the time of planting.

c. **Shrubs.** Shrubs, normally planted for screening purposes (e.g. parking lot screening, ground mechanical equipment) shall measure eighteen (18) to twenty-four (24) inches in height at the time of planting. Shrubs planted for screening purposes shall form the required density to block visibility within three (3) years from the date of installation.

19.10.2 **Organic Ground Cover.** Organic ground cover shall provide one hundred (100) percent coverage on the ground within three (3) years of installation, except that seeding, grass, or turf shall provide one hundred (100) percent coverage upon installation. Organic mulch (e.g. cedar mulch) shall be used around plantings to maintain soil moisture and prevent the growth of weeds.

19.10.3 **Inorganic Ground Cover.** Inorganic ground cover consisting of river rock or similar materials may be used provided they do not exceed twenty (20) percent coverage of the required landscape planting area. Pea gravel is prohibited in any parking lot island or street yard.

19.10.4 **Selection of Plant Materials.** All plant material except ground cover shall be those plants that are accustomed to growing and thriving in USDA plant hardiness zones 6b or 7a and are capable of withstanding extended periods of heat and/or drought. Consideration shall be given to the environmental conditions of the site, such as soil, topography, climate, microclimate, pattern of sun movement, prevailing winds, precipitation, and air movement to ensure that plant materials will be established successfully. Tree selection for street yards, or other locations within utility rights-of-way, shall consider the presence or planned addition of overhead utility lines. Such trees shall be small and medium trees that are pest and disease-resistant and are slow growing.

a. **Substitution of Plant Material.** The Community Development Director or their designee shall have the authority to approve the installation of comparable substitution plant materials to satisfy the requirements of the approved Landscape Plan when the approved plants and landscape materials are not available at the time that installations are to occur, or when other unforeseen conditions prevent the use of the exact materials shown on the approved Landscape Plan. Significant changes that require the replacement and relocation of more than twenty-five (25) percent of the plant materials shall require a new Landscape Plan and approval through the plan review process.
b. **Mix of Genus and Species.** Except for Street Yard trees, a mix of genus and species of trees, shrubs, ground covering, perennials, and annuals is encouraged in order to avoid potential loss due to infectious disease, blight, or insect infestation. Street Yard trees should retain a reasonably uniform pattern along both sides of a street within the same block or corridor.

c. **Discouraged Plants.** While it is the purpose of this Chapter to promote attractive urban environments through landscaping, the regulations are not intended to diminish the creativity of the designer in selecting their planting pallet. It is expected that Landscape Plans will be prepared by individuals with a strong knowledge of local plant material. The following trees are not recommended to be planted:

   1. Cottonwood (*Populus deltoides*)
   2. Bradford Pear (*Pyrus calleryana 'Bradford'*)
   3. Tree of Heaven (*Ailanthus altissima*)
   4. Osage Orange (*Maclura pomifera*)
   5. American Elm (*Ulmus americana*)
   6. Silver Maple (*Acer saccharinum*)
   7. Box Elder (*Acer negundo*)
   8. Norway Maple (*Acer platanoides*)
   9. Mimosa (*Albizia julibrissin*)
   10. Lombardy Poplar (*Populus nigra*)
   11. Black Locust (*Robinia pseudoacacia*)

19.10.5 **Landscape Maintenance.** The applicant, property owner, and/or subsequent or successor owner and their agents, including tenants, shall be jointly and severally responsible for maintenance of all landscaping on the property in perpetuity as specified in this Section. Spray or drip irrigation is required for all planting areas. All required landscaping shall be maintained in a neat and orderly manner at all times. This shall include but not be limited to mowing, edging, pruning, fertilizing, watering, weeding, and other activities common to the maintenance of landscaping. Landscaped areas shall be kept free of trash, litter, weeds, and other materials or plants not a part of the landscaping.

After initial installation, it shall be the responsibility of the owner and/or tenant of the property upon which the landscaping is installed to maintain all required plantings in a healthy, vigorous, and attractive state, or to replace dead, diseased, or deteriorated plants. Within residential subdivisions, the maintenance of street trees in planting strips between curbs and sidewalks which are within the street right-of-way shall be the responsibility of the respective Homeowners’ Association, or the abutting homeowner in the absence of a Homeowners’ Association.

If after three (3) years following installation of required screening plant materials the plants have not formed an effective screen, or if an effective screen is not maintained, the Community Development Director or their designee may require that another type of screen be added or additional plantings be installed. Landscaped areas shall require protection from vehicular encroachment. The Community Development Director or their designee shall inspect all landscaping and
no Certificate of Occupancy (C/O) or similar authorization will be issued unless the landscaping meets the requirements of this Chapter.

All required plant material shall be maintained in a healthy, growing condition as is appropriate for the season. Plant materials which exhibit evidence of insect pests, disease, and/or damage shall be appropriately treated. Dead plants shall be promptly removed and replaced within the next planting season after removal. If replacement is necessary, all plants and other non-living landscape materials shall be equal in size, density, and appearance as originally required at the time of the approval of the development permit.

19.10.6 Tree Trimming. Utility crews and companies are encouraged to do directional pruning of branches interfering with utility lines to prevent damage, disfigurement, and heavy suckering and to reduce future pruning needs. Utility tree trimmers are encouraged to remove branches to laterals in order to direct tree growth away from utility lines.

19.11 Fencing Requirements. All residential uses (including but not limited to single-family attached and detached, duplexes, multi-family, mobile homes, etc.) that back up to any arterial road shall be screened with a solid opaque fence to provide screening of the rear yards of the residential property. Parks, swimming pools, and other amenities included within a residential subdivision and adjacent to an arterial may be bordered with a decorative fence, approved by the Community Development Department, in lieu of a screening fence. All multi-family residences, mobile home parks, and all industrial uses that adjoin any arterial or collector street or highway, shall be screened with a solid opaque fence that provides screening of all yards. Screening fences shall not be less than six (6) feet nor more than ten (10) feet in height; provided that such fences shall not be permitted in any stormwater drainage easement, established floodplain, sight triangle areas, nor block ingress and egress.

All non-single-family and non-duplex uses shall be screened from any adjacent single-family and duplex uses by a screening wall or fence. Such screening wall or fence:

a. Shall be constructed, designed, and arranged to provide visual separation of uses, irrespective of vegetation;

b. Shall not be less than six (6) feet in height;

c. Shall be constructed with all braces and supports on the interior, except when both sides are of the same design and appearance;

d. Shall be constructed prior to the occupancy of the building or initiation of the use required to screen; and

e. Shall be of the type of materials compatible with the surrounding area.

All new wooden screening fences, including replacements for existing wooden screening fences that are required by the Zoning Code or are constructed as perimeter fencing for new subdivisions, shall have the vertical support posts constructed of permanent building materials that may include but not be limited to a minimum of schedule forty (40) galvanized steel posts with an outside diameter equal to or larger than two and three-eighths (2 3/8) inch, masonry columns at least one (1) foot square, or PVC fencing using dual extruded PVC posts. Required screening fences, as well as privacy fences that are not required by this Code, shall be constructed with all braces and supports on the interior. The Community Development Department may permit alternative support posts as part of any Site
Plan or Landscape Plan review, as long as the materials used meet or exceed the wind load capabilities of the materials listed above. Footings shall be constructed of concrete or equivalent materials. Any existing fence otherwise lawful at the time of construction and thereafter maintained may continue throughout its useful life; however, the replacement of such fence or other repair of more than thirty (30) consecutive linear feet shall require the replacement or repair to conform to the standards listed herein. Unless otherwise approved by the Community Development Department, all fencing shall be uniform in height. Replacement fencing/screening, excluding support posts, shall retain its original height and material and the top elevation shall match the adjoining elevation.

The exterior of required screening fences shall be uniform for the entire length of the development.

19.11.1 Fences in Residential Neighborhoods. Fences or vegetation having a screening effect shall not be permitted or allowed by the owner to grow on any corner lot within the sight triangle of a corner lot. Fences shall not be constructed in the street right-of-way.

If additional fences are constructed on the residential lot, such fences adjoining any arterial, collector, or minor street, shall be not less than six (6) feet or more than eight (8) feet in height. Fences adjoining a highway shall be not less than six (6) feet or more than ten (10) feet in height.

Fences in residential areas may be constructed on property lines, in side yards, and rear yards. However, no fences higher than thirty-six (36) inches may be constructed in any front yard as defined by this code.

If the owner of a corner lot constructs a fence within a side yard and rear yard in accordance with the Section titled “Yards” in the Chapter titled “Residential District Provisions”, and if the rear portion of these yards of the corner lot abut the side yard of a neighboring lot, then any such fence built between the building setback line and the property line must be so constructed as to allow the driver of a vehicle on the neighboring lot to have a clear view of the street and all traffic thereon, for a distance of seventy-five (75) feet in each direction from the point of entrance into the street right-of-way from the neighboring lot. For the purpose of this Subsection, the rear portion of the corner lot will be deemed to abut a neighboring side yard only if the two (2) yards form a common boundary along the majority of their length.

19.11.2 Fences in Flood and Drainage Areas. No fencing shall be allowed in the floodway. No fences, other than open split rail, chain-link, or barbed wire shall be constructed in any 100-year floodplain area. No fences other than open split rail, chain-link, or barbed wire shall be constructed in drainage easements that are not in the 100-year floodplain area unless the owner has been given the written approval of the Public Works Department following their investigation of the consequences to the drainage.
CHAPTER 20
OUTDOOR LIGHTING

20.1 General Description. Outdoor lighting shall be designed to provide the minimum lighting necessary to ensure adequate safety, night vision, and comfort. Outdoor lighting shall be designed to ensure maximum light levels that do not create or cause glare onto nearby properties and public street rights of way; and to minimize uplight.

20.2 Light Measurement Technique. Light level measurements shall be made at the property line of the property upon which the light to be measured is being generated. If measurement on private property is not possible or practical, light level measurements may be made at the boundary of the public street right-of-way that adjoins the property. Measurements shall be made at finished grade (ground level) with the light-registering portion of the meter held parallel to the ground pointing up. Light levels are specified, calculated, and measured in foot-candles (FC).

20.3 General Standards for Outdoor Lighting.

20.3.1 All Zoning Districts except RS and AG. Unless otherwise specified in the following Subsections, the maximum light level shall be 0.5 maintained foot-candles at any property line adjacent to a residential single-family district or use, and two 2.0 maintained foot-candles at any public, non-arterial street right-of-way, unless otherwise approved by the Community Development Director or their designee. It is recommended that adequate lighting be provided during hours of operation.

Unless shielded, all flood lights shall be installed such that the fixture shall be aimed down at least forty-five (45) degrees from vertical, or the front of the fixture is shielded such that no portion of the light bulb extends below the bottom edge of an external shield. Flood lights and display lights shall be positioned such that any such fixture located within fifty (50) feet of a public street right-of-way is mounted and aimed perpendicular to the right-of-way, with a side-to-side horizontal aiming tolerance not to exceed fifteen (15) degrees from perpendicular to the right-of-way (see Figure 20.1).

![Diagram of Floodlights](image.png)
All parking areas shall be illuminated for safety.

All wall fixtures, including wall packs, shall be ninety (90) degree cutoff fixtures.

Service connections for all freestanding fixtures shall be installed underground. The applicability of this provision may be reviewed on an individual basis for developments with structures totaling less than four thousand (4,000) square feet of floor area.

All light fixtures installed by public agencies, their agents, or contractors for the purpose of illuminating public streets shall use the current standards provided by the IES or AASHTO for road lighting, and are otherwise exempt from these regulations.

No wood poles may be used for any freestanding fixtures.

20.3.2 **RM and RNX Zoning Districts.** Unless otherwise specified in the following Subsections, the maximum light level shall be 0.5 maintained foot-candles at any property line adjacent to a residential single-family district, and 2.0 maintained foot-candles at any public, non-arterial street right-of-way unless otherwise approved by the Community Development Director or their designee. It is recommended that adequate lighting be provided for every residential project.

Unless fully shielded, all flood lights shall be installed such that the fixture shall be aimed down at least forty-five (45) degrees from vertical, or the front of the fixture is shielded such that no portion of the light bulb extends below the bottom edge of an external shield. Flood lights and display lights shall be positioned in a way that any such fixture located within fifty (50) feet of a public street right-of-way is mounted and aimed perpendicular to the right-of-way, with a side-to-side horizontal aiming tolerance not to exceed fifteen (15) degrees from perpendicular to the right-of-way.

Nothing in this Section shall be construed so as to allow any fixture that causes excessive glare to be visible from any right-of-way (see Figure 20.1).

All wall fixtures, including wall packs, shall be cutoff fixtures.

Service connections for all freestanding fixtures in non-single-family areas shall be installed underground. The applicability of this provision may be reviewed on an individual basis.

All light fixtures installed by public agencies, their agents, or contractors for the purpose of illuminating public streets shall use the standard provided by the IES for road lighting, and are otherwise exempt from these regulations.

No wood poles may be used for any freestanding fixtures. The applicability of this provision may be reviewed on an individual basis.

20.3.3 **AG and Other Residential Districts.** The requirement listed above that service connections for all freestanding fixtures in non-single-family areas shall be installed underground does not apply to properties located within AG (Agriculture), RE (Residential Estate), RS (Residential Single-Family), RD (Residential Duplex), and RNX (Residential Neighborhood Mixed) districts.

20.3.4 **LED Lighting.** For all districts, the use of LED lighting is strongly encouraged.

20.4 **Parking Lot Lighting.** Any light pole adjacent to residential districts shall not be higher than twenty (20) feet and shall be shielded. Any light pole higher than thirty (30) feet must be LED. The applicability of this provision may be reviewed on an individual basis.

All non-cutoff fixture open-bottom lights shall be equipped with full cutoff fixture shields that reduce glare and limit uplight.
All parking lot lighting requirements listed in this Section may be modified by the Community Development Department upon a finding that the developer has provided a method by which glare from lighting elements will not cross any property line, and lighting elements will not be visible from any point off the subject property.

20.5 **Outdoor Sports Field/Outdoor Performance Area Lighting.** The hours of operation for the lighting system for any game or event shall not exceed (2) two hours after the end of the event. A Photometric Plan shall be provided to the Community Development Director or their designee for review and approval.

20.6 **Sign Lighting.** Lighting fixtures illuminating signs shall be aimed and shielded so that direct illumination is focused exclusively on the sign. The lighting of any signs must also comply with the Chapter titled “Signs” in the Owasso Zoning Code.

20.7 **Lighting of Commercial Buildings and Landscaping.** Lighting fixtures shall be selected, located, aimed, and shielded so that direct illumination is focused exclusively on the building façade, plantings, and other intended site features and away from adjoining properties and the public street right-of-way. Ornamental and decorative accent lighting fixtures will be considered on an individual basis.

20.8 **Site Plans.** The applicant for any Site Plan approval required for work involving outdoor lighting shall submit documentation at time of Site Plan submission that the proposed lighting plan complies with the provisions of this Code. The Site Plan must include a point-by-point foot-candle array in a printout format indicating the location and aiming of illuminating devices. The printout shall indicate compliance with the maximum maintained foot-candles required by this Code.

The Community Development Director or their designee may require a Photometric Plan for the development that shall contain but not be limited to the following, all or part of which may be part of or in addition to the information required elsewhere in this Code:

- a. Description of the illuminating devices;
- b. Fixtures;
- c. Lamps;
- d. Supports;
- e. Reflectors;
- f. Poles;
- g. Raised foundations;
- h. Other devices including but not limited to manufacturers or electric utility catalog specification sheets and/or drawings; and
- i. Photometric Plan indicating fixture classification (cutoff fixture, wall pack, flood light, etc.).

20.9 **Non-Conformities.** Any lights existing prior to the adoption of this Code are considered legal and non-conforming. Any new outside light fixtures placed upon properties within Owasso must meet the requirements of this Ordinance.
CHAPTER 21
ACCESS GATES FOR GATED COMMUNITIES

21.1 Access Gate Requirements and Standards.

21.1.1 Gates on Private Streets. Gated access will only be considered and allowed for private streets in approved Planned Unit Developments (PUDs), apartment projects, or other subdivision plats approved by the Owasso City Council. Only local streets that would not otherwise provide access to other neighborhoods will be considered eligible for gates. No collector roads that would connect one arterial to another arterial will be considered eligible for gates. All plats submitted with private streets and gated access shall require the review and recommendation of the Owasso Planning Commission and, in the case of Final Plats, the approval of the Owasso City Council. The City of Owasso, prior to the issuance of any Building Permits, shall approve streets and grading plans for the subdivision, and those plans shall show the locations and details of all gates.

21.1.2 Distance between Gates and Public Streets. Any gate shall be located a sufficient distance from a public street to allow two (2) cars to line up at the gate so as to completely clear the right-of-way of the abutting public street without interfering with vehicles utilizing the public street. A turn around lane shall be provided for vehicles unable to enter the gated development.

21.1.3 Prohibition of Tire Damaging Devices. Road spikes, barbs, or other tire damaging devices are prohibited. Spikes installed on gates shall also be prohibited.

21.1.4 Validity of Other Ordinances. Use of controlled access does not negate other City of Owasso ordinances.

21.1.5 Establishment of Homeowners’ Association. A Homeowners’ Association (HOA) or a similar entity shall be established and the name, addresses, and emergency contact numbers provided to the Owasso Fire Department and Owasso Police Department. The Homeowners’ Association shall be responsible for the following:

a. Maintenance and repairs of the private streets and fire lanes, and to provide the funds for such;

b. Maintenance testing and repairs of all functions of the gates;

c. Accompanying the Fire Department officers during annual inspection and testing of the opening systems; and

d. Maintaining a service agreement with a qualified contractor to insure year round maintenance.

21.1.6 Gate Width. The minimum gate opening width, including clearance for all improvements related to the gate, shall not be less than fourteen (14) feet per lane if there is to be ingress and egress gates.

21.1.7 Back-Up System. A battery back-up system shall be provided for each gate. These batteries will be trickle charged to maintain electrical energy, and in the event of loss of normal electrical current, cause the gate to open until reset by the Homeowners’ Association. An emergency release or hitch pin shall be installed on the control arm.

21.1.8 Emergency Release. An emergency release shall be installed on the gate. This emergency release, when removed, will detach the gate from the opening device and allow the gate to swing or slide open freely with manual intervention.
21.1.9 **Access System.** The gate shall be equipped with access systems as approved by the Owasso Fire Department and Owasso Police Department.

21.1.10 **Design Standards for Streets.** All streets in the development shall meet the requirements of the Subdivision Regulations and the Engineering Design Standards of the City of Owasso unless an alteration is approved by the Public Works Director or their designee.

21.1.11 **Gates to Remain Open in Event of Failure.** Should any problem occur in the operation of the gate or any violation of any Section of this Code, the gate shall remain open and accessible until the problem is resolved and the gate is repaired and tested.

21.1.12 **Minimum Covered Entry Height and Width.** When a covered entry structure is requested, the minimum height shall be no less than sixteen (16) feet. The width shall be no less than twenty (20) feet.

21.1.13 **Access and Easements Required.** Any developer, Homeowners’ Association, or other responsible property owners proposing any gated community must provide the City of Owasso (including Fire, Police, Public Works, and Community Development) access assurance prior to installation of any approved gate. The access shall be provided by an easement to be dedicated to the City of Owasso in the deed of dedication of the plat for utilities and essential City services in the streets and common areas as designated on the subdivision plat.

21.1.14 **Inspections and Maintenance Required.** The developer, Homeowners’ Association, or other responsible property owners shall provide for annual inspection of each gate to insure that each gate is tested to meet all of the construction requirements prior to it being approved for operation or continued operation at any point the gate fails to meet the standards. The verification of the access agreement and a copy of the latest inspection form will be kept on file with the Owasso City Clerk including the contractor’s name, address, and 24-hour-a-day telephone number(s). The developer, Homeowners’ Association representative, or responsible property owner’s name, address, and telephone number shall be a minimum requirement for approval of the annual inspection of the gate.
DEFINITIONS

Purpose. The purpose of this Chapter is to define words, terms, and phrases contained within this Code, unless otherwise specifically defined elsewhere herein.

In the interpretation of provisions in this Code, the rules of this Chapter shall be observed and applied, except when the context clearly indicates or requires otherwise. In case of a conflict between this Chapter and the text of this Code, an interpretation shall be made by the Community Development Director or their designee.

For the purpose of this Code, certain terms and words are hereby defined. Terms not defined herein shall be construed in accordance with adopted Building Codes, the City Code of Ordinances, or their customary usage and meaning.

The “Glossary of Zoning Development and Planning Terms” by the American Planning Association was used to determine the meaning of terms that are defined in this Chapter, subject to approval of interpretation by the Community Development Director or their designee.

Any definition that is not provided within this Chapter shall be determined by the Community Development Director or their designee. Any appeals of their decision must be taken to the Owasso Board of Adjustment (BOA).

Abutting: In the context of a screening or enclosure requirement, abutting shall mean contiguous or separated there from only by a non-arterial street. In other instances, abutting shall mean contiguous.

Accessory Dwelling Unit: A subordinate residential unit incorporated within, attached to, or detached from a single-family residential unit and having its own sleeping and sanitation facilities. This term shall refer to guest suites, tiny homes, accessory apartments, garage apartments, and similar type uses. Such subordinate units shall not be otherwise segregated in ownership from the principal residential unit and shall not be used for rental purposes.

Accessory Uses or Structure: A structure or use that:

a. Is subordinate in area, extent, and purpose to the principal use;

b. Contributes to the comfort, convenience, or necessity of the principal use; and

c. Is located on the same lot and in the same zoning district as the principal use.

Active Recreation: A developed space or area catering to team-oriented sports played on fields or courts or a motorized sport activity. Said recreation would include but not be limited to tennis facilities, ball fields, ATV course, basketball courts, etc.

Advertising Face: Each side of a sign that is designed, constructed, located, and positioned for the purpose of displaying off-premises advertising material.

Alley: A permanent public way providing a secondary means of access for service and emergency vehicles and not intended for general traffic circulation.

Amenity: Any tangible benefit to a piece of a property, especially those that increase its attractiveness or value or that contributes to the comfort or convenience of the nearby residents. Tangible amenities might include park areas, swimming pools, tot lots, playgrounds, disc golf course, walking trails, bike paths, tennis courts, basketball courts, picnic areas, or similar facilities that allow people to recreate, gather, and socialize. The Community Development Director or their designee shall determine if an amenity meets the intent of this language. In most cases, parking should be provided for the amenity.
**American Flag:** The flag of the United States of America that is typically either made of cloth or a cloth-like material and is designed to be flown from a pole. This shall not include banners, signs, or feather flags that are colored in such a way as to look like the American Flag.

**Antenna:** Any structure or device used to collect or radiate electromagnetic waves, including both directional antennas, such as panels or dishes, and omni-directional antennas, such as whips, but not including satellite earth stations.

**Antenna Array:** A structure attached to a telecommunication tower that supports telecommunication antennas.

**Applicable Law:** All applicable Federal State, and City laws, codes, rules, regulations, orders, and ordinances, as the same be amended or adopted from time to time.

**Applicant:** Any person submitting an application.

**Arborist:** A qualified professional who has studied the science or art of cultivating trees, especially for ornamental use.

**Area Marker:** An off-premise sign that designates or identifies/advertises a subdivision or development in another location.

**Area of Special Flood Hazard:** Land in a floodplain within a community subject to a one (1) percent or greater chance of flooding in any given year.

**Arterial:** A street designated on the Major Street Plan as a primary arterial or secondary arterial.

**Awning:** Any structure made of cloth or metal with a metal frame attached to a building and projecting over public property when so constructed to permit its being lowered to a position over public property and to permit its being raised to a position flat against building when not in use.

**Banner:** A sign with or without characters, letters, illustrations, or ornamentations applied to cloth, paper, flexible plastic, or fabric of any kind with only such non-rigid material for background.

**Base Flood:** The flood having a one (1) percent chance of being equaled or exceeded in any given year.

**Board of Adjustment:** The Board of Adjustment of the City of Owasso, Oklahoma.

**Building:** A structure which is permanently affixed to the land, has one or more floors and a roof, and is bounded by either another building with a common party wall, open air, or the lot lines of a lot.

**Building Height:** The vertical distance measured from the average ground elevation at the building wall to the highest horizontal point of the structure.

**Building Official:** The officer or other designated authority charged with the administration and enforcement of this Code or a duly authorized representative.

**Building Setback:** The horizontal distance from the point of measurement, such as the centerline of an abutting street or the boundary line of an abutting zoning district, to the nearest building wall.

**Caliper:** A standard trunk diameter measurement for trees taken six (6) inches above ground for up to and including four (4) inch caliper size and twelve (12) inches above ground for larger sizes.

**Canopy:** A roof-like structure of a permanent nature that projects over a public way.
**Care Home**: Premises used for the housing and caring for the aged or infirmed. Includes convalescent homes, homes for the aged, and nursing homes.

**Cemetery**: Land used or intended to be used for the interment of human remains and dedicated for cemetery purposes. Includes crematories, mausoleums, and mortuaries when operated in conjunction with and within the boundary of such cemetery.

**Certificate of Occupancy (C/O)**: An official certificate issued by the City through the enforcing official which indicated conformance with the zoning regulations. Authorizes legal use of the premises for which it is issued.

**Child Care Center**: Any place, home, or institution which cares for four (4) or more children under the age of sixteen (16) years apart from their parents, guardians, or custodians for regular periods of time for compensation; provided, however, that the term "child center" shall not include or apply to bona fide schools or churches and other religious or public institutions caring for children within an institutional building. Program must operate thirty (30) or more hours per week, as per DHS licensing requirements.

**City**: The City of Owasso, Oklahoma.

**City Council**: The governing and legislative body of the City of Owasso, Oklahoma.

**Cluster Housing Development**: A residential development containing attached or detached units on a limited portion of land with the remaining land areas consolidated into common open space areas.

**Commercial Wind Energy System**: A wind energy conversion system consisting of more than one (1) wind turbine and tower. A wind energy conversion system which will be used for off-site consumption of power.

**Common Wall**: A wall common to but dividing contiguous buildings; such a wall contains no openings and extends from its footing below the finished ground grade to the height of the exterior surface of the roof.

**Contractor Sign**: Signs that denote the architect, engineer, contractor, lending institution, or other related business when placed upon work site under construction.

**Copy Area**: The net geometric area enclosed by the smallest rectangles encompassing the outer extremities of all letters, figures, characters, and delineations contained in a sign.

**Cornice**: Any horizontal member, structural or nonstructural, of any building, projecting outward from the exterior walls at the roof line, including eaves and other roof overhang.

**Critical Root Zone (CRZ)**: A circular region measured outward from a tree trunk representing the essential area of the roots that must be maintained in order for the tree's survival. The critical root zone is one foot (1) of radial distance for every inch of tree DBH with a minimum of eight (8) feet.

**Crown**: The upper mass or head of a tree, shrub, or vine, including branches with foliage.

**Curb Level**: The mean level of the established curb at the frontage of a lot. Where no curb has been established, the City Engineer shall establish such curb level or its equivalent for the purposes of this Code.

**DBH (Diameter at Breast Height)**: The tree trunk diameter measured in inches at a height of four and a half (4.5) feet above ground level.

**Deciduous**: Plants that lose their leaves annually.

**Deciduous Tree**: A tree which sheds or loses foliage at the end of the growing season.
**Density, Gross:** The total number of dwelling units divided by the total project area, expressed as gross dwelling units per acre.

**Density, Net:** Expressed as dwelling units per acre or dwelling units per net acre. Can be found by either:

a. Dividing the total number of dwelling units existing on a housing site by the net area in acres; or

b. Multiplying the net area in acres times 43,560 square feet per acre and then dividing the product by the required minimum number of square feet per dwelling unit.

**Development:** Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations.

**Display Surface:** The surface of a sign upon, against, or through which the message is displayed or illustrated.

**Display Surface Area:** The net geometric area enclosed by the display surface of the sign including the outer extremities of all letters, figures, characters, and delineations, but not including the structural supports for free-standing signs if said structural supports are not arranged to become a part of the attention attracting aspects of the sign, provided that as applied to wall or canopy signs having a non-illuminated background, display surface area shall mean copy area.

**Drip Line:** A vertical line from a tree canopy or shrub branch extending from the outermost edge to the ground.

**Dust Free Surface:** Surface constructed of double bituminous concrete or asphaltic concrete.

**Dwelling:** A building or structure used in whole or in part for human inhabitation.

**Dwelling, Apartment:** A room or suite of rooms with toilet and culinary accommodations, used or designated for use as a residence by a family.

**Dwelling, Apartment/Bungalow Court:** A group of three (3) or more attached or detached one (1) story residential dwellings having a common court or yard. Each dwelling will have a separate entrance.

**Dwelling, Condo:** A multiple dwelling development containing individually-owned dwelling units with jointly owned and shared areas and facilities.

**Dwelling, Duplex:** A residential structure containing two (2) dwelling units, sharing a common wall(s), each of which has direct access to the outside, and is designed for occupancy by no more than two (2) families.

**Dwelling, Manufactured:** A factory-built, single-family structure that is manufactured under the authority of The National Manufactured Home Construction and Safety Standards Act, is transportable in one or more sections, has undergone at least partial prefabrication or preassembly under indoor factory conditions, excluding dwellings utilizing only prefabricated or preassembled supplements such as roof trusses, floor trusses, plumbing trees, or wiring harness. Included are the following sub-classes:

a. **Pre-Cut:** A manufactured dwelling involving no preassembly but all components have been cut and fabricated and then assembled on-site;

b. **Panelized:** A manufactured dwelling partially preassembled into roof, wall, floor, and ceiling components (which may range from exposed wood to having all finishing completed) which are assembled on-site, and constructed to national building code standards;
c. **Sectionalized or Modular:** A manufactured dwelling partially preassembled into two (2) or more sections, none of which are habitable individually, permanently joined together and that utilize customary residential siding and roofing materials. They are built to national building code standards and are either:

1. Wood frame units designed to be transported by flat-bed truck and installed on conventional permanent foundations, or
2. Chassis/under-carriage units designed to be towed or structurally capable of being towed on wheels and installed on permanent foundations after all hitches, running gear, and chassis have been removed; and

d. **Mobile Home:** A structure, transportable in one (1) or more sections, which is built on a permanent chassis; designed to be used with or without a permanent foundation when connected to the required utilities; has a permanent hitch or other device allowing transport of the unit other than for the purpose of delivery to a permanent site; and has wheels or axles permanently attached to its body or frame. It does not include recreational vehicles or travel trailers.

**Dwelling, Multi-Family:** A building containing three (3) or more dwelling units. Included are all forms of manufactured multi-family dwelling but excluding mobile homes. Also known as a multiplex.

**Dwelling, Single-Family:** A building, other than a mobile home, containing one (1) dwelling unit designed for occupancy by not more than one (1) family, and certified as complying with the Building Code of this jurisdiction whether constructed on or off site.

**Dwelling, Townhouse/Townhome:** A one (1) family dwelling unit, with a private entrance, which is part of a structure whose dwelling units are attached horizontally in a linear arrangement, and having a totally exposed front and rear wall to be used for access, light, and ventilation.

**Dwelling, Triplex:** A residential structure designed exclusively for, or occupied exclusively by, no more than three (3) families living independently of each other in individual units.

**Dwelling Unit:** One (1) room or rooms connected together, constituting a separate, independent housekeeping establishment for owner or renter occupancy, and containing independent cooking and sleeping facilities and sanitary facilities. Oklahoma Fair Housing Law standards shall apply.

**Dwelling Unit per Acre (DU/AC):** DU/AC is a measure of the gross density of a residential development. It is calculated by dividing the total sum of dwelling units by the total acreage of the development.

**Eaves:** The projecting lower edges of a roof overhanging the wall of a building.

**Egress:** A means or place of going out; an exit.

**Exterior Insulation Finishing System (EIFS):** A non-load-bearing exterior wall cladding system that consists of an insulation board attached either adhesively or mechanically, or both, to the substrate; an integrally reinforced base coat; and a textured protective finish.

**Energy Efficient:** Delivering more services for the same energy input or the same services for less energy input.

**Establishment:** A place of business or company of record.

**Evergreen:** Plants that retain their foliage throughout the year.

**Evergreen Screen:** A dense vegetative screen that grows to a minimum of eight (8) feet in height at maturity and retains foliage year round. It is used for purposes of visual mitigation between zoning districts and/or uses.
**Evergreen Tree:** A tree which holds green leaves, either broadleaf or needle-shaped, throughout the year.

**Façade:** That portion of any exterior elevation on the building extending from grade to top of the parapet, wall, or eaves and the entire width of the building elevation.

**Façade, Front:** Those building façades which face and are most closely parallel to the front lot line. The front exterior of a building that faces the primary street. Corner buildings may have two (2) front façades.

**Family:** One (1) or more persons occupying a single dwelling unit, provided that unless all members are related by blood, marriage, or other domestic bonds, no such family shall contain over three (3) persons, but further provided that domestic servants may be housed on the premises without being designated as a family.

**Feather Flag:** A wind device that contains a harpoon-style pole or staff driven into the ground for support that is used for the purposes of advertising. For the purposes of this Code, a feather flag is considered a temporary sign. Also known as a flag banner.

**Fence, Line:** A fence of non-solid construction, no less or more than five (5) feet in height, whose purpose it is to delineate property lines or boundaries.

**Flag:** Any fabric, banner, or bunting containing distinctive colors, patterns, or symbols. Used as a symbol of a government, political subdivision, or other entity.

**Flood or Flooding:** A general and temporary condition of partial or complete inundation of normally dry land areas from the unusual and rapid accumulation or runoff of surface waters from any source.

**Flood Insurance Rate Map (FIRM):** The official map of a community on which FEMA has delineated both the special hazard areas and the risk premium zones applicable to the community.

**Floodplain:** The land area adjoining a watercourse or drainage way which would be inundated by the floodwater of the regulatory flood based on full urbanization of the watershed.

**Floodway:** The channel of a watercourse or drain way and those portions of the adjoining floodplain which are reasonably required to carry and discharge the regulatory flood.

**Floodway Fringe:** Those portions of the floodplain which are not reasonably required to carry and discharge the floodwater of the regulatory flood.

**Floor Area:** The sum of the gross horizontal areas of the several floors (including basements) of a building, measured from the exterior faces of the exterior walls or from the centerline of walls separating two (2) buildings. Provided that for the purpose of determining compliance with the permitted floor area, the floor area of enclosed required off-street parking areas shall not be included.

**Floor Area Ratio:** The floor area of a building or buildings on a lot divided by the lot area.

**Food Truck/Trailer Mobile Food Vendor:** A Mobile Food Vendor operating from a vehicle, trailer, or cart that is designed and equipped to prepare, cook, and serve open food products. Typically moves to different locations daily and operates in non-residential areas. Does not stay in one (1) location longer than seventy-two (72) hours.
**Foster Home**: A dwelling used in whole or in part as living quarters for a household including one (1) or more minor children, placed by a licensed child placement agency, who are not members of the family occupying said dwelling but are under their supervision. Further, provided that a maximum of five (5) children are allowed to reside in the home including any natural children living in the home, if any children in the home are age two (2) or younger. If no children are under two (2) years, the maximum number of children residing in the home is six (6).

**Frontage**: The lineal measurement of a lot boundary which abuts a public street or the lineal measurement of the building setback line when the boundary of the lot abuts a non-arterial street or cul-de-sac.

**Garage Sale**: Also known as estate sale, moving sale, yard sale, auction or other similar type event. Such events shall be allowed up to three (3) times a year, lasting no longer than three (3) days per event.

**Garden Apartment**: An apartment building generally having a low-density (twelve (12) units per acre or less) of population and having substantial landscaped open space adjacent to the dwelling units.

**Ground Cover**: A prostrate plant growing less than two (2) feet in height at maturity that is used for:

   a. Ornamental purposes;
   b. Alternatives to grasses; and
   c. Erosion control on slopes.

**Halfway House**: A building used in whole or in part as a treatment center and dwelling quarters for persons unrelated by blood or marriage who are undergoing care or rehabilitation for alcoholism or other forms of drug abuse.

**Hard Surface Parking**: Any asphalt or concrete surface of an approved thickness, or other approved surface, but excluding rock, gravel, grass, or dirt.

**Hat Racking**: Topping a tree so severely it resembles a hat rack.

**Home-Based Business**: A business carried on in a dwelling unit by the resident thereof, provided that the use is limited in extent and is incidental and secondary to the use of the dwelling unit for residential purposes and does not change the character thereof.

**Home Occupation**: Any occupation or activity conducted within a dwelling unit which is clearly incidental and subordinate to the use of the premises for dwelling purposes.

**Horticulture**: The use of land for the growing or production for income of fruits, vegetables, flowers, nursery stock, including ornamental plants and trees, and cultured sod.

**One Hundred Year-Frequency Flood**: A flood having an average frequency of occurrence once in one hundred (100) years, although the flood may occur in any year. It is based on statistical analyses of stream flow records available for the watershed and analyses of rainfall and runoff characteristics in the general region of the watershed.

**Ingress**: A means or place of entering; the act of coming in; an entrance.

**In-Home Daycare**: A dwelling in which a permanent occupant of the dwelling provides the care of children or adults. Those receiving care are not all related to the occupant or to each other by blood or marriage and are not the legal wards or foster children of the attendant adults. Those receiving care and who are not dependents of the occupant do not reside on the site. For the purpose of this Ordinance, such activities shall meet all requirements for home occupations. If children are the primary clients of the use, the home must meet all state standards for registration and inspections and DHS requirements.
**Kennel:** The use of land or building for the purpose of selling, breeding, boarding, or training cats or dogs or both.

**Land Area:** The area of a lot plus one-half (1/2) or thirty (30) feet, whichever is less, of the right-of-way of any abutting street to which the lot has access.

**Land Coverage:** The land area of a lot covered by building or buildings, except structural parking.

**Landscaping:** The process or product of site development including grading, installation of plant materials and seeding of turf or ground cover.

**Low Impact Design (LID):** Systems and/or practices that use or mimic natural processes that result in the infiltration, evapotranspiration, or use of stormwater in order to protect water quality and associated aquatic habitat.

**Light Pole Displays:** A display that is mounted on a freestanding pole.

**Loading Berth, Off-Street:** A space of at least ten (10) feet in width and 30 feet in length and having a vertical clearance of at least 14 feet, designed and located on a lot for the temporary parking of commercial vehicles while loading or unloading merchandise or materials.

**Loft:** The floor placed between the roof and the floor of the uppermost story within a single-family detached dwelling, the floor area of which is not more than one-third (1/3) of the floor area of the story or room in which it is placed.

**Loft Apartment:** A dwelling unit that is typically found in previously non-residential buildings.

**Lot Area:** The total horizontal area within the lot lines of a lot.

**Lot Line:** Any boundary of a lot.

**Lot Line, Front:** The boundary of a lot which abuts a public street. Where the lot abuts more than one (1) street, the owner may select the front lot line.

**Lot Line, Rear:** The boundary of a lot which is most distant from and most nearly parallel to the front lot line.

**Lot Line, Side:** Any boundary of a lot which is not a front lot line or a rear lot line.

**Lot of Record:** A lot which is a part of a subdivision, the plat of which has been recorded in the office of the County Clerk of the County in which the lot is located, or a parcel of land the deed of which is recorded in the office of the County Clerk of the County in which the parcel is located.

**Lot Width:** The average horizontal distance between the side lot lines.

**Marquee:** A roof-like structure of a permanent nature that projects from the wall of a building and may overhang a public way. Changeable lettering may be a part thereof.

**Masonry Material (as on a building façade):** Masonry that are laid up unit by unit and set in mortar. Includes materials like brick; natural or manufactured stone; structural clay tile; indented, hammered or split-face concrete masonry unit, or a combination of these materials.

**Masonry-Like Construction Materials (as on a building façade):** Masonry-like construction materials include fiber reinforced cement exterior siding, stucco, synthetic stucco, dryvit, Exterior Insulated Finish Systems (EIFS), or similar exterior cladding; and concrete tilt wall, pour-in-place concrete wall, and pre-cast wall that are at least two (2) inches thick and that are profiled, sculptured, fluted, exposed-aggregated, or have other non-smooth architectural concrete finish.
**Microbrewery**: An establishment in which beer or malt beverages are made on the premises and then sold or distributed, and which produces less than 15,000 barrels (465,000 gallons) of beer and malt beverages per calendar year. Where allowed by law, microbreweries may include tasting rooms and direct sales to consumers in addition to other methods of distribution.

**Mini-Storage**: A building containing small partitioned storage spaces which are separately and individually rented or leased for the storage of personal goods or merchandise, but excluding commercial warehousing.

**Minor Variance**: A small variation from the requirements of the Zoning Code. A Minor Variance approval is essentially a certificate of permission, because it allows the property owner to obtain a Building Permit even though their property does not comply precisely with the requirements of the Zoning Code or Subdivision Regulations.

**Mixed-Use Development**: A single building containing more than one (1) type of land use or a single development of more than one (1) building and use, where the different types of land uses are in close proximity, planned as a unified complementary whole, and functionally integrated to the use of shared vehicular and pedestrian access and parking area.

**Mobile Food Vendors**: A food or beverage service establishment designed to be readily movable, and operates at a fixed location for a temporary period of time. Mobile Food Vendors are typically a vehicle trailer or cart with food preparation areas, or they deliver pre-packaged goods straight to the customer. All mobile food vendors are required to complete a Mobile Food Vendor Permit. All mobile food vendors that stay in one location for a period longer than seventy-two (72) hours must acquire a Temporary Use Permit (TUP) from the Community Development Department. The three types of mobile food vendors are: Pre-Packaged Food Vendors, Food Truck/Trailer Mobile Food Vendors, and Stationary Food Vendors.

**N/A**: Not Applicable.

**Non-Combustible Material**: Any material that will not ignite at or below a temperature of one thousand and two hundred (1200) degrees Fahrenheit and will not continue to burn or glow at that temperature.

**North American Industry Classification System (NAICS)**: The standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

**Non-Conforming Use**: A non-conforming use is a use of land, buildings, or other structures, or any combination thereof, that is non-conforming to this permitted or specific uses listed by the zoning districts identified in this Code.

**Non-Living Materials**: Landscaping materials used to complement plants such as river rock, stone, bark, and similar materials.

**Non-Profit Organizations**: For the purposes of this Code, non-profit organizations are those that have received the 501c3 designation.

**Nuisance**: An interference with the enjoyment and use of property.

**Obstruction**: Any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel rectification, bridge conduit, culvert, building, wire, fence, rock, gravel, refuse, fill, structure, or matter that is in, along, across, or projecting into any channel, watercourse, or regulatory flood hazard area which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water, or that is placed where the flow of water might carry the same downstream to the damage of life or property.

**Opaque**: Not able to be seen through.
**Outdoor Sales:** Use of property for the display and sales of products and services, primarily outside of a building or structure, including but not limited to manufactured homes, burial monuments, swimming pools, and portable storage sheds, including related repair activities and sale of parts. Material sold is usually stored outdoors and typically a building is on-site in which sales may be consummated or products displayed.

**Outside Animal Run:** An outdoor fenced area used to immediately restrict an animal or animals to a limited amount of space, such as a room, pen, run, cage, compartment, or hutch.

**Overlay District:** The application of an additional layer of development standards, regulations, or exceptions that modifies existing land use regulations. It acts as a supplement to the underlying zoning designation.

**Over-speed Control:** A mechanism used to limit the speed of blade rotation to below the design limits of the WECS.

**Parking Duration:** The length of time an individual vehicle remains in a given parking space. Duration is a function of the driver's trip and purpose, and it increases with increasing city size.

**Parking Space, Off-Street:** A space on a lot intended and reserved for the parking of an automobile. Such space has a driveway connecting the space with a street or alley and permitting safe ingress or egress of an automobile.

**Pavement:** Surface constructed of double bituminous concrete or asphaltic concrete.

**Pennant:** Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind suspended from a rope, wire, or string, usually in series, designed to move in the wind.

**Permanent Accessory Building:** A building separate from the main structure that is set on a permanent-type foundation with plumbing, electrical, or gas service connections.

**Place of Assembly:** A building or structure, or group of buildings or structures, intended primarily for the conducting of organized assembly. May include, but is not limited to religious facilities, assembly halls, and fraternal/social clubs. Accessory uses may include meeting rooms and childcare provided for persons while they are attending assembly functions.

**Planning Commission:** The City of Owasso, Oklahoma Planning Commission.

**Planned Unit Development:** A discretionary type of development for a tract of land under single ownership or control, based upon an approved development plan permitting flexibility of principal land uses, lot sizes, and accessory uses not otherwise available under conventional development standards.

**Planting Yards:** The required installation of landscaping and/or screening material between zoning districts and certain individual uses. The four types of planting yards are as follows:

a. **Buffer Yard:** A planting yard comprised of a strip of land containing landscaping and/or screening materials, having a varying minimum width, located along side and rear property lines between zoning districts and/or between certain individual uses.

b. **Building Yard:** A planting yard comprised of a strip of land containing landscaping materials located along the front and/or sides of a building and having a varying minimum width.

c. **Parking Lot Yard:** A planting yard comprised of a strip or strips of land containing landscaping materials located around and within a parking lot and having a varying width.
d. **Street Yard:** A planting yard comprised of a strip of land containing landscaping materials located along the parallel to a public street, or streets and having a varying minimum width.

**Point of Service:** The location where a driver comes face to face with an employee of the business and remits payment and/or is provided with goods purchased. In locations with two (2) service windows, the first in line shall be considered the point of service.

**Pole Sign:** A sign that is supported by one (1) or more poles, uprights, or braces in the ground that is not a part of or attached to the building

**Pop-Up Tent:** A tent or other similar structure set up temporarily on a piece of property that sells, solicits, or peddles items. This shall not include seasonal garden tents, sno-cone stands, etc. that are approved with a Temporary Use Permit (TUP).

**Pre-Packaged Mobile Food Vendor:** A Mobile Food Vendor operating from vehicle or trailer that is limited to the sale of commercially manufactured pre-packaged products or products that are prepared and packaged at a licensed food service establishment. These vendors typically travel into residential areas. Does not stay in one (1) location longer than seventy-two (72) hours.

**Private Club or Recreational Facility:** Recreation facilities open only to bona fide members and guests of the private organization operating the facility.

**Queuing:** A place where a vehicle awaits service in a line designated only for that use.

**Recreational Vehicle (RV):** A unit designed as temporary living quarters for recreational, camping, or travel use that may be self-propelled or towed by an automotive vehicle. Recreational vehicle shall include motor homes, travel trailers, truck campers, camping trailers, converted buses, house boats, or other similar units as determined by the Community Development Director or their designee. A recreational vehicle may or may not include individual toilet and bath.

**Regulatory Flood:** A flood having a one (1) percent chance of being equaled or exceeded in any given year based upon the full potential urbanization of the contributing watershed considering the Land Use Master Plan, adopted Floodplain Management Policies and the watershed Master Drainage Plan where adopted.

**Screen or Opaque Screen:** Vegetation, fence, wall, berm, or a combination of any or all of these which partially or completely block the view of and provide spatial separation of a portion or all of a site from an adjacent property or right-of-way.

**Setback:** A horizontal distance determining the location of a building with respect to a street, use district boundary line, or another use. Where the term "setback" is used in conjunction with a modifying word or words such as "parking area", the setback shall in its application include but not be limited to buildings.

**Senior Housing:** A multi-family structure, controlled by a public body, institutional body, or non-profit corporation, eighty (80) percent of whose occupants shall be sixty-five (65) years of age or over.

**Senior Housing, Assisted Living:** A home or residential complex licensed for the aged or chronically or incurably ill persons in which five (5) or more of such persons not of the immediate family are provided with food and shelter or care for compensation, but not including hospitals, clinics, or similar institutions devoted primarily to the diagnosis and treatment of the sick.

**Senior Housing, Attached:** Typically one (1) and two (2) bedroom apartments or condominiums designed to meet the needs of persons sixty-five (65) years of age and older.
**Senior Housing, Independent Living:** A residential complex containing multi-family dwellings designed for and principally occupied by senior citizens. No nursing care or institutional care is provided on-site. These offer minimal convenience services, but focus on attracting elderly residents so as to provide a social support system among the residents.

**Shrub, Large:** An upright plant growing to a mature height of more than six (6) feet for use as natural ornamentation or screening.

**Shrub, Medium:** An upright plant growing to a mature height of less than six (6) feet for use as natural ornamentation or screening.

**Shrub, Small:** An upright plant growing to a mature height of less than four (4) feet for use as natural ornamentation or screening.

**Side Elevation:** The side of any building or structure, typically not facing a public street.

**Sight Triangle:** A triangle at an intersection, formed by the two (2) roads or rights-of-way and a third line, which must be kept clear of obstructions such as hedges so that people in a road can see cars approaching on the other.

**Sign:** A sign includes any device that displays or includes any letter, work, model, banner, flag, pennant, insignia, propeller balloon, device, or representation that is used as or is in the nature of an advertisement or announcement or that directs attention to an object, product, place, activity, person, institution, organization, or business. Does not include display of official notice.

**Sign, Bulletin:** A sign or board constructed in connection with a non-profit, community or neighborhood center, public building, church building, or educational institution on its premises for announcement purposes.

**Sign, Business:** A sign that directs attention to a business or profession conducted, or to products, services, or entertainment sold or offered upon the premises where such sign is located, or to which it is attached.

**Sign, Directional:** A sign providing directions to the general public to a specific site or address in the City.

**Sign, Flashing:** Any sign that incorporates in any manner apparent movement achieved by electrical pulsation, contains intermittent lighting, or by other means such as sequential light phasing.

**Sign, Ground / Pole Mounted:** A sign that is supported by one or more poles, uprights, or braces in the ground and that is not a part of a building.

**Sign, Ground / Surface Mounted:** A sign that is mounted flush with the ground or is supported by one or more poles, uprights, or braces in the ground and that is not a part of a building.

**Sign, Height:** The vertical distance measured from the curb level to the highest point of the sign.

**Sign, Illuminated:** Any sign designed to give forth any artificial light, or designed to reflect such light derived from any source that is intended to cause such light or reflection.

**Sign, LED:** An LED sign is a flat panel display which uses an array of light-emitting diodes as pixels to create a video display.

**Sign, Moving:** Any sign, or part of a sign, whether illuminated or unilluminated, that does not remain stationary at all times, regardless of any power source that may affect movement. This includes vehicular signs, streamers, and pennants.

**Sign, Political:** A sign that makes known the name or information about a person running for an office or any other information concerning a political campaign or election issue of any nature.
Sign, Roof: A sign constructed upon or above a roof or parapet of a building whether extending beyond the highest point of the building or not.

Sign, Sandwich Board (A-Frame): An advertising or business ground sign that is not secured or attached to the ground or surface upon which it is located; constructed in a manner as to form an “A” or tent-like shape, hinged or not hinged at the top.

Sign, Snipe: A temporary sign that is made of any material, attached to a utility pole, tree, fence post, stake, stick, mailbox or any similar object, whether in the public right-of-way or not.

Sign, Structure: The supports, uprights, bracing, and framework for a sign or outdoor display.

Sign, Temporary: A sign that is not intended to be used or installed permanently and/or that the Community Development Director or their designee deems to not be constructed or erected in a manner consistent with the stated purpose of this Code.

Sign, Vehicular: A vehicle, whether motorized or a trailer, which is mounted above the ground as a sign or part of a sign, or any sign attached to or painted on such a vehicle which is mounted above the ground or which is parked so as to be visible from a street when such vehicle is not actually used for transportation in the day-to-day affairs of its owner.

Sign, Wall: A sign painted, attached to, or constructed against the wall of a building or structure with the exposed face of the sign in a plane approximately parallel to the plane of the wall.

Significant Stands of Trees or Shrubs: A massing or group of trees or shrubs which are:
   a. In good condition and are established on the site;
   b. Which may be among the earliest grown species of the area; or
   c. Which have been identified by the community in a particular area.

Small Wind Energy System: A wind energy conversion system consisting of a wind turbine, a tower, and associated control or conversion electronics which will be used primarily to reduce on-site consumption of utility power.

Special Exception: A design element or structure that may not conform to the dimensional or spatial requirements of the base zoning district in which it is located but may be allowed under certain circumstances with approval from the Owasso Board of Adjustment (BOA).

State Statute: An act of a legislature that declares, proscribes, or commands something; a specific law expressed in writing.

Stationary Food Vendor: A non-permanent Mobile Food Vendor serving in one (1) location for a temporary period of time. Can be a truck, trailer, or cart. Stationary Food Vendors stay in one location (1) for longer than seventy-two (72) hours and therefore must obtain a Temporary Use Permit (TUP) from the Community Development Department.

Street Tree: A tree planted along a public street or roadway behind or within the right-of-way.

Street Wall: The wall or part of the building nearest to the street line.

Structure: Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground, and includes buildings, walks, fences, and signs.

Substantial Damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred.

Substantial Improvement: Any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure either:
a. Before the improvement of repair is started, or
b. If the structure has been damaged and is being restored, before the damage occurred.

For the purposes of this definition "substantial improvement" is considered to occur when the first alteration affects the external dimensions of the structure. The term does not, however, include either:

a. Any project for improvement of a structure to comply with the existing state or local health, sanitary, or safety code specifications which are solely necessary to assure safe living conditions; or
b. Any alteration of a structure listed on a National Register of Historic Places or a State Inventory of Historic Places.

**Telecommunications Antenna:** An antenna used to provide a telecommunications service.

**Telecommunications:** The transmission, between or among points specified by the user, or information of the user’s choosing, without change in the form or content or information as sent and received.

**Telecommunications service:** The offering of telecommunications for a fee directly to the public or to such classes of users as to be effectively available directly to the public, regardless of the facilities used.

**Telecommunications Tower:** A structure more than ten (10) feet tall, built primarily to support one (1) or more telecommunications antennas.

**Temporary Accessory Building:** A building separate from the main structure that is capable of being moved around on the property that has no permanent plumbing, electrical, or gas connections.

**Temporary Use.** A use established for a limited duration with the intent to discontinue such use upon the expiration of the time period, which may include:

a. A temporary building or structure without any foundation or footing (such as and similar to a sno-cone stand, drink stand, hot dog stand, or a food truck stationed at one (1) location);

b. Mobile Food Vendors;

c. Short-term, temporary retail uses, also known as pop-up shops or pop-up retail; and

d. Temporary outdoor activities that are carried out primarily out-of-doors for a fixed period of time, including flea markets, fireworks, displays, speeches, farm stands, seasonal sales, swap and shop market, racing meets, circuses, carnival, concerts, and parades.

Temporary uses usually do not involve the construction or alteration of any permanent building or structure, although the authorization of the temporary use does not necessarily preclude such construction.

**Tiny House:** A single-family dwelling of maximum four hundred (400) square feet and less than eight hundred 800 square feet built within Owasso City Limits after the date of passage of this Zoning Code. This house is a permanent structure that is constructed on- or off-site.

**Top Plate:** The horizontal timber directly carrying the trusses of a roof or the rafters.

**Total Height:** The distance measured from ground level to the blade extended at its highest point.
**Tree, Ornamental:** A small to medium tree, growing to a mature height of fifteen (15) to forty (40) feet and characterized by specific aesthetic qualities, such as colorful flowering, interesting bark, or brilliant fall foliage.

**Tree, Shade:** A large tree growing to a height of forty (40) feet or more at maturity, usually deciduous, and characterized by its ability to provide shade.

**Variance:** A relaxation of a restriction of the Code, granted by the Owasso Board of Adjustment (BOA), where by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary or exceptional situation, condition, or circumstance of a particular property, the literal enforcement of the Code would result in unnecessary hardship.

**Veterinary Clinic:** A building used exclusively for the care and treatment of animals, including incidental overnight boarding of animals within the enclosed building but excluding outside animal runs or boarding services.

**Vines:** A woody plant that spreads as it grows over the ground, walls, or trellises.

**Wainscot:** A decorative building material applied to lower portions of an exterior wall.

**Wall:** The exterior surface of a building or structure. For purposes of this Code, other than size limitations, a wall shall be determined to include mansard-type or sloped roof structures.

**Whip Antenna:** An omni-directional dipole antenna of cylindrical shape that is no more than six (6) inches in diameter.

**Wind Energy Conversion System (WECS):** A wind-driven machine that converts the kinetic energy of the wind into a usable form of electrical or mechanical energy. The WECS includes all parts of a system except the tower and the transmission equipment.

**Windmill Rotor:** That portion of the windmill which includes the blades, hub, and shaft.

**Windmill Tower:** The supporting structure on which the rotor, turbine, and accessory equipment are mounted.

**Work of Art:** The term “work of art” shall apply to all mural paintings or decorations, inscriptions, mosaic, painted glass, and similar art forms of a permanent character intended for permanent or commemoration that are applied to, constructed, or placed upon the exterior walls of any building. For the purpose of this Code, “work(s) of art”, whether singular or in aggregate, shall be deemed to exist when its size exceeds sixteen (16) square feet. For the purpose of this Code, a “work of art” which in any way relates to the business conducted therein shall be considered as a wall sign.

**Xeriscaping:** Landscaping with native plants that utilize the existing environmental conditions to the best advantage, conserving water and protecting the native environment.

**Yard:** An open unoccupied space on a lot between a building and a lot line.

**Yard, Front:** A yard extending along the full length of the front lot lines between the side lot lines.

**Yard Required:** The minimum permitted distance of open unoccupied space between a building and a lot line.

**Yard, Rear:** A yard extending along the full length of the rear lot line between the side lot lines.

**Yard, Side:** A yard extending along a side lot line between the front yard and the rear yard.

**Zero Lot Line:** A common lot line on which a wall of a structure may be constructed.

**Zero Lot Line Development:** Single-family dwellings arranged on individual lots as detached structures with one or more side walls on a side property line.
APPENDIX A
OWASSO PLANNING COMMISSION

ARTICLE I. Name. The name of this Commission shall be the Owasso Planning Commission hereinafter referred to as the "Commission".

ARTICLE II. Membership.

Section 1. Number. The Commission shall consist of five (5) members.

Section 2. Qualification. Members shall reside within Owasso City Limits and shall be nominated by the Mayor and confirmed by the City Council of Owasso.

Section 3. Code of Ethics. Any member to whom some private benefit, direct or indirect, financial or beneficial or otherwise, may come as a result of a public action concerning the Planning Commission, shall not be a participant in that action. The possibility, not the actuality of a conflict, shall govern. The individual experiencing a conflict of interest shall declare their interest, abstain from voting on the matter, and refrain from any deliberations on the matter. The individual shall not discuss the matter with a fellow official for the purpose of influencing a decision thereon.

ARTICLE III. Officers. There shall be the following officers: chair and vice-chair.

Section 1. Election of Officers. Election of said officers shall be held annually at the first meeting of the Commission after July 1 of each year. The term of each office shall be one (1) year commencing immediately upon the election of each officer. Any vacancy in office shall be filled by the Commission for the unexpired term only.

Section 2. Duties and Powers.

a. Chair. The Chair shall have the following duties:
   1. Preside at all meetings;
   2. Assist in preparing the agenda;
   3. Follow the agenda; and
   4. Allot all sides of a case to be heard.

b. Vice-Chair. The Vice-Chair shall preside at all meetings in the absence of the Chair.

ARTICLE IV. Committees. The Commission may establish any, and as many, standing committees as it deems desirable. A motion to establish a standing committee and its membership shall receive a vote of three (3) members. The duties are subject to be reviewed by a standing committee and may also be outlines and passed by an affirmative vote of three members.

ARTICLE V. Meetings.

Section 1. Time and Place. The meetings of the Commission shall be held in the City Council meeting room at Old Central, unless otherwise provided by the Commission for particular meetings. The meetings shall be held at 6:00 p.m. on the Monday following the first Tuesday of each month as needed unless otherwise set by the Commission. Special meetings may be held on call of the Chair at such time and place as may be designated.
Section 2. **Quorum.** Three (3) members shall constitute a quorum.

**ARTICLE VI.** **Votes.** In making any recommendation, adopting any plan, or approving any proposal, action shall be taken by not less than three (3) members of five (5) members regardless of the number of members absent.

**ARTICLE VII.** For the purposes of rulings from the chair or other parliamentary decisions, Robert's Rules of Order Newly Revised shall control.

**ARTICLE VIII.** **Absences of Members.** When a member fails to attend three (3) consecutive regular or special meetings, or if a member fails to attend fifty (50) percent of the regular or special meetings held during any six (6) month period, the Commission may request the Owasso City Council to replace that member.

**ARTICLE IX.** **Amendment of Bylaws.** Any proposed amendment to these by-laws shall be presented in writing to the members of the Commission at a meeting and shall require an affirmative vote of three (3) members.
Appendix B

Owasso Board of Adjustment

Article I. Name. Oklahoma State Statute provides for the creation of a Board of Adjustment (BOA) of the City of Owasso, Oklahoma. The name of this Board shall be the Owasso Board of Adjustment, hereinafter referred to as the "Board".

Article II. Membership.

Section 1. Number. The Board shall consist of five (5) members.

Section 2. Qualifications. Members shall reside within Owasso City Limits and shall be nominated by the Mayor and confirmed by the City Council of Owasso.

Section 3. Term. Each member shall serve without pay for a term of three (3) years, and vacancies shall be filled for an unexpired term of a Board member in the manner set forth for appointments to a full term.

Upon written charges and after a public hearing, members may be removed by the appointing City Council for any one (1) of the following causes:

a. Failure to attend three (3) consecutive regular or special meetings or failure to attend one-half (1/2) or fifty (50) percent of the regular or special meetings held during any six (6) month period.

b. Actions and conduct unbecoming to a Public Official of the City of Owasso, Oklahoma.

c. Repeated acts and conduct detrimental to the peace, health, safety, and welfare of the citizens of Owasso.

Section 4. Code of Ethics. Any member to whom some private benefit, direct or indirect, financial or otherwise, may come as a result of a public action concerning the Board, shall not be a participant in that action. The possibility, not the actuality of a conflict, shall govern. The individual experiencing a conflict of interest shall declare their interest, abstain from voting on the matter, and refrain from any deliberations on the matter. The individual shall not discuss the matter with a fellow official for the purpose of influencing a decision thereon.

Article III. Officers. There shall be the following officers: Chair and Vice-Chair.

Section 1. Election and Officers. The Board shall conduct an annual meeting each year on the regular meeting date in June which, in addition to their regular business, shall be for the purpose of conducting an election of officers to serve for a term of one (1) year from the date of election. Any vacancy in office shall be filled by the Commission for the unexpired term only.

Section 2. Duties and Responsibilities.

a. Chair. The Chair shall be responsible for presiding at the meeting of the Board and insuring that all requirements of the ordinances of the City of Owasso and the laws of the State of Oklahoma are met. The business of the Board shall be conducted in an orderly manner keeping in mind at all times that each member of the Board is an equal. This position shall be in the nature of a moderator and as a spokesperson to the public for Board statements, policy, or procedures for the conduct of Board business.
b. **Vice-Chair.** The Vice-Chair shall serve as Chair in the absence of the Chair and at those times comply with the responsibilities and duties of the Chair.

c. **Board Members.** Each Board member is an equal and shall be responsible for the conduct of Board business in a dignified and orderly manner to demonstrate and reflect the high character and moral integrity of each of the Board members. At all times Board members shall maintain strict impartiality and concern themselves solely with the health, safety, and welfare of the citizens of the City of Owasso.

**ARTICLE IV. Notice of Public Hearing.** The Owasso Board of Adjustment (BOA) shall give notice and then conduct a public hearing before acting on any appeal from a determination of a City of Owasso Administrative Official, interpretation or before granting any Special Exception or Variance.

Ten (10) days’ notice of a public hearing shall be given as follows for a Special Exception, Variance, or appeal from a determination of the Community Development Department:

a. By publication in a newspaper of general circulation; and

b. By mailing written notice to all property owners within a three hundred (300) foot radius of the exterior boundary of the subject property.

The notice shall contain:

a. The legal description of the property and the street address or approximate location of the property;

b. The present zoning classification of the property and the nature of the relief sought; and

c. The date, time, and place of the hearing.

The responsibility of giving proper and timely notice and paying all costs thereof shall be that of the applicant. Any action taken by the BOA on an application at a public hearing shall become null and void if the applicant fails to comply with requirements set forth herein.

**ARTICLE V. Meetings.**

Section 1. **Time and Place.** The meetings of the Board shall be held in the City Council Chambers at City Hall, unless otherwise provided by the Board for particular meetings. The meetings shall be held at 6:00 p.m. on the fourth Tuesday of each month as needed. Special meetings may be held on call of the Chair at such time and place as may be designated.

Section 2. **Quorum.** Three (3) members shall constitute a quorum.

**ARTICLE VI. Motions and Votes.**

Section 1. **Motions.** All items of public business coming before the Board on application shall be determined by motion, second, and vote of the Board unless the Board fails to receive a motion or a second to a motion. Delegation of authority for the performance of purely administrative functions and such other items as the Board may determine may be acted upon by the simple agreement of all members present.
Section 2: \textbf{Votes}. The approval of applications coming before the Board shall require three (3) affirmative votes of those members present; unless three (3) affirmative votes are cast the application shall be considered denied. On administrative questions (i.e., interpretations), a majority vote of the members present at the meeting shall be decisive. The vote shall be by roll call.

\textbf{ARTICLE VII. Parliamentary Procedure.} For purposes of rulings from the chair or other parliamentary decisions, \textit{Robert's Rules of Order Newly Revised} shall control.

\textbf{ARTICLE VIII. Meeting Procedure.}

Section 1: \textit{Opening Procedure.}

a. The Chair, or in the absence of the Chair the Vice-Chair, shall call the meeting to order noting the time and date, and shall call the roll indicating those members absent. Before order of business shall be conducted on any Board of Adjustment application, or any item that requires publication, the Chair shall check to assure that all requirements of Notice of Public Hearing have been completed. Application shall be continued if said Notice is not complete.

b. Each agenda item shall be announced by the Chair in the order that it appears on the published agenda unless otherwise agreed to by a majority vote of the Board members present.

Section 2: \textit{Public Hearing Procedure.}

a. The Chair shall then call on persons on the Board's staff for a detailed statement and history of the item under consideration.

b. The Chair shall call on applicant or applicant's representative for presentation of the application. In the absence of a statement by the applicant or applicant's representative, the staff's statement may be considered by the Board.

c. After presentation of the application as above set out, the Chair shall provide all persons present an opportunity to speak for or against the application. The order of speaking opportunity shall be determined by the Chair. The Board may by majority vote at any time call a halt to speaking opportunity when it appears the statements are repetitious.

d. Any members of the Board may at any time during the presentation of an agenda item ask questions of the applicant, persons on the Board's staff, other Board members or interested parties without being recognized by the Chair, however, each member shall conduct themselves in a businesslike manner when asking such question or questions. In the event disorder should erupt among Board members during the questioning process, any Board member may move to grant the Chair the temporary right to require recognition before speaking. Any member of the Board shall be entitled to make a motion that the presentation has become repetitious, call for a second and vote on the question at any time after allowing proponents and opponents an opportunity to present all issues having merit in relation to the application.

\textbf{ARTICLE IX. Amendment of Bylaws.} Any proposed amendment to these by-laws shall be presented in writing to the members of the Board at a meeting and shall require an affirmative vote of three (3) members.
ARTICLE X.  **Fees.** Application fees for a Board of Adjustment application shall be paid to the City of Owasso. The amount of the fees shall be established by resolution adopted by the Owasso City Council.

ARTICLE XI.  **Appeals from the Community Development Department or City of Owasso Official.**

Section 1.  **General.** An appeal to the Owasso Board of Adjustment (BOA) may be taken by any person aggrieved or by an officer, department, board, or bureau of the City affected, where it is alleged there is error in any order, requirement, decision, or determination of the Community Development Department or other City Department in the enforcement of this Code.

Section 2.  **Notice of Appeal.** An appeal shall be taken within ten (10) days from the determination complained of by filing a notice of appeal, specifying the grounds thereof with the Community Development Department and with the Secretary of the Owasso Board of Adjustment (BOA).

The Community Development Department, upon receipt of notice, shall transmit to the Secretary of the Board and the City Clerk certified copies of all the papers constituting the record of said matter.

Upon receipt of the record, the Secretary shall cause an investigation to be made upon the appeal and shall set the matter for public hearing.

Section 3.  **Owasso Board of Adjustment Action.** The Board shall hold the public hearing. The Board may reverse or affirm, wholly or in part, or may modify the order, requirement, decision, or determination appealed from and may make such order, requirement, decision, or determination as ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken.

The Board shall make its decision within thirty (30) days after the final hearing, and the decision shall be in writing and filed of record in the office of the City Clerk.

The concurring vote of three (3) members of the Board shall be necessary to reverse any order, requirement, decision, or determination of the Community Development Department.

Section 4.  **Stay of Proceedings.** An appeal stays all proceedings in furtherance of the action appealed from, unless the Building Inspector from whom the appeal is taken certifies to the Owasso Board of Adjustment (BOA), after the notice of appeal shall have been filed with them, that by reason of facts stated in the certificate, a stay would in their opinion cause imminent peril to life or property. In such case, proceedings shall not be stayed other than by a restraining order granted by the Board or by the Court of proper jurisdiction on due and sufficient cause shown.

ARTICLE XII.  **Interpretation.** Where a question arises as to the zoning district classification of a particular use, or the applicability of any adopted City Codes or Standards, the Owasso Board of Adjustment (BOA), upon written request of the Community Development Director or their designee, shall determine the classification of the use or zoning district in question or whether Staff interpretation of the Code is appropriate.
ARTICLE XIII. Variances.

Section 1. General. The Owasso Board of Adjustment (BOA), upon application and after notice (when notice is required) and public hearing, may grant Variances from the terms of this Code only upon a finding that the Variance will not cause substantial detriment to the public good or impair the spirit, purposes, and intent of this Code or the Land Use Master Plan, where by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary or exceptional situation, condition, or circumstance peculiar to a particular property, the literal enforcement of this Code will result in unnecessary hardship.

The Board shall act only within the confines as outlined in Oklahoma State Statute.

Section 2. Application. A request for a Variance shall be initiated by the filing of an application with the Community Development Department and shall be set for public hearing in accordance with the rules established by the Board and Oklahoma State Statute.

Section 3. Owasso Board of Adjustment Action. The Board shall hold the public hearing and, upon the concurring vote of three (3) members, may grant a Variance only upon a finding that:

a. The application of the Code to the particular piece of property would create an unnecessary hardship;
b. Such conditions are peculiar to the particular piece of property involved;
c. Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of the Code or the Land Use Master Plan; and

d. The Variance, if granted, would be the minimum necessary to alleviate the unnecessary hardship.

The Board, in granting a Variance, shall prescribe appropriate conditions and safeguards, and may require such evidence and guarantee or bond as it may deem necessary to enforce compliance with the conditions attached.

Section 4. Time Limitations on Variances. A Variance which has not been utilized within one (1) year from the date of the order granting the Variance shall thereafter be void.

For the purpose of this provision, utilization shall mean actual use or the issuance of a Building Permit, when applicable, provided construction is diligently carried to completion.

ARTICLE XIV. Administrative Variances.

Section 1. Minor Variances. A Minor Variance is a small variation from the requirements of the Zoning Code. A Minor Variance approval is essentially a certificate of permission, because it allows the property owner to obtain a Building Permit or Certificate of Occupancy (C/O) even though their property does not comply precisely with the requirements of the Zoning Code or Subdivision Regulations of the City of Owasso.

Prior to the submission of request for a Minor Variance, the applicant shall meet with the Community Development Director or their designee to discuss the nature of the request. The Community Development Director or their designee shall consider the information provided and make the determination as to whether the
request is minor in nature for it to be processed as a Minor Administrative Variance or Special Exception.

Section 2. **Minor Administrative Variances for Encroachments into Setbacks.** A Minor Administrative Variance can be granted for encroachment into a building setback of up to two (2) feet. A request for a Minor Administrative Variance shall be submitted in the same manner as other Variance requests requiring Board approval, including application, supporting materials, and fee. An administrative hearing shall be held by the Community Development Director or their designee who shall determine, based on the evidence provided, whether to approve or deny the Minor Variance request. Notice of hearings regarding requests for Minor Variances shall be done in the same manner as other Variance requests requiring Board approval, with notices sent to adjacent property owners. Notices shall be mailed at least ten (10) days prior to the hearing and contain:

- a. A legal description of the subject property and street address (if any);
- b. The nature of the Variance request; and
- c. The date, time and place of the public hearing.

Appeals to administrative Variance decisions shall be heard by the Owasso Board of Adjustment (BOA).

**ARTICLE XV. Special Exceptions.**

Section 1. **General.** The Owasso Board of Adjustment (BOA), upon application, and after notice and public hearing subject to the procedural and substantive standards hereinafter set forth, may grant the following Special Exceptions:

- a. The change of a non-conforming use as provided in the Chapter titled “Non-Conformities” in the Owasso Zoning Code;
- b. The restoration of a partially destroyed structure containing a non-conforming use as provided in the Chapter titled “Non-Conformities” in the Owasso Zoning Code;
- c. The restoration of a partially destroyed non-conforming structure as provided in the Chapter titled “Non-Conformities” in the Owasso Zoning Code;
- d. Carports as described in the Section titled “Accessory Dwelling Units” in the Chapter titled “Residential District Provisions” in the Owasso Zoning Code; and
- e. The construction of an accessory building as described in the Section titled “Yards” in the Chapter titled “Residential District Provisions” in the Owasso Zoning Code.

Section 2. **Application.** A request for a Special Exception shall be initiated by the filing of an application with the Community Development Department and shall be set for public hearing by said Department in accordance with the rules established by the Owasso Board of Adjustment (BOA).

Section 3. **Procedure.** Submit application to the Community Development Department. The Community Development Director or their designee shall consider these factors when evaluating a request for a Special Exception:

- a. Will the placement of the structure impact parking and circulation patterns?
b. What is the nature of any protests to the request?

c. Will the placement of the structure impact any above or below ground utilities?

Section 4. Board of Adjustment Action. The Owasso Board of Adjustment (BOA) shall hold the public hearing and may, upon the concurring vote of three (3) members, grant the Special Exception after finding that the Special Exception will be in harmony with the spirit and intent of the code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

The Board, in granting a Special Exception, shall prescribe appropriate conditions and safeguards and may require such evidence and guarantee or bonds as it may deem necessary to enforce compliance with the conditions attached.

Section 5. Time Limitations on Special Exceptions. A Special Exception which has not been utilized within one (1) year from the date of the order granting the Special Exception shall thereafter be void, provided that the Board has not extended the time for utilization.

For the purpose of this provision, utilization shall mean actual use or the issuance of a Building Permit, when applicable, provided construction is diligently carried to completion.

ARTICLE XVI. Appeals to the District Court.

Section 1. Procedure. An appeal of any action, ruling, decision, judgment, or order of the Owasso Board of Adjustment (BOA) may be taken by any person or persons aggrieved, or any taxpayer or officer, department, board, or bureau of the City to the District Court, by filing with the City Clerk and with the Secretary of the Board within ten (10) days from the date of such action a notice of appeal, which notice shall specify the grounds of such appeal. No bond or deposit for costs shall be required for such appeal.

Upon filing of the notice of appeal, the City Clerk shall transmit to the Court Clerk of the County the original or certified copies of all the papers constituting the record in the case, together with the order, decision, or ruling of the Board. Said case shall be heard and tried de nova in the District Court of Tulsa County or Rogers County, Oklahoma.

An appeal shall be from the action of the District Court as in all other civil actions. All issues in any proceedings under this Section shall have preference over all other civil actions and proceedings.

Costs shall not be allowed against the Board unless it shall appear to the Court that it acted with gross negligence, in bad faith, or with malice in making the decision being appealed.

Section 2. Stay of Proceedings. An appeal to the District Court stays all proceedings in furtherance of the action appealed unless the Chair of the Board certifies to the Court Clerk, after notice shall have been filed, that by reasons of facts stated in the certificate, a stay would cause imminent peril to life or property.

In such case, proceedings shall not be stayed other than by a restraining order granted by the District Court.