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ORDINANCE NO. O-2324-24

ITEM NO. 24

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**STAFF REPORT**

**ITEM:** AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING SEC. 36-552, FENCING, WALLS AND SCREENING, OF CHAPTER 36, ZONING, OF THE CODE OF THE CITY OF NORMAN, TO ALLOW FOR ADMINISTRATIVE REVIEW AND APPROVAL OF REQUESTS FOR VARIATIONS IN FENCE HEIGHT IN THE A-1, GENERAL AGRICULTURAL DISTRICT, A-2, RURAL AGRICULTURAL DISTRICT, AND RE, RESIDENTIAL ESTATE DWELLING DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF.

**BACKGROUND:**

In April of 2022, staff presented two discussion items to Oversight: fence height and structure coverage on developing lots.

Oversight directed staff to bring back additional information and a possible ordinance amendment regarding the review and approval process to allow a fence to be taller than the current four-foot requirement forward of the front setback line.

The attached proposed ordinance amendment will allow staff to administratively review applications for fence height forward of the front setback line. This review process mirrors the current administrative process staff currently has for Lot Line Adjustment applications. The ordinance amendment also allows the Administrative Review Committee approve and increase in the maximum fence height from eight feet (8') to ten feet (10') without seeking a variance from the Board of Adjustment.

**DISCUSSION:**

When applying for the administrative approval the applicant is required to complete and submit an application (to be established by the Planning & Community Development Dept.) Though the Planning Department's application requirement may evolve to ensure necessary information is presented to the Administrative Review Committee, the general requirements are anticipated to be set forth generally as follows:

- a) Site Plan: A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:20 or 1:10.
- b) The name, address, and phone number of the plan preparer shall be included on the plans.
- c) Vicinity Map and Directions: A vicinity map shall be shown on the site plan that clearly shows the subject property and surrounding roads.

- d) Boundaries: The site plan must show all existing property lines, labeled with property line distances, open space, and the boundaries of existing and proposed easements and rights of way.
- e) Access: Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. The site plan must show the legal access from the property to a public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified.
- f) Project Information: A written description must be included that describes the key components of the project, including a full description of the proposed use(s) and improvements for the site, and maximum height of the proposed fence, wall, or other screening type.

The process of internal review for administrative approval shall be as follows:

- (1) The City Engineer evaluates and approves the proposed fence location and height, taking into consideration applicable codes;
- (2) The Traffic Engineer evaluates and approves the proposed fence location and height, taking into consideration applicable codes;
- (3) The Building Official evaluates and approves the application in light of applicable codes and regulations; and
- (4) The Director of Planning and Community Development or their designee evaluates and approves the application in light of applicable Norman zoning and development codes, regulations, guidelines and policies.

**CONCLUSION:** Staff forwards this possible amendment to the current fencing requirements located in Chapter 36, Zoning Ordinance as Ordinance No. O-2324-24 to the Planning Commission for consideration and recommendation to City Council.