

Ordinance No. O-2425-32

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS THROUGHOUT CHAPTER 36 (“ZONING”) OF THE CODE, IN ORDER TO UPDATE DEFINITIONS, TO UPDATE AND ADD REFERENCES TO THE CITY’S COMPREHENSIVE PLAN, TO UPDATE LANGUAGE TO ENSURE COMPATABILITY WITH THE AIM NORMAN COMPREHENSIVE PLAN AND ITS VARIOUS INCLUDED MASTER PLANS, AND TO CLARIFY OR CORRECT LANGUAGE, INCLUDING FOR ERRORS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 1. That Section 36-101 (“Definitions”) of the Code of the City of Norman shall be amended, and hereafter read, as follows:

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

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Commercial land use means any public or private use allowed within the CO, C-1, C-2, C-3, CR, or TC zoning districts of the City.

Comprehensive Plan means the comprehensive plan of the City of Norman, Oklahoma, which is currently the AIM (Area & Infrastructure Masterplan) Norman Comprehensive Plan adopted June 24, 2025. This Comprehensive Plan is comprised of seven distinct approved plans, or master plans, identified and defined as follows:

(a) *Land Use Plan* means the AIM Norman Comprehensive Land Use Plan adopted June 24, 2025;

(b) *Transportation Plan* means the 2025 Comprehensive Transportation Plan Update adopted June 24, 2025, which updated “Moving Forward,” the 2014 City of Norman Comprehensive Transportation Plan previously in effect;

(c) *Wastewater Master Plan* means the Wastewater Utility Master Plan adopted June 24, 2025;

(d) *Water Utility Master Plan* means the Water Utility Master Plan adopted June 24, 2025;

(e) Parks Master Plan means the Parks, Recreation & Culture Master Plan adopted June 24, 2025;

(f) Housing Plan means the Housing Strategy Plan adopted June 24, 2025; and

(g) Stormwater Master Plan means the Stormwater Master Plan Update adopted June 24, 2025, and which updated the 2009 Storm Water Master Plan previously in effect.

Cooking facilities means an installed oven and/or countertop cooking surface.

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§ 2. That Section 36-301 (“Definitions”) of the Code of the City of Norman shall be amended, and hereafter read, as follows:

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

Commercial district means any C-1, Local Commercial; C-2, General Commercial; and C-3, Intensive Commercial District established under the provisions of NCC 36-V.

Industrial district means any I-1, Light Industrial; I-2, Heavy Industrial; or M-1, Restricted Industrial District established under the provisions of NCC 36-V.

Major arterial means any street so designated on the ~~official major street p~~Transportation Plan of the City.

Major street or highway means any street or highway so designated on the ~~official major street p~~Transportation Plan of the City.

Secondary thoroughfare means any street so designated on the ~~major street p~~Transportation Plan of the City.

§ 3. That Section 36-302 (“Major Streets and Highways Plan Adopted”) of the Code of the City of Norman shall be amended to “36-302 Transportation Plan Adopted”, and shall hereafter read as follows:

(a) The ~~Norman Area Major Streets and Highways Plan~~2025 Comprehensive Transportation Plan Update (“Transportation Plan”), adopted by the City Council ~~October 23, 1980~~June 24, 2025, (as part of the AIM Norman Comprehensive Plan Document), is hereby incorporated into the Code of the City, with the same force and effect as if fully set out in this subsection.

(b) The ~~major streets and highways p~~Transportation Plan shall not become effective until at least three copies thereof have been filed in the office of the City Clerk for examination by the public.

§ 4. That Section 36-501 (“Citation”) of the Code of the City of Norman shall be amended, and hereafter read, as follows:

This chapter is adopted in pursuance of the authority granted by the Charter of the City, article XIX, sections 1 through 4 and is in exercise of that authority. It is founded upon and implements the Comprehensive Plan and all incorporated master plans including but not limited to the Land Use Plan, and as any are amended, and shall be construed in connection therewith. It shall be known as the zoning ordinance of the City and may be so cited.

§ 5. That Section 36-509 (“PUD, Planned Unit Developments”) of the Code of the City of Norman shall be amended, and hereafter read, as follows:

(a) *Statement of purpose.* It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. The PUD, Planned Unit Development District herein established is intended to provide for greater flexibility in the design of buildings, yards, courts, circulation, and open space than would otherwise be possible through the strict application of other district regulations. In this way, applicants may be awarded certain premiums in return for assurances of overall planning and design quality, or which will be of exceptional community benefit, and which are not now required by other regulations. By permitting and encouraging the use of such procedures, the Planning Commission and City Council will be able to make more informed land use decisions and thereby guide development more effectively in the best interest of the health, safety, and welfare of the City. Specifically, the purposes of this section are to encourage:

- (1) A maximum choice in the types of environment and living units available to the public.
- (2) Provision of more usable and suitably located open space, recreation areas, or other common facilities than would otherwise be required under conventional land development regulations.
- (3) Maximum enhancement and minimal disruption of existing natural features and amenities.
- (4) Comprehensive and innovative planning and design of diversified developments which are consistent with the ~~City's long range plan~~ Comprehensive Plan, including the Land Use Plan, and remain compatible with surrounding developments.
- (5) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
- (6) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use. The PUD,

Planned Unit Development regulations are designed to provide for small- and large-scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development, which is related to, and affects, the long-term value of the homes and other development. A planned unit development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

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§ 6. That Section 36-510 (“SPUD, Simple Planned Unit Developments”) of the Code of the City of Norman shall be amended, and hereafter read, as follows:

(a) *General description.* The SPUD, Simple Planned Unit Development is a special zoning district that provides an alternate approach to the conventional land use controls and to a PUD, Planned Unit Development to maximize the unique physical features of a particular site and produce unique, creative, progressive, or quality land developments.

- (1) The SPUD may be used for particular tracts or parcels of land that are to be developed, according to a SPUD narrative and a development plan map, and ~~consist of~~ notains less than five (5) acres.
- (2) The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

(b) *Statement of purpose.* It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of ~~the eC~~ omprehensive pPlan, including the Land Use Plan of record. In addition, the SPUD provides for the following:

- (1) Encourage efficient, innovative use of land in the placement and/or clustering of buildings in a development and protect the health, safety and welfare of the community.
- (2) Contribute to the revitalization and/or redevelopment of areas where decline of any type has occurred. Promote infill development that is compatible and harmonious with adjacent uses and would otherwise not be an area that could physically be redeveloped under conventional zoning.
- (3) Maintain consistency with the City's zoning ordinance, and other applicable plans, policies, standards and regulations on record, including the Comprehensive Plan.

- (4) Approval of a zone change to a SPUD adopts the master plan prepared by the applicant and reviewed as a part of the application. The SPUD establishes new and specific requirements for the amount and type of land use, residential densities, if appropriate, development regulations and location of specific elements of the development, such as open space and screening.

* * *

(e) *Criteria for review and approval.*

- (1) The applicant should be prepared to provide amenities and services that may not be required or possible under the current conventional zoning. Review and approval of a SPUD is, therefore, a process of negotiation between the City government and the applicant to achieve the intent and purpose of the regulations of the eComprehensive pPlan, including the Land Use Plan, of record while maintaining/establishing compatible uses abutting one another.
- (2) The following factors should be specifically included as review criteria for the evaluation of a SPUD application. Other factors not listed herein may also be considered in the review process in order to respond to specific design and land use proposals.
- a. The proposed SPUD shall be designed to provide for the unified development of the area in accordance with the spirit and purpose of the adopted eComprehensive pPlan, including the Land Use Plan, of record and the land uses and zoning districts adjacent to said proposal.
 - b. Density, land use, and intensity will be based on the SPUD narrative and development plan map and be in conformance with the eComprehensive pPlan, including the Land Use Plan of record.
 - c. Location and type of housing shall be established in a general pattern and shown on the development plan map and outlined in the narrative as supporting documentation.
 - d. Minimum design and construction standards for streets and alleys shall meet the requirements adopted in the subdivision regulations or other policies on record.

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- (h) *Application procedures.* The application procedures for the SPUD shall follow the procedures listed in NCC 36-509(bd).

(i) *Submission requirements.* The submission requirements for the SPUD shall follow the requirements listed in NCC 36-509(~~ee~~).

(j) *Revocation.* The revocation of a SPUD shall follow the procedure listed in NCC 36-509(~~df~~).

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§ 7. That Section 36-513 (“RE, Residential Estate Dwelling District”) of the Code of the City of Norman shall be amended, and hereafter read, as follows:

(a) Purpose. This district is established to provide for a low population density in the ~~Suburban Residential Growth~~Rural Character Area as reflected in the ~~Comprehensive Land Use~~ Plan. The principal use of land is for single-family detached dwellings and related recreational, religious, and educational facilities. These areas are intended to be defined and protected from encroachment by uses which are incompatible with a residential environment.

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§ 8. That Section 36-531 (“M-1, Restricted Industrial District”) of the Code of the City of Norman shall be amended, and hereafter read, as follows:

(a) *Description and purpose.* The M-1, Restricted Industrial District is intended to provide an environment exclusively for and conducive to the development and protection of modern administrative facilities, office buildings, research institutions, specialized manufacturing plants, warehouse and similar enterprises that are conducted so the noise, odor, smoke, dust, vibration, heat, and glare of each operation is completely confined within an enclosed building. Buildings in this district should be architecturally attractive and surrounded by landscaped yards. Particular attention should be given to integrating uses and the design of buildings on the periphery of the district with uses in adjacent districts. Enterprises operating in this district may require direct access to rail, air, or street transportation facilities; however, the size and volume of raw materials, partially processed or finished products involved with each industrial activity should not produce the volume of freight generated by the uses of light or heavy industrial districts. Surface transportation routes servicing M-1, Restricted Industrial Districts should not bisect residential areas and should include only arterial streets and highways as designated ~~on the major street in the~~ Transportation pPlan of the City.

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§ 9. That Section 36-533 (“FH, Flood Hazard District”) of the Code of the City of Norman shall be amended, and hereafter read, as follows:

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(~~ad~~) *Identification, establishment and amendment of the district.*

(1) *Flood hazard lands governed by this section.* The areas of special flood hazard identified by the Federal Emergency Management Agency in a scientific and

engineering report entitled, "The Flood Insurance Study for Cleveland County, Oklahoma and Incorporated areas" dated January 15, 2021, as may be updated time to time by letters of map change adopted by City Council, with accompanying flood insurance rate maps (FIRM) are hereby adopted by reference and declared to be a part of this chapter. This flood insurance study, with its accompanying FIRM, also known as the official flood hazard district maps, are hereby adopted by reference and declared to be part of this chapter and may be amended or revised from time to time by the City Council according to procedures established by FEMA. The official flood hazard district maps shall be placed on file with the City Clerk and copies shall be maintained in the Planning and Community Development Department and the Public Works Department for public review.

* * *

(be) *Land uses.*

- (1) *Uses allowed without a floodplain permit.* The uses listed below having a low flood-damage potential and posing little obstruction to flood flows, if allowed in the underlying district, shall be allowed, provided they do not require structures, fill or storage of materials or equipment. In addition, no use shall adversely affect the efficiency or restrict the capacity of the channels or floodways of any tributary to the main stream, drainage ditch, or any other drainage facility or system.

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(ef) *Floodplain permit administration.*

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(5) *Approval or denial.* Approval or denial of a floodplain permit request, as required by subsection (e)(4)a and b of this section, by the Floodplain Permit Committee shall be based on all of the provisions of this chapter and the following relevant factors:

- a. The danger to life and property due to flooding or erosion damage;
- b. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
- c. The danger that materials may be swept onto other lands to the injury of others;
- d. The compatibility of the proposed use with existing and anticipated development;
- e. The safety of access to the property in times of flood for ordinary and emergency vehicles;

- f. The costs of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical and water systems;
- g. The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site;
- h. The necessity to the facility of a waterfront location, where applicable;
- i. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
- j. The relationship of the proposed use to the City's adopted Comprehensive Plan, including the IL and uUse pPlan, for that area.

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§ 10. That Section 36-538 (“Northern Community Separator Overlay District”) of the Code of the City of Norman shall be stricken and reserved, as follows:

[Reserved]

~~(a) Purpose. It is the purpose of this chapter to:~~

- ~~(1) Implement the Comprehensive Plan;~~
- ~~(2) Provide a visual separation and buffer between the City of Norman and the City of Oklahoma City and unincorporated Cleveland County;~~
- ~~(3) Maintain a rural, open space character in the area; and~~
- ~~(4) To protect the Little River watershed.~~

~~(b) Identification and establishment of district. The Northern Community Separator District is hereby created within the City as depicted on the Northern Community Separator District Map, dated November 16, 2004, and attached hereto. The Northern Community Separator District includes lands lying between the City of Norman and the City of Oklahoma City and portions of unincorporated Cleveland County. It is situated between Broadway Avenue and 72nd Avenue NE, extending north of Franklin Road to Indian Hill Road. Currently, the area is generally undeveloped or in agricultural use, with some very low density residential development. The area is designated Country Residential and Floodplain in the Comprehensive Plan. Because of its unusual physical and visual sensitivity, it is also designated as a Special Planning Area in the plan.~~

~~(c) Applicability. The provisions of this NCC 36-536 shall apply to all properties and all development located within the Northern Community Separator District within the boundaries of the City. The use and area regulations of the underlying A-2, Rural Agricultural District (NCC 36-~~

~~512) shall continue to apply as relevant to all properties except to the extent they conflict with the provisions of this NCC 36-536.~~

~~(d) *Parcels and lots located partially or wholly within floodplain.* Transfer of Permitted Development Density. Any parcel or lot within the Northern Community Separator District, a portion of which is located wholly or partially within the floodplain of the Little River or its tributaries shall comply with the transfer of density and other requirements provided in NCC 36-533(d)(8) of the flood hazard district.~~

~~(e) *Building setbacks from Indian Hill Road.*~~

~~(1) *Minimum setbacks.* All buildings or structures shall set back a minimum distance of 400 feet from the center line of Indian Hill Road. No development shall be allowed in this setback area except, as provided in this NCC 36-536. This setback area shall be subject to a platted building line or other protective mechanism in a form acceptable to the City to ensure that it remains undeveloped.~~

~~(2) *Existing structures.* Existing legally conforming structures or buildings within the 400-foot setback may be expanded a total of 1,000 square feet or 25 percent in square footage, whichever is larger, notwithstanding any noncompliance with the provisions of this section.~~

~~(3) *Administrative adjustments.* In cases in which the physical dimensions or configuration of a legal lot filed of record as of the date of this chapter (November 16, 2004) prevent compliance with the provisions of this section, or the application of the requirements of this section in combination with application with other regulations contained in NCC 36-533, FH, Flood Hazard District or other provisions of NCC ch. 36 may result in intrusion into the floodplain or other sensitive natural areas, the Director of Planning and Community Development shall have the authority to modify the setback requirements of this section by up to 20 percent.~~

~~(f) *Access/driveway location standards.* For the purpose of reducing proliferation of visually intrusive driveways or access roads in the Indian Hill Road building setback area required above, to the maximum extent practicable, access to lots and parcels in the district shall be from roads running north and south (including Broadway, Porter Avenue, 12th Avenue NE, 24th Avenue NE, 36th Avenue NE, 48th Avenue NE, 60th Avenue NE, 72nd Avenue NE, and any north-south public road constructed in the future), not Indian Hill Road. Where access from Indian Hill Road is the only practicable alternative, common driveways shall be used to serve multiple lots. To facilitate the use of common driveways, the Director of Planning and Community Development shall have authority to modify the lot width and related regulations set forth in NCC 36-512(d)(4) of the A-2, Rural Agricultural District.~~

~~Northern Community Separator Area Map~~

[Image Stricken]

§ 11. That Section 36-545 (“Communication Facilities”) of the Code of the City of Norman shall be amended, and hereafter read, as follows:

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(d) Television and radio transmission towers.

- (1) *Zoning.* Television and radio transmission towers are permitted on private property only as a special use granted by the City Council in the A-2 zoning district and outside of the ~~current and future urban services area~~ contained between 48th Avenue West and 48th Avenue East as described on the most recent enactment of the City land use plan, in accordance with NCC 36-560. Because of the potential visual impact of all transmission towers, the notification area for the special use required by NCC 36-560 shall be increased to include all property owners within one-half mile from the applicant's property. Towers in excess of 200 feet in height must be located at least one mile from any subdivision filed of record and served by public water and sewer systems.

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§ 12. That Section 36-547 (“Exterior Appearance”) of the Code of the City of Norman shall be amended, and hereafter read, as follows:

(a) All new construction after October 28, 2005, must include masonry facades as outlined below. These requirements shall apply to all principal structures and accessory buildings larger than 108 square feet. For the purposes of this section, the term "masonry materials" means and includes brick, slump-faced or decorative concrete masonry unit (CMU), stucco, concrete (poured in place, pre-cast or tilt-wall) with aggregate, sandblasted or textured coating finish, stone, rock or other structural material of equal durability and architectural effect. Smooth-faced CMU, except as accent to approved finish material, shall not be installed on any commercial facade or the principal facade of any industrial building.

- (1) *Buildings requiring masonry on all sides.* All buildings constructed on property zoned O-1, CO, C-1, C-2, and C-3, according to the City's official zoning map, shall have all exterior walls constructed using masonry material covering at least 80 percent of said walls, exclusive of all windows, doors, roofs, glass, or sidewalk and walkway covers.
- (2) *Buildings requiring masonry along street frontage only.* All buildings constructed on property zoned I-1, I-2, or M-1, according to the City's official zoning map, shall have all principal facades (which is any side of a building that faces or is oriented toward any abutting street) constructed using masonry material covering at least 80 percent of said walls, exclusive of all windows, doors, roofs, glass, or sidewalk and walkway covers. This provision shall apply only to those structures adjacent to any State

highway or an urban arterial as identified on the Comprehensive Plan, including the Transportation Plan, as amended or replaced with subsequent plans, and to any industrial lot abutting any zoning district other than industrial. This provision shall not apply to lots of record as of the date of adoption of the ordinance from which this chapter is derived if a building permit is obtained within one year after the effective date of the ordinance from which this article is derived, September 27, 2005.

- (3) *Buildings within any PUD.* Any commercial or nonresidential use within a planned unit development shall have all exterior walls constructed using masonry material covering at least 80 percent of said walls, exclusive of all windows, doors, roofs, glass, or sidewalk and walkway covers, unless waived by the City Council when the PUD is approved.
- (4) *Special uses.* Any institutional or nonresidential special use in any zoning district shall have all exterior walls constructed using masonry material covering at least 80 percent of said walls, exclusive of all windows, doors, roofs, glass, or sidewalk and walkway covers, unless waived by the City Council as part of the approval.

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§ 13. That Section 36-560 (“Special Uses”) of the Code of the City of Norman shall be amended, and hereafter read, as follows:

Any use designated as a special use under any zoning district is not appropriate for each and every parcel of land which is included in the pertinent zoning district. However, upon review, the City Council may determine that one or more special uses should be approved for a specific parcel of land. Such approval, by ordinance duly adopted by the City Council, may come after a public notice and a hearing by the Planning Commission. Any such approval may be made conditional on the subject parcel of land meeting and maintaining specific requirements and/or conditions.

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(b) *Review and evaluation criteria.* The Planning Commission shall review and evaluate any special use proposal and recommend to the City Council using the following criteria:

- (1) Conformance with applicable regulations and standards established by this article.
- (2) Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.

(3) Compatibility (or lack thereof) with the applicable Comprehensive Plan, including the Land Use Plan.

(34) Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (Note: Throughout this section, the term "permitted use" means any use authorized as a matter of right under the applicable zoning district.)

(45) Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.

(56) Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed special use and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.

(67) That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed special use with existing or permitted uses in the surrounding area.

(c) *Planning commission hearing and recommendation.* The Planning Commission shall hold a public hearing on each application for a special use. Public notification requirements shall be the same as a rezoning procedure. At the public hearing, the Commission shall review the application and shall receive public comments concerning the proposed use and the proposed conditions under which it would be operated or maintained. The Planning Commission may recommend that the City Council establish conditions of approval. Conditions may include, but shall not be limited to, requirements for special yards, open spaces, buffers, fences, walls, and screening; requirements for installation and maintenance of landscaping and erosion control measures; requirements for street improvements and dedications, regulation of vehicular ingress and egress, and traffic circulation, regulation of signs; regulation of hours or other characteristics of operation; and such other conditions as the Commission may deem necessary to ensure compatibility with surrounding uses, this Zoning Ordinance, the Comprehensive Plan, and to preserve the public health, safety, and welfare.

(d) *City Council approval.* Granting a special use shall be considered a privilege bestowed by the City Council for a specific use at a specific location. Special uses may be granted by the City Council with such requirements and/or conditions, as the Council deems appropriate, and as described in subpart (c). Such requirements and/or conditions shall be continually complied with by the applicant and his successors and assigns. At the time of issuance of a certificate of occupancy for the initial operation of a special use, the City shall cause the property legal description and conditions of approval established by the City Council to be filed in the Tract Index of the County Clerk's office. Prior to such filing, the applicant shall be afforded an opportunity to review the instrument to be filed, for correctness.

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§ 14. That Section 36-571 (“Amendments”) of the Code of the City of Norman shall be amended, and hereafter read, as follows:

Not all requested zoning amendments are appropriate for the subject parcel or area of land. However, upon review, the City Council may determine that a zoning amendment or reclassification may be appropriate for a specific parcel or area of land. Such approval, by ordinance duly adopted by the City Council, may come after a public notice and a hearing by the Planning Commission. Any such approval shall take into account those facts and circumstances necessary to confirm consistency with applicable regulations and standards designed to protect the public health, safety, morals, and general welfare, including the Comprehensive Plan and the Land Use Plan.

(a) *Pre-development meeting.* When a formal application is filed that would amend the ~~Comprehensive~~ Land Use Plan, rezone any parcel larger than 40 acres, or grant a special use on a tract, or allow for the issuance of a construction permit for a new commercial communication tower (cell tower), a pre-development informational meeting must be held before the item can be considered by the Planning Commission. Any applicant contemplating rezoning of any parcel containing less than 40 acres may voluntarily requests a pre-development meeting, subject to the same filing requirements. If an applicant has chosen not to schedule a pre-development information meeting and his application generates a filed protest comprising at least 20 percent of the required notification area, the item must be postponed until such a pre-development meeting can be held before the City Council considers the application.

(b) *Purpose; items to include for meeting to occur.* The purpose of the meeting is to allow surrounding neighbors to meet with the applicant in an informal setting and gain information about the proposed application. In order for the meeting to occur, the following items must accompany your completed application to the Planning and Community Development Department:

- (1) The written legal description of the property.
- (2) A written description of the proposed project which provides details of the proposal, such as the proposed use and the number and type of buildings. The narrative should provide as much detail as practicable, without being lengthy or technical.
- (3) A generalized site plan must accompany any request for commercial, industrial, multifamily, special use, or construction of a new commercial communication tower, showing proposed buildings, parking, driveway entrances, landscaping areas, and screening. A 24-inch by 36-inch full-sized drawing and an 8 1/2-inch by 11-inch reduction must be submitted.
- (4) A certified ownership list for all property within a 350-foot-radius of the exterior boundary of the subject request, said radius to be extended by increments of 100 feet

until the list of property owners includes not less than 15 separate parcels, or until a maximum radius of 1,000 feet has been reached.

(5) ~~A completed Greenbelt Enhancement Statement if required by and in accordance with NCC 2-331.~~Procedure for Submittal of Application.

- a. A complete pre-development application packet must be filed in the Planning and Community Development Department by 4:00 p.m. 17 days before the regularly scheduled pre-development meeting. The Planning and Community Development Department will make available the pre-development packet to the City's website as soon as possible but no later than ten days before the regularly scheduled pre-development meeting. At that same time, an application packet may also be submitted for a plan amendment, rezoning, or special use permit. By submitting both application packets at the same time, the application will be scheduled for a pre-development meeting, and then a Planning Commission hearing in the month immediately subsequent to the pre-development meeting.
- b. However, if the application for Planning Commission hearing is not received in the Planning and Community Development Department with the pre-development application according to the above deadline, the application will be scheduled for a Planning Commission hearing at the time that application is received in the Planning and Community Development Department.
- c. Pre-development meetings will be held on an as-needed basis, and are anticipated to occur once a month. ~~s~~Staff will notify all persons identified on the certified ownership list and will include a copy of the written description of the proposed project as well as any reduced drawings. If an applicant does not submit an application for Planning Commission within six months from the date of the pre-development meeting, a new pre-development meeting must be held prior to the Planning Commission hearing.

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(e) *Filing fees.*

- (1) For each petition for amendment to this chapter or ~~Comprehensive~~Land Use Plan, the applicant shall pay for the cost of publishing legal notice and the Planning and Community Development Department shall collect a fee as hereinafter set forth:
 - a. Agricultural and single-family (A-1, A-2, R-1, R-1-A, RE and PL): \$200.00, plus \$6.00 per acre or increment thereof.
 - b. Two-family, multifamily, and mobile home (R-2, R-3, RM-2, RM-4, RM-6, and RO): \$250.00, plus \$10.00 per acre or increment thereof.

- c. Commercial (O-1, CO, C-1, C-2, C-3, TC, and C-R): \$300.00, plus \$10.00 per acre or increment thereof.
- d. Industrial (M-1, I-1, and I-2): \$350.00, plus \$10.00 per acre or increment thereof.
- e. Special use with no change in zoning district: \$400.00, plus \$10.00 per acre.
- f. Planned unit developments: \$500.00, plus \$10.00 per acre or increment thereof.
- g. Historic district: No filing fee.
- h. Historic district, certificate of appropriateness: Applications for any building permit involving any exterior modifications for property located within a designated Historic District must first be granted a certificate of appropriateness by the Historic District Commission. Applications before the Historic District Commission are \$75.00 per application.
- i. Any proposed amendment of the ~~Comprehensive~~ Land Use Plan whether or not accompanied by a rezoning request: \$150.00 flat fee.
- j. Pre-development informational meeting: \$125.00 for each separate meeting that is requested.

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