



Date: June 8, 2023
To: Chairperson and Oversight Committee
From: Jane Hudson, Planning Director
Subject: Fence Height Forward the Front Setback

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.

When applying for the administrative approval the applicant is required to complete and submit an application (to be established) and shall include the following:

- 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. Maximum height of the proposed fence, wall, or other screening type.

office memorandum

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

- a) The City Engineer evaluates and approves the proposed fence location and height, taking into particular consideration required sight distances for vehicles using adjacent driveways, public streets, and/or street intersections;
- b) The Building Official evaluates and approves the application in light of applicable codes and regulations; and
- c) 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.
- d) The Administrative Review Committee shall be composed of the City Engineer, the Building Official and the Director of Planning and Community Development, or their designee.

Staff presents this possible amendment to the current fencing requirements located in Chapter 36, Zoning Ordinance, for discussion.