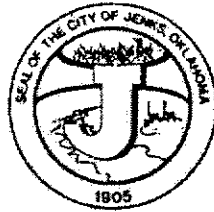


City of Jenks



Appearance District Guidelines

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INTRODUCTION

Three special Theme Districts have been established in Jenks to help the City of Jenks be more visually aesthetic and economically beneficial to the citizens of Jenks and its visitors. To accomplish this, there are special requirements for the Special Theme District, Riverfront District, and Corridor Appearance District.

The following ordinances, 602 and 968, created the criteria guidelines for the special Appearance Review Districts in the City of Jenks. The attached maps outline the three Appearance Review Districts of the City.

The City of Jenks, its residents, and its businessmen appreciate the time and effort taken to help meet these requirements and to give Jenks its special appearance.

Requirements for Exterior Alterations Within Special Appearance Review Districts

Visit the City Planner

Check to see if your property is within a Special Appearance Review District. Maps of the relevant appearance district areas are available from the Receptionist on the Second Floor of City Hall or from the City Planner.

Obtain an application for a permit to construct, remodel, or install or modify a sign from the Receptionist on the Second Floor of City Hall or from the City Planner.

Appearance Review Committee

Attend an Appearance Review Committee (ARC) meeting for suggestions and recommendations that will go to the Planning Commission for approval. The ARC meetings are held on the call of the City Planner, but no later than two weeks after receipt of an Application. The meetings are typically on Mondays at 4 p.m. in the Second Floor Conference Room at City Hall (ARC consists of professional architects or professional building designers, business community representatives, and City staff.)

Planning Commission

Attend a Planning Commission meeting for final approval, approval with conditions, or denial of the proposal for the appropriate Appearance Review District. The Planning Commission meets on the fourth Thursday of the month at 7:30 p.m. in the City Hall Council Chambers. The Agenda for the Planning Commission meeting is set two (2) weeks prior to a meeting.

Appeals to City Council

An appeal of the final decision of the Planning Commission can only be made if a written request is made within 15 days of the Planning Commission action. A \$25.00 fee is required for this appeal to the City Council. The City Council meets on the first and third Mondays of the month at 7:00 p.m. in the City Hall Council Chambers. The Agenda for the City Council is set at noon Tuesday before the next Council meeting through the City Manager's Office.

Your Contact Throughout the Process

Contact the City Planner, Mr. Robert Bell, at 299-5883 for information or assistance in making application to the appearance Review Committee for matters relating to

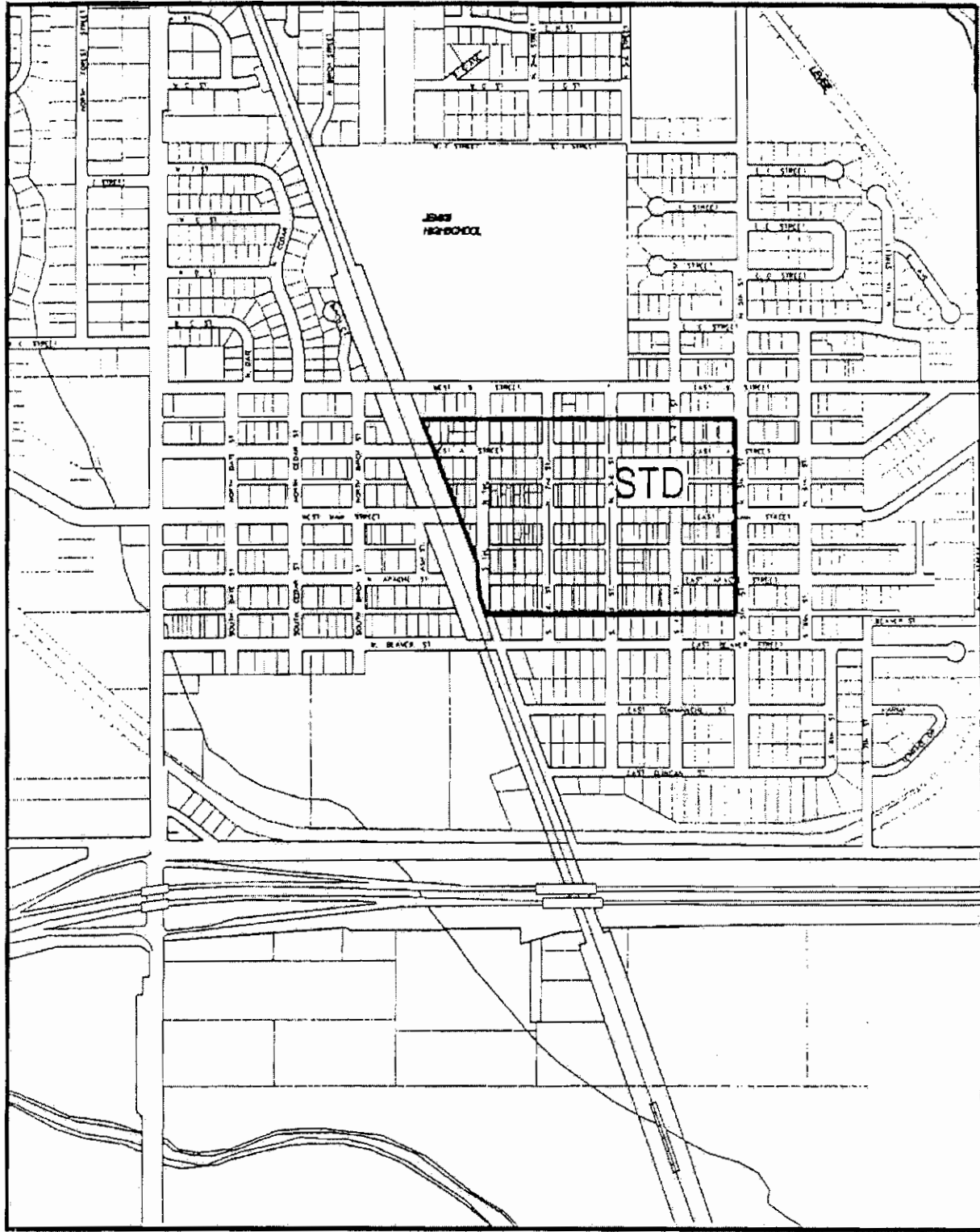
buildings, signs, or other external improvements to the property within a Special Appearance Review District.

Summary of Requirements for the Special Appearance Review District

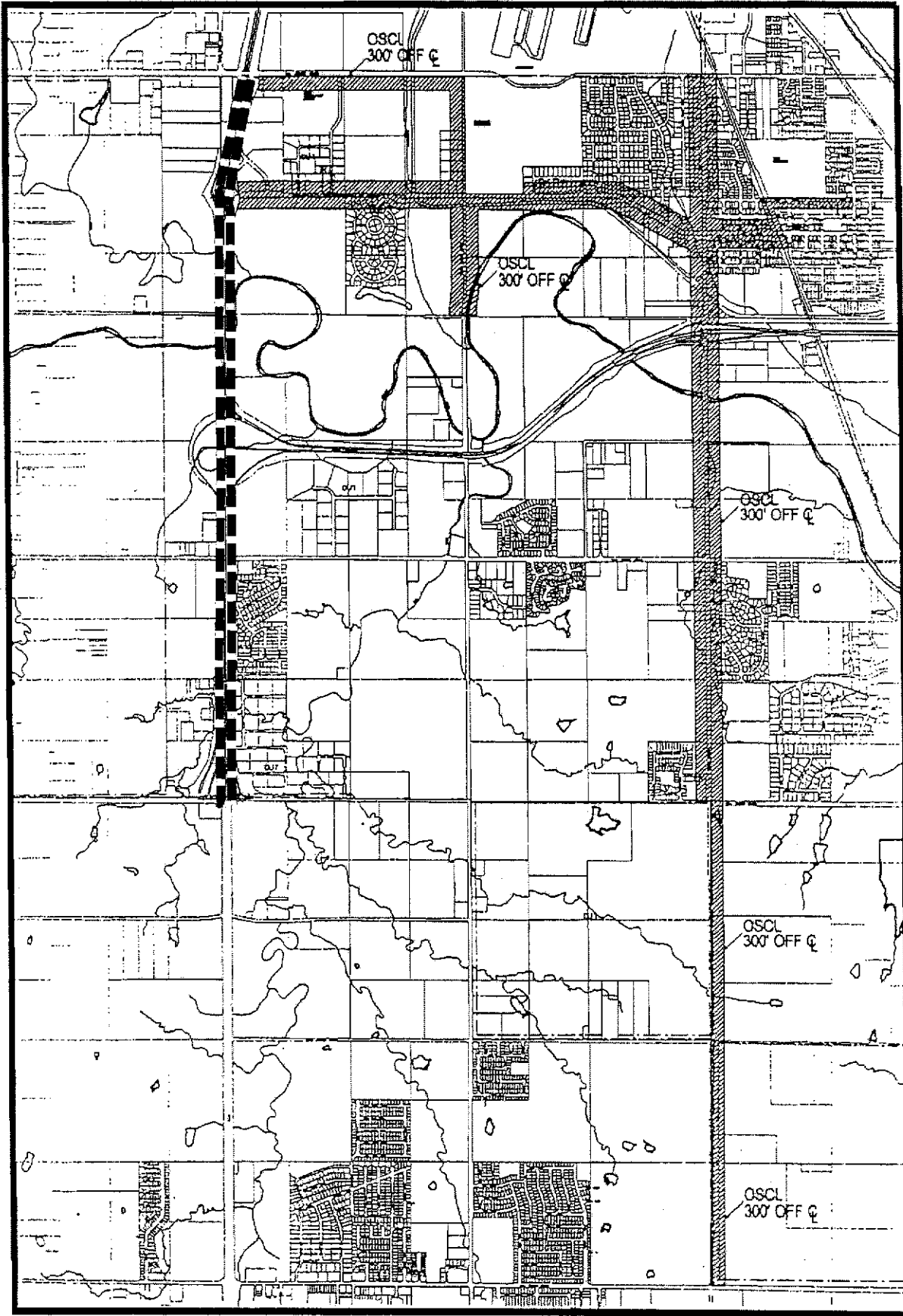
Development Plan. The applicant must submit a copy of the proposed site plan and proposed building plan. Plans should be submitted for remodeling or new construction. Applicants are encouraged to submit photographs and material samples for review. The site plan should show: scale and north arrow; address of site; proposed location of uses, including off-street parking, open spaces and public uses; proposed screening and landscaping, including lighting fixtures, benches, planter boxes or other decorative items; proposed size and location of any sign; relationship of surrounding structures and street centerlines; and, any other information which might be useful in describing the project. The building plan should show: the proposed features and materials to be used for building or remodeling with a front, side and rear view to be shown; and proposed size, location, materials, and design of any sign.

Appearance Criteria

The criteria are designed to be flexible in nature, but provide a cohesive theme for the defined special district. The overall appearance of structures within the defined district should adhere to the main theme. A copy of the guidelines for the appropriate Appearance Review District is available through the City Planner.



Special Theme District



Corridor Appearance District

CHAPTER 16

APPEARANCE REVIEW DISTRICTS

- 1600 Appearance Review Districts
- 1610 Establish Appearance Review Committee ARC
- 1620 ARC Committee Duties
- 1630 Planning Commission Duties
- 1640 Development Plan
- 1650 Exemptions
- 1660 Guidelines

SECTION 1600 APPEARANCE REVIEW DISTRICTS

- A. Special Theme District created as defined by Appendix "A"- Jenks Comprehensive Plan for the purpose of creating an overall turn-of-the-century theme of Western and Victorian architecture and appearance.
- B. Riverfront and/or Boardwalk District created as defined by Appendix "A"- Jenks Comprehensive Plan for the purpose of promoting the redevelopment and expansion of existing businesses in the downtown shopping district, and to encourage and attract a variety of new retail, service, and higher density residential uses, and to create an area to provide residential, commercial and public attractions of educational, scientific, and cultural significance as stated in the approved and adopted Riverfront District Guidelines.
- C. Corridor Appearance District created as defined by Appendix "A"- Jenks Comprehensive Plan for the purpose of extending Appearance Review standards and guidelines to achieve aesthetically pleasing and environmentally sensitive development areas through alternative compliance methods, including landscaping; building material selection, structural design and color-scheme provisions, sound reduction methods, improved air quality, and to provide attractive sites for non-residential, commercial development, and industrial development to the benefit of Jenks visitors and residents.

SECTION 1610 ESTABLISHMENT OF THE APPEARANCE REVIEW COMMITTEE

There is hereby established an Appearance Review Committee (ARC) of the City of Jenks, Oklahoma, with the powers and duties hereinafter set forth. The A.R.C. shall consist of two (2) professional architects or building designers, two (2) representatives of the local business community, one (1) member of the local Chamber of Commerce and City staff members as designated by the Jenks City Manager. Members of the A.R.C. shall be appointed by the City Manager, with alternates designated, for terms of two years. The A.R.C. will meet on call of the City Planner. Failure of a member to attend three (3) scheduled meetings within any three (3) month period will result in automatic removal of said member. Said removed member shall be eligible for reappointment.

SECTION 1620 APPEARANCE REVIEW COMMITTEE DUTIES

- A. The A.R.C. shall review proposed development plans related to building construction, architectural style, building materials, signage, landscaping, and lighting in accordance with prescribed appearance criteria for the Appearance Review District in which a property is located. Recommendations on the proposed project by the A.R.C. will be forwarded to the Planning Commission for their review.

SECTION 1630 PLANNING COMMISSION DUTIES

1630.1 The Planning Commission shall review the plan proposal at a public hearing. The Commission shall review the site plan, the A.R.C. recommendations, and the applicable appearance criteria for the proposal. The Commission shall approve, approve with conditions, or disapprove the application within 30 days of the first meeting on the application.

1630.2 The decision of the Planning Commission shall be final, unless the applicant or others appeal the Planning Commission action within 15 days of the action, by filing a written request with the City Clerk for a hearing by the City Council. The request shall be accompanied by the payment of a \$25.00 fee.

SECTION 1640 DEVELOPMENT PLAN

1640.1 Prior to the construction or reconstruction of any structure, exterior remodeling, placement of exterior lighting or signs, or any proposed construction requiring the issuance of a building permit other than a small job permit for a property located within an Appearance Review District, an application for Detailed Site Plan approval shall be made and shall be subject to the Appearance Review District guidelines in which the specific property is located.

1640.2 The applicant shall submit to the City Planner one reproducible copy of a proposed site plan and one reproducible copy of a proposed building plan, Appearance Review application and the appropriate sign or building permit application. Plans shall be submitted for remodeling, new construction, and signage. Applicants are encouraged to submit photographs and material samples for review. The Building Plan shall show:

1. Proposed features and materials to be used for the building or remodeling with a front, side and rear view to be shown;
2. Proposed size and location of any sign.

1640.3 An application for new construction shall include a site plan identifying the following:

1. Scale and north arrow;

2. Address of site;
3. Proposed location of uses, including off-street parking, open spaces and public uses;
4. Proposed screening and landscaping including lighting fixtures, benches, planter boxes or other decorative items;
5. Proposed size and location of any sign;
6. Relationship to surrounding structures and street centerlines;
7. Other information the Planning Commission or its staff may deem necessary to properly evaluate the proposal such as setbacks, right of way etc.

1640.4 Prior to the construction or reconstruction of any structure, exterior remodel, placement of exterior lighting or signs, landscaping, or other proposed exterior appearance changes to any structure or tract of land located within the boundaries of the Appearance Review Districts that does not require a building permit, the project owner shall be required to submit a proposal to the Office of City Planner for review and determination of the project's potential for creating significant impacts to the Appearance Review Districts. The following procedures shall be required when meeting these conditions.

1. The Office of the City Planner shall cause the basic scope of the project to be presented to the Planning Director, the Chief Building Official, and the City Engineer for a preliminary determination by at least two of these staff members that the proposed project appears to have a significant impact within the applicability of the Appearance District criteria.
 - a. A finding that no significant impact exists allows the project to move forward without further review.
2. Upon concurrence of two of the above staff members that the project potentially creates a negative impact to the Appearance Review District, the City Planner shall require that the project owner make formal application for appearance review.
3. The application shall then be processed in the usual manner as if a building permit were pending for the project requiring review by the Appearance Review Committee and approval by the Planning Commission.
4. Nothing in this section shall prohibit the Planning Commission, upon consideration of the application, to make a finding that no significant impact exists and the project may proceed.

SECTION 1650 EXEMPTIONS

1650.1 Residential Zoning Districts; Planned Unit Developments (PUD's); Specific Use Permits, and other zoning classifications or districts with Restrictive Covenants and/or Development Text when determined at the time of zoning approval to meet the Appearance Review District guidelines.

SECTION 1660 APPEARANCE DISTRICT GUIDELINES

1660.1 Special Theme District Guidelines

A. General

1. The criteria are designed to be flexible in nature, but provide a cohesive theme for the defined special district. Architectural designs that were typical of the turn of the century are the theme for the special district. The overall appearance of structures within the defined district should adhere to the main theme as described below.
2. Conformance to the Historic Turn-of-the-Century Architectural Design Theme, especially Victorian or Western styles, shall be required. The site plan submitted shall conform to a flexible turn-of-the-century design theme of plus or minus 14 years surrounding the year of 1900 time period. Evaluation of the conformance to the architectural theme will be contingent upon the facade color scheme, and material selection for remodeling as well as landscape and decorative treatments proposed. An artist's rendition which is located in City Hall and which shows a streetscape of the theme, shall be conformed with as closely as possible.
3. The proposed plan shall show an overall compatibility with the design theme and streetscape. A blending of similar treatments of surrounding structures with the use of such things as period street lighting, window boxes, or pedestrian benches, is encouraged.
4. Materials selected for the proposed plan shall be compatible in appearance and texture of the overall architectural theme.
 - a. The following factors will govern the Planning Commission evaluation of a proposal in the Special Theme District:
 1. Conformance with the design theme.
 2. Compatibility with surrounding area.
 3. Circulation patterns.

4. Landscaping and screening.
5. Material Selection.
5. Traditional Turn-of-the-Century color schemes and combinations of those colors should be used for all exterior wall coverings. Fluorescent or luminescent colors should be prohibited, unless measures are in place to "soften" the effect on adjoining properties.

B. Parking/Landscaping

1. Parking

- a. Off-street parking areas/ off-street loading areas should conform to the design, lighting, and improvements as required by the Jenks Zoning Code.
- b. Lighting used to illuminate off-street parking areas shall be by constant light and shall be so arranged as to direct the light away from abutting properties within a Residential Zoning District.
- c. Unenclosed off-street parking areas shall be surfaced with a dust-free all-weather material.
- d. Parking and internal traffic circulation should be established within each separate development in a way that will result in a substantial reduction in the number of existing and new public street and private drive access points to major arterial street frontages.

2. Landscaping

- a. Street frontages within the Theme District should provide a sense of open-space and should be buffered from the streets by landscaped drives, lawns, or parking. Preservation of existing large trees and other natural physical or scenic features should be given high priority during the initial development planning phases.
- b. Trees and shrubbery utilized for landscaping purposes should conform to the species recommended and approved.
- c. Locations along or near to the proposed routes of the Jenks Trail System should be encouraged to provide for pedestrian, bicycle access to the System.
- d. Commercial, Industrial, and other non-residential uses within the

Theme District should provide a minimum landscaped open space as follows:

1. Office Uses 15% of lot area
2. Commercial Uses 10% of lot area
3. Industrial Uses 5% of lot area

3. Fencing

- a. Development and redevelopment within the Theme District should include adequate screening and buffering to avoid negative impacts on adjacent residential areas.
- b. Screening should be wooden fencing, faux wooden fences, masonry, or brick walls providing visual barriers, or combinations thereof. Screening fences shall be solid and no chain-link fences should be allowed.
- c. When the provisions of the Zoning Code or Theme District guidelines require the construction of a screening wall or fence, as a condition for the initiation and subsequent continuation of a use the screening wall or fence shall comply with the following:
 1. Should be constructed, designed, and arranged to provide visual separation of uses, irrespective of vegetation or landscaping;
 2. Should not be less than six (6) feet in height;
 3. Should be erected within thirty (30) days following the occupancy of the building or initiation of the use required to be screened;
 4. Should be of the type of materials compatible with the surrounding area;
 5. Screening walls or fences shall be maintained by the owner or occupant of the lot containing the use required to construct the screening.
 6. Modifications of fencing requirements that may be considered include:
 - (A) Modify or remove the screening requirement where existing physical features or approved landscaping

features provide visual separation of uses;

- (B) Extensions of time to erect a screen where properties which are to be benefited by the screening are undeveloped; and,
- (C) Remove the screening requirement where the purpose of the screening requirement cannot be achieved.

C. Signage

1. All signs, as defined in the Jenks Zoning Code, should be designed to be compatible with and complementary to the adjacent neighborhood. All signs should be designed and erected in compliance with the Jenks City Code, Zoning Code and Sign Code without the necessity of variances. Variances of height, size, setback, and other Code requirements should not be supported within the Theme District.
2. Back lighting of signs within the Theme District shall be discouraged.
3. Ground signs or pole signs should not generally exceed 26 feet in height. A projecting sign shall not extend more than 1 foot above the mean roof level of the structure to which it is affixed.
4. Outdoor advertising signs and billboards shall not be allowed in the Theme District.
5. Signs that emit either a flashing light or project either spot light or concentrated beam or beacon of light in any manner are prohibited by the City of Jenks except as outlined in Section 1021.4.
6. Portable signs may be allowed in accordance with Jenks City Code provisions for one-time 30 day permit, or 14 day permit with 14 day interval between the use of portable signs, up to maximum number of 5 times or 10 weeks per year.
7. A-Frame signs are allowed in compliance with Use Unit 21 of the Jenks Zoning Code and the Theme District Guidelines.

D. Lighting

1. All lighting, including exterior and parking lot lighting, should be so designed to complement the building structures constructed and those located in adjacent areas.
 - a. Lighting used to illuminate off-street parking areas shall be by constant light and shall be so arranged as to direct the light away

from abutting properties within a Residential Zoning District.

- b. Lighting incorporating Period lighting fixtures and conforming to the approved City street lighting studies are required.

E. Storage & use of yards and outbuildings

1. Outbuildings and accessory structures should be of the same architectural style, material and color scheme as the principal building or buildings on the lot.
2. Outside storage buildings and outside open areas, other than retail product display allowed by the Zoning Code, should be screened by visual barriers located on the rear and side portions of the site.
3. No outside storage areas should extend beyond the building setback lines into setback areas. Outside storage or warehousing shall not be permitted as a principal use in the Theme District. No use shall be allowed which requires outside warehousing or storage of recyclable materials or products.
4. No waste materials or refuse shall be dumped upon or permitted to remain upon any part of property outside of the building proper. Occupants shall maintain solid waste disposal service with a City of Jenks licensed hauler at all times.
5. Trash or garbage collection areas shall be screened from streets and from abutting properties by an approved sight-proof barrier, and receptacles for such purpose when placed outside a building shall be closed type containers.
6. Collection and disposal of all solid waste shall comply with the City of Jenks solid waste ordinance. Applicants should show proof of solid waste service and detail location and type of solid waste disposal facilities on the subject property.

1660.2 Riverfront District Guidelines

A. Appearance/Design

1. Building Design and Site Plan details should be so designed to provide building exterior walls and structural facades of a style reflecting a Riverfront/Boardwalk, or a Victorian, or a Turn-of-the-Century theme in order to minimize the impact of proposed new buildings and uses on adjacent and nearby properties. Exterior walls of buildings visible from the fronting street(s) must provide an aesthetic pleasing appearance utilizing approved Riverfront District design features, landscaping, color

schemes, and other architectural treatments to eliminate monotone or monolithic exterior walls or structural facades in order to be compatible and complementary to adjacent and nearby properties within the Riverfront District.

2. In addition to complementary exterior wall design and building materials, the use of building setbacks, screening fences, landscaping, signage, lighting, and other site-specific amenities should be used to increase compatibility of the building and any outdoor storage areas and outbuildings with adjacent and nearby properties. It is recognized that each individual building site has its own existing specific environmental character. The design of new structures or alteration of existing structures should be responsible to the character of its environment and the adjacent neighborhood.
3. Insofar as possible, the design of buildings and site improvements for a particular piece of land should take into consideration the physical location, size, topography, existing zoning, including adjacent and abutting properties, and the intensity of land use as specified in the Jenks Comprehensive Plan.
4. Use of Planned Unit Developments (PUD's) are encouraged for development and redevelopment of properties within the Riverfront District in order to minimize the impact of proposed uses and to increase compatibility of uses with adjacent and nearby low intensity land use while providing a greater degree of design flexibility. Cooperative development by abutting property owners utilizing Zero Lot-Line construction may be considered.
5. All roof-mounted heating and air conditioning equipment (HVAC) shall be screened.

B. Building Materials

1. The design of new structures and of additions to existing structures, including new site improvements, should take into account the architectural style, general design, arrangement, texture, material and color of other structures and premises in the adjacent neighborhood and those of typical riverfront uses. Additions to existing structures or remodels in keeping with the existing architectural style may be allowed so long as such construction is compatible with the essential purposes and integrity of other structures in the Riverfront District.
2. All new structures and all reconstruction or remodeling of existing structures within the Riverfront District should utilize exterior materials such as masonry, face brick, stone, wood, or metal which give the appearance of material such as those in use at turn of the century. Use of