

**The City of Jenks Citizens Guide
To
Planning and Zoning**

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THE CITIZEN'S GUIDE TO PLANNING AND ZONING

I. INTRODUCTION

This guide is intended to be an easy-to-understand overview of planning and zoning within the City. Included in it are frequently-asked questions, definitions and illustrations of zoning terms and regulations, and information about the application and public hearing processes. It is meant to be a tool of general information for the public and should not be used as a substitute for the entire text when exact regulations and detailed information are necessary.

II. THE COMPREHENSIVE PLAN AND ZONING ORDINANCE

The Comprehensive Plan is public policy approved by City Council. It expresses the existing and projected development patterns of the community. The zoning ordinance and related land development regulations and codes implement the comprehensive plan. All are tools. Together they represent a guide for the public to direct land use away from incompatible or unsuitable locations and promote a viable and livable community. The goal of the Comprehensive Plan is to encourage development with high standards and quality-of-life expectations to protect the public from nuisance and potential harm.

The purpose of zoning and the Zoning Code, is to "promote the health, safety and public welfare; conserve the value of buildings and encourage the most appropriate use of land; and promote the development of the community in accordance with a comprehensive plan." The primary objective of zoning, in the beginning and in its simplest form, is to separate commercial and industrial uses from residential uses. Mixed use developments can be permitted through a Planned Unit Development (PUD), which is a regulation that overlays the underlying zoning.

Zoning is best defined as the division of a city into districts for the purpose of regulating land use. These districts are established by ordinances and are shown on a zoning map. The official zoning map for the City of Jenks is maintained by the Indian Nations Council of Governments (INCOG). Each zoning district allows certain uses and requires that various conditions be met before a property can be developed.

III. JENKS ZONING CODE

The current zoning districts in the City of Jenks were established in the Zoning Code of 2010.

The Districts are:

- One Agricultural District
- Five Single-Family Residential Zoning Districts
- One Duplex District
- One Townhouse District
- Two Multifamily Residential Districts

- One Manufactured Home District
- Two Office Districts
- Three Commercial Districts
- Two Riverfront Districts
- Two Industrial Districts

These districts differ from each other in height, density, intensity, bulk and area requirements and permitted uses.

The City of Jenks utilizes the Use Unit concept to guide the appropriate development of land. This concept is based on groupings of individual uses having similar characteristics or function. For example, Use Unit 20, Commercial Recreation, groups or combines drag strips, rodeo grounds and water slides together. By using this method of organization, the local planning body can systematically consider the location and regulation of various land uses by zoning district.

IV. HOW THE ZONING CODE IS APPLIED

If a property owner wants to develop a piece of property in a way that conforms to the restrictions of that particular zoning district, he may do so with a minimal amount of review. Such a use of the land is referred to as a "use by right". However, if the property owner wants to develop property not already zoned for the intended use, a rezoning process is necessary. Following is a discussion of the various public bodies involved in the implementation and enforcement of the Zoning Code. Section V of this guide discusses the various procedures.

City of Jenks Planning Commission

Ensuring orderly developments is the responsibility of the Planning Commission. This Commission consists of seven members. The members are appointments of the Jenks City Council and a representative of each Council Ward of the City is preferred by the City Council. The Jenks Planning Commission meets the second and fourth Thursday of each month in the Jenks City Council Chambers, 211 North Elm, Jenks at 7:00 p.m.

The Jenks Planning Commission is a recommending body to the Jenks City Council in the administration of the Jenks Comprehensive Plan, Zoning Code and the subdivision regulations. The Planning Commission makes recommendations on all zoning cases. The recommendations are forwarded to the City Council for final action.

Boards of Adjustment

Boards of Adjustment (BOA) were originally created by Oklahoma Statutes. The BOAs are charged with hearing appeals from the decision of an administrative official, making interpretations of the zoning map and text, and granting variances and special exceptions.

The City BOA consists of five members who are appointed the City Council. The City BOA

meets on the first Thursday of each month in the Jenks City Council Chambers, 211 N. Elm, Jenks, Oklahoma at 7:00 p.m.

The Board of Adjustment functions as quasi-judicial bodies - meaning they consider evidence presented to them in a public hearing and make decisions about how zoning laws are to be applied the same as a court would do. Their decisions carry the weight of law and may be appealed to the District Court.

The following is a summary of the Board of Adjustment and Planning Commission; their functions and purposes.

The City of Jenks Planning Director is the secretary and professional staff for both Boards of Adjustment and the Planning Commission. The professional staff is available to help you a citizen complete and file an application. The Planning Director and his staff prepare and deliver the public notice in accordance with the Open Meeting Act and local ordinance requirements. The Planning Director researches and prepares the staff reports and maintains all records for the Board of Adjustment and the Planning Commission. The Planning Director attends the Board of Adjustment and Planning Commission meetings to assist the Board and Commission members and the public during the hearings. He is available to help with zoning questions and Planning procedures by phone, email, or in person.

What are the steps for zoning and Board of Adjustment processes?

File a Zoning or Board of Adjustment application with the Planning Directors office. When you file your application is filed a hearing date will be assigned according to the notice requirements and meeting dates.

Minimum submittal requirements at the time of filing of application:

1. Site plan or plat or survey showing the nature of request and development text for Specific Use Permits and Planned Unit Developments
2. Legal description of the entire lot of record.
3. Fees for application and notice.
4. Staff prepares public notification. Notice is published in a newspaper of general circulation 10 days prior to a Board of Adjustment Hearing and 15 days prior to Planning Commission Hearing for all other Zoning cases that require notice. The Notice is mailed to all property owners within 300 feet of the boundaries of the subject 20 days prior to Planning Commission Hearing for zoning cases that require notice and 10 days prior to a Board of Adjustment Hearing. Note: Multiple Family zoning applications require 30 day notice and 1200 feet from property boundary notification.
5. Staff researches the case. They review the relationship of the site and proposal to the Comprehensive Plan, character of neighborhood, and relevant previous BOA or Zoning actions. Then they prepare a staff case report including this research data, suggested questions, and relevant planning issues for the Board's or Commission's consideration. Finally they prepare the agenda packet for distribution to the Board members to use at the public hearing.
 - a. The Planning Commission findings are forwarded as a recommendation to the City Council. Generally, the Board of Adjustment and Planning Commission consider

their role to be one of helping an applicant achieve his or her goals, but they must make the proper findings that will meet the test of the State Statutes or the Development Policies of the City. The Zoning Code, City ordinances and State enabling legislation describe certain standards or requirements that must be met before a Board of Adjustment may grant variances or special exceptions. It's the applicant's job to provide information that will help the Board and Commission properly consider the request.

6. Public Hearing:

- a. At the public hearing, the applicant makes a presentation.
 - b. Next remonstrators or interested parties may speak for or against the proposal.
 - c. The applicant will be given time for rebuttal.
 - d. Finally, the Board of Adjustment or the Planning Commission closes the public comment portion, deliberates the case and makes a decision to approve or deny the application.
7. Appeal the Board's decision is to District Court by filing a notice of appeal within ten calendar days of the board's decision. The exact procedure is detailed in the City of Jenks Zoning Code. The staff at the BOA will help with your questions or concerns.

If the Planning Commission denies an application, the application would not be forwarded to Council for action and appeal would be to the Jenks City Council by filing a notice of appeal with the Jenks City Clerk as outlined in the Zoning Code. Approval of an application would be forwarded to City Council for action.

V. APPLICATION PROCEDURES

The Jenks Planning Director reviews zoning requests for compatibility with the Comprehensive Plan, development guidelines, zoning codes and physical characteristics of the surrounding area. In order to process applications in a timely manner and satisfy notification requirements, cut-off dates are set for each public hearing. The Planning Department can provide these dates upon request. *Note: The applications within this document are not a comprehensive list but represent a the types of applications available at the Planning Department.*

How to Apply for a Rezoning

Rezoning is required when a property owner proposes to use a property in a manner not permitted by the existing zoning. A rezoning public hearing is required. Following is a step-by-step procedure of a Zoning Request which is the general procedures for all Zoning Applications that require notice.

Contact the Jenks Planning Department to schedule a pre application conference. The Pre application conference will be utilized to discuss the expectations of the City and the likelihood of success for the application. The applicant will receive the application at this time and the staff will outline the process and costs for the application.

1. File a completed application form and remit all appropriate fees for the application. Filing

fees are for processing the application and are nonrefundable, regardless of the outcome of the case.

2. The rezoning application is advertised for public hearing. All notice requirements are initiated at this time. (See Minimum submittal requirements at the time of filing of application for notice requirements).
3. The Jenks Planning staff will field check the subject property and surrounding area and prepare a recommendation to the Jenks Planning Commission based on the Comprehensive Plan, existing zoning patterns and other physical features in the area.
4. The public hearing is held approximately 30-45 days after the rezoning application is received. The applicant or his representative presents the application to Planning Commission and remonstrators or interested parties are given an opportunity to comment.
5. At the public hearing, after all comments are received, the Planning Commission recommends to the City Council one of the following: approval, approval with modifications, denial or no recommendation in the event of a tie vote. If the application was denied by the Planning Commission, it will not be considered further unless an appeal is filed with the City Clerk within 15 days after the Commission action. In case of a tie vote, the application is transmitted to the City Council noting the tie vote and without a recommendation.
6. The Planning Department staff will prepare minutes of the public hearing, which are transmitted to the Planning Commission for their review and action at the next scheduled meeting.
7. The City Council will normally hear the request at their next scheduled meeting. The applicant or his representative presents the application, and public hearing procedures are followed to give interested party's the opportunity to speak in regards to the case. The applicant will be billed for the costs of publication of ordinances and/or resolutions.
8. The City Council will approve, approve with modifications, deny or refer the application back to Planning Commission. If approved, an ordinance or resolution is published changing the property's zoning. If denied, no further action occurs unless an appeal is filed with the District Court.

How to Apply for a Planned Unit Development (PUD)

A Planned Unit Development (PUD) is a supplemental zoning district that requires Planning Commission and City Council approval. This involves a detailed review and hearing process of the specific plan for development and requires extensive Planning Department staff involvement. Contact the Jenks Planning Director for further information.

The process for Planned Unit Developments follows the same as Zoning Changes.

VI. PLATTING REQUIREMENT

For the purposes of providing a proper arrangement of streets and 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, a platting requirement is established as follows:

For any land which 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 Planning Commission for their review and recommendation, approved by the City Council, and filed on record in the office of the county clerk where the property is situated. Provided that City Council, pursuant to their exclusive jurisdiction of subdivision plats, may remove the platting requirement upon a determination that the above-stated purposes have been achieved by previous platting or could not be achieved by a plat or a replat.

VII. THE TECHNICAL ADVISORY COMMITTEE (TAC)

The TAC is made up of representatives of various operating departments in the City (such as Public Works, the Fire Department) and representatives of public and private utilities such as AEP/PSO, telecommunications and ONG. The TAC reviews proposed subdivision plats and PUDs with regard to such issues as streets, fire protection, water and sewer, designation of rights-of-way and easements and other development-related factors. Their comments and concerns are transmitted to the Jenks Planning Commission as part of the staff case report.

How to Process a Subdivision Plat and a Lot Split Application

A lot-split is the process of dividing a lot of record into, up to, two new tracts of land and the remainder of the parent parcel. Any division of land into four or more lots, or any division of land involving the right-of-way or alignment of an existing or proposed street or highway, is considered a "subdivision" and may not be processed as a lot-split. Any further division of property within an approved subdivision, regardless of tract size, requires lot-split or re-subdivision approval by the Jenks Planning Commission.

Two applications that do not have the same requirements of a standard Lot Split Application are a Reverse Lot Split which combines property as a single lot of record and a Boundary Line Adjustment. These two applications are not identified specifically in State Statutes and are therefore processed under the standard Lot Split Application.

To initiate action on any of the above contact the Jenks Planning Department to schedule a pre application conference. The Pre application conference will be utilized to discuss the expectations of the City and the likelihood of success for the application. The applicant will receive the application at this time and the staff will outline the process and costs for the application.

The remainder of the process is summarized below.

1. File a completed Preliminary Plat, Final Plat or lot-split application form and pay related fees.
2. The Technical Advisory Committee, which is made up of representatives of various

operating departments in the City and representatives of public and private utilities are noticed on a pending application that requires their review. A meeting date is scheduled for the TAC.

3. The Jenks Planning staff will field check the subject property and surrounding area and prepare a recommendation to the Jenks Planning Commission based on the Comprehensive Plan, existing zoning patterns and other physical features in the area.
4. The public hearing is held approximately 30-45 days after the rezoning application is received. The applicant or his representative presents the application to Planning Commission and remonstrators or interested parties are given an opportunity to comment.
5. At the public hearing, after all comments are received, the Planning Commission recommends to the City Council one of the following: approval, approval with modifications or conditions, denial or no recommendation in the event of a tie vote. If the application was denied by the Planning Commission, it will not be considered further unless an appeal is filed with the City Clerk within 15 days after the Commission action. In case of a tie vote, the application is transmitted to the City Council noting the tie vote and without a recommendation.
6. The Planning Department staff will prepare minutes of the public hearing, which are transmitted to the Planning Commission for their review and action at the next scheduled meeting.
7. The City Council will normally hear the request at their next scheduled meeting. The applicant or his representative presents the application, and public hearing procedures are followed to give interested party's the opportunity to speak in regards to the case. The applicant will be billed for the costs of publication of ordinances and/or resolutions.
8. The City Council will approve, approve with modifications or conditions, deny or refer the application back to Planning Commission.

How to Apply to the Board of Adjustment

Any person seeking relief of a Bulk and Area Requirement (Development Standards ie. setbacks) of the Zoning Code or applying for a Special Exception may apply to the City Board of Adjustment.

Special Exception - Certain land uses, while not prohibited, must be reviewed on a case-by-case basis by the Board of Adjustment to assure compatibility with surrounding development; for example, a request for a Home Occupation (business operated in a residential dwelling) in a residential district. The BOA will frequently approve such a request after it has been reviewed and conditions imposed which will help make the use and activities compatible with the surrounding residences.

Special exceptions are uses specifically set forth in the Zoning Code. Before the BOA can approve any special exception, it must find the proposed development to be "in harmony

with the spirit and intent of the Code and not injurious to the neighborhood or otherwise detrimental to the public welfare".

Variance - In certain cases, the literal enforcement of a zoning regulation causes unnecessary or unusual hardship to the property owner. For instance, an exceptionally narrow or shallow lot may make compliance with minimum yard requirements impossible. The BOA has the power to vary or modify that regulation if an unnecessary hardship is demonstrated and if the request can be found to be "in harmony with the spirit and intent of the Zoning Code and not injurious to the neighborhood or otherwise detrimental to the public welfare".

Appeal of the Planning or Building Official – The Planning Director or the Chief Building Inspector is responsible for enforcing the provisions of the Zoning Code and the Building Code respectfully. Any decision of either may be appealed to the Board of Adjustment. Appeals must be filed within ten days of the administrative official's action by notifying the Jenks City Clerk of the Appeal and following the required guidelines.

To initiate action on any of the above contact the Jenks Planning Department to schedule a pre application conference. The pre application conference will be utilized to discuss the expectations of the City and the likelihood of success for the application. The applicant will receive the application at this time and the staff will outline the process and costs for the application.

1. File a completed application form and remit all appropriate fees for the application. Filing fees are for processing the application and are nonrefundable, regardless of the outcome of the case.
2. The application is advertised for public hearing. All notice requirements are initiated at this time. (See Minimum submittal requirements at the time of filing of application for notice requirements).
3. The Jenks Planning staff will field check the subject property and surrounding area and prepare a recommendation to the Jenks Board of Adjustment based on the Comprehensive Plan, existing zoning patterns and other physical features in the area.
4. The public hearing is held approximately 20-30 days after the application is received. The applicant or his representative presents the application to Board of Adjustment and remonstrators or interested parties are given an opportunity to comment.
5. At the public hearing, after all comments are received, the Board of Adjustment will make a decision on the application (special exception or variance) or decide to uphold or overturn any appeal of the official's decision.
6. If either the applicant or remonstrators are dissatisfied with the Board of Adjustment's determination, either party has the right of appeal to District Court and must file a Notice of Appeal with the City Clerk within ten days of the time of the BOA's decision.

VIII. REQUIREMENTS FOR ZONING MAP AMENDMENT FORMAL PROTESTS

Anyone may protest orally or in writing a rezoning application. However, interested persons should be aware that protests against a Zoning Map Amendment may be either formal or informal.

In order for a formal protest to invoke a three-fourth (3/4) "super-majority" requirement for approval of a Zoning Map Amendment detailed in Chapter 15 of the Jenks Zoning Code a protest must meet certain requirements. The relevant portion of Chapter provides that:

The City Council shall hold a hearing on each application regularly transmitted, and on each application transmitted pursuant to a written request for further hearing and shall approve the application as submitted, supplemented, or as amended, or approve the application subject to modification, or deny the application. In case of a protest against such amendment, change, or repeal shall have been filed a minimum of three (3) days prior to a public hearing, signed by the owners of twenty percent (20%) or more of the area of the lots included in such proposed change, or by fifty percent (50%) or more of the owners of the area of the lots immediately abutting any side of the territory included in such proposed change, or separated there from only by an alley or street less than three hundred (300) feet wide, such amendment, change or repeal shall not become effective except by favorable vote of three-fifths (3/5) of all the members of the City Council.

IX. APPEARANCE REVIEW DISTRICTS

Three special Theme Districts have been established in the City of Jenks that have a review requirement for exterior commercial improvements that require a building permit and all sign permits to help the City of Jenks to be more visually aesthetic and economically beneficial to the citizens of Jenks and its visitors.

The three Appearance Review Districts are the Special Theme District, Riverfront District, and Corridor Appearance District. The criteria and guidelines for the Appearance Review Districts are outlined in Chapter 16 of the Jenks Zoning Code. The District boundaries are established in the Comprehensive Plan Map.

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. There is no fee for the Appearance Review process.

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. The meetings are typically on Thursday of the Planning Commission Meetings 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 second and fourth Thursday of the month at 7:00 p.m. in the City Hall Council Chambers.

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 Wednesday before the next Council meeting through the City Manager's Office.

X. FLOODPLAIN OVERLAY DISTRICT

The Floodplain Overlay District is specifically designed to identify the areas within the City of Jenks that are subject to a 1 percent chance, in any given year, of being inundated by water from any source (100 year Floodplain). The criteria and requirements listed within Chapter 8 of the Jenks Zoning Code are to outline the established development procedures related to the implementation of the floodplain regulations as established by the Federal Emergency Management Agency (FEMA). These regulations along with all development criteria associated with floodplains within the City of Jenks are established within Chapter 16 Article 8: Flood Damage Prevention of the Jenks City Code.

XI. CODE ENFORCEMENT

The City of Jenks Code enforcement officer reviews written complaints filed addressing Zoning Violations and Nuisances. A complaint form is available online at Jenks.com or at the reception desk at the Jenks City Hall.

Once a complaint is received the Code Enforcement team will verify the complaint. If a violation has occurred, the property owner is given a chance for voluntary compliance. The property owner has ten days to comply with the Zoning Code or City Code requirements. If the property owner fails to correct a zoning violation Code Enforcement will issue a citation and proceedings to bring the property into compliance with the Zoning Code will begin. If the property owner fails to correct a City Code Nuisance violation, such as tall grass, an administrative hearing will be established and the City will formally establish through a hearing process a time that the violation must be corrected or the city will arrange to have the nuisance corrected and the property owner will be bill for all cost associated with the corrective action.

The City can also address dilapidated building using the administrative hearing process. In accordance with the City Code three avenues exist to rectify a violation of the Zoning or City Code. The third process available is to establish a hearing with the Jenks City Council to have the issue declared a nuisance and have the City Council establish the corrective action required.

XII. FREQUENTLY ASKED QUESTIONS

Following are the most frequently asked questions staff receives. Each answer contains Zoning Code Section number references in parentheses for additional information. The Zoning Code may be accessed through the City of Jenks web site Jenks.com under Planning/Codes

Are home occupations allowed in residential areas?

The Jenks Zoning Code identifies two types of Home Occupation, A Home Occupation – Minor is a permitted accessory use to the residential zone. A definition of the Home Occupation Minor can be found in section 420 of the Jenks Zoning Code.

If a business in a home (home occupation) is not defined as a minor home occupation a Special Exception will be required and refer to Section 440.b of the Jenks Zoning Code.

In the city limits, a mobile home is only permitted by right in the Residential Manufactured Home (RMH) zoning district. A mobile home may also be placed in Agriculture (AG) districts on property greater than 5 acres with the approval of the BOA by a special exception (Section 340).

Where can a fence be placed on my lot and how tall can it be?

Fences, hedges, plant materials and walls may be located in any yard provided that corner traffic visibility is maintained in accordance with the City of Jenks Traffic Ordinance and is not restricted by Planned Unit Development criteria or by subdivision Deed of Dedication and Restrictive Covenants. Ornamental fencing within the front yard may be allowed if approved by the Homeowners Association (if applicable) and processed as a special exception by the Jenks Board of Adjustment. Fences and walls within side and rear yards shall not exceed a height of six feet unless allowed by deed of dedication of a plat and a building permit is obtained for fences over six feet.

How large can a detached storage building or garage be, and how close to the property line can it be?

In the RE and RS Residential Districts, a detached accessory building or buildings may be located in a rear yard provided (1) the building or buildings do not cover more than 20% of the area of the rear yard and (2) the total gross floor area for any accessory building or buildings located in the rear yard does not exceed 600 square feet, except that structures with a total gross floor area between 600 square feet and 1200 square feet may be approved by the Board of Adjustment by Special Exception.

Such buildings may be located a minimum of five feet from the side and rear property lines, except for corner lots Where a building line has been established. These requirements can only

be modified with a variance from the BOA.

Where may a church be located?

A Church Facility is a use allowed in any zoning district through a Specific Use Permit process as granted by the City Council. The proposed church will require the approval of a Specific Use Permit. The applicant shall submit a site plan with the Specific Use Permit application that includes all planned operations and recommended to include future expansions. Development text should be included with the application outlining the specifics of the proposed use.

The uses listed in the Specific Use List are so clarified because they more intensely dominate the area in which they are located and their effects on the general public are broader in scope than other types of uses permitted in a district. Each Specific Use Permit application shall be valued as to its probable effect on the adjacent property and community welfare and may be approved or denied as the findings indicate.

The City Council may, in the interest of the public welfare and to assure compliance with the intent of the Zoning Code and Comprehensive Plan, require such development standards and operational conditions and safeguards as are indicated to be important to the welfare and protection of adjacent property and the community as a whole and be compatible with the natural environment and the planned capacities of public services and facilities affected by the land use. This may include the requirement of having property platted and/or the requirement of the dedication of sufficient right of way or easement as necessary to further the public good. The City Council may impose conditions including, but not limited to, permitted uses, lot sizes, setbacks, height limit, required facilities, buffers, open space areas, lighting, noise levels, signage, landscaping, parking and loading, compatibility, and land use density as may be indicated depending upon the proposed use and its potential effect on adjacent areas or the community.

What is livability space"?

Livability space is the unbuilt-upon open space on a lot. This space cannot be paved, used for loading or parking, or be covered by a building. Further, it is a required component of residential uses.

Can I park my car, truck, motor home or boat in my front or side yard?

You may park your car or truck, provided that the driveway to the parking area is surfaced with an all-weather material (paved surface). Gravel does not satisfy the all-weather surface requirement, unless the parking surface existed prior to July 1, 1972. The livability (open) space requirements for the lot must continue to be met (Section 430.1 Jenks Zoning Code). However, One unoccupied recreational vehicle, at a length of 30 feet or less may be parked upon a lot provided it is parked on a hard dust free surface such as asphalt or concrete and it shall not be utilized for living quarters (Jenks Zoning Code 420.2) and/ It is unlawful for any person to park a truck of over one (1) ton capacity for more than three (3) consecutive (3) hours on any street or alley in a residential area of the city. (Jenks City Code; Section 20-15-6).

Are Garage Sale Signs permitted in my yard?

Up to five (5) garage sale signs per owner which have been dated and have the name, address, and phone number of the individual or entity placed legibly written thereon may remain in the City right-of-way for seventy-two (72) hours, after which time they will be removed by the City and the owner will be charged a fee of ten dollars (\$10.00) each for the removal of the signs. Signs of insignificant value may be disposed of by the Building Inspector or the Supervisor of the Jenks Public Works Authority, or their designee, at their discretion. The Building Inspector or the Jenks Public Works Authority, or the designee, shall have discretion over placements in the right-of-way which are a hazard, exceed the maximum number allowed, exceed the dimensions of four (4) square feet, or are placed on Main Street between East Fourth Street and Ash Street, impair access to utilities, or are in violation of the provisions of this section. Garage sale signs may not be placed on utility poles and/or under structures owned by the public. Said signs shall conspicuously state "Garage" or "Yard" Sale thereon. An individual or entity shall conduct no more than four (4) garage or yard sales in a calendar year. (Section 411.2, Jenks City Code).

Are there limitations on business signs?

Yes. Please review Section 1021 of the Jenks Zoning Code. Also Commercial property along section line roads within the City of Jenks will likely be within an Appearance District as defined by the Jenks Zoning Code Chapter 16.

Whom do I contact about a Zoning Code violation?

City of Jenks has a Code Enforcement Officer that is an employee of the Jenks Planning Department. All code violations can be reported by obtaining a violation reporting form from Jenks.com under Planning and forms and submit to the Planning Department at the reception desk and Jenks City Hall. The Code Enforcement officer will address all violations to include Nuisance, Zoning, or City Code.

How can I take a more active part in the planning and zoning process?

Planning revolves around citizen participation; your input is valuable to the process. Several boards utilize citizen participation, and the public is urged to become involved. The Jenks City Council customarily looks to graduates of Leadership Jenks to when searching for someone to fill a vacancy of the Planning Commission or City Council.

Can I build my house anywhere on my lot?

Certain bulk and area requirements (setback, height, livability, etc.) must be met depending on the zoning district in which the lot is located.

Are there building size limits in zoning districts other than Residential?

Yes; non-residential construction limits are based on floor area ratios (FAR). Floor area ratio is the total floor area of a building or buildings divided by the total lot area. See applicable zoning districts for specific requirements. Developments within the City of Jenks generally have a minimum square footage size associated with the Planned Unit Development.

How do I know what the zoning is on a tract of land?

The Indian Nations Council of Governments INCOG officially maintains the zoning maps for the City of Jenks. The Zoning Map can be reviewed online at INCOG web address <http://www.incog.org/> then go to Zoning and Land Use and click on Zoning Map. This provides you the zoning maps for all of Tulsa Metro, zoom down to the property you have in question.

XIII. DEFINITIONS

Chapter 18 of the Jenks Zoning Code provides detailed definitions of terms found in the text of the Code. Following are definitions of terms found in this Guide which may be unfamiliar to the lay person.

Accessory use or structure - A use or structure on the same lot with and of a nature customarily incidental and subordinate to the principal use or structure.

All-weather material - A hard surface, dust-free material capable during ordinary use of withstanding without substantial deterioration normal weather conditions. Gravel, rock or screenings alone, without use of a petroleum or cement binder, does not meet the definition of an all-weather, dust-free material.

Dwelling Unit (DU) - A residential structure, either as a separate and detached single-family unit or as an attached {apartment or townhouse) unit.

Floor area ratio {FAR) - The total floor area of a building or buildings divided by the total lot area. See applicable zoning districts for specific requirements.

Land area - The area of a lot plus one-half or 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 a building or buildings, except structural parking.

Special exception - Special exceptions are uses permitted in a particular zoning district with BOA approval. These uses are specified in the Zoning Code, and only those noted may be considered as special exceptions in a particular category.

Variance- Variances affect bulk and area requirements of the Zoning Code, such as setbacks, height limitations and floor area ratio. For example, a property owner may want to build a carport that would encroach into the required front yard. The BOA must approve a variance in order for him to build.

Zoning Code - Official text adopted by the City Council (City of Jenks) that serves as a development guide.