

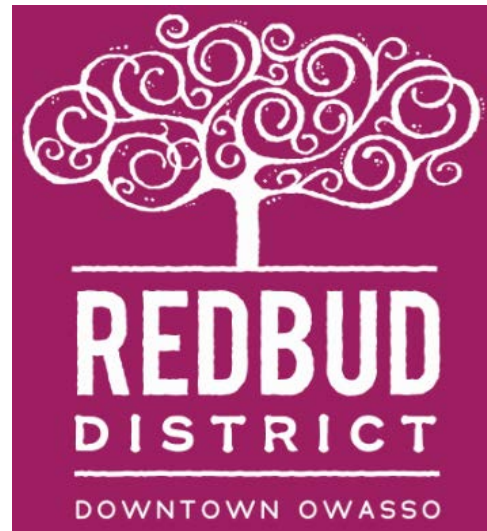
Approved April 4, 2017

# **POLICY GUIDE**

## **For the Implementation of the OWASSO REDBUD DISTRICT PROJECT PLAN INCREMENT DISTRICT NO. 1, CITY OF OWASSO**

PREPARED BY:

**THE CITY OF OWASSO, OKLAHOMA**



## **POLICY GUIDE**

### **I. Introduction**

The City of Owasso, Oklahoma (“City”), consistent with the Oklahoma Local Development Act, 62 O.S. §850, et seq., on December 20, 2016, through the adoption of Ordinance 1093, approved the Owasso Redbud District Project Plan (“Project Plan”) and established Increment District No. 1, City of Owasso (“Increment District”). The goal of the Project Plan is to develop the area surrounding Main Street, known as the Redbud District, achieve the City’s development objectives, improve the quality of life for its citizens, stimulate private investment, and enhance the tax base. The Increment District allows the City to support public and private projects using incremental growth in property and sales taxes. The Project Plan authorizes the allocation of incremental revenues to a special fund to be used to pay authorized Project Costs, including public infrastructure, facilities, and improvements, and assistance in development financing.

The Project Plan defines the boundaries of the Project Area and the Increment District. The Increment District is the area where incremental revenues generated by new development are collected. The Project Area is the area where those incremental revenues can be spent. The Project Area and Increment District are coextensive and are depicted in Exhibit A.

This Policy Guide outlines the goals and objectives of the Project Plan and Increment District, and describes generally how assistance in development financing may be provided by allocation of tax increment revenues to assist development projects, small businesses, and job generation projects. Nothing contained in this Policy Guide binds or obligates the City or the Owasso Public Works Authority (OPWA). Should the provisions of a development agreement or contract approved by the City Council or the OPWA deviate from the provisions of the Policy Guide, the development agreement or contract will control.

### **II. Objectives of the Project Plan**

The goal of the Project Plan is to encourage development of the City’s original downtown, now known as the Redbud District, into a special and unique place within the City; a place for residents and visitors to live, work, shop, and play. The Increment District will support public and private projects. The City’s objectives include:

- Achieve the development goals and objectives for the Redbud District contained in the Downtown Master Plan, the Downtown Overlay District Plan, and the GrOwasso 2030 Land Use Master Plan.
- To preserve and enhance the tax base and make possible investment, development, and economic growth that would otherwise be difficult without the project and the apportionment of incremental ad valorem and sales tax revenues.
- To support the creation of attractive, high-quality, and viable mixed-use developments to draw residents and visitors.

- Where appropriate, to support the development, improvement, and/or expansion of light industry to increase employment.
- To encourage existing property and business owners in the Redbud District to invest, and to attract new investment and business to the Project Area.
- To provide start-up and incubator space to new and expanding businesses and to promote small-business-friendly opportunities for innovation and collaboration in the Project Area.
- To stimulate and promote the Redbud District as a walkable, vibrant destination.
- To provide a public benefit through the construction of public infrastructure and improvements to allow for development to occur in the area.

All ad valorem and sales tax increment generated in the Increment District is available to (1) reimburse the City or other public entities for expenditures made towards Public Infrastructure, Facilities, and Improvements, (2) provide assistance in development financing through Development Project Assistance, Small Business Enhancements, and Employment Generation Assistance, and (3) pay Implementation and Administration. The City has a strong preference for utilizing incremental revenues for public infrastructure and improvements, including those aspects of private developments that provide a public benefit through the creation or enhancement of the public space, building facade, or street front presence, and encouragement of walkability and access throughout the Project Area.

### **III. Assistance in Development Financing**

There are three eligible categories of assistance in development financing: (A) Development Project Assistance, (B) Small Business Enhancements, and (C) Employment Generation Assistance. Assistance in development financing is not available for the development of single-family homes or for entities seeking assistance related to a property that is exempt from paying property taxes.

#### **A. Development Project Assistance**

1. Development Project Assistance may be available to a developer proposing to develop on vacant property within the Increment District or significantly renovate or rehabilitate an existing structure on property within the Increment District. To be considered for Development Project Assistance, such investment must be in an amount of more than \$200,000.00 based upon the hard costs of the construction of the improvements. The developer must own the property that it is seeking to develop or renovate. To be eligible for Development Project Assistance, projects must follow design and density standards as adopted by the City in the Downtown Overlay District Plan, attached as Exhibit B.

2. A developer seeking Development Project Assistance must submit an application to an Application Review Committee, made up of representatives of the following: the City Manager's Office, the Finance Department, the Economic Development Department, the City Attorney's Office, and the Community Development Department. The form of application is included here as Exhibit C. The Application Review Committee will review the application for compatibility with the Project Plan and the Downtown Overlay District Plan, evaluate the qualifications of the applicant, including financial capacity and experience, and recommend appropriate performance parameters and requirements.

3. Upon recommendation by the Application Review Committee that the proposed development is eligible to receive Development Project Assistance, a development agreement between the applicant and the OPWA will be presented to the applicant. The development agreement will obligate the developer to make ad valorem payments on the property and to meet certain density and design criteria consistent with this Policy Guide and the Downtown Overlay District Plan. The development agreement will detail the incremental revenues available to pay the assistance in development financing and the timeline upon which they will be paid, subject to availability. Upon review and discussion regarding the terms of the development agreement, the development agreement will be provided to the OPWA for its consideration. Upon approval by the OPWA of the development agreement, assistance in development financing will be provided as detailed in the development agreement and described here, provided there is no default under the development agreement.

4. For projects receiving Development Project Assistance with construction costs over \$4,000,000, the developer may be required to enter into a covenant imposing a minimum ad valorem payment or payment in lieu of taxes for the life of the Increment District. The minimum ad valorem payment will be based on the hard costs of the construction of improvements. The covenant shall run with the land and shall provide that, should the amount billed by the County Assessor be less than the agreed upon minimum ad valorem payment, such additional amount may be billed by the OPWA.

5. For projects completed by June 30, 2021, the maximum amount of assistance in development financing that the developer may receive is 12% of hard costs of the construction of improvements on the developer's property. For projects completed between July 1, 2021 and June 30, 2025, the maximum amount of assistance in development financing that the developer may receive is 10% of hard costs of the construction of improvements on the developer's property. For projects completed between July 1, 2025 and June 30, 2029, the amount of assistance in development financing that the developer may receive is 8% of hard costs of the construction of improvements on the developer's property. For projects completed after June 30, 2029 through the end of the life of the Increment District, the amount of assistance in development financing that the developer may receive is 6% of hard costs of the construction of

improvements on the developer’s property. The issuance of a Certificate of Occupancy by the City shall determine project completion.

Project Completion	June 30, 2021	June 30, 2025	June 30, 2029	End of Increment District
Percentage of Construction Costs	12%	10%	8%	6%

6. The hard costs of the construction of improvements on a project will be determined and verified by the Application Review Committee prior to the payment of any Development Project Assistance. The receipt of Development Project Assistance is conditioned upon the developer’s payment of taxes on its property and upon an increase in taxable value of the property. The amount available for Development Project Assistance for a project is limited based on the amount of incremental revenues generated by the project. Development Project Assistance will not be available until the project is completed and incremental revenues generated by the project are received. There is no guarantee of the availability and timing of funds for Development Project Assistance.

**B. Small Business Enhancements**

1. Beginning July 1, 2019, Small Business Enhancements may be available to any retail, restaurant, or personal service small business within the Increment District proposing to enhance the exterior of the structure in which the business is located, provide streetscape improvements, enhance signage or access, or otherwise improve the appearance of the exterior of the business. To be eligible for Small Business Enhancements, projects must follow design and density standards as adopted by the City in the Downtown Overlay District Plan, attached as Exhibit B.

2. A Small Business Enhancement may be provided to assist in improvements and appearances of the physical exterior or exterior elements of the property where the business is located. Examples of such improvements include, but are not limited to, new or upgraded exterior signage, new exterior paint, art installation, landscape improvements, window or awning improvements, accessibility improvements, streetscape improvements, sidewalk improvements, parking additions or improvements, the installation of an outdoor seating or gathering space, or other visual improvements to the property. A Small Business Enhancement is a 50% match of the cost of the approved improvements. The applicant will be reimbursed by the OPWA at the completion of the approved improvements for 50% of the actual amount expended on the approved improvements. The amount of the reimbursement will not exceed \$1500.00. Documentation of all reimbursable expenses related to the improvements and physical confirmation of improvements must be provided before reimbursement occurs.

3. A business seeking a Small Business Enhancement must submit an application to an Application Review Committee, made up of representatives of the following: the City Manager's Office, the Finance Department, the Economic Development Department, the City Attorney's Office, and the Community Development Department. The form of application is included here as Exhibit D. The Application Review Committee will review the application for compatibility with the Project Plan and the Downtown Overlay District Plan, evaluate the proposed enhancements, and recommend appropriate performance parameters and requirements.

4. Upon recommendation by the Application Review Committee that the proposed improvement is eligible to receive a Small Business Enhancement, a business enhancement agreement between the applicant and OPWA will be presented to the applicant. The business enhancement agreement will provide for assistance in development financing as authorized by the Project Plan. Upon review and discussions regarding the terms of the business enhancement agreement, the business enhancement agreement will be provided to the OPWA for its consideration. Upon approval by the OPWA of the business enhancement agreement, assistance in development financing will be provided as detailed in the business enhancement agreement and as described here.

#### C. Employment Generation Assistance

1. Employment Generation Assistance may be available to light industrial businesses in support of the creation or expansion of jobs. Employment Generation Assistance may be available to provide start-up or incubator space to new and expanding businesses to promote small-business-friendly opportunities for innovation and collaboration in the Project Area. The amount of assistance in development financing will be determined based upon several factors, including but not limited to, number of jobs created, need for public assistance, overall private investment, and impacts upon the community.

2. A business seeking Employment Generation Assistance must submit an application to an Application Review Committee, made up of representatives of the following: the City Manager's Office, the Finance Department, the Economic Development Department, the City Attorney's Office, and the Community Development Department. The form of application is included here as Exhibit E. The Application Review Committee will review the application for compatibility with the Project Plan, evaluate the proposed job generation opportunities and impacts on the community, and recommend the amount of assistance in development financing to be provided, as well as appropriate performance parameters and requirements.

3. Upon recommendation by the Application Review Committee that the proposed project is eligible to receive Employment Generation Assistance, an agreement between the applicant and the OPWA will be presented to the applicant. The agreement will provide for

assistance in development financing as authorized by the Project Plan. Upon review and discussions regarding the terms of the agreement, the agreement will be provided to the OPWA for its consideration. Upon approval by the OPWA of the agreement, assistance in development financing will be provided as detailed in the agreement and as described here. Employment Generation Assistance will not be available until the agreed upon performance terms in the agreement have been reached. There is no guarantee of the availability and timing of funds for Employment Generation Assistance.

#### **IV. Glossary of Terms**

Terms used throughout this Policy Guide are further defined as follows:

Assistance in Development Financing – Public funds provided to a developer pursuant to an approved agreement with OPWA to assist in a project. Assistance in Development Financing is provided only for projects that are determined, in the City’s and/or OPWA’s discretion: (1) to meet the City’s approved development goals and objectives for the Project Area, as expressed from time to time in the City’s plans and policies, and (2) to provide adequate consideration and public benefit in return for the public investment.

Hard Costs of the Construction of Improvements – The actual and direct construction costs of the material, labor, and improvements associated with a development. Such costs exclude developer’s fees and other soft costs, including but not limited to architectural, engineering, financing, and legal fees, and other pre- and post-construction fees and expenses.

Increment District – The area from which increment is generated. For purposes of the Project Plan, the Increment District and the Project Area are the same.

Increment – The ad valorem increment is the ad valorem revenue in excess of the revenue generated by the base assessed value of the Increment District (as determined by the Tulsa County Assessor in accordance with the Oklahoma Local Development Act), i.e., the new revenue attributable to increases in the value of property within the Increment District. The sales tax increment is a portion of the City’s sales taxes generated within the Increment District, to be determined by a formula to be approved by resolution of the Owasso City Council in accordance with the Oklahoma Local Development Act.

Light Industrial Business – A business that manufactures products for end users. Products may include, but are not limited to, shoes, clothing, furniture, electronics, lights, hardware, and household items.

Oklahoma Local Development Act – The law passed by the Oklahoma Legislature to implement Section 6C of Article X of the Oklahoma Constitution, which empowers the governing bodies of cities, towns, and counties to apportion tax increments to help finance the public costs of economic development. 62 O.S. §850, et seq.

Owasso Redbud District Project Plan – The document approved by the City Council of the City of Owasso on December 20, 2016, by the adoption of Ordinance 1093, that established Increment District No. 1, City of Owasso, pursuant to and consistent with the Oklahoma Local Development Act.

Project Area – The area within which project activities occur. For purposes of the Project Plan, the Project Area and the Increment District are the same.

Small Business – A business that is independently owned and operated by an individual from or entity incorporated in Oklahoma that has fewer than 20 employees (full- or part-time) at the time of the submission of an application seeking a Small Business Enhancement.

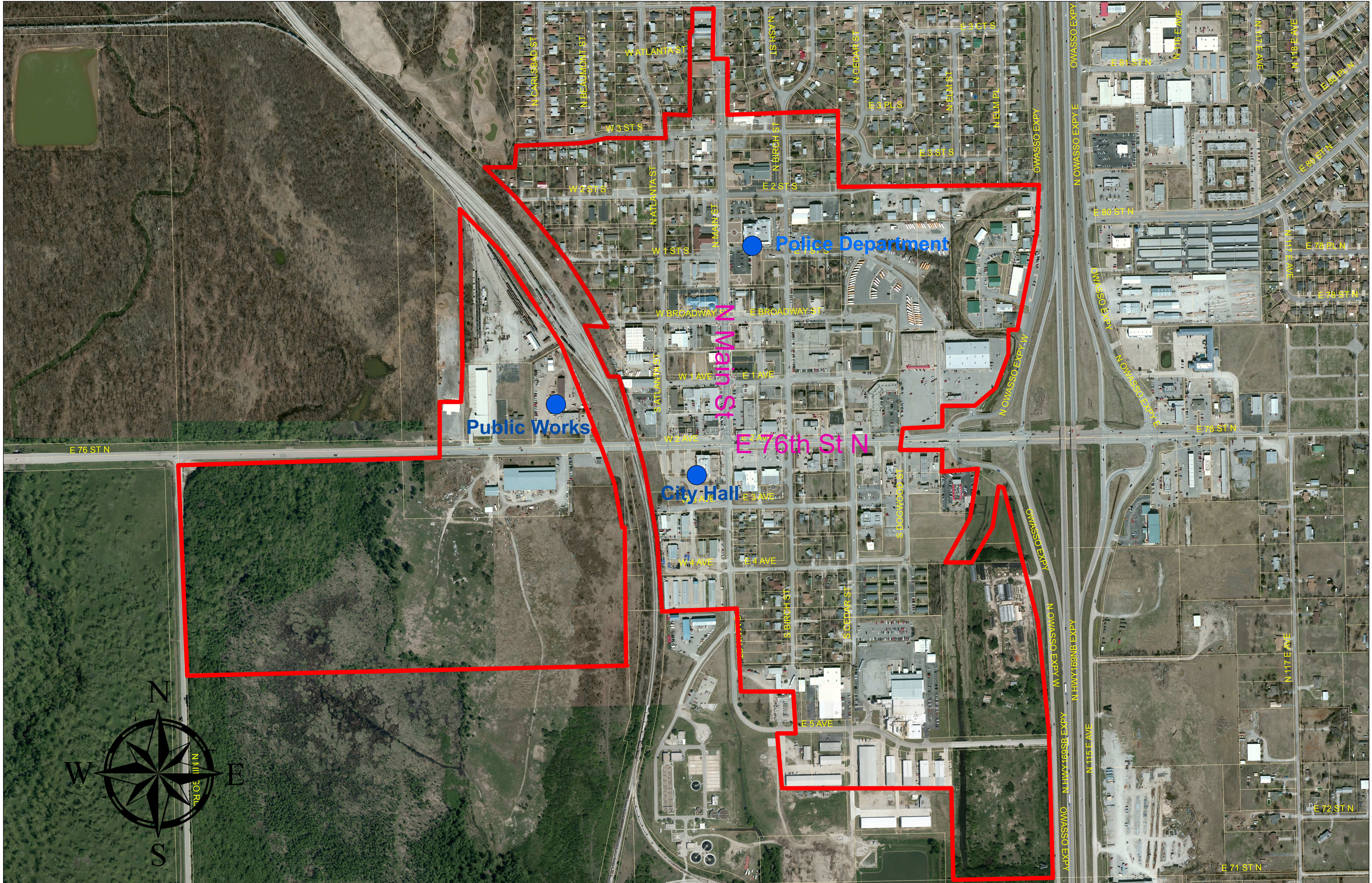
Start-up or Incubator Space – A below-market rate office available for lease to help create and grow new businesses. Such space may provide common support and services among many businesses in an effort to reduce overhead and operational costs.



## **EXHIBIT A**

### **Map of Project Area and Increment District**

# Exhibit A



# **EXHIBIT B**

## **Downtown Overlay District Plan**

## **SECTION 860.5 DOWNTOWN OVERLAY DISTRICT**

### **860.5.1 GENERAL DESCRIPTION**

It is the purpose and intent of the Downtown Overlay District to provide enhanced standards to protect and enhance the unique characteristics of the Main Street, 76<sup>th</sup> St and downtown areas. Overlay Districts may also be used to protect or facilitate a particular design theme established through specific architectural styles or periods, or to protect or facilitate site plan conventions such as setbacks that are both minimums and maximums.

### **860.5.2. PURPOSE**

- Encourage sustainable development that will become a long term asset to Owasso.
- Promote economic growth and redevelopment of the downtown Owasso area.
- Encourage residential development as part of commercial development and to replace blighted properties on the fringe of the downtown area with new and higher-density residential.
- Encourage the development of office space through standalone and mixed-use development. Office space is encouraged at a higher-density and multi-story structures.
- Giving special attention to landscaping, buffering, signage, lighting and building setbacks in those districts identified as needing special attention.
- Giving special attention to the existing architectural style or to the style that is planned, so as to create an easily identifiable area in those areas identified as architecturally significant.
- Promote the history of Owasso.
- Encourage quality, attractive and unique architecture.
- Implement the Downtown Development District as described in the 2030 GrOwasso Land Use Master Plan and 2001 Downtown Master Plan.
- Create a vibrant arts and entertainment district.
- Create an area where development can be accomplished at a higher-density than allowed in any other commercial and residential areas of Owasso.
- Attract new businesses and retain small businesses in the downtown area.
- Revitalize Main Street and create a true Main Street environment.

- Establish regulations that protect the investment of existing and new businesses from unattractive, non-compatible uses.
- Ensure the area is visually pleasing, sustainable, and developed in a coordinated fashion.
- Ensure a high quality of development that will ultimately generate an economically enhanced and pedestrian friendly area for Owasso.
- Follow the principals of the Quality of Life Initiative and the GrOwasso 2030 Land Use Master Plan.
- Encourage locally-owned and Made In Oklahoma businesses

### **860.5.3 DOWNTOWN OVERLAY DESIGNATED**

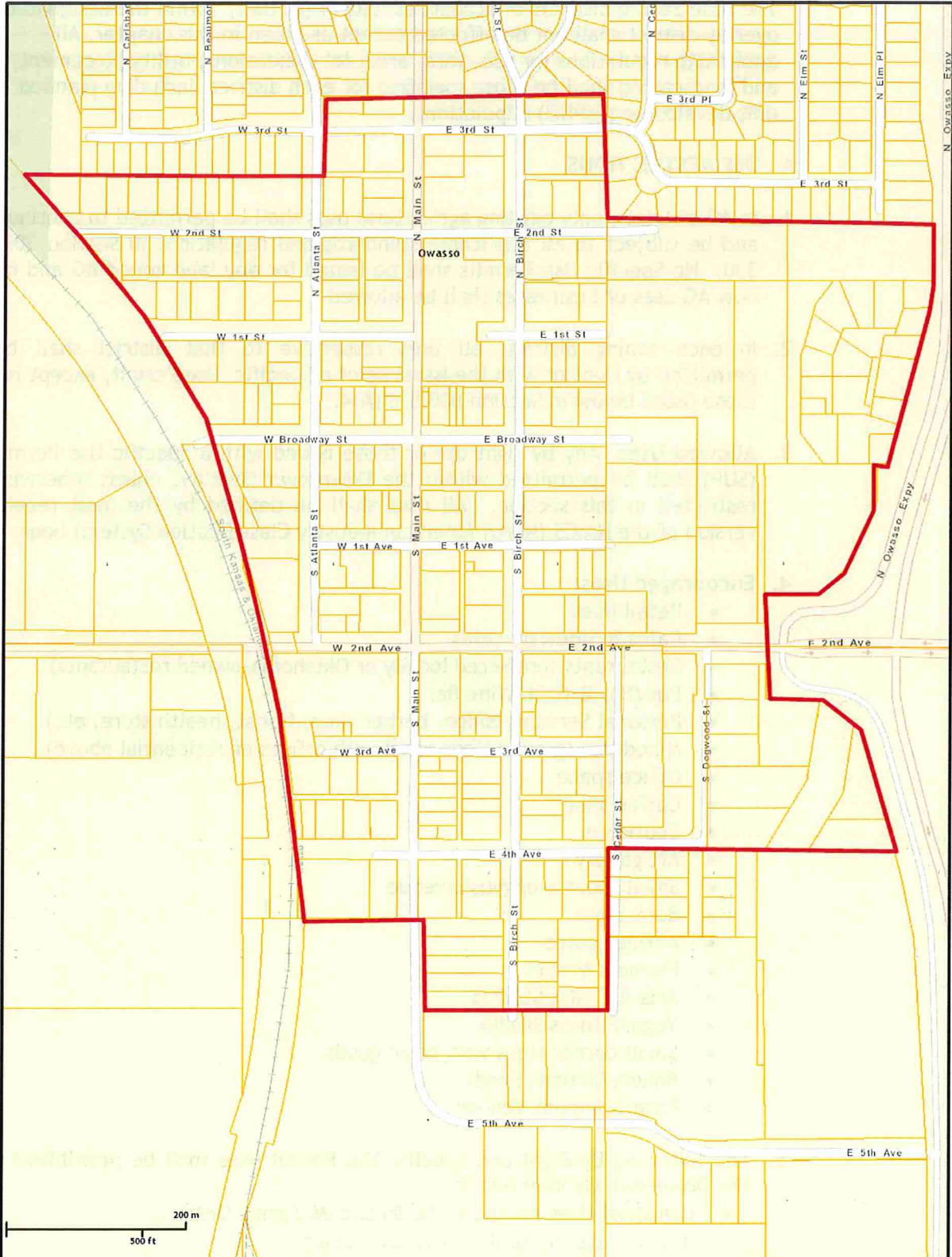
#### **A. BOUNDARY MAP**


The boundaries of the attached map (figure 1) depicts the proposed Downtown Overlay Area. All properties within the depicted boundaries are subject to the rules and regulations within this chapter and the Owasso Zoning Code

#### **B. MAP AMENDMENTS**

No change in the boundary of the Downtown Overlay District shall be authorized, except by the City Council pursuant to the procedures outlined in Chapter 13, Amendments.

### Downtown Overlay District Boundaries



1" = 376 ft		<p>Figure 1 Downtown Overlay Map</p>	
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This map represents a visual display of related geographic information. Data provided herein is not a guarantee of actual field conditions. To be sure of complete accuracy...

#### 860.5.4 PERMITTED USES

The base zoning districts of properties fully or partially within the designated overlay district shall not be affected except as noted in this chapter. All applicable regulations for use, yard, area, lot dimensions, utility placement, and landscaping shall be those specified for each district, including planned unit development (PUD) stipulations.

##### A. USE RESTRICTIONS

1. In AG districts, only existing agricultural uses shall be permitted to continue and be subject to all applicable standards and regulations in Section 300-330. No Specific Use Permits shall be issued for any land zoned AG and no new AG uses or businesses shall be allowed.
2. In each zoning district, all uses respective to that district shall be permitted by right or with the issuance of a Specific Use Permit, except for those listed below in Section 860.5.4 (A)4.
3. **Allowed Uses.** Any by right use or those issued with a Specific Use Permit (SUP) shall be permitted within the Downtown Overlay, unless otherwise restricted in this section. All uses shall be defined by the most recent version of the NAICS (North American Industry Classification System) book.
4. **Encouraged Uses:**
  - Retail Uses
  - Cafes & Sidewalk cafes
  - Restaurants (preferred locally or Oklahoma-owned restaurants)
  - Pub/Bar & Grill/Wine Bar
  - Personal Services (salon, barber shop, florist, health store, etc)
  - Mixed Use (ground floor retail with offices or residential above)
  - Office space
  - Coffee shop
  - Boutiques
  - Art gallery
  - Small theatre or music-venue
  - Book store
  - Antique store
  - Farmers Market
  - Arts & Crafts Studios
  - Yoga/Fitness Studio
  - Small corner store with basic goods
  - Bakery/Artisan Foods
  - Entertainment Venues
5. The following By-Right and Specific Use Permit uses shall be **prohibited** in the Downtown Overlay District.
  - Industrial Uses except in the IH and IM Zoning District
  - Any new agricultural uses or businesses

- Agricultural implement sales
- Aircraft sales
- Animal and Poultry Raising
- Appliance store and repair
- Arena
- Auctioneer
- Auto Rental
- Auto Sales
- Auto wash
- Bait Shop
- Bindery
- Boat and Recreational Vehicle sales
- Bottled Gas Sales
- Cabinet Maker
- Camper Sales
- Casino/Gaming Center
- Cemetery
- Cesspool Cleaning
- Chick hatchery
- Concrete Construction Service
- Construction equipment sales
- Convenience Store
- Disinfecting Services
- Drag strip
- Drive-in theatre
- Exterminating services
- Fairgrounds
- Fence construction company
- Fuel oil sales
- Gas Service Station
- Gas Station
- Go-kart track
- Golf Driving range
- Halfway house
- Janitorial service
- Juvenile Delinquency Center
- Kennel (as primary use)
- Landfill
- Lumber yard
- Mini-storage warehouses (as a primary use)
- Monument sales
- Motor vehicle repair and tire shops
- Motorcycle Sales
- Oil Well Drilling and Cleaning Establishment
- Outdoor Kennels (not a part of veterinary or grooming business)
- Outdoor Recreation including amusement parks
- Outdoor storage of any kind as the principal use



- Plastic material sales
- Portable building sales
- Portable storage
- Power Plant
- Pre-Release Center
- Race tracks (animal or vehicle)
- Sexually-oriented businesses
- Shooting range (outdoor)
- Taxidermist
- Truck rentals
- Truck stop
- Vending sales and service
- Woodworking shop
- Wrecker Yards

## **B. NON-CONFORMING USES**

Non-conforming properties and/or uses, which existed as of the date these regulations became effective, shall be allowed to continue in the same manner after the effective date of these regulations. However, such non-conforming properties and/or uses shall be subject to these regulations if feasible when:

1. A property owner requests any zoning change;
2. The principle use on the property is discontinued for a period of six (6) calendar months;
3. The property is destroyed or significantly altered (60% or greater);
4. Enlargements or improvements are made to the structures on the property that increase the gross square footage by 25%

## **C. EXISTING USES**

1. **SINGLE FAMILY RESIDENTIAL** - The Downtown Overlay shall not affect existing single family residential uses. Said uses may continue to exist in perpetuity until such time as they are redeveloped or rezoned for another use.
2. **PREVIOUSLY APPROVED PROJECTS OR DEVELOPMENT** - Any project or development that has approved development plans or had plans submitted and under review prior to the effective date of this section shall not be required to comply with these regulations. Previous approvals remain valid unless the approval date lapses or changes are made to previous approvals. This shall refer to site plans, building plans, Planned Unit Developments or Specific Use Permits submitted prior to the effective date of this section. Said project shall still be required to comply with the zoning regulations in effect at that time. An approved plat shall not constitute approval of a project. The Administrator shall determine if a project meets these criteria.

#### **860.5.5 LANDSCAPE REQUIRMENTS**

Development and or redevelopment shall comply with Chapter 20 of the Owasso Zoning Code whenever possible. Smaller and unique developments shall provide a landscape plan that shall be approved by the Administrator.

#### **860.5.6 GENERAL REQUIREMENTS**

- A. All development shall follow City of Owasso procedures and requirements described in Section 2, General Provision, except as noted in this Section.
- B. Architectural details and/or drawings shall be submitted to the Community Development Department at the time of site plan submittal. Architectural plans shall depict architectural details outlined in this Section and consist of:
  1. Preliminary renderings or drawings of building elevations plus typical cross sections to clearly define the character of the project and to ensure these provisions are met; and
  2. Clearly described exterior building materials to indicate compliance with this Section. The Administrator shall review the proposed building materials for compliance.

#### **860.5.7 BUILDING AND SITE DESIGN STANDARDS**

##### **A. BUILDING ENTRANCE**

Primary building entrances shall be clearly defined, and shall be recessed or framed by a sheltering element such as an awning, arcade, overhang, or portico (in order to provide weather protection for pedestrians). Public entrances flush with the building wall with no cover are discouraged. Awnings are encouraged.

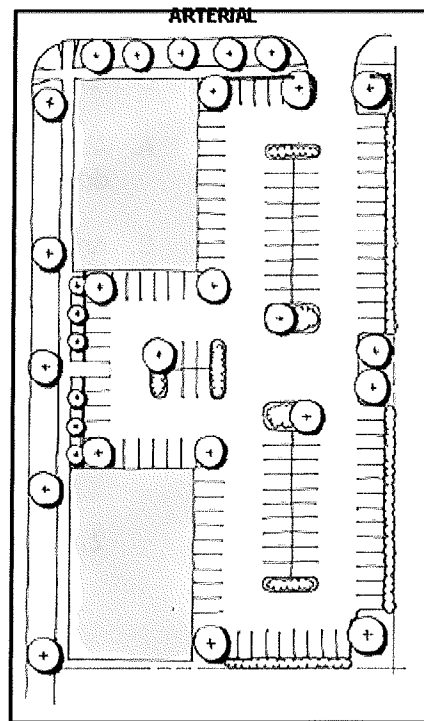
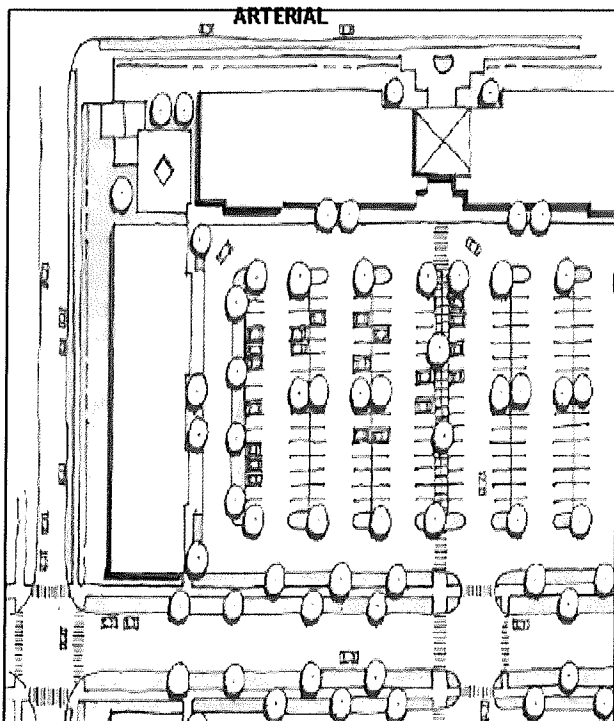
##### **Awning Standards**

- Awnings for a building façade shall be of compatible color, look, shape and height.
- Canvas or acrylic materials are encouraged. Aluminum, wood, or plastic awnings are prohibited.
- The store name may be painted on the awning (subject to review and approval of the administrator).
- Awning hardware shall not be visible.
- Awnings shall provide vertical clearance of no less than 8 feet above sidewalks.
- Awnings are not allowed to overhang over vehicular traffic ways.

##### **B. OFF STREET PARKING**

Off street parking areas are encouraged to be located to the side or rear of buildings or in the interior of a block whenever possible. Properties along Main Street shall be required to have the building located along the

front property line. Loading areas shall be located behind the main building and screened in accordance with Chapter 20. All parking lots, drives, aisles and other elements shall comply with Chapter 9 of the Owasso Zoning Code.



**C. BUILDING SETBACK**

It is the intent of this chapter to enhance and preserve the character of the overlay by promoting parking area placement to the rear of lots or along the sides of buildings and bring visually pleasing building architecture to the street, therefore building setbacks along public street frontage may be eliminated with a zero (0) foot setback when possible. Provisions for public sidewalks shall always be made. Public spaces for dining and display are encouraged between the building frontages and the public sidewalk, as long as a six (6) foot clear path of travel is maintained at all times. Side setbacks shall not be required, so long as buildings meet all building codes and fire rating standards.

**D. OUTDOOR SPACE**

Outdoor seating areas, fountains, plazas, courtyards and other elements are encouraged to create a unique, interesting and walkable downtown area.

**E. SIDEWALKS**

All buildings, parking areas, public spaces, amenity features, and adjoining developments of similar use, shall be linked with sidewalks. Sidewalks shall be provided along public streets that provide access to the

development. Sidewalks shall be constructed in accordance with the standards for sidewalks are required as set forth in City of Owasso Engineering Standards.

#### **F. EXTERIOR MATERIALS**

Exterior building materials shall include brick, glass, split-faced concrete block, stone, stucco, synthetic stucco, or cement-board or wood siding. Metal may be used only as accent material, and cumulatively may not exceed ten (10) percent of the area of any individual exterior wall along any public street. Pre-fabricated or engineered metal buildings are not allowed, though metal can be used as a construction material if covered with one of the allowed materials. These provisions shall not apply to roofs.

#### **G. ROOF PITCH**

Flat roofs and roofs with a pitch of less than 3:12 require a parapet wall. Roofs and screening shall comply with the regulations set forth in Chapter 20 of the Owasso Zoning Code. Eaves a minimum of one (1) foot from the building face shall profile a pitched roof. Roofing for pitched roofs greater than 6:12 shall be wood, tile, slate, architectural asphalt shingles, or low-reflectivity metal (flat or matte finish). No roof shall cause water to drain or flow directly onto any public way or sidewalk. Rainwater shall be collected and piped into storm drain systems or cisterns. Bio-swales, rain gardens or other LID technics are highly encouraged.

#### **H. ELECTRICAL AND SERVICES EQUIPMENT**

HVAC and similar types of incidental machinery or equipment shall be screened from view in accordance with Chapter 20. Utility meters, aboveground tanks, satellite dishes and antennas shall also be screened from view. Wall-mounted mechanical equipment that extends six inches (6") or less from the outer building wall shall be designed to blend in with the color and architectural design of the subject building. Unless a waiver is authorized by the City Council, all electrical and telephone lines and wires including, but not limited to, street lighting, shall be placed underground. Feeder and other major transmission lines may remain overhead. All utility installation shall conform to the City's adopted Technical Standards and Specifications. All utility service lines shall be located underground when feasible. This shall not apply to existing uses or single-family homes.

#### **I. WALL ARTICULATION**

Facades shall have a recognizable "base" consisting of (but not limited to): walls, ledges, sills, integrally textured materials (such as stone or other masonry), integrally colored and patterned materials, or planters. Facades shall also have a recognizable "top" consisting of (but not limited to): cornice treatments with integrally textured materials (other than colored "stripes" or "bands"), sloping roofs (with overhangs and brackets), or stepped parapets. All sides of a building and any accessory structure shall utilize materials and design characteristics consistent with those of

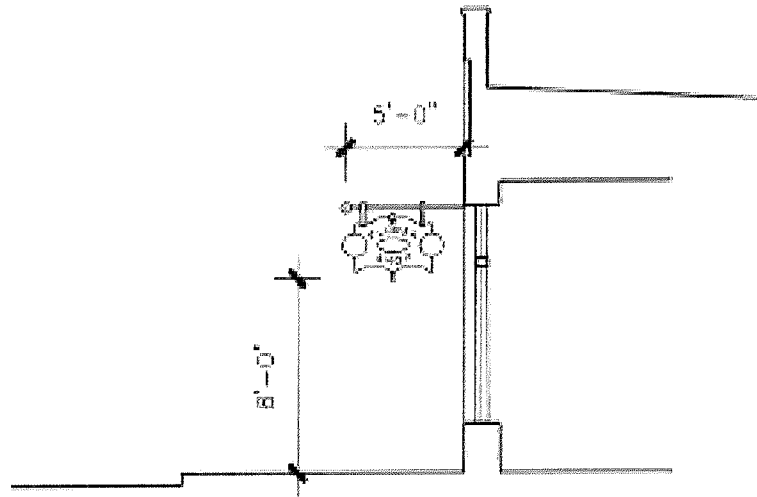
the front facade. In order to prevent large flat expanses of featureless exterior walls, structures having single walls exceeding twenty five feet (25') in length shall incorporate one or more of the following features at least every twenty five feet (25') in length

1. Changes in color, graphical patterning, changes in texture, or changes in material
2. Projections, recesses, and reveals, expressing structural bays or other aspects of the architecture with a minimum change of plane of twelve inches (12")
3. Windows and fenestration
4. Gable projections
5. Horizontal/vertical breaks
6. Other similar techniques

**M. SIGNAGE**

Signs shall be permitted in accordance with Chapter 18 of the Owasso Zoning Code, with the following exceptions:

1. Pole signs in this district are not allowed.
2. Signs are encouraged to be attached to buildings and located on the face of buildings. All signs not attached to buildings should be of monument form and constructed of materials that complement the main building(s).
3. All signs not attached to buildings shall be set in a landscaped bed.
4. Maximum height for signage not attached to a building shall be six (6) feet.
5. Full video message boards and signs are prohibited within the Downtown Overlay District.
6. Larger and multi-tenant developments shall be allowed to use the Unified Sign Permit process and are encouraged to do so.
7. Signage overhanging the public sidewalk shall be allowed where building faces are adjacent to property lines. Signs shall be at least eight (8) feet above the sidewalk and shall require a sign permit. (see figure below).
8. All signs not attached to buildings should be of monument form and constructed of materials that complement the main building(s).



**N. BUILDING ORIENTATION**

All primary buildings on lots or tracts with frontage on streets within the District, especially Main Street and E 76<sup>th</sup> St N. are encouraged to be oriented towards the street. If any such building is on a lot or tract with a second frontage, it shall have equally detailed and prominent facades, constructed of equally high quality materials, facing both the primary street and the secondary street. All buildings are encouraged to be oriented towards the front of the lot, with parking lots towards the rear or alongside buildings.

**O. COMMERCIAL DRIVE THROUGH LANES**

Drive-thru facilities are discouraged in the district. If drive-thru facilities are constructed as a part of the principal use, they shall be architecturally integrated with the main building.

**P. SCREENING OF REFUSE COLLECTION AND LOADING AREAS**

Refuse collection areas shall be screened in accordance with Chapter 20. In order to reduce the visual and acoustic impacts of these functions on adjacent properties and public streets, non-enclosed service, storage, and off-street loading areas shall be screened with opaque sight-obscuring walls and/or fences of between six feet (6') and eight feet (8') in height made of durable materials. Screening materials shall be the same as, or of equal quality to, the materials used for the primary building and landscaping.

**Q. MIXED USE DEVELOPMENTS**

Buildings in the District are encouraged to contain ground floor retail or restaurant spaces. Multi-story buildings are encouraged, with a mix of uses (office, retail/commercial, residential).

Residential uses above commercial spaces are encouraged and shall be allowed by-right in this district, subject to meeting adopted fire and building code requirements.

**R. SIDEWALK UTILIZATION**

Sidewalk cafes and room for sidewalk retail sales outside of businesses is encouraged. A minimum of six (6) feet of public travel path shall be maintained at all times and sidewalk business shall not impede this travel area at any time. Businesses shall be required to carry insurance for sidewalk space that holds the City of Owasso harmless and submit site plans for outside activity for approval by the City.

**S. PARKING**

1. Parking shall be designed in accordance with the Zoning Code.
2. The Administrator may waive or alter parking requirements on unique lots on a case-by-case basis.
3. Multi-family developments shall provide at least one parking space per unit and are encouraged to meet current parking standards. The Community Development Administrator shall determine parking requirements.
4. Public parking is encouraged with any new developments and can be counted towards parking requirements (except residential parking minimums). Developers shall work with the City to review and design public parking arrangements.
5. If on street parking is present or permitted on adjacent streets, said parking spaces may be considered to meet or augment parking requirements. An inventory of such spaces shall be made and reviewed against the parking needs of other businesses in the vicinity.

**T. MULTI-FAMILY DEVELOPMENT**

Individual multi-family developments in excess of six (6) units shall proceed through the rezoning and PUD process in accordance with the Zoning Code. For multi-family developments of six (6) units or less, the project shall only be required to rezone to the appropriate multi-family district (unless already zoned commercial) and proceed through administrative site plan review. All additional standards shall be met.

**U. RESIDENTIAL DEVELOPMENT**

Residential redevelopment is encouraged, with mixed-use, multi-family, townhome, triplex and duplex development. 1 and 2-family residential development shall be allowed on any residentially-zoned lot. Development of up to 6 dwelling units shall be allowed by-right on any commercially zoned lot.

**V. STORMWATER DETENTION**

Detention shall only be required on new development that increases the impervious area. All detention requirements shall be determined by the Owasso Public Works Department. These requirements shall not be applicable to residential dwellings up to 6-units.

**W. FLOOR AREA RATIO (FAR)**

There shall be no Floor Area Ratio (FAR) requirements in the district.

**X. AMENITIES**

1. Smaller multi-family developments shall not be required to meet the amenity requirements established in the PUD Chapter of the Zoning Code. Amenities should be placed internally when possible in larger multi-family developments (workout room, rec room, pool area, etc.), unless said amenities are made available to the public.

2. Commercial developments are encouraged to provide public amenities whenever possible (benches, fountains, play areas, plaza areas, etc.)

**Y. EXCESS RIGHT-OF-WAY (ROW)**

When development occurs along public rights-of-way that have excess ROW (ex. Non-arterials with 70' ROW width), closing of the public ROW shall be encouraged where possible. An alternative is to provide public parking stalls in these areas. Closing of right-of-way shall be subject to approval of the Owasso Public Works Department

**Z. ADMINISTRATIVE REVIEW**

Unless cited within this chapter or another section of the Owasso Zoning Code, review of these guidelines shall be performed at the Administrative level. The Administrator and/or his designee may approve variations to the regulations set forth in this chapter or alternate treatments, so long as the intent of the ordinance is met.



## **EXHIBIT C**

### **Development Project Assistance Application**

**OWASSO REDBUD DISTRICT PROJECT PLAN, INCREMENT DISTRICT NO. 1**

**ASSISTANCE IN DEVELOPMENT FINANCING**

**DEVELOPMENT PROJECT ASSISTANCE APPLICATION**

The Application must be fully completed before submission to the Economic Development Department of the City of Owasso at 200 S. Main Street, Owasso, Oklahoma 74055. The omission of requested information may result in delays. The information requested is necessary to conduct a thorough financial and economic analysis of the proposed project. Please include any supplemental information, as may be necessary for purposes of analysis.

**I. Applicant/Owner Information**

Name of Applicant:

Title:

Address:

Contact Information

Address:

Phone Number(s):

Email(s):

Name of Business:

Type of Business (LLC, LP, etc.):

Contact Information for Key Project Participants:

**II. Project Site Information**

Address of Project Site:

Attach Map(s) of Project Site

Legal Description of Project:

Square Footage and Dimensions of Project Site:

Existing Zoning of Project Site:

Description of Existing Improvements:

### **III. Project Information**

Name of Project:

Description of Project:

Market and Financial Feasibility of Project:

Public Improvements Necessary for Project:

Project Costs

Construction Costs:

Architectural and Engineering Fees:

Other Professional Fees:

Developer Fee:

TOTAL:

### **IV. Financial Information**

Proposed Sources of Funds

Permanent Financing:

Equity:

Public Funds:

Other:

Attach the following documents:

Balance Sheet, dated December 31 of past year and current year-to-date

Income Statement, past calendar year and current year-to-date

Cash Flow Statement, past calendar year and current year-to-date

Project Development Pro Forma

Tenant Occupancy Schedule

Letters of Intent and/or Contracts

Applicant hereby certifies that all information, including all documents and materials submitted with this Application, are true to his/her best knowledge and belief and are submitted for the purpose of consideration of assistance in development financing, consistent with and pursuant to the Owasso Redbud District Project Plan and the Policy Guide.

Applicant:

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **EXHIBIT D**

### **Small Business Enhancement Application**

**OWASSO REDBUD DISTRICT PROJECT PLAN, INCREMENT DISTRICT NO. 1**

**ASSISTANCE IN DEVELOPMENT FINANCING**

**SMALL BUSINESS ENHANCEMENT APPLICATION**

The Application must be fully completed before submission to the Economic Development Department of the City of Owasso at 200 S. Main Street, Owasso, Oklahoma 74055. The omission of requested information may result in delays. Please include any supplemental information, as may be necessary for purposes of analysis.

Business Name:

Address:

Contact Person/Owner:

Phone Number:

Email:

What are the proposed improvements to the property?

What dollar amount are you requesting?

What is the proposed total cost of the improvements? (Please provide any quotes for materials, supplies, labor as an attachment to this application.)

What is the source(s) of funds that is available to complete the improvements and match the amount you are requesting?

What impact would the proposed improvements have on your business? (increased customer traffic, increased sales, visibility, ability to add a new product or service, etc.)

Why do you believe the proposed improvements are a worthy endeavor for your business?

Is this property owned by someone other than the applicant? If yes, please attach letter from property owner agreeing to allow requested improvements to occur.

Please attach any additional information (pictures, schematics, documentation, quotes, accompanying information, etc.) with the application.

Applicant hereby certifies that all information, including all documents and materials submitted with this Application, are true to his/her best knowledge and belief and are submitted for the purpose of consideration of assistance in development financing, consistent with and pursuant to the Owasso Redbud District Project Plan and the Policy Guide.

Applicant:

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **EXHIBIT E**

# **Employment Generation Assistance Application**



**OWASSO REDBUD DISTRICT PROJECT PLAN, INCREMENT DISTRICT NO. 1**

**ASSISTANCE IN DEVELOPMENT FINANCING**

**EMPLOYMENT GENERATION ASSISTANCE APPLICATION**

The Application must be fully completed before submission to the Economic Development Department of the City of Owasso at 200 S. Main Street, Owasso, Oklahoma 74055. The omission of requested information may result in delays. Please include any supplemental information, as may be necessary for purposes of analysis.

**I. Applicant Information**

Business Name:

Type of Business (LLC, LP, etc.):

Address:

Contact Person/Owner:

Phone Number:

Email:

**II. Project Information**

Name of Project/Business:

Description of Project/Business:

Market and Financial Feasibility of Project/Business:

Public Improvements Necessary for Project/Business:

Projected Number of New Jobs:

Description of New Jobs:

Description of the Need for Public Assistance:

Impact of Project on Existing Business:

Impact of Project/Business on Community:

Please attach any additional information (pictures, schematics, documentation, accompanying information, etc.) with the application.

Applicant hereby certifies that all information, including all documents and materials submitted with this Application, are true to his/her best knowledge and belief and are submitted for the purpose of consideration of assistance in development financing, consistent with and pursuant to the Owasso Redbud District Project Plan and the Policy Guide.

Applicant:

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date