

AGENDA

Regular Meeting of the
Nichols Hills Building Commission
Tuesday, September 19, 2023 at 4:00 PM
City Hall, 6407 Avondale Drive
Nichols Hills, OK 73116

If special assistance is needed for this meeting by any person wishing to attend, please contact the City Clerk's office no later than 48 hours prior to the meeting, and such assistance will be provided.

Official action may be taken by the Building Commission only on items that appear on this Agenda. The Building Commission may dispose of the business set out on this Agenda by accepting, approving, adopting, rejecting, amending, or postponing action as to each item, as determined by the Building Commission.

1. Call to Order
2. Roll Call
3. Citizens Desiring to be Heard

The purpose of this time is to allow members of the public to speak to the Building Commission on any matter that is not otherwise set for consideration on this Agenda.

4. Minutes
 - a. August 15, 2023 Minutes
5. Public Hearings

Consideration of adoption, approval, acceptance, rejection, amendment, and/or postponement of the following:

- a. Certificate of Approval Application - 1304 Glenwood Avenue, Nichols Hills, OK.
- b. Certificate of Approval Application - 1209 Marlboro Lane, Nichols Hills, OK.

6. Items for Separate Vote

Consideration of adoption, approval, acceptance, rejection, amendment, and/or postponement of the following:

- a. Discussion regarding The Nichols Hills Building Commission Building Demolition, Design, and Construction Guidelines.
- b. Discuss application requirements for detailed cut through drawings of an exterior wall.
- c. Discussion regarding exterior building material requirements for residential homes.
- d. Discussion regarding corner lot building requirement plan.
- e. Review of improvements to the Commission application and process, including but not limited to application pre-meeting concerns and the number of applications at each regular meeting.

7. Adjournment

I certify that the forgoing was filed in the Office of the City Clerk at 2:07 PM on the 15th day of September, 2023 and posted in prominent view on the window at City Hall, 6407 Avondale Drive, at 2:30 PM on the 15th day of September, 2023; posted to the City of Nichols Hills website at <http://www.nicholshills.net> at 5:00 PM on the 15th of September, 2023; and transmitted by email at 5:00 PM on the 15th day of September, 2023 to those persons who have requested to be included on such notices pursuant to the Open Meeting Act and to those who have requested such notice.



City Clerk
City of Nichols Hills, Oklahoma

MINUTES

Regular Meeting of the
Nichols Hills Building Commission
Tuesday, August 15, 2023 at 4:00 PM
City Hall, 6407 Avondale Drive
Nichols Hills, OK 73116

**Original agenda filed in the Office of the City Clerk at 9:02 AM on
the 11th day of August, 2023.**

1. Call to Order
2. Roll Call

Attendee Name	Title	Status	Arrived
Larry Herzel		Present	
John Lippert		Present	
Tori Raines	Chairman	Present	
Rusty Caston		Present	
Jeff Oakley		Present	

3. Citizens Desiring to be Heard

The purpose of this time is to allow members of the public to speak to the Building Commission on any matter that is not otherwise set for consideration on this Agenda.

No one expressed a desire to be heard.

4. Minutes

- a. July 18, 2023 Minutes

MOTION: Caston moved to approve the July 18, 2023 minutes as presented. Herzel seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rusty Caston
SECONDER:	Larry Herzel
AYES:	Herzel, Lippert, Raines, Caston, Oakley

5. Public Hearings

Attachment: August 15 2023 Minutes (6803 : 3 August 15, 2023 Minutes)

Consideration of adoption, approval, acceptance, rejection, amendment, and/or postponement of the following:

- a. Certificate of Approval Application - 1509 Buttram Road, Nichols Hills, OK.

Mr. Scott Coleman, Coleman Homes Inc., presented the application to the Building Commission.

Following discussion among the Building Commission members, staff and the applicant, Chairman Raines opened the public hearing.

Hearing no others expressing a desire to be heard, the public hearing was closed.

MOTION: Oakley moved to approve agenda item 5a subject to amending the drawings to show the new roof will be guttered and down spouted to drain to Buttram Road. Caston seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jeff Oakley
SECONDER:	Rusty Caston
AYES:	Herzel, Lippert, Raines, Caston, Oakley

6. Items for Separate Vote

Consideration of adoption, approval, acceptance, rejection, amendment, and/or postponement of the following:

- a. Discuss application requirements for detailed cut through drawings of an exterior wall.

Mrs. Carla Sharpe, attorney for the City, presented proposed language to add to the application requirements for detailed cut through drawings of an exterior wall.

Building Commission members discussed the benefits of adding the requirement for the detailed cut through drawings of an

exterior wall on all applications that come before the Building Commission.

Mrs. Sharpe will work with Commissioner Lippert and bring back the proposed language for the application requirements for the Building Commission to review at the next meeting.

7. Adjournment

MOTION: There being no further business, Caston moved to adjourn the meeting. Lippert seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rusty Caston
SECONDER:	John Lippert
AYES:	Herzel, Lippert, Raines, Caston, Oakley

Chairman
Building Commission
City of Nichols Hills, Oklahoma

City Manager
Building Commission
City of Nichols Hills, Oklahoma

City Clerk
City of Nichols Hills, Oklahoma

Attachment: August 15 2023 Minutes (6803 : 3 August 15, 2023 Minutes)

See City Clerk's office.

**The Nichols Hills Building Commission
Building Demolition, Design, and Construction Guidelines**

Table of Contents

I.	Overview	2
II.	The Certificate of Approval application and Building Commission review process.....	4
III.	The Guidelines	5
A.	The Building Demolition Guidelines	5
B.	The Building Design and Construction Guidelines	6
1.	Site Design Guidelines	6
2.	District Compatibility Guidelines	8
3.	Proportionality: Volume, Bulk, Massing, Scale, and Proportion Guidelines	9
4.	Quality of Materials and Workmanship Guidelines	14
5.	Architectural Style Guidelines	15
6.	Architectural Features, Materials, and Color Guidelines	16
7.	Privacy Guidelines	18
8.	Landscaping Guidelines	21
	Examples of landscape points.....	24

The Nichols Hills Building Commission Building Demolition, Design, and Construction Guidelines

Capitalized terms in these Guidelines. Terms capitalized in these Guidelines are defined in Chapter 50 of the Nichols Hills City Code.

I. Overview

The Building Commission. The Nichols Hills Building Commission was created by ordinance in 2019. See Article V, *Building Commission*, in Chapter 50, *Zoning*, of the City Code. Article V is referred to in these Guidelines as the “Building Commission Ordinance.” The Building Commission administers the City’s Building demolition, design, and construction review process for all of the City’s Zoning Districts. Specifically, the Building Commission reviews and determines whether to issue Certificates of Approval for proposed Building demolition and for many construction projects, as discussed below.

What the Building Commission does and does not do. The Building Commission determines whether proposed projects comply with the City’s objectives regarding demolition, design, and new construction of Buildings. The Building Commission does not determine whether a proposed project complies with other provisions of the City Code, such as the Building requirements set out in Chapter 8 of the Code—determining such City Code compliance is part of the City’s Building Permit process.

Who are the Building Commissioners? The Building Commission is made up of five Commissioners appointed by the City Council, two of whom must be residents of Nichols Hills. Commissioners are not paid for their service. The Building Commission Ordinance requires that at least two Commissioners be registered architects, landscape architects, urban planners, historic preservation consultants or engineers. One must be a general building contractor. If three or more of the Building Commission positions are vacant at any time, the Planning Commission serves as the Building Commission.

What types of projects require Certificates of Approval? Certificates of Approval are required to:

- demolish Buildings
- construct a new Main Building or a new Secondary Building ¹
- construct an Addition to an existing Main Building or Secondary Building ²
- alter the façade of a Building when such alteration spans over 50 lineal feet of the Building or 50% of the façade (but not when the alteration is the removal and replacement of like materials to the façade or is the application or removal of paint to the façade)

¹ By ordinance, new Secondary Buildings are allowed only in the Church, Retail, and Business Districts.

² Minor additions, as discussed below, are exempt.

In addition, Alterations to Main Buildings and Secondary Buildings require Certificates of Approval if, during the Building Permit process, the City Code Official determines that review is needed.

What types of projects do not require Certificates of Approval? The Building Commission Ordinance states the types of projects that do not require a Certificate of Approval. If you are unsure whether your proposed project requires a Certificate of Approval, you should contact the Code Official for guidance.

Certificates of Approval are required in advance of Demolition Permit and Building Permit applications. A Certificate of Approval from the Building Commission must be obtained before applying for a Permit to demolish a Building and before applying for a Building Permit for a construction project that requires a Certificate of Approval.

Why does the City require Building Commission review and approval? The City's Building demolition, design, and construction review process serves to meet many goals and to set high expectations that the City Council believes benefit the City and its residents, all intended to protect the property and privacy rights and aesthetic expectations of the City's inhabitants. The Guidelines are stated at Section 50-342 of the Building Commission Ordinance as follows:

- **Development Regulations.** Promote development planning in furtherance of the general descriptions and development regulations established for Dwellings, churches, and commercial and office Buildings in the respective Districts within the City, as described in Article II of this Chapter [Chapter 50 of the City Code].
- **Quality.** Protect, preserve, and enhance the quality of the built environment by encouraging the highest standards in architectural and landscape design, Building materials and workmanship, and aesthetic and proportional compatibility between new and existing Buildings.
- **Beauty.** Protect, preserve, and enhance the City as a place of timeless beauty, with many parks, open spaces, and well-kept beautiful residential landscapes in residential zoning Districts.
- **Architectural Resources.** Encourage preservation, protection, renovation, and restoration of Architectural Resources whenever reasonably possible. ["Architectural Resources" are defined by the Building Commission Ordinance in Section 50-342 as "Buildings that possess significant local interest or significant artistic or architectural merit, that are particularly representative of their class or period, or that are particularly important to the City's history."]
- **Privacy.** Ensure that architecture and landscaping respect the privacy of adjacent properties.
- **Proportionality.** Ensure that consideration is given to the proportionality of proposed Buildings in relation to Buildings on adjacent properties.

The Building Commission reviews Applications to ensure proposed projects comply with the City Code and these Guidelines. The Building Commission’s job is to review proposed projects to ensure they comply with the applicable requirements set out in the Building Commission Ordinance and these Guidelines.

Who is accountable to ensure compliance with the City Code and Certificates of Approval? Both property owners and their contractors can be held accountable for noncompliance with the City Code and the Building Commission’s decisions and directives. The penalties for noncompliance are significant and can include public nuisance declarations (and abatement as such), misdemeanor charges, and daily fines.

In sum, Nichols Hills’ expectations are high with respect to when Buildings may and may not be demolished and with respect to construction of new Buildings and Additions. These Guidelines are intended to help residents and contractors working in Nichols Hills to understand what those expectations are and how best to meet them.

II. The Certificate of Approval Application and Building Commission Review Process

The application and review process. The City provides applicants with an Application for Certificate of Approval form which includes an overview of the review process (Attachment A – Review and Certificate of Approval Process Overview) and a checklist for the required pre-application meeting with the City’s Public Works Department and one or more of the Building Commissioners (Attachment B – Pre-Application Meeting and Certificate of Approval Application Checklist). Review of the entire application package, including the two attachments, prior to completing the application form and prior to contacting the Public Works Department is encouraged.

Review of these Guidelines is encouraged. The Building Commission will review each Application for general conformance with these Guidelines. These Guidelines address the general topics of:

- site design
- compatibility with the regulations applicable to the District in which the project is located
- proportionality: volume, bulk, massing, scale, and proportion
- quality of materials and workmanship
- architectural style
- architectural features, materials, and color
- privacy
- landscaping

In addition to reviewing the provisions of the City Code applicable to the project, it is recommended that applicant and the architect and/or general contractor review these Guidelines in completing the Application.

III. The Guidelines

A. The Building Demolition Guidelines

The City Code addresses numerous requirements related to moving and demolishing Buildings. Applicants are encouraged to review these provisions before filing an application for a Certificate of Approval that requires moving or demolishing an existing Building. The proposed demolition of Buildings will be reviewed by the Building Commission based on the following Guidelines, in addition to applicable City Code provisions.

A-1 *Architectural Resources will receive increased scrutiny.* Architectural Resources should generally not be demolished, but rather should be properly preserved, protected, renovated, and/or restored. “Architectural Resources” are defined by the Building Commission Ordinance as

Buildings that possess significant local interest or significant artistic or architectural merit, that are particularly representative of their class or period, or that are particularly important to the City’s history.

The Building Commission Ordinance states that one of its objections is to “encourage preservation, protection, renovation, and restoration of Architectural Resources whenever reasonably possible.” Accordingly, should an owner of an Architectural Resource wish to demolish it, such an application will received increased scrutiny by the Building Commission. The Building Commission adopted the following criteria in determining whether a particular building should be designated as an Architectural Resource. Those are:

- The Building possesses character, interest or value as a visible reminder of the development and heritage of Nichols Hills.
- The Building was the location of a significant local or state event.
- The Building is identified with a person who, or group or event that, contributed significantly to the cultural or historical development of Nichols Hills.
- The Building exemplifies a particular architectural style or building type important to Nichols Hills.
- The Building is the best (or one of the best) remaining examples of an architectural style or building type in a neighborhood in Nichols Hills.
- The Building is identified as the work of a person or group whose work has influenced the heritage of Nichols Hills.
- The Building has value as a significant element of community sentiment or public pride.

- The Building was constructed in the early stages of the development of Nichols Hills (1930s and 1940s), there have been minimal structural modifications to the building, and the building is in at least fair condition.

A-2 Demolishing Dwellings; replacement Dwellings required. The City Code provides that Dwellings may not be demolished until a replacement Dwelling is approved as part of the Building Commission review process.

A-3 Demolishing office or commercial Buildings; replacement Building or appropriate other use required. Buildings that are not Dwellings, such as office and commercial Buildings, should not be demolished until a replacement Building or other appropriate use of the property is approved as part of the Building Commission review process.

B. The Building Design and Construction Guidelines

Building design and construction is addressed in many City Code provisions.³ Applicants should review all City Code provisions applicable to the proposed project before filing an Application for a Certificate of Approval. In addition to applicable City Code provisions, proposed Building projects that require a Certificate of Approval will be reviewed by the Building Commission based on the following Guidelines.

1. Site Design Guidelines

Site design is the layout of proposed development on property, including the placement and orientation of Buildings, landscape, and hardscape. One key element that defines visual character of an individual Building and a neighborhood is how a Building is located or placed on a site. A single Building out of context with its site or neighboring Buildings can appear disruptive. Site design should reinforce the local context of the natural and built environment. The unique quality of each site should be considered when designing projects. Careful consideration should be given to site specific qualities of natural topography, existing vegetation, drainage, and site access.

The City Code contains many requirements regarding the design of Building sites, including setback requirements that vary based on the Zoning District in which the property is located. Applicants must comply with those requirements. In addition, the following Guidelines can help ensure that a construction project meets this important requirement.

B-1.1 Site Plans are required. A Site Plan meeting the requirements stated in the Building Commission Ordinance must be submitted with each application for a Certificate of Approval for new construction of Buildings and Additions.

B-1.2 Grading and drainage. Sites should be designed to minimize changes in grade and changes in existing drainage courses that could adversely affect other properties. The Building

³ See, for example, Chapter 8, *Buildings and Building Regulations*; Article III, *Flood Damage Prevention*, Chapter 20, *Environment*; Article III, *Fire Code*, Chapter 22, *Fire Prevention and Protection*; and Article II, *District Regulations*, Chapter 50, *Zoning*.

Commission Ordinance requires applicants to provide drainage plans and other specific information regarding drainage when applying for Certificates of Approval.

B-1.3 *Environmental setting and landscaping.* The environmental setting and landscaping should be considered in the site planning and structure placement process. Buildings and Additions to Buildings should be constructed to blend with the environment and natural land forms of the site, complementary to neighboring Buildings. See Section 8 of these Guidelines.

B-1.4 *Spatial Relationship of Structures.* Sites should be designed such that all structures on the site are situated in a way that the entire site is harmonious as a complete project.

B-1.5 *Landscape Guidelines.* Building sites should be designed in compliance with City Code's Landscaping and Screening Regulations and the Guidelines for landscaping set out in Section 8 of these Guidelines.

B-1.6 *Block context.* Buildings should be integrated on the site development plan to be consistent with historical patterns on the block on which the property is located. Existing block patterns, such as the distance of Buildings from the street and existing parking arrangements and patterns, will be considered by the Building Commission.

B-1.7 *Privacy.* The privacy of adjacent properties must be considered in site design. See Section 7 of these Guidelines.

B-1.8 *Significant Trees and existing vegetation.* The City Code defines Significant Tree as any existing tree with a caliper of six inches or greater that is in good health. Site development plans should demonstrate a diligent effort to retain as many Significant Trees as possible. Sites should be designed to preserve significant and unique vegetation groups that contribute to the character of the site and the neighborhood. See Guideline B-8.9.

B-1.9 *Topography.* Sites should be designed to make use of existing topographic features to the extent possible.

B-1.10 *Exterior equipment.* Exterior equipment, such as garbage receptacles, mechanical and electrical equipment, including air conditioning equipment, should be architecturally integrated into the site design such that it will be screened from view from the street to the maximum extent reasonably possible. Outdoor storage and service areas must be screened in compliance with the City Code.

B-1.11 *Adjacency to Architectural Resources.* The potential impacts of new and remodeled Buildings in the vicinity of Architectural Resources should be carefully considered in order to not detract from the site of the Architectural Resource.

2. District Compatibility Guidelines

Nichols Hills is unique in that it is divided into distinct “Zoning Districts,” each with its own historical characteristics.⁴ There are six residential Districts: the E-1 Estate District, the E-2 Urban Estate District, the R-1-75 Single-Family District, the R-1-60 Single-Family District, the R-2 Two-Family District, and the R-3 Multi-Family District. There are also three non-residential Districts: the Church District, the Office District, and the Retail Business District. And there are various other “special” Districts, such as the Town Center Overlay District.

The City Code sets out the permitted uses, “Conditional Uses,” “Uses Subject to Review” by the City, and Development Regulations for each District. The Development Regulations specifically state various Zoning District requirements for construction, such as setbacks, lot size, Lot Coverage, Floor Area Ratios, and maximum Building height.

In addition, the City Code provides a “general description” of each District. Following these “general descriptions” helps retain the character of Nichols Hills, even as new construction and development takes place. The following Guidelines will be used in determining whether the Zoning District’s “general description” requirements are met.

B-2.1 Development should fall within the “general description” of the applicable District. Construction projects should be planned such that all development fits within the description of the applicable District as set out in the City Code. The residential District descriptions are as follows:

- **The Estate District.** All development in the Estate District should be compatible with an exclusive neighborhood of large single-family homes on large lots with considerable private open space and landscaping. Attached quarters for household employees are permitted.
- **The Urban Estate District.** All development in the Urban Estate District should be compatible with an exclusive neighborhood of large single-family homes, both old and new, on larger than average lots with considerable private open space and landscaping.
- **The R-1-75 and R-1-60 Single-Family Districts.** All development in the Single-Family Districts should be compatible with established single-family homes, with the R-1-75 District comprised of moderate-sized lots and the R-1-60 District comprised of smaller to moderate-sized lots. The pattern, style, quality, and character of these residences should be protected from encroachment by large homes with minimal open space constructed on small lots and by incompatible development.
- **The Two-Family District.** All development in the Two-Family District should be compatible with the development standards similar to the single-family Districts, with a high standard of light, air, and open spaces.

⁴ See City Code, Article II, *District Regulations*, Chapter 50, *Zoning*.

- **The Multi-Family District.** All development in the Multi-Family District, while being a higher density District with a more broad range of housing types, should provide for a high standard of light, air, and open spaces for all developments.

B-2.2 Development in the Estate District warrants higher scrutiny. As stated in the “general description” of the Estate District, this District represents a “significant contribution to the character and stability of the community” and thus warrants strict regulation. Development in the Estate District should be carefully and thoughtfully done, as it will be highly scrutinized by the Building Commission.

B-2.3 Plat restrictions and restrictive covenants. The City is subdivided into 16 platted subdivisions. Most of those subdivisions are subject to plat restrictions and restrictive covenants filed of record in Oklahoma County which are private covenants running with the land and not enforceable by the City (but are enforceable by other residents within the applicable subdivision). Applicants are cautioned that regardless of the regulations contained in the City Code or in these Guidelines, there may also be more restrictive regulations in the form of plat restrictions, deed restrictions, declarations of covenants and restrictions, and platted setback lines which may further limit the use or development of a parcel. Applicants will be required to attest in the application for a Certificate of Approval that they have reviewed all such applicable restrictions and that to the best of their knowledge, the proposed project is or is not consistent with any such restrictions, as the case may be.

3. Proportionality: volume, bulk, massing, scale, and proportion Guidelines

Consideration must be given “to the proportionality of proposed Buildings in relation to Buildings on adjacent properties.”⁵ Accordingly, the Building Commission requires that applicants provide information regarding the proportionality implications of the proposed project.⁶ Proportionality of a proposed Building to other Buildings around it is an important consideration of the Building Commission when reviewing proposed projects.

Further, the City Code’s “Development Regulations” state the minimum setback requirements for front, rear, and side yards; maximum Lot Coverage and Floor Area Ratios that determine the maximum size and bulk of structures; minimum lot width at the front Building line; and maximum Building heights for each of the City’s Districts.⁷ While these regulations must be followed, it should be kept in mind that these provisions set the maximum allowances and the minimum requirements.

Buildings should be compatible with neighboring Buildings in terms of volume, bulk, and massing. And Buildings should be proportionate to a “human scale,” with architectural features in proportion to one another. What do these terms mean?

⁵ City Code, Section 50-344 (f), *Purpose and intent of the Building moving, demolition, design, and construction review process.*

⁶ City Code, Section 50-372(c)(12), *Application for Certificate of Approval.*

⁷ City Code Article II, *District Regulations, Chapter 50, Zoning.*

- **Volume** is the quantitative three-dimensional measurement of a Building's height, width, and depth combined. Volume answers the question: how big is the Building?
- **Bulk** is the qualitative visual perception of a Building's volume. Bulk is affected by variations in height, setbacks, and stepbacks of upper stories. Bulk answers the question: how big does the Building seem to be (whether larger or smaller than its actual volume)?
- **Massing** is the overall volumetric size of the structure and its parts compared to other structures around it. Does the way the Building is arranged make it seem to have more bulk?
- **Scale** is the qualitative proportional relationship of a Building and its architectural elements and details to a definite unit of measure, which for the City is the "human scale." Scale is also the relative size of the Building and its elements compared to other structures around it. Does the Building fit well with human senses? Or is it "larger than life?"
- **Proportion** is the quantitative relative sizes and dimensions of architectural elements and details, as they relate to each other, to the entire Building, and to other Buildings in the vicinity. Are all the Building's features proportionate to one another? Is the Building proportionate to other Buildings around it?

The Building Commission will review each project for which a Certificate of Approval is sought based on the project's volume, bulk, and massing to the surrounding Buildings and open spaces in order to ensure that development is compatible with other development in the applicable District and on the applicable block. And the Building Commission will review the project to ensure it fits well within a "human scale" and that all architectural elements and details are proportional. The following Guidelines should be followed to ensure that these requirements are met.

B-3.1 Proportionality as to surrounding Buildings. A Building's volume, bulk, and mass should be proportionate to and compatible with that of neighboring Buildings. While adjacent Buildings may be larger than one another, proportionality is important to ensure that a particular area or block is visually appealing. A new Building need not always be the same height as surrounding Buildings but should relate to established rooflines. The height of a proposed Building should generally be comparable in height to the height of surrounding Buildings.

B-3.2 Proportionality as to the Building itself. The architectural elements of a Building should be in proportion to the overall size of the Building. Bigger Buildings may require bigger elements, such as doors, windows, archways, while smaller Buildings may require smaller elements to remain proportional throughout. For example, even a small home may have windows or doors so different in size or shape relative to each other or to the home that they detract from the home's appearance.

B-3.3 Mass. The mass of a Building should be broken up in order to create interplay between the various Building elements in a manner consistent with its architectural style.

B-3.4 Bulk. The appearance of a Building's bulk should be reduced to the extent possible. Bulk-

reducing patterns should be created using doors and windows where possible and consistent with the architectural style. The highest portions of a structure should be set back from lot lines to reduce the appearance of bulk. The height of Building elements should be varied where appropriate to the design.

B-3.5 *Building height.* Building height should be in proportion to the style and size of Building, the lot area, Buildings in the Zoning District, and Buildings on the applicable block.

B-3.6 *Plate heights.* Tall plate heights (over 10 feet) should be avoided when they unnecessarily add to the volume of a Building.

B-3.7 *Two-story Buildings.* Where appropriate to the architectural style, consideration should be given to architectural features that indicate where a first story ends and a second story begins when the structure is viewed from the street. Examples of appropriate floor delineations for some architectural styles include banding or rooflines. Consideration of the following criteria may be:

- the upper floors of a Building should be proportionally smaller and shorter than the ground floor; avoid large flat walls by projecting and recessing sections;
- locate the mass of a second floor over the center of the Building if possible;
- reduce bulk by using external finishes and ornamentation;
- and reduce bulk by lowering eave lines, varying height of roof elements, and increasing stepbacks of upper story Additions.

On streets with a majority of one-story Dwellings, new two-story Dwellings may not have a single-story element on the prominent elevation.

B-3.8 *Two-story Buildings adjacent to one-story Buildings.* In some situations, a two-story will exist or be proposed to be constructed adjacent to a one-story Building. In those situations, the two Buildings should be compatible with one another. One way to make a two-story Building more compatible with its single-story neighbors is to lower the eave line of the second-story roof. Lowering the eave line (i.e. bringing some portions of the roof down to the gutter or eave line of the first-story roof) also ties the two stories of a Building together. Setting second stories back into the area of roof lines is often a solution to avoid impacting sunlight access, and it generally will lower the apparent height of the Building. Lowering the eave line of the second-story roof can also reduce the apparent Building volume, which may result in the scale of the Building being more compatible with its neighborhood. Two-story Buildings adjacent to one-story Buildings should generally feature a single-story element.

B-3.9 *Human scale.* Architectural elements should provide a sense of “human scale” by including features such as visible front door entries, traditional porch features, decorative pedestrian gates, small and medium-sized windows, short Fences, and few large “blank” architectural features.

B-3.10 *Lot Coverage and Floor Area Ratios.* A Building's size should be appropriate for the size of the lot, and the Floor Area of a Building should be in scale with development on similarly-sized lots in the immediate area. A project with a Floor Area (size) substantially in excess of the Floor Area of the immediately surrounding properties will have the burden of demonstrating that the project cannot be viewed by surrounding property owners due to siting, or that its spatial volume when taken together with its lot size, setbacks, and landscaping make it compatible with similar surrounding properties.

B-3.11 *Garage door design and placement.* The design of garage doors should minimize the appearance of bulk, and the scale of the garage should be appropriate in comparison to the portion of the Building visible from the street. The ratio of garage frontage to the width of the Building should not exceed 50%. Garage doors should have panels and windows to articulate large planes.

B-3.12 *Second-story decks.* Wall elements, guardrails, furniture, and outdoor fireplaces should not adversely contribute to the bulk and/or scale of the project.

B-3.13 *Covered porches, loggias, and covered decks.* Covered porches, loggias, and covered decks should enhance a Building's design, appearance, and function and not contribute to excessive mass, scale, and bulk.

B-3.14 *Second-story setbacks.* Second-story volume should not negatively affect the streetscape or neighboring backyards or cause the Building to appear bulky from the front or back of the Building based on how the massing of the Building is composed.

B-3.15 *Canyon effect.* How close the volume of a proposed second-story Building will be to the volume of an adjacent property's existing second-story volume must be considered to avoid a "canyon effect" between the two Buildings.

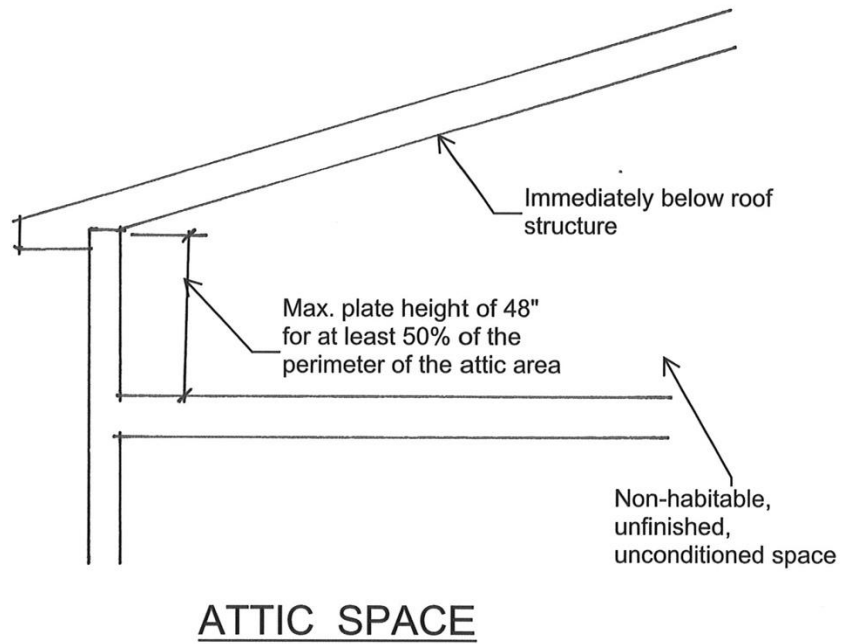
B-3.16 *Wall size.* Large expanses of wall should be avoided if they adversely contribute to a Building's appearance of bulk. A Building's volume should be articulated consistent with its architectural style, where possible. Wall heights should allow proportional human scale window and door details.

B-3.17 *Roof size and line.* Large expanses of roof should be avoided if they adversely contribute to a Building's appearance of bulk. A Building's massing should be changed, if possible, to avoid large expanse of a roof. Roof lines should be varied where appropriate to the design. Where appropriate, bring some portions of the roof down to the gutter or eave line of the first-story roof to reduce the apparent volume of the Building.

B-3.18 *Grade manipulation.* Development should not manipulate existing or finished grade in order to conceal the actual size, bulk, and scale of the proposed Building.

B-3.19 *Attics.* Attics are not included in Floor Area calculations. Generally, at least 50 percent of the space that is considered attic must have a plate height of 48-inches or less above the floor structure, as depicted below.

Attic Definition Exhibit



B-3-20 Basements. Basements are defined and depicted in Section 50-3 of the City Code. Basements are not included in Floor Area calculations.

4. Quality of materials and workmanship Guidelines

One of the most important goals of the Building Commission review process and these Guidelines is to encourage the highest standards in all aspects of construction, including the highest standards in Building materials and workmanship and aesthetic compatibility between new and existing Buildings. Nichols Hills has long been viewed as a city of high quality, well built, and beautiful homes. These Guidelines regarding quality of materials and workmanship serve to continue that important heritage.

Note that the City Code includes various provisions that relate to the quality of materials and workmanship for all construction and development projects. As applicable, each of these regulations must be followed. In addition, the following Guidelines should be used to determine whether the quality of materials and workmanship proposed for a project reaches the intention of the City Code and these Guidelines.

B-4.1 Building materials and construction in general. Building materials should be of high quality and high durability, installed by experienced contractors registered with the City of Nichols Hills. The City Code specifically sets out certain exterior Building materials that are prohibited and some that are allowed.⁸

B-4.2 Contractors. Contractors must meet all of the requirements set out in the City Code, including the requirement that they be registered with the City, but must also have an understanding of the expectations and goals set out in these Guidelines, as enforced by the Building Commission.

B-4.3 Foundations. All foundation work should be of the highest quality and workmanship. In accordance with any required geotechnical soil testing, the foundation and slab, must be based on the stamped instructions of a licensed architect or structural engineer's design.

B-4.4 Exterior Building materials. The City Code sets out the prohibited and allowed exterior Building materials in Residential Zoning Districts. As to all Buildings, exterior finish materials generally should be brick, rock, stone, cast stone, cement stucco or other masonry material. All exterior materials should appear as structural elements of the Building and not as superficial coverings.

B-4.5 Additional generally prohibited materials. Metal as a Building skin, including metal structures such as sheds, are generally prohibited. Mirrored glass and exposed concrete block are also not acceptable Building materials.

B-4.6 Roofing materials. Roofing shingles should be constructed of high-quality roofing materials such as slate, architectural or laminated asphalt, composite slate, clay tile, stone-coated

⁸ City Code, Sec. 50-140, *Prohibited and allowed exterior Building materials in residential Districts.*

steel or wood, all of which must meet the City Code's requirements as applicable. Eave closures, such as bird stops, if any, must be mortared with natural cement.

B-4.7 *Gutters, downspouts, flashing, and valleys.* Gutters, downspouts, flashing, and valleys should be copper, lead-coated copper, powder-coated aluminum or baked enamel aluminum. All should be of a color to match the Building's cornice (unless copper or lead-coated copper).

B-4.8 *Windows.* Windows should be wood, wood-clad, heavy-duty aluminum or steel. Burglar bars on the exterior of windows and doors are not permitted. Canvas awnings are generally not permitted. Shutters in a color, design, and size complimentary to the Building exterior are generally acceptable.

B-4.9 *Plumbing vents and Sheetmetal pipes.* Where possible, plumbing vents and mechanical flue pipes should be installed so as not to be visible from the street and painted to match the roof color.

B-4.10 *Chimneys.* Chimneys should be structurally and substantially enclosed with an architecturally compatible material. Chimneys should be featured as architectural elements. Chimney caps must be decorative and spark arrestors must be concealed.

B-4.11 *Retaining walls.* Retaining walls should be engineered to perform the function that mandates their inclusion and constructed of concrete or concrete masonry unit (CMU). Where visible from the street, they should be built or veneered with materials that are the same as or complimentary to the exterior of the Building.

B-4.12 *Fences.* Chain-link Fence or Fence containing extruded plastic or polyvinyl materials are generally prohibited.

B-4.13 *Pergolas, gazebos, trellises, and arbors.* Accessory structures such as pergolas, gazebos, trellises, and arbors should generally be constructed of heavy timber or wrought iron.

5. Architectural style Guidelines

Architectural style can be defined as a consistent design theme that is manifested on the exterior form and decorative elements of a project. The many varieties of architectural styles in Nichols Hills—up to 34 different styles—are a contributing factor to the visual appeal of the City. While the City Code does not mandate that Buildings be of any particular architectural style, creating a cohesive and consistent architectural style throughout a project is important—the City Code and these Guidelines require the highest standards in architectural design which begins with choosing an appropriate architectural style and applying that style consistently throughout a project. The following Guidelines should be followed in determining and applying architectural style.

B-5.1 *Definite style and consistent design.* A definite architectural style should be chosen for a project, and that style should be consistently applied throughout the entire exterior of the Building and any accessory structures on the site.

B-5.2 *Additions and Alterations to existing Buildings.* Additions to and Alterations of existing Buildings should be compatible with the existing architecture or the entire Building should be remodeled in a single architectural style. The height and mass of Additions may not adversely impact any adjacent structures.

B-5.3 *Roofing materials.* Roofing materials and color should be consistent with the Building's architectural style.

B-5.4 *Architectural and structural elements.* Architectural elements, such as windows, doors, and cornices should create a rhythmic composition taking into consideration scale, style, and architectural proportion. These elements should be detailed to provide modulation, visual interest, and texture variations. Structural elements should be consistent with the best elements that distinguish the Building's particular architecture, including volume, massing, scale, rooflines, colors, textures, and materials.

B-5.5 *Height and scale.* Building height and scale should be compatible with the architectural style of the house.

B-5.6 *Accessory Structures.* The architectural style of Accessory Structures should be in an appropriate and well-designed relationship with the architectural style of the Main Building.

B-5.7 *Roof design.* Roof forms should be carefully planned for a well-designed and high-quality Building. Roof patterns are created through the roof slope, materials, and massing of roofs. The mass of a roof and how it is articulated into different shapes contributes to the character of a Building.

- When planning a new Building or second-story Addition, begin with a primary roof form that is compatible with the Zoning District and the existing neighborhood.
- Additional roof forms should be architecturally compatible with the primary form's slope and material.

See also Guideline B-3.7, *Two Story Buildings*, and Guideline B-3.14, *Second-story setbacks*.

6. Architectural features, materials, and color Guidelines

Architectural features—such as doors, windows, terraces, porches, chimneys, dormers, skylights, railings, balconies, and architectural trim—and the color and texture of visible exterior Building materials should be compositionally consistent with the mass, bulk, and scale of the Building and its architectural style.

B-6.1 *Proportionality.* Architectural features should be proportionate to the overall Building and to each other.

B-6.2 Ornamentation. Ornamentation should be applied to be consistent with the architectural style of the Building. Ornamentation that will make the Building appear overly decorated should be avoided.

B-6.3 Exterior materials and colors; color samples.

- Exterior materials and Building colors should complement the architectural style of the Building and be compatible with the exterior materials and Building colors of Buildings in the applicable District and Buildings on the block in which the property is located.
- Exterior façade colors should be low reflectance, subtle, neutral or earth-tone colors.
- There should be a consistency and harmony of all materials, color, composition, and architectural detail on all sides of a structure.
- The Building Commission requires color samples if available at the time an application is submitted. If color samples are not then available, the Building Commission may condition issuance of a Certificate of Approval on its receipt of such color samples at a later date or assurance from the applicant as to what such colors will be.

B-6.4 Roofing materials. Roofing materials and color should be consistent with the Building's architectural style.

B-6.5 Walls, Fences, hedges, and gates. ⁹

- Fences, walls, and hedges, if any, should be integrated with the structures and setting, their heights should be proportional to their function and heavily landscaped.
- Walls, Fences, and entrance gates and associated landscaping should not be visually intrusive to the neighborhood and designed to respect vehicular and pedestrian access and circulation.
- Large expanses of Building walls, especially when combined with retaining walls, should be avoided.
- Where walls, Fences, and entrance gates are visually proximate to structures on the site, they should be compatible with the design of the residential Building.

B-6.6 Skylights. Skylights should be consistent with and complementary to overall design of Building. Aluminum skylight frames must be bronze anodized or otherwise treated to minimize light reflection. Skylights should be sited to avoid creating daytime glare or substantial night light visible from surrounding properties and from public view.

⁹ See City Code Article VI, *Fences*, Chapter 8, *Buildings and Building Regulations*, for more requirements regarding Fences.

B-6.7 Paving. Large expanses of paved area throughout a property should be avoided in favor of breaking up paved areas with colored or textured materials, vegetation, and/or a more natural hardscape surface or accenting.

B-6.8 Main entries. Main entries should be visible from the street and contribute towards a friendly neighborhood experience.

7. Privacy Guidelines

The Building Commission Ordinance require that all “architecture and landscaping respect the privacy of adjacent properties.”¹⁰ The following Guidelines can help ensure that your construction project meets this important requirement. Also note that the City Code requires sight-proof screening in some situations.

When considering the privacy required for adjacent properties, think about what the concerns would be if your next door neighbor or neighboring business was proposing to either build a new Building or remodel or add on to an existing Building. Incorporate those concerns into the design your project.

Residents should be provided with privacy both inside and outside their homes by utilizing site layout techniques such as alternating the placement of windows, rear yard outdoor patio areas, and entrances on adjacent lots. Windows on adjacent properties shall not be located directly across from each other.

When a project is reviewed, the Building Commission will be looking for general compliance with these privacy Guidelines, as well as applicable sight-proof screening requirements in the City Code. The Building Commission understands that, in some cases, strict compliance with privacy, landscaping, noise, and lighting Guidelines may not be possible or necessary. However, in cases where a project’s design appears to raise potential significant issues that would not be posed with a suitable alternative project design more sensitive to adjacent properties, the Building Commission may require a condition to its approval.

B-7.1 Visual distance. Buildings and Additions should be located to increase visual distance between Buildings. Avoiding large two-story Building masses at the sides and rear of adjacent rear yards can help preserve privacy and sunlight access for your Building and for neighboring properties. Rather than simply following the minimum setback standards, consider what a comfortable distance between a proposed Addition and an existing neighbor’s Building would be. Also consider the pattern of Building separation in the immediate neighborhood and design a project compatible with this pattern. Locate areas that require more privacy away from your neighbors. Orient active outdoor areas away from neighbors.

B-7.2 Upper-Story decks and balconies. Avoid or minimize the number of decks that overlook neighboring properties. Locate upper-story balconies and decks to minimize the loss of privacy for

¹⁰ City Code, Sec. 50-344, *Purpose and intent of the Building moving, demolition, design, and construction review process.*

neighboring properties. Upper-story balconies or decks facing the street are usually preferable to upper-story balconies or decks facing a yard area adjacent to a neighbor. Techniques to lessen impacts to neighboring property privacy include the following:

- Meeting with neighbors adjacent to proposed upper-story balconies and decks prior to beginning the City application process is strongly encouraged.
- Screen second-story balconies and decks from neighboring property by incorporating architectural screening elements, such as enclosing walls, trellises or awnings. For example, effective enclosures might include walls over four feet and perimeter planters facing neighbor's side or rear yards.
- Locate second-story balconies and decks to avoid direct sight lines from the deck or balcony to neighbors' windows, open yard, patio, deck, and/or loggia areas.
- Set back upper-story decks or balconies over 20 square feet at least 15 feet from interior lot lines when possible.

B-7.3 *Upper-story windows.*

- Minimize the number of windows on proposed Buildings that overlook neighboring properties. Orient upper-story windows to protect a neighbor's privacy.
- Place windows to avoid direct views into existing neighboring windows by offsetting or staggering windows facing neighbors' windows.
- Avoid large upper-story windows overlooking adjacent rear yards.
- Use frosted or semi-transparent window glass at necessary window locations felt to be invasive, allowing illumination while protecting privacy.
- Set back upper floors or increase side and rear setbacks to pull windows farther away from neighboring residences.

B-7.4 *Landscaping.* In addition to the requirements as to landscaping set out in City Code and these Guidelines, the following Guidelines should be followed to promote the respect for the privacy of adjoining properties.

- Screening plants, such as hedges on side and rear property lines, should be considered to create privacy between neighbors.
- Keep existing vegetation that currently gives privacy to you or your neighbors.
- Use landscaping to screen outdoor living areas.
- Use evergreen trees and shrubs to provide year-round privacy.

- Include means for regulated and measured irrigation for all required planting materials. Avoid designs that require unnecessarily large quantities of the City's water. Design and maintain irrigation systems to avoid spraying onto or running off of driveways and City streets.
- When proposed window placement creates direct views between neighbors or their living areas, a mandatory installed screen, Fence or landscape plan may be required to provide additional screening.

B-7.5 Noise. In addition to the prohibitions as to noise set out in City Code, the following Guidelines should be followed to promote the respect for the privacy of adjoining properties.

- Orient active outdoor areas away from neighbors.
- Avoid placing noise sources at the sides of small lots or near neighboring windows of frequently used rooms (pool or air conditioning equipment, garbage can, parking areas, balconies, barbecue areas, spas, outdoor furniture, etc.).
- Retain or add walls that act as noise buffers.
- Equipment that runs on a regular basis and that must be attached to a structure should minimize noise impacts to neighboring properties. Consider locating air conditioning, pool, and other mechanical equipment as far from neighboring structures as possible and insulate equipment.

B-7.6 Lighting. Lighting is typically proposed for security and decorative reasons and should be designed in a way that complies with the City Code's ordinances on point and that is not detrimental to neighboring properties. A good lighting plan for a Building will provide sufficient light for adequate site security, will use fixtures appropriate for the style of architecture, and will use the least amount of light and energy necessary to meet those objectives.

- ***In general.*** In general, all exterior lighting must comply with the City Code's outdoor lighting regulations.
- ***Minimize lighting.*** Plan carefully to only install lighting where it is needed. Directional lighting and lower intensity lamps can reduce lighting impacts.
- ***Keep lighting low and close.*** Light sources for landscape lighting should be near to the ground. Fixtures mounted on a Building should relate to a human scale in size and mounting height.
- ***Consider distant views.*** Light sources must not be objectionable when seen from a distance. Consider how to place lighting on your site in ways that will minimize visibility from distant locations.

- **Driveways.** Where possible, design driveways and landscaping so that headlights do not shine onto neighboring properties. Keep in mind the view of this lighting from surrounding areas.
- **Walkway lighting.** Along walkways, low-level lighting in the form of bollards or fixtures mounted on short posts are the preferred lighting solution. Fixtures should be located to avoid hazards for pedestrians or vehicles, and should account for growth of landscaping.
- **Light shielding.** Where other than low-intensity light sources are used, fixtures must incorporate shielding to prevent objectionable brightness or light trespass.
- **Outdoor living areas.** Lighting for outdoor living areas such as decks, patios, and swimming pools should be designed to minimize the visibility of the lighting from the surrounding neighborhood.
- **Exterior landscape lighting.** Exterior landscape lighting that complies with the City Code is encouraged.

8. Landscape Guidelines

The City Code's Landscaping and Screening Regulations detail the City's recognition of the value of landscaping in achieving many goals, including promoting health, ecological, and aesthetic benefits and protecting the environment. Such regulations are the minimum requirements that must be met to ensure Code compliance.

As set out in the Building Commission Ordinance, the goals of the Building demolition, design, and construction review process are, among other things, to protect the privacy rights and aesthetic expectations of the City's residents. Accordingly, the Building Commission Ordinance requires that the highest standards in landscape design be used; that landscapes in the residential zoning Districts be well-kept and beautiful; and that landscaping be used to respect the privacy of adjacent properties.

The following Guidelines should be followed to ensure that planned landscaping for construction projects meets the goals sought by these Guidelines.

B-8.1 Landscape planning in general. The City Code require that applicants submit Landscape Plans that meet specific requirements. Landscapes must be designed using the highest applicable standards and must respect the privacy of adjacent properties. Landscape elements, particularly trees and plant materials, should be planned in an organized and harmonious fashion that will enhance, protect, and promote the economic, ecological, and aesthetic environment.

B-8.2 Compatibility of landscaping. Landscapes should be planned so as to be compatible with the development regulations for the applicable Zoning District, with the architectural style of the proposed Building, and with landscaping throughout the City. Applicants should explore the patterns of landscaping existing throughout the City, recognizing that development of outdoor spaces has implications for neighbors and the City as a whole. As noted in Section 5 of these

Guidelines, the City enjoys many different architectural styles. The City enjoys many different landscaping styles as well, which contributes greatly to the City's visual appeal. While the Building Commission does not dictate that a particular style of landscaping be used, cohesiveness and compatibility of the landscape with the Building itself and with surrounding properties is important.

B-8.3 *The City Tree Lists.* The City Code provides a list of recommended trees and trees that are not recommended. It also provides a list of trees that are prohibited in the City. ¹¹

B-8.4 *Site planning.* As described in Section B-1 of these Guidelines, the placement and orientation of landscaping and hardscape is an important element of proper site design. Specifically, as set out in Guidelines B-1.3, the environmental setting of the property and existing and proposed landscaping should be carefully considered in the site planning and structure placement process. Landscaping can define actual boundaries such as property lines and access routes. It can also define spatial and implied boundaries between outdoor spaces and the street. Buildings should be designed such that they blend with the environment and natural land forms, complementary to neighboring properties. As noted in Guideline B-7.6, exterior landscape lighting is encouraged but must respect the privacy of adjoining properties.

B-8.5 *Landscape proportionality.* Landscaping should be proportional to the mass and bulk of the Building, enhancing it rather than detracting from it. Plantings should not be used simply to decorate the edges of a project. For example, a two-foot planting strip around the perimeter of a large Building can negatively affect the mass and visual impact of a Building. Landscaping can help reduce the apparent mass and bulk of a Building by pulling the site upward to engage the Building.

B-8.6 *Use of landscaping to promote privacy.* Landscape components play an important role in reducing the negative impacts on the privacy of adjoining properties. When planning a project, the use of landscaping to ensure the privacy of adjoining properties should be carefully considered. In addition, the Building Commission may require that the proposed project provide additional and specific landscaping elements in order to mitigate intrusions into the privacy of adjoining properties, whether in rear, side or front yards.

B-8.7 *Landscape requirements in the Single-Family and Two-Family Residential Districts.* Construction of new and replacement Dwellings and Additions must be accompanied by a Landscape Plan meeting the requirements and number of Landscape Points stated in the City Code.

B-8.8 *Existing trees; Significant Trees.* In order to encourage the preservation of the City's older trees, credits toward required points may be given for existing trees that meet the definition of a "Significant Tree" and that are preserved.

B-8.9 *Landscaping plans and points for the Multi-Family, Church, Office, and Retail Districts.* For construction of Main Buildings, Secondary Buildings, and Additions in the Multi-Family Districts, Church District, the Office District and the Retail Business District, the Building Commission adopts The City of Oklahoma City's process and requirements, including its planting

¹¹ City Code, Sec. 48-2, *City list of Tree species to be planted*, and Sec. 48-3, *Certain Trees are prohibited*.

requirements (including frontage tree requirements) and point system (requiring site points and parking lot points) for review of landscape plans. See Oklahoma City Municipal Code, § 59-11200, *Steps required for approval of the landscape plan* and subsection (C) in particular.

B-8.10 *Selection and location of trees.*

- ***Tree selections.*** Consideration should be given as to whether a proposed species of tree has been proven successful in Oklahoma's often harsh weather conditions. Landscape plans should not include trees that reach a mature height of more than 15 feet to be planted within ten feet of an overhead utility line.
- ***Locating trees.*** Consideration should be given to the location of trees, so that when they reach mature height they do not interfere with utility wires, other structures or neighboring properties.
- ***Existing trees.*** Healthy, existing mature trees should be retained to the extent possible. However, excessively pruned and malformed trees should be considered for removal. The Building Commission will be reluctant to award any Landscape Points to a tree that has been excessively pruned and/or is malformed. See Guideline B-8.8 regarding existing trees and Significant Trees.

B-8.11 *Landscaping as to Additions and Alterations to existing Buildings.* When an Addition or Alteration to an existing Building is planned, new landscaping, if any, should complement the existing landscaping if to remain and should extend useful landscaping patterns.

B-8.12 *Irrigation systems.* Irrigation systems are required for all construction of Main Buildings, Secondary Buildings, and Additions. Landscape plans should indicate the type and location of irrigation that will be used. Plans should be specific enough to show that full and proper coverage will be provided to all required landscape areas and plant materials.

In addition to the examples of how to calculate landscape points (below), the City provides an Overview of Landscape Plan and Landscape Point Requirements and a Landscape Calculation Form.

Examples of landscape points for the single-family and two-family residential Districts.

Requirements: One tree per 2000 square feet of front and side yard; 33 landscape points per 1000 square feet of front and side yards (including paving and hardscape)

Example One:

2850 square-foot house with 7950 square feet of front and side yards, including paving and hardscape.

Calculating required points: $7950 \text{ square feet} \div 1000 = 7.95 \times 33 \text{ points} = 262 \text{ points required}$

Calculating required trees: $7950 \text{ square feet} \div 2000 = 3.975 = 4 \text{ trees required}$

Possible landscape plan meeting required points:

4 trees with 3-inch caliper = 15 points each	Total: 60 points
49 5-gallon shrubs = 3 points each	Total: 147 points
Turf – 2000 square feet = $\frac{1}{4}$ per square yard	Total: 55 points

Total Points obtained: 262 points

Example Two:

5000+ square-foot house with 11,700 square feet of front and side yards, including paving and hardscape.

Calculating required points: $11750 \text{ square feet} \div 1000 = 11.7 \times 33 \text{ points} = 386 \text{ points required}$

Calculating required trees: $11750 \text{ square feet} \div 2000 = 5.875 = 6 \text{ trees required}$

Possible landscape plan meeting required points:

6 trees with 3-inch caliper = 15 points each	Total: 90 points
76 5-gallon shrubs = 3 points each	Total: 228 points
Turf – 2500 square feet = $\frac{1}{4}$ per square yard	Total: 69 points

Total Points obtained: 387 points

Example Three:

Estate District house with one acre (43,560 square feet) of front and side yards, including paving and hardscape.

Calculating required points: $43,560 \text{ square feet} \div 1000 = 43.56 \times 33 \text{ points} = 1437 \text{ points required}$

Calculating required trees: $43,560 \text{ square feet} \div 2000 = 21.78 = 22 \text{ trees required}$

Possible landscape plan meeting required points:

22 trees with 3-inch caliper = 15 points each	Total: 330 points
249 5-gallon shrubs = 3 points each	Total: 747 points
Turf –21,780 (half lot) square feet = $\frac{1}{4}$ per square yard	Total: 360 points

Total Points obtained: 1436 points

Note that on large lots, credit for Significant Trees is also likely.

8-22-23 DRAFT FOR COMMISSIONER REVIEW

Sec. 50-372. Application for Certificate of Approval.

Applications for Certificates of Approval shall be filed with the City on forms provided by the City Clerk. Two originals and a digital version of the application and all required documents must be submitted. Applications must be certified by the owner(s) of the property. The following attachments (the details for which are stated in the application form), and all other information required by the application form, must accompany the application.

- (c) *Application attachments for construction of Main Buildings, Secondary Buildings, and Additions.* In addition to the attachments required by subsection (a), for construction of a new Main Building or Secondary Building, or construction of an Addition, the following are required:

- (8) Section cut through exterior wall. A drawing depicting a detailed section cut through an exterior wall from footing to roofing, showing the proposed footing size and reinforcing steel design; wall framing members; sheathing material; insulation R-values; exterior veneer materials; anchoring materials to be used to attach veneer materials to wall structure; and soffit and fascia framing materials.

Memorandum

To: Nichols Hills City Council
From: Shane Pate, City Manager
Date: September 5, 2023
Re: Exterior Building Material Requirements for Residential Homes

Madam Mayor and Members of the City Council:

Some of you have asked whether the City of Nichols Hills ever required exterior building materials on residential homes to be limited to brick, stone, or masonry material, at least on the first floor of such homes. This memorandum serves to answer this question, as well as provide the existing exterior building material requirements, to aid in a discussion as to future policy changes on this point.

After a review of City codes and ordinances dating back to 1975, it does not appear the City historically required first floor residential exterior building materials to be comprised of brick, stone, or masonry material; however, the City's plats do require the following:

MATERIAL: The principal exterior material of any residence shall be of brick, stone, or stucco, or, some material satisfactory to the COMPANY [G.A. Nichols, Inc.]. (Nichols Hills, Oklahoma County, Okla. Subdivision, October 5th, 1929).

Anecdotally, residents have in the past expressed a belief the City at one time may have enforced this and other plat restrictions. However, since 1992, the City has had in effect the following ordinance, currently codified in Section 8-4 of the Nichols Hills City Code:

Plat restrictions and covenants, including, but not limited to, building line setbacks and structural requirements, are private contractual agreements. The city shall enforce only the front yard setback line established in a deed restriction, plat restriction, or private covenant when such setback line is greater than the standards established in this section.

Thus, the City does not enforce this plat restriction (note: G.A. Nichols Inc. or any of the residents subject to the plat restriction most certainly would have enforced this restriction for any new development in such plats). However, in 2018, the City Council adopted an ordinance imposing a list of prohibited and permitted exterior building materials, which was codified in Section 50-140 of the City Code. Section 50-140 provides as follows:

Sec. 50-140. Prohibited and allowed exterior building materials in residential districts.

(a) General provisions and applicability.

- (1) The purpose and intent of this section is to establish a list of building materials for exterior walls and exterior roofs that are prohibited and a list***

of such materials that are allowed for new construction of residential dwellings and for additions and alterations to residential dwellings if required by section 8-10.

- (2) *The requirements of this section apply to the "E-1" Estate District, "E-2" Estate District, "R-1-75" Single-Family Residential District, "R-1-60" Single-Family Residential District, "R-2" Two-Family Residential District, and the "R-3" Multi-Family Residential District.*
 - (3) *Nothing in this section shall be construed to amend or lessen in any way the applicable development regulations for each of the residential districts as set out in this chapter.*
 - (4) *While this section lists specific materials, it is also intended to provide guidance to residents as to future building materials that could be developed using new technologies that have substantially similar components and a substantially similar appearance as the listed materials in this section. Such new materials should likewise be considered prohibited or allowed, as the case may be.*
- (b) **Prohibited building materials.**
- (1) **Prohibited exterior wall materials.**
 - a. *Exposed standard smooth face concrete masonry units (CMU).*
 - b. *Vinyl siding.*
 - c. *Plastic siding or panels.*
 - d. *Corrugated metal, metal "R-panel," and flat steel panel.*
 - e. *Fiberglass panels.*
 - f. *Exterior finishing coat system without foam board backing over plywood.*
 - g. *Exposed standard smooth face plywood (except as soffit and trim).*
 - h. *Cement fiber board panels.*
 - i. *Manufactured stone.*
 - j. *Thin brick units and thin stone units applied with adhesive or mortar.*
 - k. *Exposed concrete.*
 - l. *Vehicle tires.*
 - m. *Rammed earth.*
 - n. *Straw bale.*
 - (2) **Prohibited exterior roof materials.**
 - a. *Thatch roofing.*
 - b. *Mineral surfaced roll roofing on roofs of greater than 3/12 slope.*

- c. *Standard 3-tab asphalt composite shingles.*
- d. *Metal roofing with exposed fasteners.*

(c) Allowed building materials.

(1) Allowed exterior wall materials.

- a. *Brick masonry.*
- b. *Natural stone masonry.*
- c. *Cast stone masonry.*
- d. *Wood siding.*
- e. *Wood shingle siding.*
- f. *Cement fiberboard lap siding or board and batten siding with battens at a maximum of 16 inches of center.*
- g. *Real cement stucco.*
- h. *Exterior insulated finishing system (EIFS) with foam board backing over plywood or exterior sheathing.*
- i. *Exterior finishing system (with base coat) with or without foam board backing over masonry or cementitious backer board.*
- j. *Glass.*

(2) Allowed exterior roof materials.

- a. *Laminated asphalt composite shingles of 200 lbs./100 s.f. or better.*
- b. *Concrete shingles.*
- c. *Clay tile shingles or "Spanish barrel" or "S" tile.*
- d. *Natural stone shingles.*
- e. *Synthetic "stone look" or "wood shingle look" shingles.*
- f. *Standing seam metal roofing.*
- g. *Fire retardant treated wood shakes.*
- h. *Fire retardant treated No. 1 cedar shingles.*
- i. *Built-up or single ply roofing on less than 2/12 slope.*

The above-stated ordinance has been in force and effect since June 12, 2018, and has applied to all building permits issued after that date. Should the City Council desire to make any policy changes as to exterior building material restrictions, it is recommended such changes be effectuated by amendment to Section 50-140 of the City Code.

Memorandum

To: Nichols Hills City Council
 From: Shane Pate, City Manager
 Date: September 5, 2023
 Re: Corner Lot Building Setback Requirement Plan

Madam Mayor and City Council:

As you may recall, in 2013 the Planning Commission and City Council adopted a Corner Lot Building Setback Requirement Plan of the City of Nichols Hills (the "Corner Lot Setback Plan"), adopted by reference in Section 50-29 of the Nichols Hills City Code. The adopted plan was the culmination of many months of work by city staff, Planning Commission and City Council members, and the assistance of a professional consultant. The plan worked very well before the City had a Building Commission and increased code official staffing to provide oversight.

However, ten years of implementation has provided enough data for staff to recommend a new review of the Corner Lot Setback Plan. Notable concerns with the existing plan are as follows:

1. **Errors in depicted corner lots.** For instance, the aerial map for the lot at 1501 Huntington depicts 1501 Drury in error, which is one block north of 1501 Huntington. A careful review of each page of the corner lot book is necessary to confirm no other such errors exist.
2. **Second story 40-ft. rear yard setbacks, which are required everywhere else in the R-1-75 Single Family Zoning District, do not exist for corner lots, which staff believes was not intended.** This is because the corner lot setback plan provides for no such setbacks and Sec. 50-20(b)(1) provides:

*All building setback requirements for lots listed by the setback plan ("listed lots") are contained in the setback plan or in this section, including front, rear and side yard building setback requirements; **no other setback requirements shall be applicable to listed lots.***

3. **Front elevation and address concerns.** Sec. 50-29(b)(3) provides an owner may determine the side a front of an elevation will face on a corner lot, including the address. Some have addressed concern over this policy, particularly as to corner lots at the end of a pie-shaped block. For instance, a house historically facing Avondale Drive was recently approved to face NW Grand Boulevard.

The Corner Lot Building Setback Requirement Plan of the City of Nichols Hills is adopted by reference in Section 50-29 of the Nichols Hills City Code. Section 50-29 also provides additional guidance and requirements, so the full text of Section 50-29 is provided as follows:

Sec. 50-29. Setback requirements for corner lots.

- (a) That certain document entitled *Corner Lot Building Setback Requirement Plan of the City of Nichols Hills* (the "setback plan"), copies of which are on file in the office of the city clerk, is hereby adopted and enacted as a part of this Ordinance and Code, with each of its provisions made a part hereof by reference as if fully set out in this chapter. The setback plan establishes required building setbacks for listed corner lots located in the following zoning districts:
 - (1) R-1-75 Single-Family Residential District;
 - (2) R-1-60 Single-Family Residential District;
 - (3) R-2 Two-Family Residential District;
 - (4) E-1 Estate District; and
 - (5) E-2 Urban Estate District.
- (b) Notwithstanding anything to the contrary contained in this Code:
 - (1) All building setback requirements for lots listed by the setback plan ("listed lots") are contained in the setback plan or in this section, including front, rear and side yard building setback requirements; no other setback requirements shall be applicable to listed lots.
 - (2) Listed lots shall comply with the building setback requirements of the setback plan.
 - (3) The front elevation of a residence located on a listed lot shall be determined by its owner, and may be addressed to any abutting street.
 - (4) Accessory buildings less than 14 feet in height shall comply with the setback requirements of the setback plan and accessory buildings 14 feet or greater in height shall comply with the setback requirements of the setback plan plus one foot of additional setback for each full foot of additional building height greater than 14 feet.