

**ORDINANCE NO. \_\_\_\_\_**

**ORDINANCE RELATING TO THE ZONING AND PLANNING CODE, AND THE GENERAL SCHEDULE OF FEES, AMENDING CHAPTER 59 OF THE OKLAHOMA CITY MUNICIPAL CODE, 2010, RELATING TO THE ZONING AND PLANNING CODE, AMENDING ARTICLE III, SECTION 3350.2, GRANTING THE URBAN DESIGN COMMISSION SPECIFIC POWERS CONCERNING THE TRADITIONAL NEIGHBORHOOD OVERLAY DISTRICT; AMENDING ARTICLE XIII, SECTION 13100, ESTABLISHING THE TRADITIONAL NEIGHBORHOOD OVERLAY DISTRICT AS A SPECIAL DISTRICT, AND ESTABLISHING SECTIONS 13800, 13800.1, 13800.2, 13800.3, 13800.4, 13800.5, AND 13800.6, ESTABLISHING A PURPOSE AND INTENT, DESIGNATION PROCEDURE, REQUIREMENTS FOR A CERTIFICATE OF APPROVAL, AND DESIGN GUIDELINES FOR THE TRADITIONAL NEIGHBORHOOD OVERLAY DISTRICT; AND AMENDING CHAPTER 60 OF THE OKLAHOMA CITY MUNICIPAL CODE, 2010, RELATING TO THE GENERAL SCHEDULE OF FEES, AMENDING TITLE 59, ARTICLE VII, SECTIONS 13 AND 26, ESTABLISHING A SPECIAL ZONING DISTRICT APPLICATION FEE AND FEES FOR CERTIFICATES OF APPROVAL WITHIN THE TRADITIONAL NEIGHBORHOOD OVERLAY DISTRICT.**

**ORDINANCE**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OKLAHOMA CITY:**

**SECTION 1.** That Chapter 59, Article III, Section 3350.2 of the Oklahoma City

Municipal Code 2010, is hereby amended to read as follows:

**CHAPTER 59**

**ZONING AND PLANNING CODE**

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**ARTICLE III. ADMINISTRATIVE BODIES AND OFFICIALS**

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**§ 59-3350 URBAN DESIGN COMMISSION.**

**3350.1. Establishment.** The City of Oklahoma City has previously established the Urban Design Commission.

- 3350.2. Powers.** The Urban Design Commission shall have the following powers concerning properties within the Urban Design Overlay District, Traditional Neighborhood Overlay District, and in other locations designated according to this chapter.
- A. To administer the design review process.
  - B. To issue Certificates of Approval.
  - C. To comment upon and provide recommendations on actions proposed to other City boards, committees, and commissions with respect to the effect of such actions upon the Districts.

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**SECTION 2.** That Chapter 59, Article XIII, Section 13100 of the Oklahoma City Municipal Code 2010, is hereby amended, and Sections 13800, 13800.1, 13800.2, 13800.3, 13800.4, 13800.5, and 13800.6 are hereby established to read as follows:

### **ARTICLE XIII. ZONING OVERLAY DISTRICTS**

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#### **§ 59-13100 GENERAL PROVISIONS**

This Article establishes specific regulations of limited application within the City, that assure additional consideration for areas of special interest or value.

- A. ***Purpose and Intent.*** The purpose of this article is to:
  - (1) Provide a framework for enabling legislation to aid in the creation of special regulations.
  - (2) Provide a categorization of all special regulations, which may be adopted as a result of the enabling legislation.
  - (3) Provide guidelines for the application of all special regulations created to assure conformity with the objectives of good planning and zoning practice.
- B. ***Application.*** Special regulations may be adopted within this article and applied to designated areas of the City when the Planning Commission and City Council find conditions or purposes within said areas merit special consideration in order to protect the health, safety and general welfare.
- C. ***Special Regulations Established.*** The following special regulations are hereby established. Any special district adopted as a result of authorization by way of these regulations shall be codified.

*Section Special Area Regulations*

59-13150 Airport Zoning Overlay Districts

59-13200 Alcoholic Beverage Consumption Overlay Districts

- 59-13250 Classen Boulevard Overlay District
- 59-13300 Historic Landmark Overlay
- 59-13350 Manufactured Home Overlay District
- 59-13400 Parking Overlay District
- 59-13450 Scenic River Overlay District
- 59-13500 Scenic River Overlay Design Districts
- 59-13550 Stockyards City Transitional Development Districts
- 59-13600 Twenty-Third Street Uptown Corridor Overlay District
- 59-13650 Urban Conservation Districts
- 59-13700 Urban Design Districts
- 59-13750 Northeast Twenty-Third Street Overlay District
- 59-13800 Traditional Neighborhood Overlay District

D. ***Modification to Special Regulations.*** Modifications or changes to the special regulations shall be subject to the provisions of the amendment procedure for this chapter contained in Article IV, Administrative Procedures.

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**§59-13800 TRADITIONAL NEIGHBORHOOD OVERLAY DISTRICT**

The Traditional Neighborhood Overlay District is intended as an overlay zoning district and the regulations imposed by such district shall be in addition to the regulations of the underlying zoning district applicable to the subject parcel.

**13800.1 Purpose and Intent.**

The Traditional Neighborhood Overlay District (TN Overlay District) is intended to facilitate the continued growth and revitalization of structures, sites and districts that embody unique historic and architectural character or that represent the development patterns of traditional neighborhoods and districts of Oklahoma City. The TN Overlay District is intended to provide oversight for projects with the potential to significantly alter the character of the districts by protecting key character-defining features, and by ensuring that new construction does not detract from the district’s character.

**13800.2 District Establishment.**

A. The Traditional Neighborhood Overlay District shall be an overlay district. The underlying zoning on the property designated by the regular zoning

district regulation of this chapter shall continue to regulate the use and development of land unless expressly modified by this section.

- B. Tracts, buildings or sites designated by the City Council as being within the TN Overlay District shall be identified on the Official Zoning Districts Map of the City, and in other official writings, by the suffix "TN."

### **13800.3 Designation Procedure**

- A. The City may designate areas, tracts or sites for inclusion within the TN Overlay District in the same manner prescribed for the designation of other zoning districts by this chapter and subject to compliance with this section.
- B. The initiation of a proposal for designation may be made by either:
- (1) The Oklahoma City Council, Planning Commission, or Urban Design Commission.
  - (2) Upon the application of property owners of the area, tract or site to be designated provided the application includes:
    - (a) A petition that includes signatures of the property owners of at least 50 percent of the area of the property within the proposed district's boundary; and
    - (b) An application documenting the conditions justifying a Traditional Neighborhood Overlay District designation.

### **13800.4 Qualifier.**

Except for the provisions specifically contained in this section, all other provisions of this chapter shall apply to, and have full force upon, the properties contained in the TN Overlay District. If a conflict exists between the regulations of the underlying zoning district and the TN Overlay District, the regulations of the TN Overlay District shall supersede.

### **13800.5 Certificate of Approval Required.**

A Certificate of Approval shall be required whenever a permit is required for work upon the exterior of any structure or site located within the Traditional Neighborhood Overlay District, except as specifically exempted below. Standards for Certificates of Approval are set forth in this section.

- A. The Urban Design Commission shall review and issue Certificates of Approval for the following, unless administrative approval is permitted, as referenced in this section:
- (1) New construction, expansion, or modification to the exterior of existing structures and associated sites whenever such work requires a building or other permit from the City;
  - (2) Demolition of a structure, except structures declared dilapidated and approved for demolition by City Council as outlined in section 13800.6.D.
  - (3) Paving, including driveways and sidewalks.

B. Staff may review and issue Certificates of Approval for the following:

- (1) New construction, expansion, or modification to the exterior of existing structures and associated sites that meets the Design Guidelines in section 13800.6.
- (2) Demolition of accessory structures.
- (3) Revisions to previously-approved submittals of which the changes impact less than 20 percent of the project.
- (4) Extensions to unexpired Certificates of Approval.

C. Staff may forward administrative cases to the Urban Design Commission for consideration as deemed necessary.

D. Staff may approve minor revisions to an active Certificate of Approval without additional fee provided the following conditions are satisfied:

- (1) No more than five percent of the site or building is modified from the original Certificate of Approval;
- (2) Revisions do not significantly alter the work previously approved;
- (3) Revisions meet the intent of the Guidelines; and
- (4) Revisions are consistent with any conditions associated with the original Certificate of Approval.

E. The following work shall not require a Certificate of Approval, regardless of whether a building or other permit is required:

- (1) Work limited to the interior of the structure.
- (2) Installation of decks, sheds, mechanical equipment, and swimming pools in back yards
- (3) Installation of fences, fence walls, and retaining walls in back and side yards.
- (3) Installation of signs.
- (4) Work that meets the definition of “ordinary maintenance and repair,” involving no change in materials, dimensions, design, configuration, texture, surface coating, or visual appearance for work meant to remedy damage or deterioration of site elements, structures, or their appurtenances.

**13800.6. Design Guidelines for Certificates of Approval.**

The Urban Design Commission shall be directed by these guidelines in reviewing applications for Certificates of Approval. In applying these guidelines to specific proposals, the Urban Design Commission shall recognize the unique character-defining features of a site and its surroundings. They shall recognize that the character of a Traditional Neighborhood is composed of the sum of its parts, and that even modest individual structures contribute to the overall identity and form.

A. Existing Buildings: Changes to existing buildings should respect the architectural integrity of the particular building, and the context of surrounding buildings.

(1) Additions: Additions should respect the architectural integrity and context of the existing building. Additions should be compatible in design, proportion, and size with the character of the existing structure and the surrounding block and area. Contemporary styles that relate to the existing building, the surrounding area, and particularly to structures within the same block, may be appropriate.

(a) Site: Additions to all existing buildings should be constructed at the rear of the structure, or at the rear 25% of an interior side elevation.

(b) Setbacks: Additions should fit within the range of established side yard setbacks for the block. Corner lots should fit within the range of established side yard setbacks at properties along the same side street in the area.

(c) Visibility: Additions should not be visible above the height of the existing structure when viewed from public right-of-way.

(d) Materials: Additions should incorporate materials used on the existing structure. Modern materials that approximate traditional building materials may be appropriate.

(e) Openings: Windows and doors are some of the most character-defining features of buildings and create a pattern and rhythm in an area or neighborhood. The design, proportions, size, location, number, divided lite pattern if used, and depth of windows and doors, including surrounds, should be compatible with character-defining windows and doors in the existing building.

(2) Window and Door Openings:

(a) The proportions, size, location, and number of character-defining window and door openings should be retained. Window and door openings should not be enlarged, reduced, or permanently enclosed.

(b) Restoration of enclosed or altered character-defining openings is encouraged.

(c) New openings for windows and doors, including conversion of a window to a door or door to window, and the addition of skylights, should be limited to the rear of the structure, or in the back half (50%) of interior side elevations.

(3) Porches:

(a) Character-defining front and side porches should be retained and not permanently enclosed. Reopening enclosed porches is encouraged.

(b) Front and side porches may be enclosed with screens that preserve the configuration of the porch.

(c) New front or side porches where none previously existed are not appropriate and should not be added. Porches or decks may be added at the rear of a structure or in the back 50% of an interior (not side-street facing) side elevation.

(4) Roofs:

(a) Character-defining roof lines visible from the right of way, including porch roofs, should be retained and not altered.

(b) Changes to roof lines, including the addition of dormers, are allowed on rear elevations or the back 25% of an interior side elevation.

(5) Garages and Accessory Structures:

(a) Garages, when visible, contribute to the character and scale of a neighborhood or area and should be retained and repaired rather than replaced. Repairs to character-defining accessory structures are subject to the same guidelines and requirements as primary structures.

(b) Garage door openings may be converted but must maintain the proportions and location of character-defining openings, such as in the conversion of two, single-car doors to a single, two-car width door.

(c) Accessory structures, such as sheds, decks, or carports, have the potential to affect the character of an area when located in front or side yards and visible from the street. Existing accessory structures may remain and be maintained but should be reviewed as new accessory structures if replaced.

(d) Fencing has the potential to affect the character of an area when located in front yards. Fencing should follow the pattern of type and location for character-defining fencing on the block. Existing fencing in front yards may remain and be maintained but should be reviewed as new fencing if replaced.

(6) Materials:

(a) Traditional materials that are part of the character of the property, block or area, such as brick, wood, or stone, should be retained, or closely approximated when replaced.

(b) Siding, trim, and character-defining decorative details such as brackets, exposed rafter tails, shutters, and other decorative elements should be retained and repaired or replaced in kind.

(c) Original or traditional cladding materials should not be covered or replaced with incompatible materials, such as brick over wood siding. Removal of incompatible siding materials is encouraged.

(7) Existing, non-traditional buildings: within an area or neighborhood, some existing structures may detract from the traditional character, such as buildings constructed in a different period of development. In such cases, alterations to make a building more compatible with the surrounding character may be appropriate. Alterations to existing, non-traditional buildings should follow the guidelines for new construction (below).

B. *New Construction:* New construction should respect the architectural integrity and context of surrounding buildings. New construction should be compatible in design, proportion, and size with the character of the surrounding block, without replicating or mimicking existing buildings. Contemporary styles that relate to the surrounding area, and particularly to structures within the same block, may be appropriate.

(1) *Setbacks:* New construction shall be within the range of established front and side yard setbacks on the same side of the street on the same block, including both the front wall of the structure and the front porch if applicable.

(2) *Orientation:* New construction should follow existing orientation patterns of main entrances and porches within the block. If 60% or more of the existing buildings on the same side of the street within the block share an orientation pattern, new construction should follow that pattern.

(3) *Height:* Overall height, floor heights, and number of floors in new construction should be within the range of heights established on the same side of the street on the same block.

(a) If 60% or more of the existing buildings on the same side of the street within the block have aligned heights, floor heights, or number of floors, new construction should align with that established pattern.

(4) *Massing:* New construction should employ shapes and forms common in the surrounding character-defining buildings, including roof forms, porches, and plans.

(a) In a block where porches are present on more than 60% of the existing buildings on the same side of the street, new construction should include a front porch that aligns with established setbacks.

(b) In a block where a relevant existing building type is not present to serve as a basis for design, such as a block that no longer contains commercial buildings, new construction should consider the architectural style, development patterns and period of development for the area, similar building types of the era, and compatibility with existing, character-defining features of the neighborhood or area.

(5) *Materials:* New construction should incorporate materials used on surrounding, character-defining buildings and appropriate to the architectural style of the new structure.

(a) Patterns and ratios of building materials, including types of material used and locations of use (for example, brick foundations walls or porch columns, concrete or wood porch floors, wood siding on walls or in gable ends), on existing structures within the block should be observed and reflected in new construction.

(b) Modern materials that approximate traditional building materials may be appropriate for new construction.

(6) *Openings:* Windows and doors are some of the most character-defining features of buildings and create a pattern and rhythm in an area or

neighborhood. The design, proportions, size, location, number, divided lite pattern if used, and depth of windows and doors, including surrounds, should be compatible with the architectural style of the structure and with predominant patterns in the surrounding block.

(7) *New Construction of Garages and Accessory Structures:*

- (a) Garages, when visible, contribute to the character and scale of an area or neighborhood. Construction of a new garage is subject to the same guidelines and requirements as primary structures.
- (b) New garages should follow the predominant, established pattern of garage type and location for the block, including whether the garage is attached or detached, location of garage on the site and in relation to the primary structure, and established patterns of access.
- (c) Accessory structures, such as sheds, decks, or carports, have the potential to affect the character of a street, neighborhood or area when located in front or side yards and visible from the street. New accessory structures should follow the pattern of type and location for character-defining accessory structures on the block.
- (d) Fencing has the potential to affect the character of a street, neighborhood or area when located in front yards. Fencing should follow the pattern of type and location for character-defining fencing on the block.

C. *Paving:* Paving visible from the public right of way affects the character of a street, neighborhood, or area. Paving should follow the pattern of configuration of character-defining driveways, parking areas, and remaining permeable surface in the block.

(1) *Driveways*

- (a) Driveways should follow the pattern for the block on the same side of the street, including alignment with garage openings, or whether circle drives are used.
- (b) Driveways should follow the established width of driveways for the block on the same side of the street. Driveways can be up to 10 feet wide when surrounding driveways are less than 10 feet in width.

D. *Demolition*

(1) *Purpose and Intent*

Buildings and structures form the framework of special Districts. The placement, height, and materials of buildings and structures, as well as their history, form the character of a District; therefore, it is appropriate to evaluate the impact of the proposed demolition of a structure on the District as a whole. In some cases, demolition or removal of an existing structure may have an adverse effect on the quality and character of the District. However, in other cases, demolition or removal of an existing structure may be appropriate to provide for the continued growth and vitality of the District, and may facilitate economic development or otherwise improve a District's appearance or viability.

## (2) Guidelines for Demolition

In considering a Certificate of Approval for the demolition or removal of a structure, the Urban Design Commission (or staff, if applicable) may consider any of the following factors:

### (a) Design, Form, or Character

1. Staff shall make a recommendation (or determination, if applicable) regarding whether removal of the structure will have an adverse impact on the design, form, or character of the District. For purposes of this section, the terms design, form, and character shall mean:
  - i. Design refers to the use of architectural components, building materials, or other distinct elements of structures that create a cohesive theme and standard of quality within the urban environment.
  - ii. Form refers to the physical layout and design of the built environment, taking into consideration building height, density and floor-area ratio, mass and scale, and the configuration and relationships formed between adjacent buildings, streets, pedestrian areas, and open spaces.
  - iii. character refers to the attributes, qualities and features that make up and distinguish a particular place or development and give such place a sense of definition, purpose, and uniqueness.

### (b) Significance

1. Staff shall make a recommendation (or determination, if applicable) regarding whether the structure is a Historic Resource or Architectural Resource, using information that may include, but not be limited to, the following:
  - i. Research, investigations, and historical or architectural surveys;
  - ii. Archival information from newspapers and libraries, which may include photographs, a review of Sanborn Fire Insurance Maps, and historic city directories such as Polk or Criss-Cross; or
  - iii. Documentation verifying that the structure is listed in the National Register of Historic Places or has an official Determination of Eligibility from the National Park Service for the National Register.
2. Burden of Proof. In support of the application, the applicant may (but is not required to) submit information as described in this Section regarding whether the structure is a Historic Resource or Architectural Resource.

### (c) Structural Integrity

1. The structure, which has not otherwise been declared a public nuisance by the City Council, poses an imminent threat to public health or safety and the demolition of said structure is required to alleviate said threat.
2. Burden of Proof. In support of the application, the applicant may (but is not required to) submit:
  - i. A signed, stamped analysis from a licensed professional engineer describing any structural deficiencies in the building or structure proposed for demolition.
  - ii. The scope of work that would be necessary to repair or remedy such deficiencies.

(d) Economic Feasibility

1. There is no viable economic use of the structure. For the purpose of this paragraph, the term “no viable economic use” shall mean:
  - i. The existing structure is incapable of earning a reasonable economic return.
  - ii. The structure cannot reasonably be adapted or rehabilitated for any other use which would result in a reasonable economic return.
  - iii. The owner or developer, using due diligence, has been unable to find a financier, purchaser, or tenant that would enable the owner or developer to realize a reasonable economic return.
2. Standard. For purposes of evaluating a reasonable economic return, the applicable standard is what an owner or developer, in its good faith judgment, would consider to be a reasonable economic return for such a structure, as determined in a manner that is consistent with commonly accepted practices and expectations of persons who buy, sell, develop or invest in similar types of property in the community.
3. Burden of Proof. In support of the application, the applicant may (but is not required to) submit: a cost analysis and supporting documents, including the cost of demolition and financial information regarding stabilization, repair, rehabilitation and/or reuse of the building or structure, which may include appraisals, profit and loss statements, itemized expenses, listings of the property for sale, current fair market value, records depicting the current conditions of the property and other relevant documentation.
4. Economic Review Board
  - i. If the applicant requests issuance of a Certificate of Approval based upon “no viable economic use” of the property, the Urban Design Commission (or staff, if applicable) shall either (i) approve the application, or (ii) immediately refer the

application to the Economic Review Board, which shall consist of three independent experts appointed by the City Manager. Economic Review Board members shall be knowledgeable in the economics of real estate, renovation and redevelopment. "Independent" as used in this Paragraph means that the expert has no financial interest in the property, its renovation or redevelopment; is not an employee of the property owner, is not a City employee, is not a member of the Urban Design Commission, and is not compensated for serving on the Economic Review Board.

- ii. The Economic Review Board shall have 60 days to hold a public hearing, review the submitted documentation (which may include appraisals, profit and loss statements, itemized expenses, listings of the property for sale, current fair market value, records depicting the current condition of the property and other relevant documentation, including the cost of demolition and financial information regarding stabilization, repair, rehabilitation, and/or reuse of the building or structure), consider all options for renovation, adaptive reuse and redevelopment, and forward a non-binding recommendation to the Urban Design Commission.
- iii. After the Economic Review Board has made a written recommendation, the application shall be deemed complete and the Urban Design Commission shall hold a public hearing within 65 days of receiving said recommendation for the purpose of considering the Certificate of Approval for demolition or removal. The Urban Design Commission shall either approve or deny the application unless the applicant agrees upon a continuance.

(e) Demolition with Accompanying Proposal for Replacement

1. If demolition of an existing structure is requested and a new development is being proposed to replace the existing structure, the applicant is encouraged to submit information demonstrating that the proposed new development's contribution to the design, form and urban character of the District would outweigh the of the building or structure proposed for demolition. Such information may include (but not be limited to) the following:
  - i. Information showing that the new development would conform with adopted plans, such as the City's comprehensive plan and special use plans. If such information is submitted, staff may review applicable plans and make a recommendation concerning the level of conformance that the proposed development demonstrates.
  - ii. Information showing that the height, massing, architecture, and placement of the new development would complement the urban form and character of the District.

iii. Information showing that the overall contribution of the new development would outweigh the loss of any building or structure that is determined to be a Historic Resource or an Architectural Resource.

(f) Burden of Proof. The applicant has the burden of proof to establish, by a preponderance of evidence, the necessary facts to warrant demolition.

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**SECTION 3.** That Chapter 60, Title 59, Article VII, Sections 13 and 26 of the Oklahoma City Municipal Code 2010, are hereby amended to read as follows:

## **CHAPTER 60**

### **GENERAL SCHEDULE OF FEES**

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#### **60-59-13. SPECIAL ZONING DISTRICT APPLICATIONS.**

Notice fees are applicable to all categories and are payable at the time the application is received.

(a) *Category I:*

(1) community unit plan amendment (CUP), cluster housing (CH, separate application), planned unit development with master development plan map (PUD), special permit (SP) .....\$2,700.00

(2) simplified planned unit development (SPUD) .....1,800.00

(3) planned unit development or simplified planned unit development extension  
.....125.00

(4) planned unit development or simplified planned unit development site plan review  
.....500.00

(b) *Category II:* Historical Preservation District (HP), Urban Conservation District (UC)  
.....2,390.00

(c) *Category III:* Historical Landmark District (HL), Traditional Neighborhood Overlay District (TN), cluster housing (CH), companion application .....500.00

(d) *Category IV:* Alcoholic Beverage Consumption Restaurant-With-Limited Alcohol District (ABC-1) .....1,500.00

- (e) *Category V: Alcoholic Beverage Consumption Restaurant-With-Alcohol District (ABC-2) .....1,600.00*
- (f) *Category VI: Alcoholic Beverage Consumption Club-With-Alcohol District (ABC-3) .....1,600.00*
- (g) *Category VII IV: Manufactured Home Overlay District .....1,100.00*

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**§ 60-59-26. FEES FOR CERTIFICATES OF APPROVAL.**

- (a) Bricktown certificate of approval
  - 1. Administrative .....\$100.00
  - 2. Committee required .....500.00
- (b) Urban Design certificate of approval
  - 1. Administrative .....100.00
  - 2. Commission required .....500.00
- (c) Stockyards City certificate of approval
  - 1. Administrative .....100.00
  - 2. Committee required .....500.00
- (d) Downtown Design certificate of approval
  - 1. Administrative .....100.00
  - 2. Committee required .....500.00
- (e) Scenic River Overlay Design certificate of approval
  - 1. Administrative .....100.00
  - 2. Committee required .....500.00
- (f) Traditional Neighborhood Overlay Design certificate of approval
  - 1. Administrative .....100.00
  - 2. Committee required .....100.00

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**INTRODUCED AND READ** in the open meeting of the Council of The City of  
Oklahoma City, Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**PASSED** by the Council of The City of Oklahoma City, Oklahoma on this \_\_\_\_\_ day  
of \_\_\_\_\_, 2016.

**SIGNED** by the Mayor of The City of Oklahoma City, Oklahoma on this \_\_\_\_\_  
day of \_\_\_\_\_, 2016.

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

**REVIEWED** for form and legality.

\_\_\_\_\_  
ASSISTANT MUNICIPAL COUNSELOR