

# Stillwater's Business Improvement District #1

## "Downtown Stillwater"

### Commercial Exterior Grant Program

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*"...these old buildings do not belong to us only; that they have belonged to our forefathers, and they will belong to our descendants..." -WILLIAM MORRIS-*

Grants from Stillwater's Business Improvement District #1 are intended to encourage improvements to both commercial and residential properties. A modest grant can go a long way and is often the catalyst that inspires a property owner to take action on a project.

This grant program is designed to help BID members improve the appearance of their property within Downtown Stillwater. Eligible property owners may apply for grant funding to make improvements to enhance and improve the external appearance of their properties.

Applicants must complete an application form, available from the Business Improvement District Coordinator at the City Hall or online at [www.downtownstw.com](http://www.downtownstw.com) under the Development section.

Grant funds must be used for exterior building and site improvements. The improvements shall be clearly visible to the general public from streets, sidewalks, and other public access points. Applicant shall be responsible for 100% of all costs of improvements over those that meet the minimum intent of the program.

Any grant funding must be matched by non-grant funding. Grant funding may not exceed 50% of the total project costs, with a maximum Grant of \$2,500.00.

Applications will be evaluated and grants will be approved, in a manner consistent with the program rules and design guidelines. No more than one grant may be approved per property per calendar year.

All work funded by a grant must occur after the grant application has been submitted and must be completed within six months of the approval of the grant. Work performed prior to the application being submitted will not be eligible for consideration under the grant program. Between the time the application is submitted and the time the grant is awarded, any work performed will be done so at the risk of the owner/applicant. The grant money will be awarded after the project is completed and verified and after all grant requirements have been met. Third party estimates must be submitted, along with receipts for labor and materials, "after" photos, a certificate of occupancy or completion (if necessary), and a W9 will be required to receive funding.

The BID Board meets the first Thursday of every month unless otherwise posted at 5:15pm. In order to have information complete and comply with the open meetings act we need all applications completed and turned in the ***last Wednesday of the month*** before the BID Board meeting. Grants are awarded on a first come, first served basis; once funds for 2009 have been allocated applications will no longer be accepted for that calendar year.

The deadline for submitting grant applications for 2009 is **November 13, 2009**

For more information please contact:

*Angela McLaughlin*

**Business Improvement District Coordinator**

PO Box 1449

Stillwater, OK 74076-1449

PH: 405-742-8359

FAX: 405-742-8208

[amclaughlin@stillwater.org](mailto:amclaughlin@stillwater.org)

**Downtown Stillwater  
Exterior Improvement Grant Program  
Eligibility Requirements**

1. Applicants must be a member in good standing of Stillwater's Business Improvement District #1 "Downtown Stillwater", throughout the grant process, including the calendar year which the grant is funded.
2. The project must create a physical improvement to the property.
3. The project must enhance the exterior appearance of the property or storefront and/or improve the appearance of the neighborhood in a long lasting manner.
4. The project must be consistent with the Downtown Stillwater Design Guidelines and Ordinance 3008 special purpose overlay district requirements (see attached requirements).
5. The project funds must be available to complete the project.
6. The improvements must be clearly visible to the general public from streets and sidewalks.
7. The project must be completed within six months of the approval of the Grant. If the project is not completed within six months of the award date a letter must be submitted to the Board setting forth the reasons for the delay and, if needed, the Board and the grantee will establish benchmarks to measure the successful completion of the project.
8. The project improvements shall have a positive economic impact on the property and on Downtown Stillwater.
9. Applications must include an estimate from a third party or contractor for third party labor/materials, a current photo of the property and an illustration of work to be completed. You will be required to turn in all receipts for materials, third party labor and a W9 for payment processing, which can be found online at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please note, labor that is not paid out of pocket will not be reimbursed.
10. Completion of the application for a grant does not guarantee that facade grant monies will be awarded to the applicant.
11. Applications must be received by **November 13, 2009** to qualify for 2009 grant funding.

**Downtown Stillwater**  
**Exterior Improvement Grant Program**  
**Application**

Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
BID MEMBER

Contact Name: \_\_\_\_\_

Contact's Mailing Address: \_\_\_\_\_

Project Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Amount of funding requested (up to 50% of total cost not to exceed \$2,500):  
\$\_\_\_\_\_ Have you utilized this program before?  YES  NO If yes, what year  
and monetary amount did you receive? Please indicate funding level and identify the  
project(s).

- 1. Provide a complete description of the planned improvements and how you believe the project will enhance your property and Downtown Stillwater:**  
*Please attach third party estimates, current "before" photos, illustration and plans of the project.*

**2. Will the project require permits from the City of Stillwater or any State Agency? \_\_\_\_\_ Please describe and attach issued permits:**

*Please contact City of Stillwater, Development Services (405)742-8433 for permit information. Stillwater's Business Improvement District #1 Board is not responsible for the determination or issuing of any permits.*

**3. Does this project meet the requirements found in the program and design guidelines? Please describe any deviations.**

**4. Have you reviewed the Special Overlay Ordinance 3008 regarding requirements and building standards?**

**5. Do you have the ability to complete the project within six months? If not, what is the anticipated completion timeframe?**

**6. Do you have the funds available to complete the project?**

**7. Are the proposed improvements visible to the general public from streets and sidewalks? Please describe.**

**8. Is property subject to any legal or governmental proceedings that could adversely affect property or project? (Ex. foreclosure, condemnation)**

9. Do the improvements have a positive economic impact on your property and Downtown Stillwater? Please explain.

10. **Please attach third party estimates**

Total project cost: .....\$ \_\_\_\_\_

Design.....\$ \_\_\_\_\_

Third Party Labor.....\$ \_\_\_\_\_

Materials/Equipment.....\$ \_\_\_\_\_

Sales Tax.....\$ \_\_\_\_\_

Other.....\$ \_\_\_\_\_

***\*All receipts for materials, third party labor and “after” photos will be required to receive funding. Amount of funding for project will reflect proof of payments.***

*\*Certificate of occupancy or completion (if necessary) will be required to receive funding.*

The BID Board meets the first Thursday of every month at 5:15pm unless otherwise posted. In order to have information complete and comply with the open meetings act we need all applications completed and turned by 12:00pm the week prior to the BID Board. Please refer to timeline below.

APPLICATION DUE DATE	BID BOARD MEETING SCHEDULE
12.31.08	1.8.09
1.29.09	2.5.09
2.26.09	3.5.09
3.26.09	4.2.09
4.30.09	5.7.09
5.28.09	6.4.09
6.25.09	7.9.09
7.30.09	8.6.09
8.27.09	9.3.09
9.24.09	10.1.09
10.29.09	11.5.09
<b>*11.13.09</b>	12.3.09

**\*Final deadline for 2009 grant submission is November 13, 2009.**

**Signature of Applicant**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Signature of Owner**

**Date**

\_\_\_\_\_

\_\_\_\_\_

***All applications must be completed and submitted to the Business Improvement District Office, Attention To:***

*Angela McLaughlin*

**Business Improvement District Coordinator**

PO Box 1449

Stillwater, OK 74076-1449

PH: 405-742-8359

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## DOWNTOWN STILLWATER COMMERCIAL DESIGN GUIDELINES

The Business Improvement District #1 was adopted by the Stillwater City Council to accomplish the following objectives:

- Provide personnel to serve as a liaison between the City, BID Advisory Board, existing property and business owners of the District, developers and investors, contractors, Oklahoma State University, and others in accomplishing the District Improvements.
- Provide assistance to property owners in seeking new business investors to occupy vacancies in the District.
- Develop and implement marketing plans to recruit specific businesses to the District which will enhance the vitality of the District business area.
- Provide incentives to attract and maintain businesses in the District.
- Market the District through branding, promotions, advertising, special events, and image development.
- Develop and implement projects to improve the physical appearance of the District.
- Facilitate cooperation and communications between developers, investors, business and property owners, and the City in new business development within the District.

In order for these objectives to be accomplished, the BID Board has determined a need for general design guidelines that apply to the area. The guidelines are prepared to meet the following goals:

**Goal 1:** Preserve the unique character of Downtown Stillwater.

**Goal 2:** Complement the existing historic architecture.

**Goal 3:** Enhance the pedestrian orientation and encourage streetscape design.

**Goal 4:** Communicate the vision for the area.

The overall purpose is to encourage exterior improvements to individual properties which is critical to increased economic vitality of entire Downtown Stillwater.

These guidelines apply to any improvement or change made to the exterior of buildings and properties. Any work shall comply with all other applicable Stillwater City Codes, such as, adopted building codes and special purpose overlay district requirements.

For additional information or further inquiries, please contact our BID Coordinator, Angela McLaughlin, at 405.742.8359.

# TABLE OF CONTENTS

## CATEGORIES

AWNINGS:	10
COLORS& MATERIALS:	11
FRANCHISE ARCHITECTURE:	12
HEIGHT, WIDTH, SETBACKS:	13
LANDSCAPING:	13
LIGHTING:	14
SIGNS:	14
STREETSCAPE:	15
VISUAL IMPACT:	16
WINDOWS & DOORS:	17

## **CATEGORIES**

### **AWNINGS.**

**Objective:** To enhance the historic feel of Downtown Stillwater while providing sun protection for display windows, shelter for pedestrians, and a sign panel for businesses.



**Guideline:** Long expanses of awning should be broken into segments that reflect the door or window openings beneath them.



#### **Recommended:**

- \* Durable Material
- \* Protective Material
- \* Water Repellant Material
- \* Building Supported
- \* Minimum 36-inch projection for commercial storefronts
- \* Fit the opening they cover

#### **Not Recommended:**

- \* Extend across multiple storefronts
- \* Extend across multiple buildings
- \* Plastic or Fiberglass
- \* Ground Support
- \* Backlighting or Illumination

## COLORS & MATERIALS.

**Objective:** Rehabilitation or redevelopment projects should be constructed to be long lasting and use materials, detailing, and colors that maintain the distinct character and harmony of Downtown Stillwater yet provide a varied but complimentary use of color.



**Guideline:** Traditional materials including brick and stone (including cast stone) should be used as the primary building materials.



The color of buildings should complement the adjacent buildings' colors and those within Downtown Stillwater. The color of brick or other natural building materials should dictate the color family choice for accent and detailing.



### **Recommended:**

- \* Bricks and stone for primary materials and in red or brown tones
- \* Tile, glass block, copper flashing, metal and wood for accent materials
- \* Design and architectural detail
- \* Infill construction reflective of detail of surrounding buildings in window shape, cornice lines, brick work
- \* Renovation and alteration restore architectural details of cornices, brickwork, and display windows
- \* Painting or wall signs or murals
- \* Complimentary colors as accents



### **Not Recommended:**

- \* Concrete block or large sized brick
- \* Metal Siding
- \* Vinyl or fiberglass siding or roofing materials
- \* Concrete masonry units
- \* Materials poorly mimicking traditional materials
- \* Painting of previously unpainted brick (exception – walls signs and murals)
- \* Bold, bright, primary colors as overall color scheme

## FRANCHISE ARCHITECTURE.

**Objective:** To maintain the unique character of Downtown Stillwater, buildings should not be branded using an architectural style of a company.



**Guideline:** Franchise and national chains work in cooperation with the buildings and character of the area to add to the common theme and not detract from it.



### **Recommended:**

\* Architecture complimentary to the character, theme, and buildings of Downtown Stillwater



### **Not Recommended:**

\* Franchise architecture or building design trademarked or identified with a particular chair or corporation  
\* Generic franchise architecture building design

## HEIGHT, WIDTH, SETBACKS.

**Objective:** New development and redevelopment should complement the existing pattern of building heights, widths and setbacks from property lines.



**Guideline:** Commercial buildings in Downtown Stillwater should work together to create the "wall of buildings" effect.

### **Recommended:**

- \* Maintain the alignment of facades along the sidewalk edge
- \* Contribute to the quality and character of the streetscape
- \* Where parking areas abut the street, delineate the sidewalk edge with pillars and fencing
- \* Break up the monotonous appearance of long facades
- \* Building more than 45 feet wide should be divided into increments of no more than 45 feet through articulation of the façade

### **Not Recommended:**

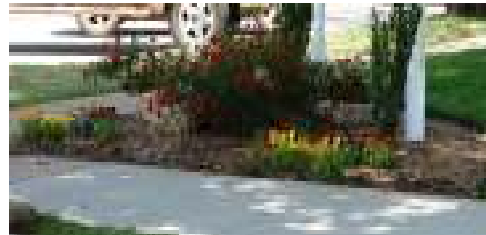
- \* Exceed four stories or 45 feet in height
- \* Irregular shaped buildings
- \* Deep setbacks from the street
- \* Vehicular parking between the street and the storefront/building

## LANDSCAPING.

**Objective:** Landscaping treatments should be used to enhance the pedestrian experience, complement architectural features and/or screen utility areas.



**Guideline:** Plantings are encouraged to promote visual appeal to the area.



### **Recommended:**

- \* Natural live materials
- \* Maintenance of plantings
- \* Common and complimentary theme throughout Old Town



### **Not Recommended:**

- \* Fake or plastic plantings

## LIGHTING

**Objective:** Lighting in Downtown Stillwater should serve to illuminate façades, entrances and signage and provide an adequate level of personal safety while enhancing the aesthetic appeal of the buildings.



**Guideline:** Symbolic and historic lighting fixtures are encouraged. Source of light should not be visible to motorists or pedestrians.



### Recommended:

- \* Indirect building and signage lighting
- \* Light source(s) hidden from direct view
- \* Shaded gooseneck lamps

### Not Recommended:

- \* Colored lighting schemes
- \* Glaring or strobing lights

## SIGNS

**Objective:** Signs should be architecturally compatible with the style, composition, materials, colors and details of the building and with other signs on nearby buildings, while providing for adequate identification of the business or property.



**Guideline:** Symbolic and historic three-dimensional signs such as barber shop poles and appropriately-sized projecting signs are encouraged. Signage should have the capability of being lit in the evening.



→  
Not Recommended



### Recommended:

- \* Restore/repair historic signs
- \* Permanently Painted Window Signs
- \* Two or Three Colors
- \* Building Supported
- \* Projecting signs on first floor only
- \* Painting of signs or wall murals
- \* Pedestrian-scaled signage

### Not Recommended:

- \* Vinyl banners
- \* Single sign extend across multiple windows
- \* Signage greater than half of the window
- \* Pylon signage
- \* Signs that block or obstruct building details
- \* Molded plastic "canister" signage

## STREETSCAPE.

**Objective:** The streetscape should be uniform so that it acts to provide continuity throughout the downtown.



**Guideline:** When making improvements to private property, including the addition of benches, trash receptacles, fencing, bike racks, or trash enclosures, owners should consider the impact to Downtown Stillwater.



### Recommended:

- \* Natural Materials such as metal, wrought iron, brick or wood
- \* Complimentary to existing streetscaping themes in Downtown Stillwater
- \* Buildings retain general horizontal/linear aspect of existing streetscape
- \* Masonry columns or piers match material used on building patterns or rhythm



### Not Recommended:

- \* Individually themed streetscape furniture or receptacles
- \* Painting not consistent with theme and character of Downtown Stillwater
- \* Projecting features at irregular angles to the façade



## VISUAL IMPACT.

**Objective:** Utility areas and mechanical equipment should be designed so that they do not detract from the aesthetic appeal of the district or the property. Parking should adequately serve the users without detracting from the compact design that makes it a successful commercial center. To provide a rear entrance to the buildings in Downtown Stillwater that is welcoming.



**Guideline:** Parking lots should be kept small and close to the buildings served. Larger parking lots should have visual breaks of four-season landscaping treatments.



Rear entrances and alleys should be clean and well maintained.

Minimize visibility of mechanical/electrical structures and equipment.



Not Recommended



### **Recommended:**

- \* Screening of exterior garbage receptacles, storage areas, mechanical equipment
- \* Screening consistent with materials, color and style of buildings
- \* Small signs, awnings, display windows and planter boxes at rear entrances
- \* Off-Street parking located in the rear of buildings whenever possible.
- \* Large parking lots to have trees planted for shade and cooling effects.



### **Not Recommended:**

- \* Painting mechanical equipment
- \* Rear entrances unkempt and in disrepair
- \* Garbage receptacles impeding pedestrian traffic
- \* Mechanical equipment as an art statement

## WINDOWS & DOORS.

**Objective:** To encourage large, open views into the commercial space enhancing the pedestrian experience by providing a visual connection to the use inside the building. On upper levels, windows should provide privacy while aesthetically and functionally serving the building and use of the space.

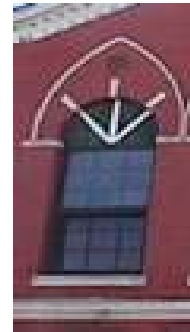


**Guideline:** The restoration or renovation of a storefront should attempt to return the façade to its original character. Preserve original materials or details and the shape and size of original window and door openings. Replace missing original elements such as transom windows.

On upper floors, the windows should be vertically oriented. Arched tops, columns framing the windows and decorative lintels are encouraged.



Not Recommended



### Recommended:

- \* Transparent windows and doors.
- \* Design complimentary to character and theme of area
- \* Retain original window shapes and styles
- \* Glazing, sash, window surrounds maintained
- \* Interior treatment consistent across façade and maintained
- \* Retain simplicity of design of area

### Not Recommended:

- \* Reflective or tinted glass on first floor/storefront.
- \* Replacing windows with glass block
- \* Blocked-in window cavities

**ORDINANCE NO. 3008**

**“AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF STILLWATER BY AMENDING APPENDIX 1, ZONING ORDINANCE 1985 EDITION, BY CREATING ARTICLE 7.5, SPECIAL PURPOSE OVERLAY DISTRICT, TO INCLUDE SECTION 7.5.10, PERMITTED USES, SECTION 7.5.20, SPECIFIC USE PERMITS, SECTION 7.5.30, DEVELOPMENT STANDARDS; AND SECTION 7.5.40 DURATION OF OVERLAY DESIGNATION.”**

BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF STILLWATER, OKLAHOMA THAT:

**SECTION 1:** Appendix 1, Zoning Ordinance 1985 Edition, of the Stillwater City Code, be amended to create Article 7.5, Special Purpose Overlay District, to read as follows:

**ARTICLE 7.5**

**SPECIAL PURPOSE OVERLAY DISTRICT**

**OVERLAY REQUIREMENTS**

The following regulations are designed to facilitate the specific purposes for and within the special purpose zoning overlay. The Special Purpose Overlay District designation shall be applied exclusively to those areas of the City located inside the boundaries of a duly created and established Business Improvement District.

<i>Symbol</i>	<i>Name of District</i>
SPO	Special Purpose Overlay

Section 7.5.10. Permitted uses:

**Accommodation:** Establishments that provide customers with lodging on a transient basis, including hotels, motels, bed and breakfasts, group homes, and shelters

**Arts and Entertainment:** A wide range of establishments that operate facilities or provide services to meet varied cultural and entertainment interests of their patrons. Such uses are comprised of establishments that are involved in producing, promoting, or participating in live performances, events or exhibits intended for public viewing; establishments that preserve and exhibit objects and sites of historical, cultural, or educational interest.

**Beverage Services:** Establishments that provide customers with beverages for immediate on-premises consumption; the primary revenue source of such use is from the sale of beverages.

**Educational Services:** Establishments that provide instruction and training on a wide variety of subjects and by specialized establishments such as schools, colleges, universities, and training centers, which may be privately owned and operated for profit or not for profit, or publicly owned and operated.

**Financial Institutions and Services:** Establishments engaged in financial transactions (transactions involving the creation, liquidation, or change in ownership of financial assets) and/or in facilitating financial transactions

**Food Services:** Establishments that provide customers with meals or snacks for immediate on-premises consumption; the primary revenue source of such use is from the sale of food. This category includes "sidewalk cafes" and other open-air venues that serve customers from facilities located on public sidewalks and rights-of-way. It does not include transient food service vendors operating from vehicles or movable facilities such as pushcarts or trailers.

**Health Care and Social Assistance:** Establishments providing health care and social assistance for individuals on a continuum starting with those establishments providing medical care exclusively, continuing with those providing health care and social assistance, and finally with those providing only social assistance; includes nursing and residential care facilities, ambulatory surgical care facilities, and hospitals.

**Information:** Establishments engaged in printing and publishing industries and in telecommunications.

**Mixed Use:** One or more dwelling units located, in the rear or upper floors, in a building wherein the first floor is occupied primarily by a commercial use at the building front/storefront, provided such commercial use is permitted in the primary zoning district.

**Personal and Laundry Services (excluding industrial laundering services):** Establishments engaged in personal and/or laundry services such as health and beauty parlors, massage parlors, and dry-cleaning

**Professional and Administrative Offices and Services:** Establishments that specialize in providing professional, scientific, administrative, management, employment, real estate, or technical activities or services.

**Retail Trade:** Establishments engaged in retailing merchandise, generally without transformation and rendering services incidental to the sale of merchandise; organized to sell merchandise in small quantities to the general public with extensive displays of merchandise and utilizing mass-media advertising to attract customers.

**Public Administration and Services:** Federal, state and local government agencies that administer, oversee, and manage public programs and have executive, legislative, and/or judicial authority over other institutions within a designated jurisdiction. This category includes police and fire services.

#### Section 7.5.20. Specific Use Permits:

Miscellaneous: Establishments engaged in activities or services not permitted in the overlay as a matter of right, such as, but not limited to churches, advocacy services, package delivery services, funeral homes, mortuaries, and death care services, pet care services, animal keeping and veterinary services, photofinishing services, and drive-in or drive-through food service establishments.

#### Section 7.5.30. Development Standards.

- (1) At least ten percent (10%) of a building face along an exterior property line abutting a public street (excluding a public alley) must be on the property line and none of the building face shall be more than fifteen feet (15') from a property line abutting a public street. This standard shall not apply to any remodel of a building whenever there is no external structural alteration.
- (2) Metal facades are prohibited.
- (3) Renovation or alteration of existing buildings shall comply with the Stillwater Existing Buildings Code; new construction shall comply with the International Residential Code and International Building Code as adopted and modified by the City of Stillwater.
- (4) Landscaping is permitted in the right-of-way throughout the district. Alternative treatments including, but not limited to, flower pots or hanging baskets, movable planters, sculptures, canopies, brick pavers or tile walkways, murals, commercial scale benches and trash receptacle, or water features are identified as acceptable landscape (hardscape) features and recognized as acceptable substitutes to existing landscaping standards. Such hardscape features shall be indicated on any site plan required by existing codes.
- (5) Minimum Lot Size: None
- (6) Maximum Height Requirement: None
- (7) Signs: Signs may be mounted or painted on a building below the roof parapet. Signs may also be painted or otherwise placed on storefront windows, provided that any such sign does not exceed fifty percent (50%) coverage of the total window space per wall. No more than one (1) sign per lot or parcel shall be allowed. "Off-site" advertising is permitted provided that no such signage shall exceed eight (8) square feet in size and dimension and complies with other requirements set forth in this section or elsewhere in this code.
- (8) Special community events signage is permitted.
- (9) Off-Street Parking Requirement: Parking on the individual property is not required.
- (10) Sidewalk Cafes are permitted in this overlay district, provided that such operations comply with the following:
  - a. All such operations shall be located in an area immediately adjacent to and contiguous with the food service enterprise operating it;
  - b. Facilities (including tables and chairs) of shall not extend beyond the frontage of the building wherein the food service enterprise operating the sidewalk café is located. Provided, however, if the property line provides more space, such operations shall not extend beyond these boundaries;
  - c. All such operations shall be maintained on a concrete or similar hard, all-weather surface;

- d. Operations located on public sidewalks or rights-of-way must be configured to ensure that six feet (6') of space remains completely clear of obstruction(s) for pedestrian travel;
- e. Decorative wrought iron fencing is permitted when identified on a site plan approved by the Development Services Department;
- f. Awnings or canopies extending over the sidewalk café shall be supported by internal or external connections to the building face. If ground support poles are necessary, the poles shall comply with all applicable building and structural requirements;
- g. The owner/operator of a sidewalk café operated on a public sidewalk or right-of-way must carry general liability insurance in an amount sufficient to fully indemnify the City in case of personal injury or property damage. Such insurance coverage shall be in amounts equal to the liability limits for political subdivisions set forth in the Oklahoma Governmental Tort Claims Act, 51 O.S. § 151 *et seq.*, and shall name the City of Stillwater as an additional insured in amounts equal to such liability limits.

Section 7.5.40. Duration of Overlay District Designation.

The term of this overlay zoning district shall end upon the expiration or dissolution of the underlying business improvement district. Provided, however, that all development rights acquired by an owner of a parcel or tract of land located within the boundaries of the overlay zoning designation during the term of the overlay zoning district shall remain vested and shall continue in full force and effect until such time as the use is discontinued for a period of twelve (12) consecutive months.

PASSED, APPROVED, AND ADOPTED THIS 24th DAY OF SEPTEMBER,  
2007.

\*Signed Ordinance may be obtained at City Hall.