



TULSA PRESERVATION COMMISSION



Unified Design Guidelines

NON-RESIDENTIAL AND MIXED-USE STRUCTURES

within

Historic Preservation Overlay Zoning Districts

ADOPTED: ((INSERT DATE))

UNIFIED DESIGN GUIDELINES – NON-RESIDENTIAL AND MIXED-USE STRUCTURES

Tulsa Preservation Commission, 2016

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UNIFIED DESIGN GUIDELINES – NON-RESIDENTIAL AND MIXED-USE STRUCTURES

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HISTORIC PRESERVATION ZONING OVERVIEW

Historic neighborhoods seek out historic preservation (HP) zoning to provide extra protection from inappropriate alterations and unsympathetic new construction. Generally, the neighborhoods that would qualify for HP zoning are those that would be eligible for the National Register of Historic Places. For example, all of Tulsa's HP-zoned districts are also National Register-listed districts. However, listing in the National Register does not require that the neighborhood pursue local HP zoning.

HP zoning requires that any exterior renovations or repairs (in some cases) are subject to design review by the Tulsa Preservation Commission before work can be done.

Historic preservation zoning helps to:

1. Preserve and protect the distinctive characteristics and the context of the district, protecting property owners' investments.
2. Maintain and improve the streetscapes of those buildings and places.
3. Assure that new construction projects and additions to existing structures are architecturally compatible with existing buildings in the district.

Historic preservation zoning is technically referred to by city planners as “overlay” zoning. The historic preservation zoning is “overlaid” on top of the existing zoning. The existing zoning restrictions are unchanged — instead they are supplemented by the conditions of historic preservation zoning. The existing zoning requirements control such issues as land use, building setbacks, parking requirements, lot coverage by structures, and building heights. Historic preservation zoning overlay zoning does not prevent lot splits.

HP Zoning and the Tulsa Preservation Commission are governed by Chapter 10A of the City of Tulsa's Zoning Code. Download the **Zoning Code** at www.tulsapreservation.org/zoning.



Before and after photos of a ~~recent~~ success story in the Brady Heights Historic District.

HISTORIC PRESERVATION PERMIT OVERVIEW

The **Historic Preservation (HP) Permit** is the official document issued by the Tulsa Preservation Commission to approve proposed work to historic properties.

The TPC reviews the proposed work to make sure it complies with the design guidelines, in consideration of the needs and desires of the property owner. Once the TPC finds that the proposed work meets the design guidelines, a **Historic Preservation Permit** is issued and the property owner may begin the work or may apply for a building permit if one is required.

Any exterior alterations or repair, new construction, or demolition within a historic preservation zoned neighborhood must be approved first by the Tulsa Preservation Commission or TPC Staff.

Under certain conditions, TPC Staff can issue a **Historic Preservation Permit** without requiring a review by the Commission. There are also some exemptions to the **HP Permit** process, which Staff would be happy to discuss with you. To start the process of obtaining a **Historic Preservation Permit**, contact TPC Staff at (918) 576-5687 or preservationcommission@cityoftulsa.org.

Going Through the HP Permit Process

The process of applying for and receiving a **Historic Preservation Permit** is very simple and straightforward with just a little advanced preparation. Consult TPC Staff early to ensure a smooth, successful application process — they are here to help!

Applicants complete a simple **application** and provide supporting photographs, brochures, and drawings as necessary. There is no fee for a **HP Permit** application.

Steps for Property Owners

1. Decide on what work you want to do on your property.
2. Refer to the district maps and confirm that your property is located in a historic preservation zoned district.
3. If your property is located in a HP zoning district, review the design guidelines for your neighborhood to determine the appropriate design and materials for the work you want to do. This is an ideal time to **contact TPC Staff**, who would be happy to assist you.
4. Develop a plan to carry out your work, including drawings of what you want your property to look like upon completion.
5. At this point, you are ready to submit a simple **one-page** application form describing the proposed work.
6. Your application will go through the **HP Permit** review process as explained below.

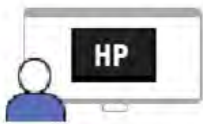
UNIFIED DESIGN GUIDELINES – NON-RESIDENTIAL AND MIXED-USE STRUCTURES

The **Historic Preservation Permit** process is administered through public meetings. ~~The TPC meets twice monthly to approve COA applications: on the second Thursday of the month at 11:00 am and on the fourth Tuesday of the month at 4:30 pm.~~ The TPC meeting schedule is available from TPC staff or at www.tulsapreservationcommission.org/meetings. All meetings are held at City Hall. Applicants and interested parties are encouraged to attend.

A typical **HP Permit** application is presented at one TPC meeting. However, applications for new construction, ~~and~~ additions ~~and complex projects~~ are reviewed at two or more meetings because of the complex nature of those projects. The application is first presented to the **HP Permit Subcommittee** one week prior to the TPC meeting. New construction projects (brand new buildings on cleared land) are reviewed twice at the **HP Permit Subcommittee** level due to the complexity of the applications. After the **HP Permit Subcommittee** makes a recommendation on the application, it is reviewed by full Tulsa Preservation Commission, at which time a decision to approve or deny the application is made.



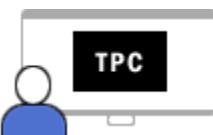
TPC Staff receives **HP Permit** Application along with supporting plans, photographs and brochures from applicant.



(New construction, ~~and~~ additions ~~and complex projects~~ only) At the **HP Permit Subcommittee Meeting**, TPC staff presents application to the Subcommittee members.



(New construction, ~~and~~ additions ~~and complex projects~~ only) **HP Permit Subcommittee** votes on a recommendation to the full Commission.



TPC staff presents the application to the full Tulsa Preservation Commission (*in the case of new construction or an addition, the **HP Permit Subcommittee Chair** explains the subcommittee's recommendation*).



The Tulsa Preservation Commission votes whether to approve or deny the application for a **Historic Preservation Permit**.



If approved, a **Historic Preservation Permit** is issued to the applicant, typically within a few business days. Applicants who are denied can reapply with an alternate proposal.

UNIFIED DESIGN GUIDELINES – NON-RESIDENTIAL AND MIXED-USE STRUCTURES

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.1 General Requirements

Use the following guidelines as the basis for all exterior work:

- A.1.1 Retain and preserve the existing historic architectural elements of your building.
- A.1.2 If replacement of historic architectural elements is necessary, match the size, shape, pattern, texture, and directional orientation of the original historic elements.
- A.1.3 Ensure that work is consistent with the architectural style and period details of your building.
- A.1.4 Return the structure to its original historic appearance using physical or pictorial evidence, rather than conjectural designs.



A.1.1 Before (left) and after (right) photos of historic architectural elements lost during rehabilitation of a Plains Commercial building. Without the original window pattern, storefronts, transom windows, and pad stone insets at the upper corners of the second floor windows, the building loses its historic character.

Applicability of the Non-Residential and Mixed-Use Guidelines

HP Zoning is a supplemental overlay district and does not regulate the use of a property. The Unified Design Guidelines for Non-Residential and Mixed-Use Structures apply to structures that are non-residential in **form**, rather than use. If a historic home is used for a non-residential activity, the Unified Design Guidelines for Residential Structures will be used. If a building's design takes a non-residential form, such as the Plains Commercial property above, the Guidelines contained herein apply.

The intent of the Unified Design Guidelines for Non-Residential and Mixed-Use Structures is to govern exterior work for existing non-residential structures as well as new construction on lots that are already zoned for non-residential uses. In no way are these Guidelines intended to encourage the introduction of new non-residential elements into existing historic residential districts.

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.2 Exterior Walls

- A.2.1 Retain and preserve the original historic wall materials and character-defining details, including, but not limited to, window and door trim, eave brackets, and embedded columns.
- A.2.2 To return the structure to its original historic appearance, remove non-historic siding and trim. Repair and restore the underlying historic siding, trim, and details. Removal of non-historic siding is encouraged (and may be staff approved).
- A.2.3 If replacement of deteriorated wall materials is necessary, use matching materials (wood, brick, etc) that maintain the size, shape, pattern, texture, and directional orientation of the original historic material.
- A.2.4 When proposing to use materials different from the original historic wall materials, replacement materials that maintain the character of the structure and the size, shape, pattern, texture and directional orientation of the original historic siding will be considered on a case-by-case basis.
- A.2.5 In order to maintain the historic appearance of the structure, do not apply paint to unpainted brick or stone walls. **Staff can approve the removal of paint** ~~Paint may be removed~~ from brick or stone surfaces to return the structure to its original historic appearance. Repainting previously painted surfaces does not require **HP Permit** review.

How to Gently Remove Paint from Brick or Stone

NEVER sandblast or power-wash masonry! Firing heavy artillery at an old building usually has disastrous results. Abrasive and acidic methods will remove the protective outer layer, causing brick to fail rapidly. Some chemicals can change the color of your masonry or allow harmful water infiltration. *Gel* and *paste* methods that gently dissolve paint are least likely to cause damage to your brick or the environment. These systems often involve applying paper to the paste and peeling it off.

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.3 Doors and Door Surrounds

- A.3.1 Retain and preserve original historic doors and door surrounds including frames, glazing, panels, sidelights, fanlights, and transoms.
- A.3.2 Do not remove, cover, or move existing door, sidelight, fanlight, and transom openings.
- A.3.3 To return the structure to its original historic appearance, remove non-historic doors and replace them using physical or pictorial evidence of the originals. If no evidence exists, select doors and surrounds which are consistent with the architectural style of your building.
- A.3.4 To gain thermal efficiency, storm doors which maintain the appearance, and allow maximum visibility, of the original historic doors may be installed. Unfinished or clear-finished metals are not allowed. (Storm doors can be staff approved)
- A.3.5 If replacement of deteriorated doors is necessary, select doors and surrounds which are consistent with the architectural style of your building.
- A.3.6 If replacement of deteriorated trim is necessary, match the appearance, size, shape, pattern, texture, and detailing of the original historic trim.
- A.3.7 When adding new door openings, maintain the proportions of the façade. Match the dimensions and trim details of other doors and surrounds on your building. Select doors and surrounds which are consistent with the architectural style of your building.
- A.3.8 Use clear glass in new or replacement doors and sidelights.
- A.3.9 Exterior security bars and grills are discouraged.

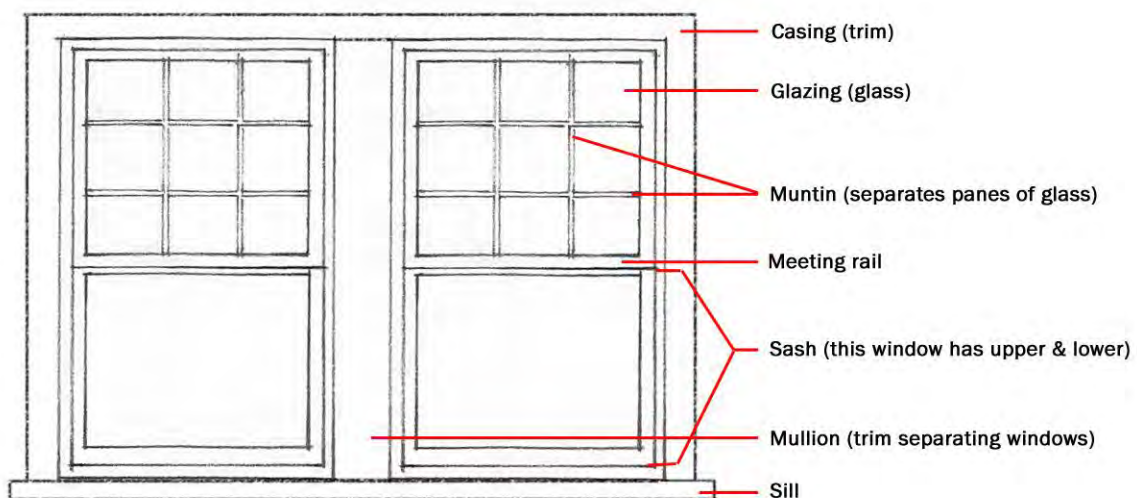


A.3.3 / A.3.5 Examples of storefronts. Important characteristics of the entries include not only the door, but the sidelights, transom windows, and display windows.

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.4 Windows and Window Trim

- A.4.1 Retain and preserve original historic windows, including glazing, trim, muntins, and character-defining details.
- A.4.2 Do not remove, cover, or move existing window openings.
- A.4.3 To return the structure to its original historic appearance, remove non-historic windows and trim. When selecting replacements, use physical or pictorial evidence. If no evidence exists, select windows which are consistent with the architectural style of your building.
- A.4.4 To gain thermal efficiency, storm windows which maintain the appearance, and allow maximum visibility, of the original historic windows may be installed. Unfinished or clear-finished metals are not allowed. (Storm windows can be staff approved)
- A.4.5 If replacement of deteriorated windows is necessary, match the original historic windows in sash design, size, shape, muntin pattern, location, glazing area and tint. Insulated glass (double pane) windows may be used. Exterior muntins are required on simulated divided light windows.
 - .1 Brady Heights – Match the original historic window material.
- A.4.6 If replacement of deteriorated trim is necessary, match the appearance, size, shape, pattern, texture, and detailing of the original historic trim.
- A.4.7 When adding new window openings, maintain the proportions of the façade. Match the size, design, and pattern of the existing windows. Align the headers of new windows with the existing windows.
- A.4.8 Exterior security bars and grills are discouraged.

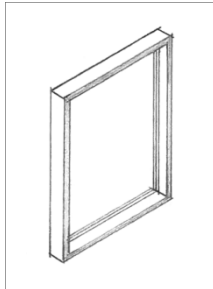


A.4.1 Parts of the window. With nine panes of glass in the upper sash and one pane in the lower sash, these windows are referred to as “nine over one”.

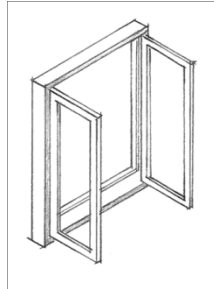
SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.4 Windows and Window Trim

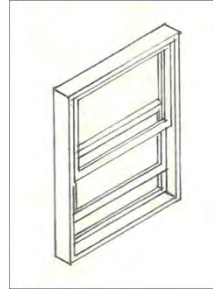
Types of Window Designs



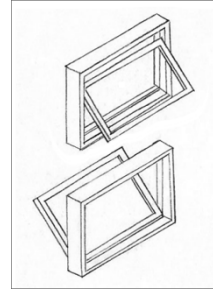
Fixed



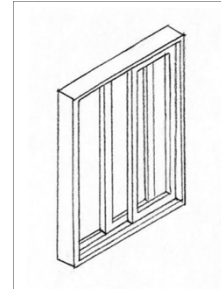
Casement



Double Hung



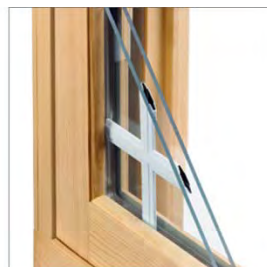
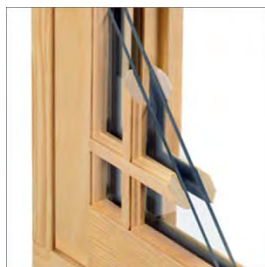
Awning & Hopper



Sliding



A.4.5 Inappropriate resizing of window openings



A.4.5 Exterior muntins (left), called “simulated divided light” or SDL, create a profile that more closely resembles historic windows than grids between the panes of glass (right). True divided light windows are also available and encouraged.

Be Green: Restore Your Original Windows!

Restoration of your original windows not only costs less than replacing them, it's much more environmentally friendly.

If you're concerned about sustainability, don't throw your old-growth wood windows in the landfill before you explore restoration. Restoring your original windows not only maintains the architectural integrity and the curb appeal of your historic building, it's also **the best choice for the environment**.

Did you know that properly repaired historic windows have an R-value* that's nearly indistinguishable from high-end replacement windows? Repair your original windows, install proper weatherstripping, and add a good storm window system – then watch your utility bills go down.

Contact Tulsa Preservation Commission Staff for information on how to make your historic windows look and function as good as new. We offer inexpensive, hands-on Wooden Window Repair workshops for DIY property owners and contractors about once a year, budget permitting, and we can also refer you to other sources to help you treat your windows right!

*R-value is the measure of resistance to heat gain/loss

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.5 Roofs

- A.5.1 Retain and preserve the original historic roof form (hipped, gabled, etc.) and pitch.
- A.5.2 Do not remove character-defining architectural features of your roof including, but not limited to, dormers, chimneys, cupolas, eaves, soffits, fascia boards, and decorative details such as eave brackets, exposed rafter tails, or corbels.
- A.5.3 If replacement of deteriorated architectural roof features is necessary, use materials that maintain the character of the structure and the size, shape, pattern, texture, dimensions, and directional orientation of the original historic roof features.
- A.5.4 To return the structure to its original historic appearance, use physical or pictorial evidence. If no evidence exists, select architectural roof features which are consistent with the architectural style of your building.
- A.5.5 Replacement of existing roof covering – tar-and-gravel, asphalt shingles, clay tile, etc. – with the same material does not require **HP Permit review** (for example, replacing an asphalt-shingled roof with asphalt shingles).
- A.5.6 When proposing to change the materials of your roof covering, replacement materials that maintain the character of the structure and the size, shape, pattern, texture and directional orientation of the original historic roof covering will be considered on a case-by-case basis.
- A.5.7 When replacing your roof covering, replace an entire roof section if it is visible from the street.

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.6 Porches and Patios

- A.6.1 Retain and preserve the original historic porch or patio and its character-defining architectural features through repair.
- A.6.2 Do not remove character-defining architectural features of your porch including, but not limited to, ceiling, piers, columns, railings, handrails, steps, bulkheads, skirt/stem wall, and decorative details such as crown molding, trim, eave brackets, and exposed rafter tails.
- A.6.3 If replacement of deteriorated porch elements is necessary, use materials that maintain the character of the structure and the size, shape, pattern, texture, dimensions, and directional orientation of the original historic features.
- A.6.4 To return the structure to its original historic appearance, use physical or pictorial evidence. If no evidence exists, select porch features which are consistent with the architectural style of your building. Return enclosed porches to original historic open design (which can be staff approved).
- A.6.5 If adding a railing or other porch elements where none exists, select porch elements (columns, railing design, trim, etc.) which are consistent with the architectural style of your building.

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.7 Awnings, Shutters, Mailboxes, Mechanical Systems, Etc.

- A.7.1 Select awnings that are consistent with the architectural style of your building.
- A.7.2 Select window shutters that are consistent with the architectural style of your building. Plastic shutters and door shutters are not historically accurate and are not allowed.
- A.7.3 Attach mailboxes to the front of the structure.
- A.7.4 Install engineering systems and their associated elements such as, but not limited to, air conditioning and heating units, **package units**, flues, conduits, cables, electrical boxes, ventilators, and louvers, on the side or rear façade of the structure.
- A.7.5 Install utility meters on the side or rear façade of the house, or underground in a subterranean vault.
- ~~A.7.6~~ ~~Install systems requiring exterior components, such as solar panels, on the side or rear of the structure or in the rear yard. Installation of satellite dishes does not require COA review.~~ Install systems requiring exterior components, such as solar panels or devices, where they will have minimal impact, preferably on the rear of your building or yard or on an outbuilding. Install exterior components on a historic building in manner that does not damage the historic roofing material or negatively impact the building's historic character and is reversible. These considerations will be made on a case-by-case basis.
- ~~A.7.6~~ A.7.7 Installation of radio or television antennas, including satellite dishes and similar devices, not visible from abutting streets, as determined by staff, is exempt from HP Permit review.

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.1 General Requirements

Use the following guidelines as the basis for all additions:

- B.1.1 Locate additions on the side or rear of the structure where the character-defining elements and visual appearance of the front façade will not be obscured, damaged, or destroyed.
- B.1.2 Ensure that additions do not detract from the historic appearance, character-defining elements, historic patterns, scale and proportions of the existing structure.
- B.1.3 Provide consistency and continuity between the addition and the historic portions of your building by using similar materials, style, forms, massing and scale.
- B.1.4 Do not exceed the established height of structures along the same street.

Applicability of the Non-Residential and Mixed-Use Guidelines

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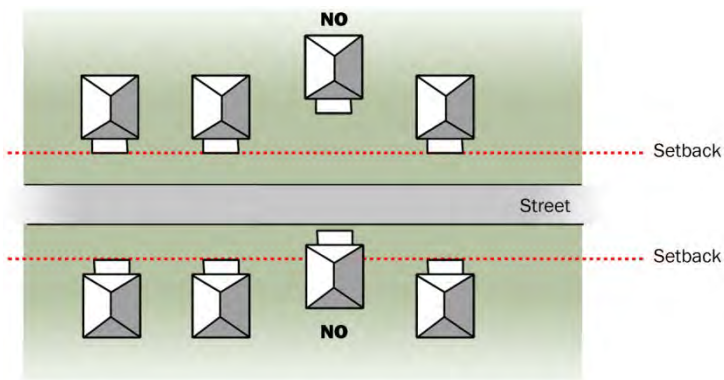


~~B.1.4 Example of an addition that doesn't respect the height of structures on same street.~~ On the left, an example of an addition that doesn't respect the height of structures on the same street. On the right, an example of an addition that matches the rhythm and character-defining features of the original structure. Offsetting or recessing additions behind the original building shows the addition is newer than the original structure.

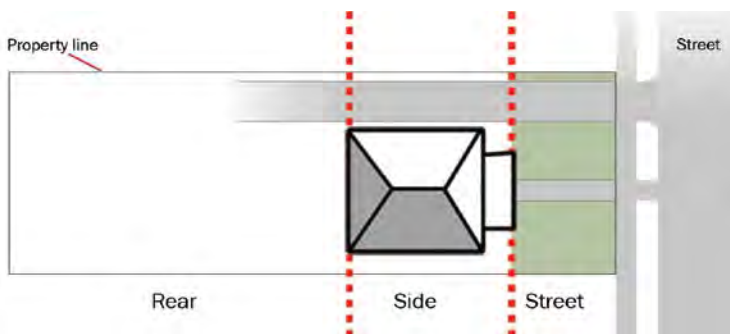
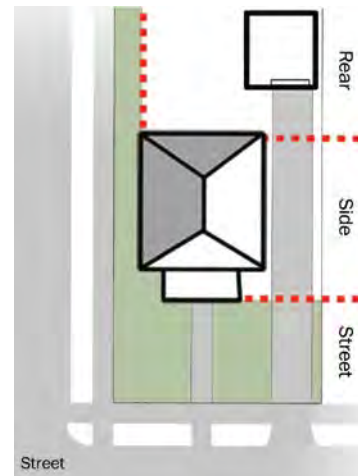
SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.2 Building Site

- B.2.1 Match the front setback of the historic buildings along the same side of the street. When the front setback pattern of the historic structures on the same side of the street varies, locate the addition between the minimum and maximum of the prevailing front setbacks.
- B.2.2 Maintain the pattern and rhythm of the side yard setbacks of the other historic structures on the same side of the street.
- B.2.3 Limit paving within the **front-street** yard to primary driveways and sidewalks. Curb cuts and new driveways through the **front-street** yard are strongly discouraged for properties with alley access.
- B.2.4 On interior lots, limit the surface area of driveways and sidewalks to no more than 50% of the **front-street** yard lot area.
 - .1 For Tulsa Public Schools properties, additional paving in the **front-street** yard will be considered on a case-by-case basis.
- B.2.5 On corner lots, limit the surface area of driveways and sidewalks to no more than 30% of the combined **front-and-sidestreet** yard lot area.
 - .1 For Tulsa Public Schools properties, additional paving in the **front-street** yard will be considered on a case-by-case basis.



B.2.1 Match the front setback of the historic buildings along the same side of the street.



B.2.3 – B.2.5 On the **right/left**, defining the **front-street** yard lot area (green) **of** on interior lots. **On the left/Above**, defining the combined **front-and-sidestreet** yard lot area (green) of corner lots. The surface area of paving within these defined areas must not exceed the percentages listed above.

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.3 Building Materials and Elements

- B.3.1 Use building materials that are consistent with the historic materials found on the existing structure.
- B.3.2 The use of building materials different from historic materials will be considered on a case-by-case basis, if the proposed materials maintain the character of the structure and the historic size, shape, pattern, texture and directional orientation. Unfinished or clear-finished metals are not allowed.
- B.3.3 Create a visual consistency and continuity with the building elements of the existing structure by replicating the height of windows and doors, window glazing patterns, roof forms, eave lines and overhangs, and special detailing present on the existing structure.

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.4 Roofs

- B.4.1 New roof features, such as dormers or cupolas, may be added to the existing roof, if the proposed elements maintain the scale, proportions, rhythms, and architectural character of the structure.
- B.4.2 On additions, use roof forms, slope, detailing, and roofing materials that are consistent with the historic portions of the existing structure. **Installation of metal roofs will be considered on a case-by-case basis.**

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.5 Porches and Patios

- B.5.1 When adding a porch or expanding an existing porch, maintain the character, detailing, scale, rhythm, and proportions of the existing historic structure.
- B.5.2 When enclosing porches with glass or screens, maintain the existing rhythms, scale, proportions, appearance, and character of the structure. Hard wall enclosure of porches is strongly discouraged but will be considered on a case-by-case basis.
- B.5.3 When required to achieve access to the first floor level, ramps may be installed. Construct the ramp so that, in the future, it can be removed without significantly altering the original historic structure. Designing ramps to access porches from the side, so the front elevation is not obscured, is encouraged.

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.6 Garages

- B.6.1 Locate garage doors on the rear elevation when integrating a garage into the primary structure. Garage doors located on the side elevation will be considered on a case-by-case basis. Garage doors located on the front elevation are not allowed.
- B.6.2 Locate garages within the rear yard when detached from the primary structure.
~~Detached garages located in the rear yard are exempt from COA review.~~ Detached buildings or structures, such as garages and sheds, not located in the street yard, as defined in the Zoning Code, are exempt from HP Permit review.
- B.6.3 Historically appropriate garage doors, such as carriage house doors, are encouraged.

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.7 Mechanical Systems, Etc.

- B.7.1 Install engineering systems and their associated elements such as, but not limited to, air conditioning and heating units, flues, conduits, cables, electrical boxes, ventilators, and louvers, on the side or rear façade of the structure.
- B.7.2 Install utility meters on the side or rear façade of the structure, or underground in a subterranean vault.

B.7.3 Install systems requiring exterior components, such as solar panels, on the side or rear of the structure or in the rear yard. ~~Installation of satellite dishes does not require COA review.~~ Install systems requiring exterior components, such as solar panels or devices, where they will have minimal impact, preferably on the rear of your building or yard or on an outbuilding. Install exterior components on a historic building in manner that does not damage the historic roofing material or negatively impact the building's historic character and is reversible. These considerations will be made on a case-by-case basis.

~~B.7.3~~**B.7.4** Installation of radio or television antennas, including satellite dishes and similar devices, not visible from abutting streets, as determined by staff, is exempt from HP Permit review.

SECTION C – GUIDELINES FOR NEW CONSTRUCTION

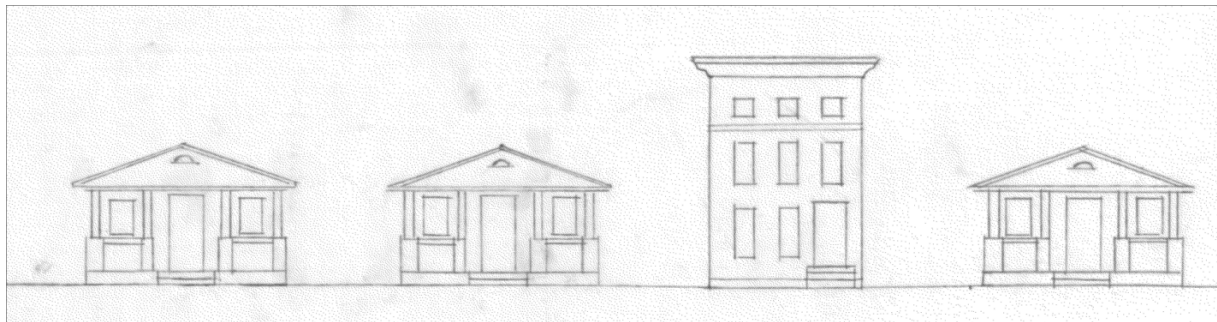
C.1 General Requirements

- C.1.1 Designs for new construction need not duplicate existing residential structures within the district. Ensure that each new structure is unique within the district.
- C.1.2 When designing new structures, provide consistency and continuity by drawing upon common characteristics of historic non-residential structures located in the district or constructed in other parts of the city during the time of primary development of the district. Common characteristics include massing, wall cladding, entries, roof slope and form, and window/door styles. Place particular emphasis on the historic structures on the same street.
- C.1.3 Avoid mixing incongruous architectural styles.
- C.1.4 Respect the scale, proportions, historic patterns, and relationships of both principal and accessory structures along the same street and within the district.
- C.1.5 Maintain the established height of those structures along the same side of the street.
- C.1.6 **.1 This guideline does not apply to Tulsa Public Schools properties.**
Establish the height of the floor (finished floor elevation) between the minimum and maximum finished floor elevation of those structures along the same side of the street.

Applicability of the Non-Residential and Mixed-Use Guidelines

HP Zoning is a supplemental overlay district and does not regulate the use of a property. The Unified Design Guidelines for Non-Residential and Mixed-Use Structures apply to structures that are non-residential in **form**, rather than use. If a historic home is used for a non-residential activity, the Unified Design Guidelines for Residential Structures will be used. If a building's design takes a non-residential form, such as the Plains Commercial property above, the Guidelines contained herein apply.

The intent of the Unified Design Guidelines for Non-Residential and Mixed-Use Structures is to govern exterior work for existing non-residential structures as well as new construction on lots that are already zoned for non-residential uses. In no way are these Guidelines intended to encourage the introduction of new non-residential elements into existing historic residential districts.

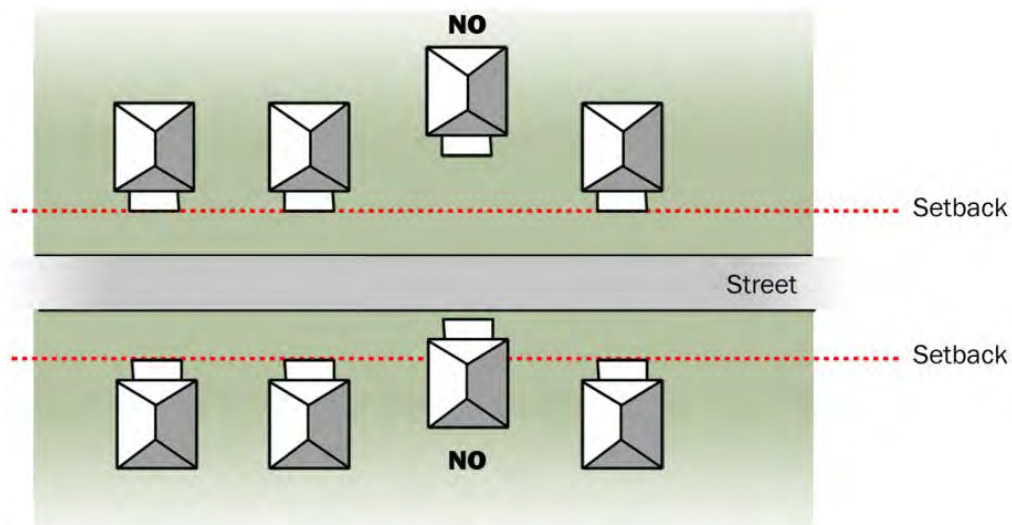


C.1.5 Example of infill that doesn't respect the height of structures on same street.

SECTION C – GUIDELINES FOR NEW CONSTRUCTION

C.2 Building Site

- C.2.1 Match the front setback of the historic structures along the same side of the street. When the front setback pattern of the historic structures on the same side of the street varies, locate the new structure between the minimum and maximum of the prevailing front setbacks.
- C.2.2 Maintain the same orientation to the street as established by the historic structures on the same street.
- C.2.3 Minimize paving along residential street frontages with the exception of the continuation of existing sidewalks. Required parking should be located as remotely as possible from residential properties (see G.2.4).
- C.2.4 Curb cuts and new driveways through the front yard are strongly discouraged for properties with alley access.



C.2.1 Match the front setback of the historic structures along the same side of the street.

SECTION C – GUIDELINES FOR NEW CONSTRUCTION

C.3 Building Materials

- C.3.1 Maintain the visual characteristics, scale, proportions, directional orientation and rhythms that are created by the materials on historic non-residential structures constructed during the primary period of development of the district. **Deviation from the materials on existing historic structures in the district will be considered on a case-by-case basis. The use of unfinished or clear-finished metals will be considered on a case-by-case basis.**

SECTION C – GUIDELINES FOR NEW CONSTRUCTION

C.4 Garages

- C.4.1 Locate garage doors on the rear elevation when integrating a garage into the primary structure. Garage doors located on the side elevation will be considered on a case-by-case basis. Garage doors located on the front elevation are not allowed.
- C.4.2 Locate garages within the rear yard when detached from the primary structure.
~~Detached garages located in the rear yard are exempt from COA review. Detached buildings or structures, such as garages and sheds, not located in the street yard as defined in the Zoning Code are exempt from HP Permit review.~~
- C.4.3 Historically appropriate garage doors, such as carriage house doors, are encouraged.

SECTION C – GUIDELINES FOR NEW CONSTRUCTION

C.5 Mechanical Systems, Etc.

C.5.1 Install engineering systems and their associated elements such as, but not limited to, air conditioning and heating units, flues, conduits, cables, electrical ~~boxes~~ **equipment**, ventilators, and louvers, on the side or rear façade of the structure and as remotely as possible from adjacent residential properties.

C.5.2 Install utility meters on the side or rear façade of the structure, or underground in a subterranean vault. **Above-ground installation of utility systems, such as pedestals and transformers, is prohibited in the street yard unless approved on a case-by-case basis.**

C.5.3 Install systems requiring exterior components, such as solar panels, on the side or rear of the structure or in the rear yard. ~~Installation of satellite dishes does not require COA review.~~ Install systems requiring exterior components, such as solar panels or devices, where they will have minimal impact, preferably on the rear of your building or yard or on an outbuilding. Install exterior components on a historic building in a manner that does not damage the historic roofing material or negatively impact the building's historic character and is reversible. These considerations will be made on a case-by-case basis.

~~C.5.3~~**C.5.4** Installation of radio or television antennas, including satellite dishes and similar devices, not visible from abutting streets, as determined by staff, is exempt from HP Permit review.

SECTION D – GUIDELINES FOR RELOCATED STRUCTURES

D.1 General Requirements

D.1.1 Maintain the architectural integrity of the district for the period of time when each addition was originally platted when relocating a structure.

D.1.2 Respect the scale, proportions, historic patterns, and relationships of primary to accessory structures within the district when relocating a structure.

D.1.3 Maintain the established height of structures along the same street when relocating a structure into the district.

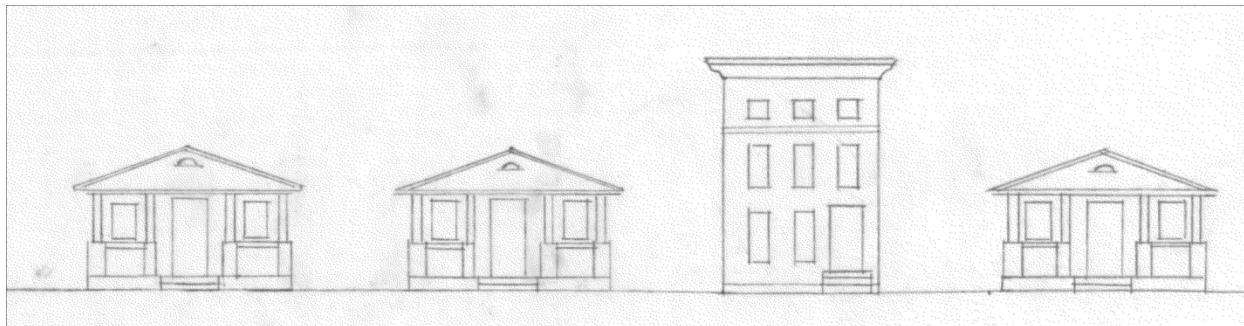
~~D.1.3~~D.1.4 Establish the height of the floor (finished floor elevation) between the minimum and maximum finished floor elevation of those structures along the same side of the street.

~~D.1.4~~D.1.5 Upon placement of the structure on the new site, follow Section A (Rehabilitation) and Section B (Additions) when replacing materials and elements that were removed to facilitate relocation.

Applicability of the Non-Residential and Mixed-Use Guidelines

HP Zoning is a supplemental overlay district and does not regulate the use of a property. The Unified Design Guidelines for Non-Residential and Mixed-Use Structures apply to structures that are non-residential in **form**, rather than use. If a historic home is used for a non-residential activity, the Unified Design Guidelines for Residential Structures will be used. If a building's design takes a non-residential form, such as the Plains Commercial property above, the Guidelines contained herein apply.

The intent of the Unified Design Guidelines for Non-Residential and Mixed-Use Structures is to govern exterior work for existing non-residential structures as well as new construction on lots that are already zoned for non-residential uses. In no way are these Guidelines intended to encourage the introduction of new non-residential elements into existing historic residential districts.

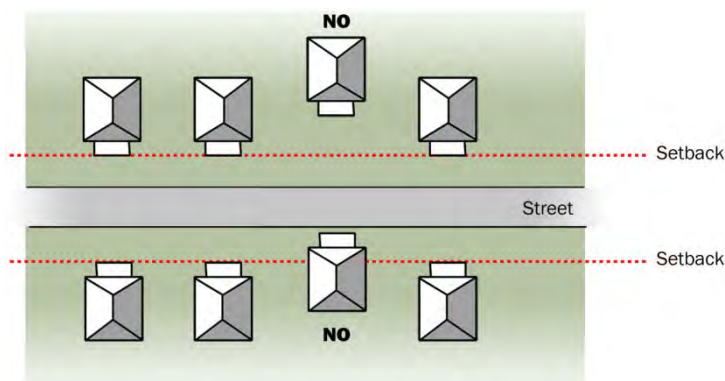


D.1.3 Example of infill that doesn't respect the height of structures on same street.

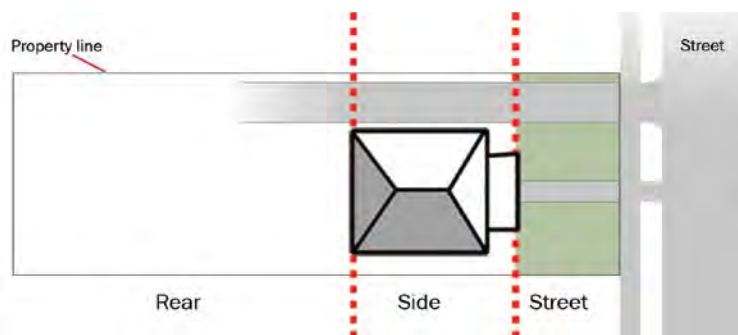
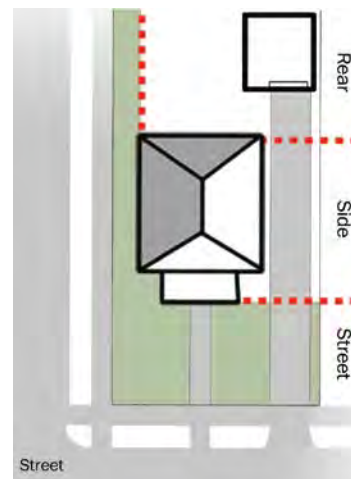
SECTION D – GUIDELINES FOR RELOCATED STRUCTURES

D.2 Building Site and Placement

- D.2.1 Match the front setback of the historic buildings along the same side of the street. When the front setback pattern of the historic structures on the same side of the street varies, locate the structure between the minimum and maximum of the prevailing front setbacks.
- D.2.2 Maintain the pattern and rhythm of the side yard setbacks of the other historic structures on the same side of the street.
- D.2.3 Maintain the same orientation to the street as established by the historic structures on the same street.
- D.2.4 Limit paving within the ~~front-street~~ yard to primary driveways and sidewalks. Curb cuts and new driveways through the ~~front-street~~ yard are strongly discouraged for properties with alley access.
- D.2.5 On interior lots, limit the surface area of driveways and sidewalks to no more than 50% of the ~~front-street~~ yard lot area.
- D.2.6 On corner lots, limit the surface area of driveways and sidewalks to no more than 30% of the combined ~~front-and-sidestreet~~ yard lot area.



D.2.1 Match the front setback of the historic buildings along the same side of the street.



D.2.4 – D.2.6 On the ~~right~~left, defining the ~~front-street~~ yard lot area (green) ~~of-on~~ interior lots. On the ~~left~~above, defining the combined ~~front-and-sidestreet~~ yard lot area (green) of corner lots. The surface area of paving within these defined areas must not exceed the percentages listed above.

SECTION D – GUIDELINES FOR RELOCATED STRUCTURES

D.3 Mechanical Systems, Etc.

- D.3.1 Install engineering systems and their associated elements such as, but not limited to, air conditioning and heating units, flues, conduits, cables, electrical boxes, ventilators, and louvers, on the side or rear façade of the structure.
- D.3.2 Install utility meters on the side or rear façade of the structure, or underground in a subterranean vault.
- ~~D.3.3~~ Install systems requiring exterior components, such as solar panels, on the side or rear of the structure or in the back yard. ~~Installation of satellite dishes does not require COA review.~~ Install systems requiring exterior components, such as solar panels or devices, where they will have minimal impact, preferably on the rear of your building or yard or on an outbuilding. Install exterior components on a historic building in a manner that does not damage the historic roofing material or negatively impact the building's historic character and is reversible. These considerations will be made on a case-by-case basis.
- D.3.3 Installation of radio or television antennas, including satellite dishes and similar devices, not visible from abutting streets, as determined by staff, is exempt from HP Permit review.

SECTION E – GUIDELINES FOR NON-CONTRIBUTING STRUCTURES

E.1 General Requirements

- E.1.1 For the purposes of this chapter, non-contributing structures are those listed as not contributing to the historic character of the district due to age or architectural style in the National Register Nomination for the district.
- E.1.2 Non-contributing structures will be considered products of their own time. Do not attempt to create a false appearance of the predominant character and architectural style of the rest of the district.
- E.1.3 Follow Section A (Rehabilitation) and Section B (Additions) as they relate to the character-defining elements of the non-contributing structure.
- E.1.4 Ensure that work on non-contributing structures does not detract from or diminish the historic character of the overall district.

SECTION F – GUIDELINES FOR DEMOLITION OF STRUCTURES

F.1 General Requirements

- F.1.1 Demolition of historic structures does not support the character of the district. Demolitions are strongly discouraged, but will be considered on a case-by-case basis provided that one or more of the following guidelines are met:
- .1 The continued use of the property cannot be achieved through rehabilitation, modification, or alteration, according to documented evidence.
 - .2 The structure is listed as non-contributing to the historic character of the district in the National Register Nomination for the district.
 - .3 To remedy an emergency condition determined to be dangerous to life, health, or property, or if the structure has been condemned by the City of Tulsa or City-County Health Department.

Assessing Rehabilitation Feasibility

Professionals from the American Institute of Architects, Eastern Oklahoma Chapter, can help property owners assess rehabilitation options on a pro bono or reduced fee basis. Ask TPC staff for more information on these services.

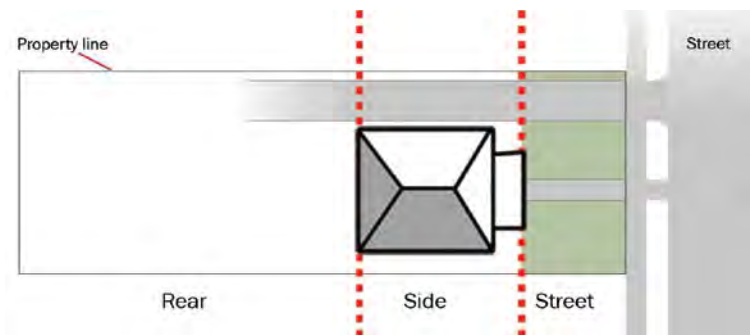
SECTION G – GUIDELINES FOR LANDSCAPE FEATURES, PAVING AND SIGNAGE

G.1 Landscape Features

- G.1.1 Retain and preserve original historic walls, fencing, lighting, planters, and other landscape features through repair.
- G.1.2 Removal of historic landscape features will be considered on a case-by-base basis. Removal of non-historic landscape features can be staff-approved.
- G.1.3 Ensure that new landscape features are appropriate to the style of your building and consistent with the historic elements found along the same street and within the district.
- G.1.4 Use fencing materials that are consistent with the historic fencing found along the same street and within the district. Chain link fencing, wire fencing (12 gauge or less), vinyl fencing, or any fencing that blocks the view of structures is not allowed.
- G.1.5 Use wall materials that are consistent with the historic walls found along the same street and within the district. Cinder block, segmental retaining wall systems, corrugated metal, and railroad ties are not allowed. Historically styled cast concrete block will be considered on a case-by-case basis.

Trees, Shrubs, Flowers

Planting organic materials such as trees, grasses, shrubs, and flowers are exempt from review.

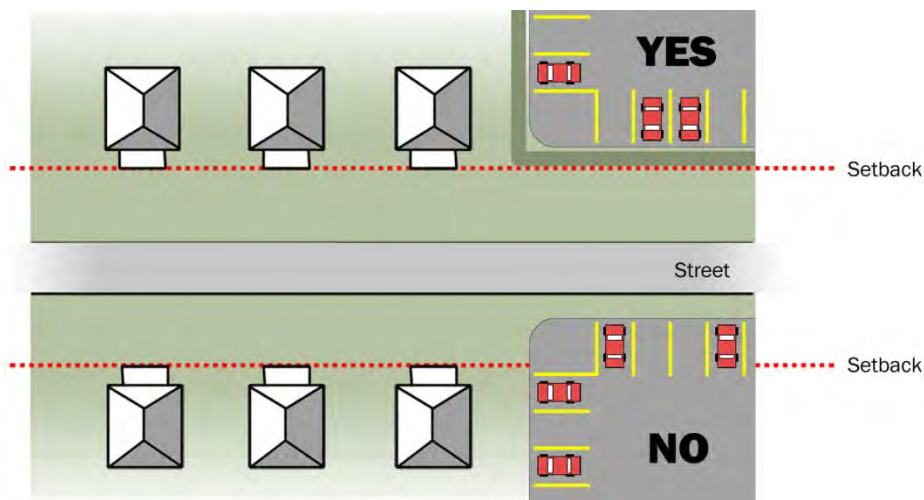


Landscape features are reviewed only in the ~~front-street~~ yard (green). Fences, walls, and paving in the side or ~~back-rear~~ yard are exempt from review.

SECTION G – GUIDELINES FOR LANDSCAPE FEATURES, PAVING AND SIGNAGE

G.2 Paving

- G.2.1 Retain and preserve original historic paving, steps, and bulkheads through repair.
- G.2.2 Ensure that the design of new paving is consistent with historic elements found along the same street and within the same neighborhood.
- G.2.3 Use paving materials that are consistent with the historic paving found along the same street and within the same neighborhood. Asphalt and stained concrete are not allowed within the front yard.
- G.2.4 Surface parking lots do not support the historic character of the district. Construction of parking lots is strongly discouraged, but will be considered on a case-by-case basis provided that the following guidelines are met:
 - .1 Match the front setback pattern of the historic structures on the same side of the street. On corner lots, match the setback pattern of the historic structures on all adjoining streets. When the setback pattern of the historic structures on the same side of the street varies, locate the parking lot between the minimum and maximum of the prevailing setbacks.
 - .2 The screening that is required by the Zoning Code shall meet the conditions of G.1.4 and G.1.5. Ensure that screening is of sufficient height and density to obscure the view of the parking lot from the street and adjacent historic structures.
 - .3 When possible, provide vehicular access to the parking lot from an alley or arterial street to minimize the traffic impact on residential streets.



G.2.4 Appropriate setback and screening for parking lots.

SECTION G – GUIDELINES FOR LANDSCAPE FEATURES, PAVING AND SIGNAGE

G.3 Signage

- G.3.1 Ensure that signage is consistent in design with the historic character of the neighborhood. Construct signs of materials similar to those used for existing historic structures in the neighborhood, such as wood, stone or brick.