

**HP PERMIT NUMBER:** HP-0811-2026

**PROPERTY ADDRESS:** 1554 Swan Drive

**DISTRICT:** Swan Lake

**APPLICANT:** Kyle Gibson

**OWNER:** Matthew C. Miller & Catherine P. Miller

**A. CASE ITEMS FOR CONSIDERATION**

1. Replacement of doors on front facade

**B. BACKGROUND**

**DATE OF CONSTRUCTION:** ca. 1928

**ZONED HISTORIC PRESERVATION:** 1994

**NATIONAL REGISTER LISTING:** Swan Lake 1998; Additional Documentation 2009

**CONTRIBUTING STRUCTURE:** Yes

**STYLE/CONSTRUCTION:**

*A two-story Tudor Revival residence, this house has brick walls with stone inserts on the first floor and half-timbering in the gable ends. The hipped and gabled composition shingle roof has exposed rafter tails and carved beam ends. There is a large brick chimney on the front. North elevation windows are 1/1 double hung with wood surrounds. First floor windows on the left are multiple-paned casement windows with fanlights. The wood door is set into a front-gabled stone porch. A porch on the left has been glassed in.*

(National Register of Historic Places, Swan Lake Historic District, NRIS # 98000140)

**PREVIOUS ACTIONS:**

**HP-0779-2026 – May 21, 2026 – TPC Approval**

Relocation of gas meter

**C. ISSUES AND CONSIDERATIONS**

1. Proposed is the replacement of the front door and two French doors on the front façade of the residence. The French doors are not original to the home. The proposed front door is a three-lite mahogany door supplied by Pacific Entries in a design similar to the existing door. Glass panes will be clear, and the existing hardware will be reused. The proposed French doors are Sierra Pacific Shasta aluminum-clad wood doors with a combination of glazing and panels.

During the review on July 9, 2026, the Historic Preservation Permit Subcommittee felt the front door may not be original to the house and, if it was not, recommended a door more consistent with the Tudor Revival style. The applicant agreed to do further research and return to the next subcommittee meeting.

2. Reference: *Tulsa Zoning Code*

**SECTION 70.070-F Standards and Review Criteria**

In its review of HP permit applications, the preservation commission must use the adopted design guidelines to evaluate the proposed work and must, to the greatest extent possible, strive to affect a fair balance between the purposes and intent of HP

district regulations and the desires and need of the property owner. In addition, the preservation commission must consider the following specific factors:

1. The degree to which the proposed work is consistent with the applicable design guidelines;
2. The degree to which the proposed work would destroy or alter all or part of the historic resource;
3. The degree to which the proposed work would serve to isolate the historic resource from its surroundings, or introduce visual elements that are out of character with the historic resource and its setting, or that would adversely affect the physical integrity of the resource;
4. The degree to which the proposed work is compatible with the significant characteristics of the historic resource; and
5. The purposes and intent of the HP district regulations and this zoning code.

3. Reference: *Unified Design Guidelines – Residential Structures*

**SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES**

**A.1 General Requirements**

- A.1.1 Retain and preserve the existing historic architectural elements of your home.
- 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 home.
- A.1.4 Return the structure to its original historic appearance using physical or pictorial evidence, rather than conjectural designs.

**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 home 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 home.
- 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 home.
- 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 home. Select doors and surrounds which are consistent with the architectural style of your home.
- A.3.8 Use clear glass in new or replacement doors and sidelights.
- A.3.9 Exterior security bars and grilles are discouraged.





1995



1995





March 2025 (Google Street View)



March 2025 (Google Street View)



# Historic Preservation

## Permit

### APPLICATION FORM

#### ATTACHMENT A: SUBMITTAL MATERIALS

##### PROJECT DESCRIPTION

Give a detailed description and justification for each repair, alteration, new construction, or demolition planned. Include description and condition of affected existing materials. Attach additional pages as needed.

We propose the rehabilitation of this single family residence's front door and exterior french doors

located in the Swan Lake Historic District. The rehabilitation will follow the Unified Guidelines for

Residential Structures as noted below and will respect the scale, proportions, and details common

throughout the rest of the district.

##### PROJECT CHECKLIST

- ☒ Digital color photographs of each elevation of the site, building(s), and project area(s) provided by email or memory device only. **No external storage account invitations.**
- ☒ Product brochures, color photographs, and/or material samples when new or replacement materials are proposed.
- ☐ Site plan, no larger than 11x17, to scale with dimensions and north arrow showing location of structures and project area or landscape features in respect to building line, property line, and adjacent structures on all sides.
- ☒ Elevation sketches or renderings to scale with dimensions showing location of work required for changes on exterior walls, additions, and new construction
- ☐ Window Survey Form for proposed window repair or replacement (see **Attachment B**)

##### FOR ADDITIONS AND NEW CONSTRUCTION, THE FOLLOWING ARE REQUIRED IN ADDITION TO THE ABOVE:

- ☒ Site Plan, Floor Plans, and Elevations should be at a scale of 1 inch = 20 feet, or greater
- ☒ Architectural rendering (optional)
- ☒ Legal description of the property as recorded on the deed
- ☒ Location of all existing and proposed structure(s), with front and side setback distances indicated
- ☐ Percentage of slope on lot
- ☒ Location of existing and proposed retaining walls, sidewalks, and driveways with front and side setbacks indicated
- ☒ An additional site plan showing approximate height, width and front setback of proposed project and all adjacent structures to show relationship to neighborhood
- ☐ Floor plan to scale with dimensions required for additions and new construction

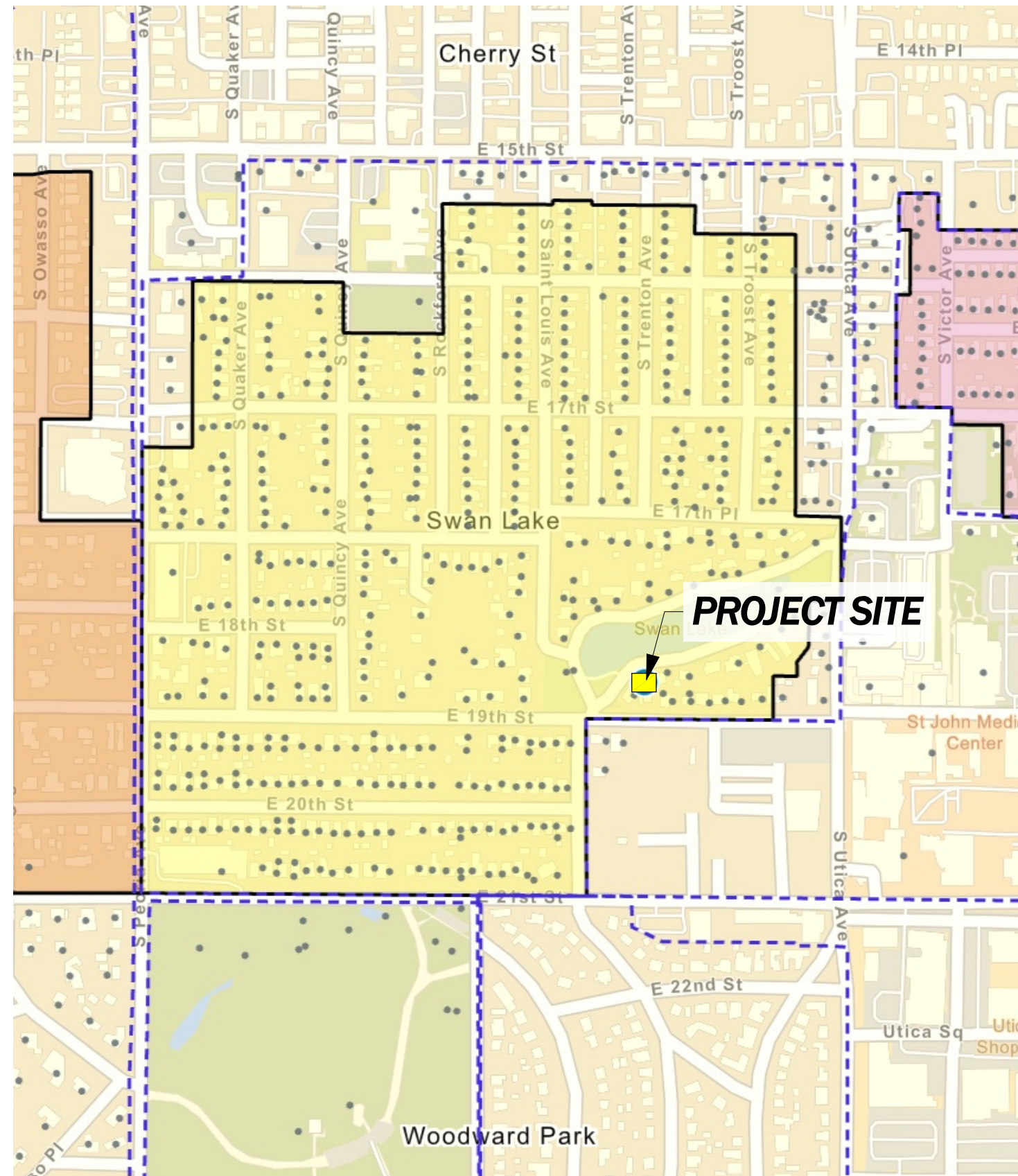
ATTACHMENT B: [WINDOW SURVEY FORM](#) (if applicable-see [Window Repair and Replacement Guide](#))

# MILLER RESIDENCE - INTERIOR REMODEL

**1554 SWAN DRIVE - TULSA, OK 74120**

7/2/2026







**Project Description:**

**We propose the rehabilitation of this single family residence's front door and exterior french doors located in the Swan Lake Historic District. The rehabilitation will follow the Unified Guidelines for Residential Structures as noted below and will respect the scale, proportions, and details common throughout the rest of the district.**

**SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES**

**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 home 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 home.**

**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)**

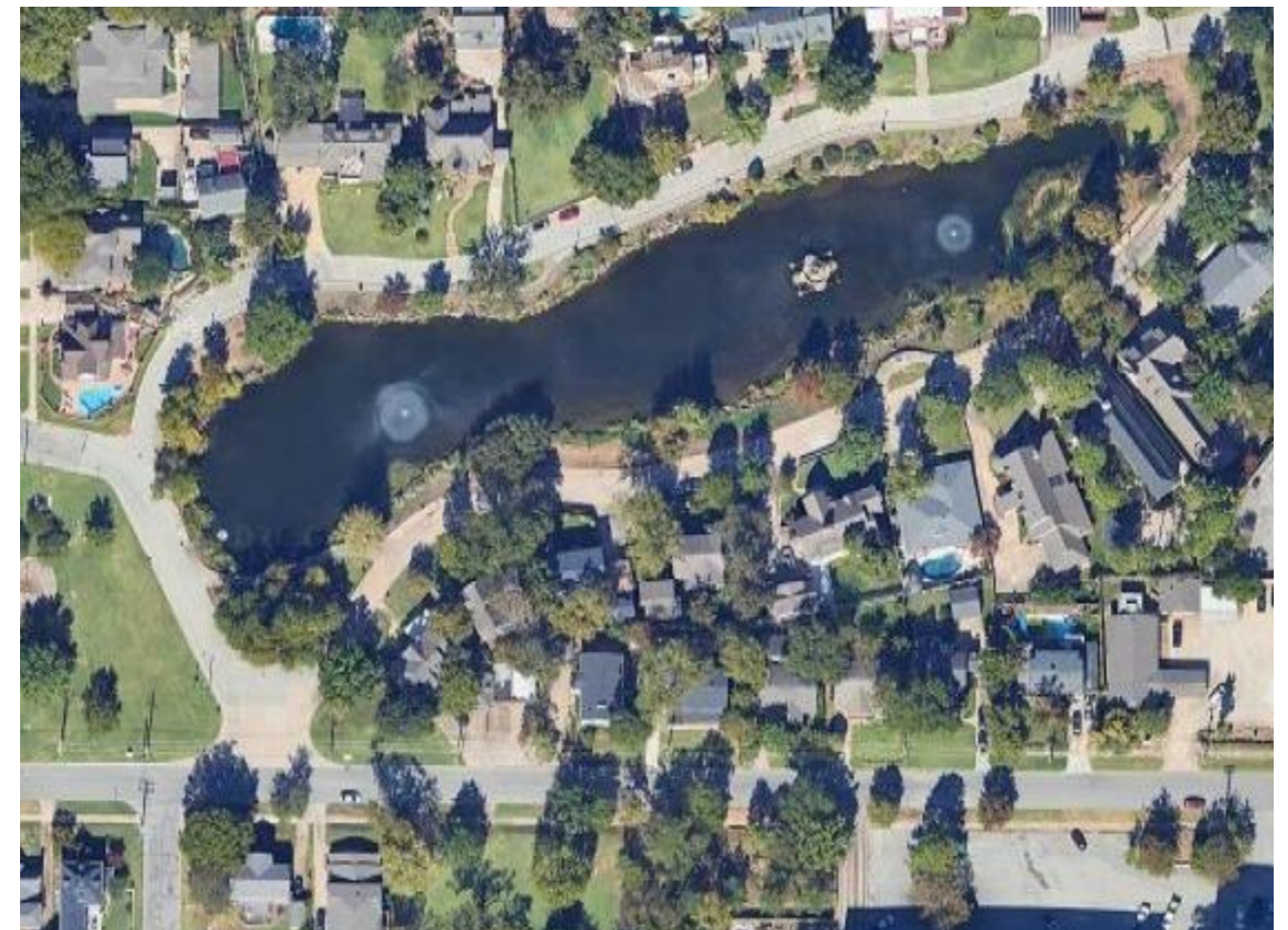
**A.3.5 If replacement of deteriorated doors is necessary, select doors and surrounds which are consistent with the architectural style of your home.**

**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 home. Select doors and surrounds which are consistent with the architectural style of your home.**

**A.3.8 Use clear glass in new or replacement doors and sidelights.**

**A.3.9 Exterior security bars and grills are discouraged.**



**AREA DIAGRAM**  
NTS



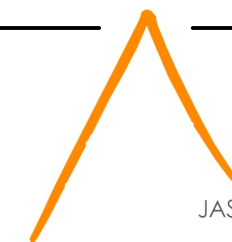
**EXISTING SITE IMAGE**  
NTS





**MILLER RESIDENCE - 1554 SWAN DRIVE**  
**7/2/2026**  
**PAGE A-4**

**ON-SITE PHOTOS**  
 NTS



**ALIGN**  
 DESIGN GROUP  
 918.499.0454  
 JASON GIBSON, RA, NCARB





**MILLER RESIDENCE - 1554 SWAN DRIVE**  
**7/2/2026**  
**PAGE A-5**

**ON-SITE PHOTOS**  
 NTS

**ALIGN**  
 DESIGN GROUP  
 918.499.0454  
 JASON GIBSON, RA, NCARB









**Sierra Pacific Windows Shasta Inswing Door Product Information:**

**Inswing French door panel combined with one fixed panel and exterior sliding screen with 1-3/4” thick panels.**

**Constructed of extruded aluminum cladding, .062” thick frame & .075” thick panels.**

**Multi-point locking mechanism with solid forged brass handles available in multiple finishes.**

**Continuous extruded nailing flange integral part of the frame extrusion and factory applied drip cap.**

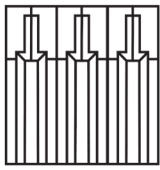
**Stiles & top rail 4-5/8”. Bottom rail 6-13/16” wide.**



**Pacific Entries 3-Lite Mahogany Inswing Door Product Information:**

| Dimensions                  |                                                           |
|-----------------------------|-----------------------------------------------------------|
| Door Height (in.)           | 79 in                                                     |
| Door Thickness (in.)        | 1.75 in                                                   |
| Door Width (in.)            | 36 in                                                     |
| Jamb Size (in.)             | 4-9/16"                                                   |
| Nominal Door Height (in.)   | 80 in                                                     |
| Nominal Door Width (in.)    | 36 in                                                     |
| Details                     |                                                           |
| Color Family                | Ash                                                       |
| Color/Finish                | Ash                                                       |
| Door Configuration          | Single Door                                               |
| Door Handing                | Right-Hand/Inswing                                        |
| Door Style                  | Modern                                                    |
| Door Type                   | Exterior Prehung                                          |
| Features                    | Glass Panel, Lockset Bore (Double Bore), Weatherstripping |
| Finish Type                 | Finished                                                  |
| Frame Material              | Wood                                                      |
| Glass Caming Finish         | No caming                                                 |
| Glass Layout                | Full Lite                                                 |
| Glass Shape                 | Rectangle Lite                                            |
| Glass Style                 | Reed Glass                                                |
| Included                    | No Additional Items Included                              |
| Material                    | Wood                                                      |
| Number of Lites             | 3 Lite                                                    |
| Panel Type                  | No Panel                                                  |
| Returnable                  | 90-Day                                                    |
| Solar Heat Gain Coefficient | 0.4                                                       |
| Suggested Application       | Front                                                     |
| U-Factor                    | 0.4                                                       |





**HP PERMIT NUMBER:** HP-0812-2026

**PROPERTY ADDRESS:** 1865 East 17<sup>th</sup> Street

**DISTRICT:** Yorktown

**APPLICANT:** Josh Shriner

**OWNER:** Wilde Holdings, LLC

**A. CASE ITEMS FOR CONSIDERATION**

1. Replacement of retaining wall  
*Work completed without an historic preservation permit*

**B. BACKGROUND**

**DATE OF CONSTRUCTION:** 1923

**ZONED HISTORIC PRESERVATION:** 1995

**NATIONAL REGISTER LISTING:** Yorktown Historic District, 2002

**CONTRIBUTING STRUCTURE:** Yes

**STYLE/CONSTRUCTION:**

*Bungalow/Craftsman. This one-story, vinyl-clad resource has an asphalt-covered, cross-gabled roof and a concrete foundation. The wood windows are one-over-one hung and the wood door is glazed flush. The partial porch is screened with almost solid wood railings with painted brick wing walls and a wrought iron rail along the stairs. The porch is under the principal front gable and has short, tapered, wood columns on painted brick columns. There is a brick chimney on the side. Decorative details include double and triple windows and triangular knee braces. There is a rear detached garage.*

*(National Register of Historic Places, Yorktown Historic District, NRIS #02000657)*

**PREVIOUS ACTIONS:**

**HP-0777-2026 – May 7, 2026 – TPC Approval**

1. Replacement of windows

**HP-0751-2026 – March 9, 2026 – TPC Approval**

1. Removal of porch enclosure
2. Construction of rails on porch
3. Installation of mailbox
4. Installation of light fixture

**C. ISSUES AND CONSIDERATIONS**

Proposed is the replacement of the front retaining wall adjacent to the sidewalk. The previous wall was removed and replaced with a concrete block retaining wall using units designed to resemble weathered stone. The blocks appear to be dry-stacked rather than mortared. The new wall is approximately 2 feet in height, consistent with the former wall. This work was completed without the required HP Permit.

1. Reference: *Tulsa Zoning Code*



**SECTION 70.070-F Standards and Review Criteria**

In its review of HP permit applications, the preservation commission must use the adopted design guidelines to evaluate the proposed work and must, to the greatest extent possible, strive to affect a fair balance between the purposes and intent of HP district regulations and the desires and need of the property owner. In addition, the preservation commission must consider the following specific factors:

1. The degree to which the proposed work is consistent with the applicable design guidelines;
2. The degree to which the proposed work would destroy or alter all or part of the historic resource;
3. The degree to which the proposed work would serve to isolate the historic resource from its surroundings, or introduce visual elements that are out of character with the historic resource and its setting, or that would adversely affect the physical integrity of the resource;
4. The degree to which the proposed work is compatible with the significant characteristics of the historic resource; and
5. The purposes and intent of the HP district regulations and this zoning code.

2. Reference: *Unified Design Guidelines – Residential Structures*

**SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES****A.1 General Requirements**

- A.1.1 Retain and preserve the existing historic architectural elements of your home.
- 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 home.
- A.1.4 Return the structure to its original historic appearance using physical or pictorial evidence, rather than conjectural designs.

**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-case 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 home 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.
  - .1 Elmwood – dry-stack retaining walls are not allowed

**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.
- 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.





2001



2001



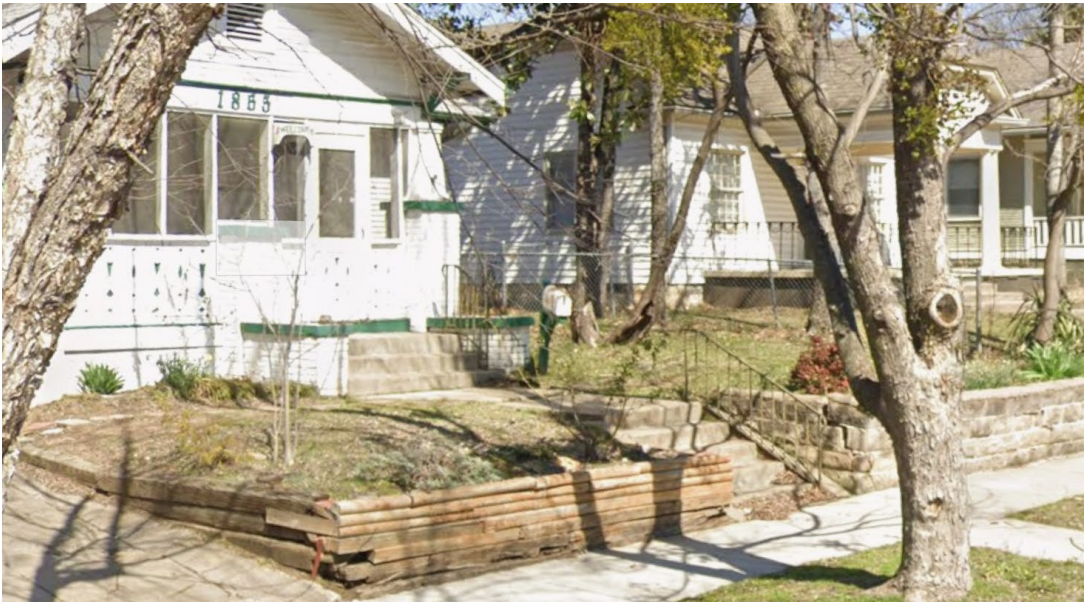


March 2025, Google Street View



March 2025, Google Street View





March 2025, Google Street View



Measurements, image provided by the applicant





Newly constructed wall, image provided by applicant





# Historic Preservation Permit APPLICATION FORM

## ATTACHMENT A: SUBMITTAL MATERIALS

### PROJECT DESCRIPTION

Give a detailed description and justification for each repair, alteration, new construction, or demolition planned. Include description and condition of affected existing materials. Attach additional pages as needed.

The existing retaining wall had deteriorated and was failing, with shifting unstable stone that could no longer be safely repaired. The wall was replaced with a new retaining wall using identical stone to restore structural stability, prevent further deterioration, and maintain the wall's intended function.

### PROJECT CHECKLIST

- ☒ Digital color photographs of each elevation of the site, building(s), and project area(s) provided by email or memory device only. **No external storage account invitations.**
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- ☐ Location of all existing and proposed structure(s), with front and side setback distances indicated
- ☐ Percentage of slope on lot
- ☒ Location of existing and proposed retaining walls, sidewalks, and driveways with front and side setbacks indicated
- ☐ An additional site plan showing approximate height, width and front setback of proposed project and all adjacent structures to show relationship to neighborhood
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ATTACHMENT B: [WINDOW SURVEY FORM](#) (if applicable- see [Window Repair and Replacement Guide](#))

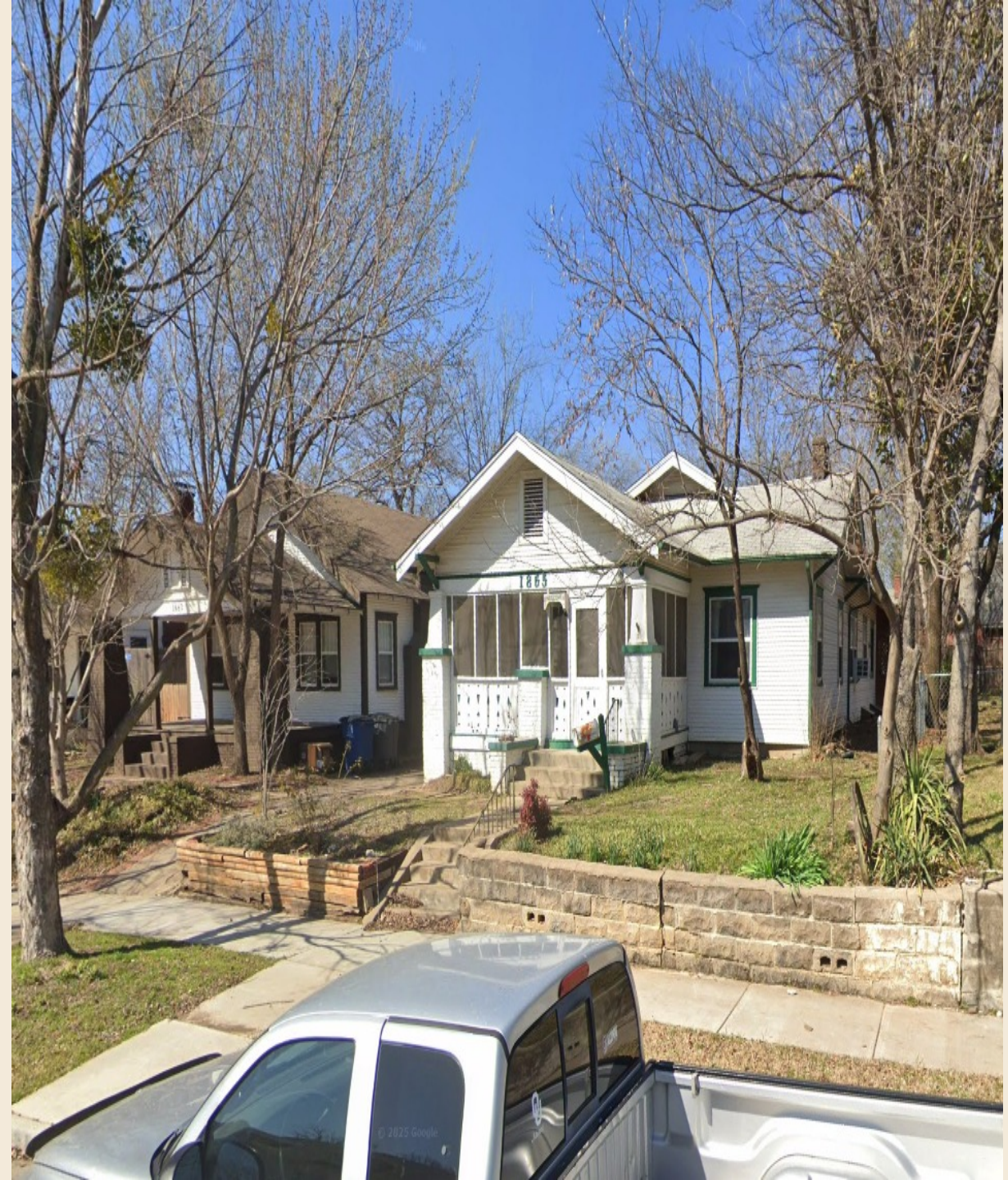


RETAINING WALL

# Replacement Overview

1865

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## EXISTING RETAINING WALL — FRONT ELEVATION

EXISTING CONDITIONS — PRIOR TO REPLACEMENT



## Existing Condition & Justification:

The existing retaining wall had deteriorated beyond repair, with loose, shifting stone that was no longer structurally stable. Because the wall could not be safely repaired, it was replaced with a new retaining wall using identical stone to match the original appearance while restoring structural integrity.



See red-circled areas for existing non-repairable conditions requiring replacement.





# Original Wall Stone



Tan / buff stone, laid in horizontal courses along the front of the property.



# Replacement Wall Stone



Tumbled tan / brown block, selected to match the look of the original wall.



# Best Match for This Historic Home



**ORIGINAL**



**REPLACEMENT**

The new stone was chosen for its matching color, scale, and texture, this is the best match to restore the wall's original look.



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**HP PERMIT NUMBER:** HP-0813-2026

**PROPERTY ADDRESS:** 1591 Swan Drive

**DISTRICT:** Swan Lake

**APPLICANT:** Brent Dake

**OWNER:** Harold B. Dake

**A. CASE ITEMS FOR CONSIDERATION**

1. Replacement of stone steps
2. Relocation of handrail
3. Replacement of house numbers

**B. BACKGROUND**

**DATE OF CONSTRUCTION:** ca. 1980

**ZONED HISTORIC PRESERVATION:** 1994

**NATIONAL REGISTER LISTING:** Swan Lake 1998; Additional Documentation 2009

**CONTRIBUTING STRUCTURE:** No

**STYLE/CONSTRUCTION:**

*A one and one-half story brick Neoecclectic residence, 1591 has a hipped composition shingle roof with a large brick chimney and a cornice board. The paired fixed and casement windows are metal. Two pairs of French doors are set on the left. A glazed door opens onto a partial porch with Doric wood columns. On the right is a two-story tower with fixed windows and a clerestory window. A walled garden with a wood gate separates the house from the street. This building is noncontributing due to age.*

(National Register of Historic Places, Swan Lake Historic District, NRIS # 98000140)

**PREVIOUS ACTIONS:**

**COA – April 4, 2007 – Staff Approval**

Repair and/or replace deteriorated beam at driveway entrance gates, matching existing dimensions and trim details

**COA – June 14, 2007 – TPC Approval**

Replace existing metal casement and transom windows on southeast corner of house with vinyl casement and transom windows – size, shape, exterior muntin pattern and placement locations to match existing

**COA-12-016 – May 10, 2012 – TPC Approval**

Construct standing seam metal roof over parking area in front yard using existing brick walls as supports

**HP-17-063 – June 27, 2017 – TPC Approval**

Construction of second-story addition and balcony

Replacement of two doors and wall with three French doors

Replacement of window in study with French door

Construction of pergola in street yard



**HP-18-030 – June 14, 2018 – TPC Approval**

Construction of walkway and steps in street yard

Installation of fence in street yard

**HP-18-030 – August 28, 2018 – TPC Approval**

Construction of carport in street yard

**HP-18-030 – August 28, 2018 – TPC Denial**

Installation of garage door at entry to carport

**HP-0257-2021 – March 23, 2021 – TPC Approval**

Replacement of terrace

**HP-0326-2021 – November 23, 2021 – TPC Approval**

Construction of a lattice in the courtyard with the condition that the spaces of the grid of the lattice match or be a subdivision of the spaces of the grid on the gates to the garage

**C. ISSUES AND CONSIDERATIONS**

1. Proposed is the replacement of stone steps with concrete steps and a concrete bulkhead in the front yard, as well as the relocation of the handrail from the west (yard) side of the steps to the east (driveway) side of the steps for added safety. The work has been completed. The gate at the top of the steps will now swing inward instead of out toward the steps, but the appearance of the gate has not changed. A light has been incorporated into the south face of each step for visibility in the dark. According to the owner, new lighted house numbers have been installed on the brick retaining wall to the east of the steps, and the old house numbers will be removed.
2. Reference: *Tulsa Zoning Code*  
**SECTION 70.070-F Standards and Review Criteria**  
 In its review of HP permit applications, the preservation commission must use the adopted design guidelines to evaluate the proposed work and must, to the greatest extent possible, strive to affect a fair balance between the purposes and intent of HP district regulations and the desires and need of the property owner. In addition, the preservation commission must consider the following specific factors:
  1. The degree to which the proposed work is consistent with the applicable design guidelines;
  2. The degree to which the proposed work would destroy or alter all or part of the historic resource;
  3. The degree to which the proposed work would serve to isolate the historic resource from its surroundings, or introduce visual elements that are out of character with the historic resource and its setting, or that would adversely affect the physical integrity of the resource;
  4. The degree to which the proposed work is compatible with the significant characteristics of the historic resource; and
  5. The purposes and intent of the HP district regulations and this zoning code.
3. Reference: *Unified Design Guidelines – Residential Structures*  
**SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES**  
**A.1 General Requirements**
  - A.1.1 Retain and preserve the existing historic architectural elements of your home.
  - 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 home.



- A.1.4 Return the structure to its original historic appearance using physical or pictorial evidence, rather than conjectural designs.
- A.7 Awnings, Shutters, Mailboxes, Mechanical Systems, Etc.**
  - A.7.1 Select awnings that are consistent with the architectural style of your home.
  - A.7.2 Select window shutters that are consistent with the architectural style of your home. Plastic shutters and door shutters are not historically accurate and are not allowed.
  - A.7.3 Attach mailboxes to the front of the porch or house.
  - 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 or devices, where they will have minimal impact, preferably at the rear of your house 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.
  - 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 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 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-case 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 home 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.
  - .1 Elmwood – dry-stack retaining walls are not allowed



**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.
- 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.



1995





1995



February 2025, Google Street View





February 2025, Google Street View

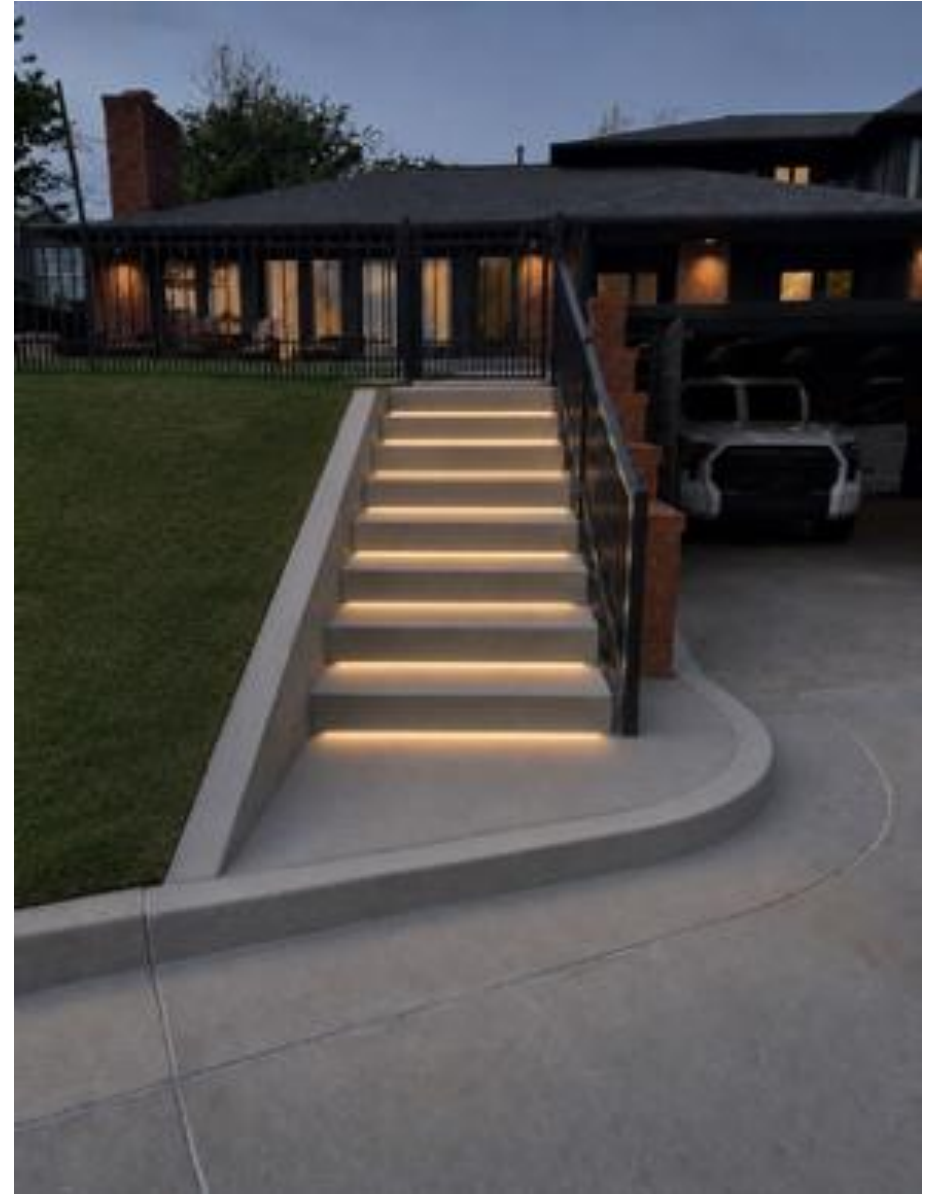


Present





Previous stone steps and rail

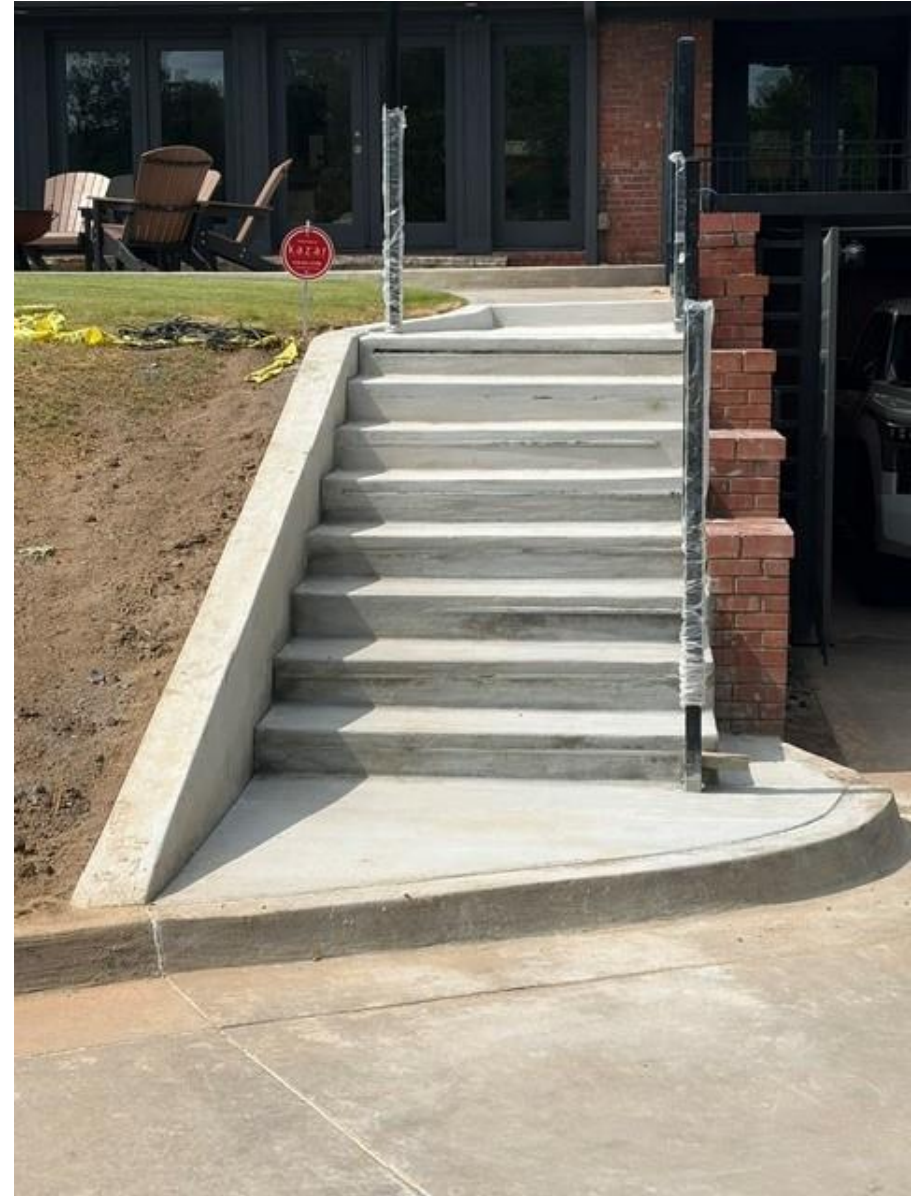


Rendering of new steps and rail





Steps in progress



New concrete steps and bulkhead





# Historic Preservation

## Permit

### APPLICATION FORM

#### ATTACHMENT A: SUBMITTAL MATERIALS

##### PROJECT DESCRIPTION

Give a detailed description and justification for each repair, alteration, new construction, or demolition planned. Include description and condition of affected existing materials. Attach additional pages as needed.

Replaced stone step w/ concrete steps. Moved handrail to safety side (East) Added lights to steps along w/ lighted address sign. Changed gate to swing inward.

##### PROJECT CHECKLIST

- ☐ Digital color photographs of each elevation of the site, building(s), and project area(s) provided by email or memory device only. No external storage account invitations.
- ☐ Product brochures, color photographs, and/or material samples when new or replacement materials are proposed.
- ☐ Site plan, no larger than 11x17, to scale with dimensions and north arrow showing location of structures and project area or landscape features in respect to building line, property line, and adjacent structures on all sides.
- ☐ Elevation sketches or renderings to scale with dimensions showing location of work required for changes on exterior walls, additions, and new construction
- ☐ Window Survey Form for proposed window repair or replacement (see Attachment B)

##### FOR ADDITIONS AND NEW CONSTRUCTION, THE FOLLOWING ARE REQUIRED IN ADDITION TO THE ABOVE:

- ☐ Site Plan, Floor Plans, and Elevations should be at a scale of 1 inch = 20 feet, or greater
- ☐ Architectural rendering (optional)
- ☐ Legal description of the property as recorded on the deed
- ☐ Location of all existing and proposed structure(s), with front and side setback distances indicated
- ☐ Percentage of slope on lot
- ☐ Location of existing and proposed retaining walls, sidewalks, and driveways with front and side setbacks indicated
- ☐ An additional site plan showing approximate height, width and front setback of proposed project and all adjacent structures to show relationship to neighborhood
- ☐ Floor plan to scale with dimensions required for additions and new construction

#### ATTACHMENT B: WINDOW SURVEY FORM (if applicable- see Window Repair and Replacement Guide)