

EFFECTIVE AS OF SEPTEMBER 11, 2017



CAPITOL-MEDICAL CENTER IMPROVEMENT AND ZONING COMMISSION
HISTORICAL PRESERVATION AND LANDMARK BOARD OF REVIEW

HISTORIC PRESERVATION STANDARDS AND GUIDELINES

Applicable Districts and Landmarks:

Capitol-Lincoln Terrace Historic District

Governor's Mansion

Lincoln Terrace East Historic District

Maywood Presbyterian Church (Oklahoma Department of Commerce)

Wilson-Harn Historic District

Staff Contacts:

Beverly Hicks, Administrative Coordinator

405-522-0440

beverly.hicks@omes.ok.gov

Ben Davis, Planning Director

405-522-1652

ben.davis@omes.ok.gov

ACKNOWLEDGEMENTS

Capitol-Medical Center Improvement and Zoning Commission

Dan Ross, Chair
J.R. Caton
Tiana Douglas
Joshua Greenhaw
Reginald Johnson
Paul Manzelli
David Ooten
Lenardo Smith
Sarah Welch, AICP

Historical Preservation and Landmark Board of Review

Paul Ryckbost, AICP, Chair
Sharon Astrin
Bill Fulmer
Joshua Greenhaw
Michael Guard
Mike Mays
Dr. Andreana Prichard
Carla Splaingard
Laura Stone

Staff

Ben Davis, AICP, Planning Director
Justin Henry, Assistant Planner
Beverly Hicks, Administrative Coordinator

Special thanks to the City of Oklahoma City Planning Department for allowing the Board of Review to adapt the City's "Oklahoma City Historic Preservation Design and Sustainability Standards and Guidelines" for use within the district.

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CHAPTER 1: INTRODUCTION

1.1 WHAT IS HISTORIC PRESERVATION AND WHY IS IT IMPORTANT?

Historic preservation is the practice of protecting and preserving districts, sites, buildings, structures and objects that reflect elements of local or national cultural, social, economic, political, archaeological or architectural history. Preservation serves as a public purpose that advances the education and welfare of citizens, while providing economic and aesthetic benefits to the community.

Historic preservation is not limited to grandiose architectural landmarks and large homes. Preservation aims to protect and preserve sites that may be modest, but have rich social and cultural meaning.

Since 1974, the Capitol-Medical Center Improvement and Zoning Commission (commission) and its subordinate Historical Preservation and Landmark Board of Review have recognized that protecting the district's historic resources is important, as they are valuable assets to the community and the state. The goal of these standards and guidelines is to provide property owners and decision-makers with guidance in preserving our historical resources, while ensuring that development and investment in the community is compatible with our historic resources and enhances quality of life.

1.2 DESIGNATION AND REVIEW PROCESS

Within the Capitol-Medical Center Improvement and Zoning District (CMZ district), Historic Preservation (HP) and Historical Landmark (HL) zoned districts and properties are established by the zoning commission, upon recommendation by the Historical Preservation and Landmark Board of Review (HP Board). These zoning designations are made after in-depth research of the district and/or site being considered for historic status. Once designated as HP or HL, a property is protected from inappropriate changes by a thorough design review process based on Oklahoma Administrative Code (OAC) Title 120, Chapter 10 and the commission's Historic Preservation Standards and Guidelines (this document).

The HP Board serves both the general public and property owners, with the mission of preserving the historic integrity of historically-zoned buildings and districts. HP Board members are appointed by the chair of the zoning commission, with approval and consent of the zoning commission. As required by OAC 120:10, the HP Board is required to be composed of specific professions with expertise in history, planning, architecture, law and real estate. Two of the HP Board's nine positions are required to be filled with residents who either reside in an HP district or reside in a federally-designated historic district within the larger CMZ district.

OAC 120:10 establishes a procedure for review of any changes to the exterior or site of historically-zoned buildings, structures and districts, which is to be completed by the HP Board prior to the commencement of any construction, restoration or renovation work.

OAC 120:10 and the Historic Preservation Standards and Guidelines do not require property owners to make any changes to their homes, nor do they apply to interior work or any work considered as "ordinary maintenance and repair" that is limited to less than 50 percent of a feature or material on any one side of a structure or building, or replacement of exterior materials or features that does not constitute a change in appearance or materials (see Chapter 3). All major repairs, defined as work that encompasses 50 percent or more of any feature or material on any one side of a building or structure, that require material replacement, exterior alterations, demolition, new construction, additions, certain landscape changes or relocation of buildings are subject to review by the HP Board or administrative approval as authorized by the commission.

The commission's support staff provides assistance to property owners regarding proposed exterior work on their properties or buildings. Owners and contractors are encouraged to contact staff with questions early in the planning stages of a project. Staff can assist by explaining OAC 120:10 and the Historic Preservation Standards and Guidelines and how they apply to specific elements of the proposed project. For assistance, please call the Office of Management and Enterprise Services- Capital Asset Management's Planning Unit at 405-522-0440.

Following consultation with commission staff and review by the HP Board or commission staff, a Certificate of Appropriateness (CA) may be issued to confirm that the proposed project has been reviewed and conforms to the Historic Preservation Standards and Guidelines. The CA provides the property owner with authorization to commence work on a project. Any work requiring a CA that has not been issued a CA is considered a zoning violation and will be pursued through the City of Oklahoma City Municipal Court system. The CA application packet is located on the commission's website, or by calling staff at 405-522-0440. As outlined in this document, some proposed work may be administratively approved by commission staff. Other work will be reviewed by the HP Board at a regularly-scheduled monthly meeting. HP Board meetings are generally held on the first Thursday of each month at 4:00 p.m. at the Will Rogers Building, 2401 N. Lincoln Boulevard, Oklahoma City, Oklahoma 73105.

1.3 HOW TO USE THE STANDARDS AND GUIDELINES

Property owners, tenants, developers, realtors and design professionals should use the Historic Preservation Standards and Guidelines when considering any project that will affect the exterior elements of a property that is zoned HP or HL. Referring to the Standards and Guidelines early in the planning process will reduce the likelihood of the proposal being denied for being inappropriate.

This document has two types of guidance, standards and guidelines. A standard is a rule or principle that is used as a basis for judgment and a guideline is a recommended approach. In this document, a standard will reflect mandatory terms, such as "shall" or "will", and a guideline will reflect permissive terms, such as "should" or "may".

The HP Board and staff will utilize these Standards and Guidelines to review proposed projects for HP and HL zoned properties and districts. Each case will be reviewed individually based on the merits of the particular case. Consistency in decision making is achieved by individual consideration of the history associated with each property and applying the Standards and Guidelines in a manner that relates to that specific history. In evaluating the appropriateness of a proposed project, the HP Board and staff will determine whether:

- The proposed work complies with the criteria in OAC 120:10 and these Standards and Guidelines.
- The design integrity of the individual historic building or property is preserved.
- The design integrity and overall character of the historic district is preserved.
- New buildings are designed to be compatible with surrounding historic buildings and properties.
- New additions are designed to be compatible with the specific property and building to which they are added.

Each chapter and section of these Standards and Guidelines is organized to provide basic preservation advice and specific regulatory principles, requirements and recommendations. Each design chapter section is described with a broad policy statement followed by justification of this policy on design principles. Each design guideline subsection is then presented with the following levels of review:

- Maintenance: Much work can be done to preserve and maintain buildings and properties zoned Historic Preservation or Historic Landmark without review or having to file an application for Certificate of

Appropriateness. The maintenance work contained in these Standards and Guidelines may also be known by the definition contained in OAC 120:10 as "Ordinary Maintenance and Repair," as further identified in these Standards and Guidelines, and including regular maintenance of a building and minor repairs (repair by replacement limited to less than 50 percent of any one feature or component on any one side of a building) in keeping with the circumstances and details and materials of the original design and materials. Such activities will not require a Certificate of Appropriateness for administrative staff approval or HP Board approval.

- Administrative Review: Many actions involving changes to the exterior of buildings and properties in the Historic Preservation and Historic Landmark zoned areas may be reviewed and receive administrative staff approval. Such review and approval can typically be provided in a number of days as long as applications are complete, including attachments, and as long as such actions are authorized by the OAC 120:10.
- Historical Preservation and Landmark Board of Review: All other projects require review by the HP Board.

Property owners are encouraged to contact commission staff if they have any questions concerning the need for a Certificate of Appropriateness and the level of review required for their specific project.

THE BOARD'S APPROACH TO PRESERVATION

The mission of the HP Board and these design review standards and guidelines is to place emphasis on preservation of original materials and details of historic structures over removal/replacement. This emphasis on preservation is illustrated throughout this document by the use of words and phrases such as *repair, retain, maintain and replace in-kind*. In conducting its review, the HP Board will review applications for a Certificate of Appropriateness with the following approach:

- Property owners and applicants should first consider retaining, maintaining, preserving and repairing original or historic building features.
- If such features and elements cannot be retained, maintained, preserved or repaired, then replacement in-kind is recommended. Replacement in-kind means that the new feature and element matches the existing, original or historic in material, size, detail, profile, texture and finish as closely as possible. Architectural details and materials can be documented using drawn, photographic or physical evidence. Such documentation will help define appropriate rehabilitation activities.
- If material replacement in-kind is not feasible or practical, the HP Board may consider the use of appropriate substitute materials.
- Rehabilitation of historic buildings is reviewed to determine the impact, compatibility and appropriateness of proposed work toward maintaining the authenticity of the existing structures, site, streetscape and district, especially when viewed from the public right-of-way.
- Rehabilitation should "work with" the historic building or structure for which it is proposed. Compatible rehabilitation efforts are those that protect and retain authentic and significant architectural features and elements of individual buildings and the district.

PUBLIC AND PRIVATE SPACE IN HISTORIC DISTRICTS

Design review for historic districts and landmarks is chiefly concerned with the primary façade or "public face" of buildings as opposed to back or side elevations that are not readily visible from the public streets or rights-of-way. Public and private spaces are usually both visually and physically connected. City streets and sidewalks connect with individual driveways and walkways forming a physical and visual network of public and private

spaces. In using city streets and sidewalks, the public has a range of view into spaces that property owners may consider private spaces. This view integrates visual qualities along a given streetscape, such as setback, scale and massing of buildings. Ideally, in a historic district, these qualities create a visual continuity. This premise forms the basis for design guidelines, assisting property owners in maintaining individual and collective historic character within a cohesive district and for a historic property.

Public view does not stop at the vertical plane of a building face. Rather, there is depth to public view, and a person moving along a city street or sidewalk can see portions of side elevations of buildings, as well as into back yards. Landscaping and privacy fences can help minimize the “access” of public view into back yards. However, historic property owners should keep in mind the visibility of some portion of side and back yards from the street and public sidewalks. The most private space on private property is an area directly behind a building. These areas are ideal for site additions such as decks, patios, outdoor furniture, pools, fountains, terraces, sculptures, planters, trellises and pergolas.

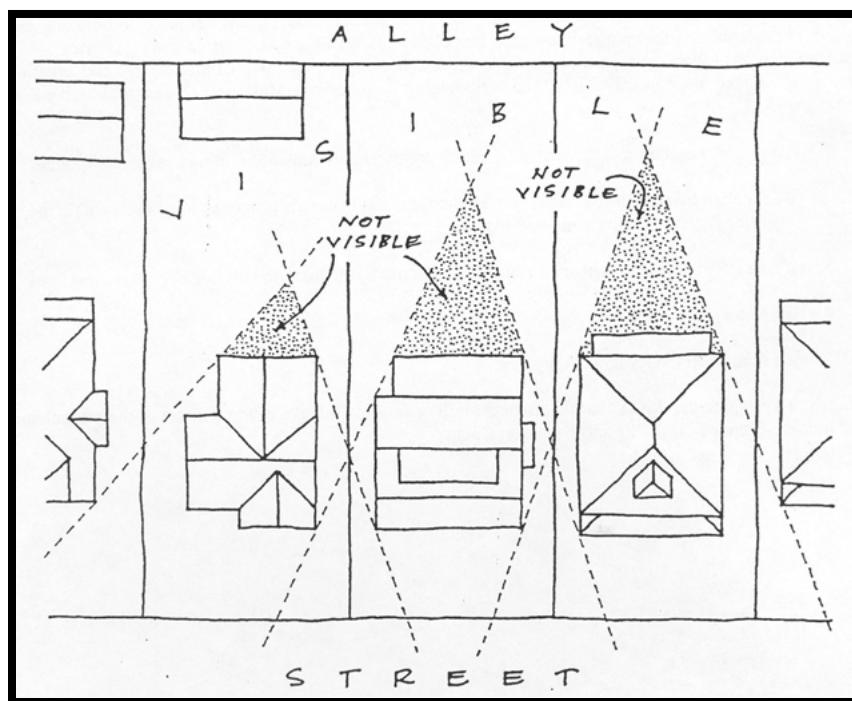


FIGURE 1: DESIGN REVIEW IS MORE FLEXIBLE FOR BACK ELEVATIONS NOT READILY VISIBLE FROM PUBLIC STREETS OR SIDEWALKS AND OUT OF PUBLIC VIEW.

TERMS AND DEFINITIONS

Throughout the standards and guidelines, a number of terms are frequently used to reflect the design principles that the HP Board will consider when making decisions. These terms and their interpretation are as follows:

Appropriate: Particularly suitable or compatible.

Compatible: In harmony with location, context, setting and historic character.

Character: Attributes, qualities and features that make up and distinguish a particular place or development and give such a place a sense of definition, purpose and uniqueness.

In-Kind: Use of the same or similar materials to the original or existing materials.

Preservation: The adaptive use, conservation, protection, reconstruction, restoration, rehabilitation or stabilization of sites, buildings, districts, structures or monuments significant to the heritage of the people of Oklahoma City.

Recommended: Suggested, but not mandatory actions outlined in the design guidelines.

Rehabilitation: The act or process of making possible a compatible use for a property through repair, alterations and additions, while preserving those portions or features which convey its historic, cultural or architectural values.

Scale: The harmonious proportion of parts of a building, structure or monument to one another and to the human figure.

Significant (Characteristics of Historical or Architectural Resources): Those characteristics that are important to, or expressive of, the historical, architectural or cultural quality and integrity of the resource and its setting; and includes, but is not limited to, building material, detail, height, mass, proportion, rhythm, scale, setback, setting, shape, street accessories and workmanship.

The design standards and guidelines also consider the potential importance of past remodeling work or additions that may have gained historic significance. Many properties built in the 19th century were later remodeled in the early 20th century and these remodels may be significant in reflecting the evolution of the building over time. For example, Bungalow porches were often added to Folk Victorian and Queen Anne style homes in the 1910s and 1920s. Property owners should consider preserving and maintaining these types of features to illustrate the influence of later historical styles.

When the existing form, materials and ornament of a historic building cause it to retain its essential historic character, preservation and maintenance of those features is preferred. When a building has been subjected to numerous alterations over time, it is important to determine the relative integrity and importance of existing materials and forms. If the alterations are an important part of the building's history or significance, then their preservation may be appropriate, particularly if they are more than 50 years old.

Historic photographs, Sanborn fire insurance maps, written accounts and other sources may provide information about the earlier appearance of buildings. Sources for historic photographs include the local Metropolitan Library System and the Oklahoma Historical Society (the State Historic Preservation Office and the Research Division). Other sources may include previous owners, neighbors, neighborhood associations and newspaper archives.

Some exterior alterations and additions to historic buildings are often needed to assure their continued use, particularly when adapting a historic multifamily residence to single-family use or adapting a historic residential building for commercial use. When such alterations or additions are made, the project is described as rehabilitation. While rehabilitation projects are frequently appropriate, it is important that alterations and additions are compatible and do not radically change, obscure or destroy the features of the building that define its historic character.

Repair of historic buildings or their components is often necessary and desired to assure a building's continued use and to correct deterioration of components of the building such as siding, trim, roof, or window parts.

1.4 HISTORY OF HISTORIC PRESERVATION DISTRICTS AND LANDMARKS

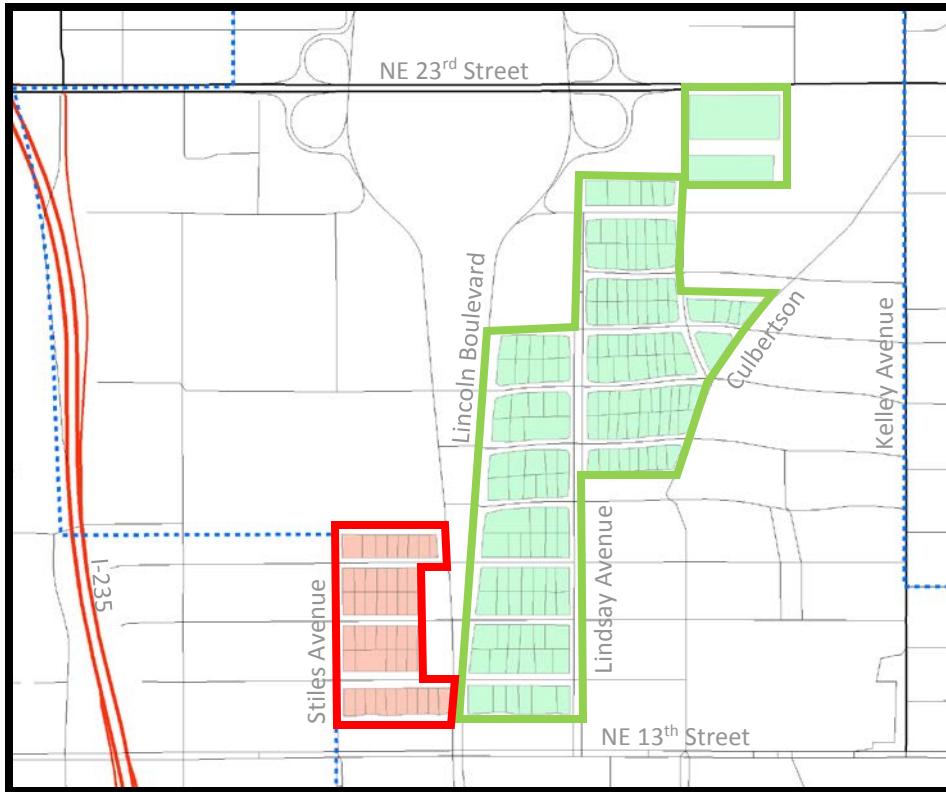


FIGURE 2: THE CAPITOL-LINCOLN TERRACE HISTORIC DISTRICT (IN GREEN) AND THE WILSON-HARN HISTORIC DISTRICT (IN RED).

CAPITOL-LINCOLN TERRACE HISTORIC DISTRICT

Zoned Historic Preservation: 1974

Governor's Mansion and lands added to district: 1975

Listed on the National Register of Historic Places: Sept. 30, 1976, #76001569

Period of significance: 1918-1930s

Excerpted from the District's National Register of Historic Places nomination.

In fact as well as in popular fancy, Oklahoma and oil are one ... a new state and a new industry grown up together. And the Capitol-Lincoln Terrace Historic Preservation District, a compact collection of 153 fine residences standing virtually within the shadow of the state capitol itself, is an eminently fitting symbol of this unique relationship.

Oklahoma became the 46th state of the Union in 1907. Three years later, in 1910, the capital was moved to Oklahoma City from Guthrie and plans were soon under way to provide a suitable Capitol. That massive classic structure was completed in 1917 with Oklahoma City itself lying a mile to the south, connected by a dirt road leading across an unbroken pastureland.

Into the breach moved John J. Culbertson, who had donated part of the land on which the Capitol was built. Within a year he had opened up to homebuilders a section southeast of the Capitol that was to become Lincoln Terrace. Before 1918 had ended the first two homes had been constructed. Some 75 were built in the 1920s. Most of the others in the preservation district were erected in the 1930s.

Initial impetus for development came, of course, from the political sector, but oil was a strong contributing factor. In 1920, Oklahoma ranked first in oil production in the United States. Lincoln Terrace soon became the place to live for political leaders, newly rich oilmen, and other notables real and would-be in the young state. When the ITIO-Foster No. 1 blew in on Dec. 4, 1928 some five miles to the south, Oklahoma City changed from capital city of an oil producing state to an oil capital in its own right. The Oklahoma City Field with single wells capable of producing up to 60,000 barrels a day was one of the nation's significant discoveries.

Before long, the procession of drilling rigs marched north and west to engulf the city's east side and the Capitol complex itself. When the city council refused to include state-owned land within authorized drilling zones, then Gov. E.W. Marland, himself an oilman, placed the area under martial law and issued drilling permits in defiance of the city government. Oil derricks, tanks, and miscellaneous drilling equipment soon dotted the state property ... including one rig in the garden of the Governor's Mansion.

This frenzied activity left an indelible stamp on the Capitol-Lincoln Terrace district. Not only was the Lincoln Boulevard esplanade along the west edge of the district an actual working oil field (it contains several producing wells to this day), but the preservation district itself soon acquired a disproportionate number of homeowners who were petroleum industry leaders. A recently compiled list shows at least 32 important Oklahoma oilmen who had or still have homes in Lincoln Terrace.

Included are three former state governors Roy J. Turner, Johnston Murray, and Robert S. Kerr. Other prominent figures to live in the area include General W.S. Key, commander of the 45th Infantry Division in World War II; Orel Busby, justice of the State Supreme Court; George Shirk, former Oklahoma City mayor and long-time president of the Oklahoma Historical Society; Moss Patterson, aviation pioneer; Bishop Thomas Casady, early-day



FIGURE 3: THE NEW CAPITOL AS VIEWED FROM THE LINDSAY AVENUE TROLLEY LINE.



FIGURE 4: N.E. 16TH ST. IN 1936,
LOOKING SOUTHEAST TO THE
MEDICAL CENTER.

Episcopalian leader; and Leslie Fain, for whose wife globe-circling aviator Wiley Post named his "Winnie Mae" airplane...

...A secondary factor in preserving the district is the continuing influence of the city's growing medical complex immediately to the south. University Hospital, teaching facility of the University of Oklahoma Medical School, was dedicated in 1919. From the first, many of the state's best known physicians were residents of the historic district. As the complex grew into the present Health Sciences Center, more doctors, medical personnel, and Center agencies have moved into the district's fine houses...

WILSON-HARN HISTORIC DISTRICT

Zoned Historic Preservation: 1978

Period of significance: 1920-1930

Originally established as Classen's North Highland Parked, and now a part of the Lincoln Terrace neighborhood, the Wilson-Harn Historic District was named after William Freemont Harn, original homesteader to the area, and his philanthropist niece, Florence Wilson. The addition was developed by Anton Classen, an early Oklahoma City real estate baron and civic leader. During the 1920s and 1930s, Wilson-Harn was home to several prominent state and national figures, including:

- Johnston Murray – the 14th governor of Oklahoma (1951-1955) and son of Governor "Alfalfa Bill" Murray (421 N.E. 15th St.)
- Wirt Franklin – a state and nationally known figure in the oil industry who helped found the Independent Petroleum Association of America and sought the imposition of tariffs on foreign-produced oil in order to protect Oklahoma and national oil industries. (1515 N. Lincoln Boulevard [not currently zoned HP])
- Jewell Hicks – an architect with the architectural firm Layton, Hicks and Forsythe, who is credited with designing the State Capitol, the Governor's Mansion and many other significant buildings across the state. (400 N.E. 14th St.)
- James Brazell – a former lumber and oil businessman who is credited with owning the first automobile in Oklahoma, and was, at one time, the oldest licensed pilot in the state. (440 N.E. 14th St.)



FIGURE 5: THE JEWELL HICKS HOME, 1974.

The district contains homes of many architectural styles that were prominent from the 1890s to 1920s, including Prairie, Georgian Revival, Neoclassical, Federal and Spanish Revival.

MAYWOOD PRESBYTERIAN CHURCH HISTORICAL LANDMARK

Zoned Historical Landmark: 1986

Period of significance: 1907-1946

The site of the Maywood Presbyterian Church is located in the Maywood addition, which was platted in 1893 by Captain David F. Stiles and James Geary. Captain Stiles was well-known as the provost marshal that resided over Oklahoma Station during the land run of April 1889. James Geary opened the first bank in Oklahoma City in 1889. The church is sited adjacent to Stiles Park, the first park in Oklahoma City.

The Maywood Presbyterian Church, which now houses the Oklahoma Department of Commerce, was completed in 1907, the year of statehood, and was the first permanent church structure erected in Oklahoma City. The cornerstone of the church was laid on Nov. 24, 1907, eight days after Oklahoma became the 46th state. The church was constructed by two congregations, the "Cumberland" and "Presbyterian" branches of the Presbyterian Church, whose denominations had split over differences arising during the Civil War. The newly-formed congregation remained in the Maywood Presbyterian Church until Christmas of 1946. Two other congregations called the church home from 1946-1977, when the church became vacant. In 1980, the church was condemned by the City of Oklahoma City, transferred to the Oklahoma City Urban Renewal Authority, and then sold to a company that renovated the church and constructed an addition to be used for offices.

Architecturally, the church has elements of both Romanesque (round arched windows) and Italian Renaissance ("quoins" or dressed stones at the corners laid so that faces are alternately large and small). Initially, the church was surrounded by stately homes and commercial buildings, but all original construction in the Maywood addition was demolished during the Urban Renewal era to make way for the Centennial Expressway and a modern office park.



FIGURE 6: THE MAYWOOD PRESBYTERIAN CHURCH BEFORE REHABILITATION IN THE 1980S.

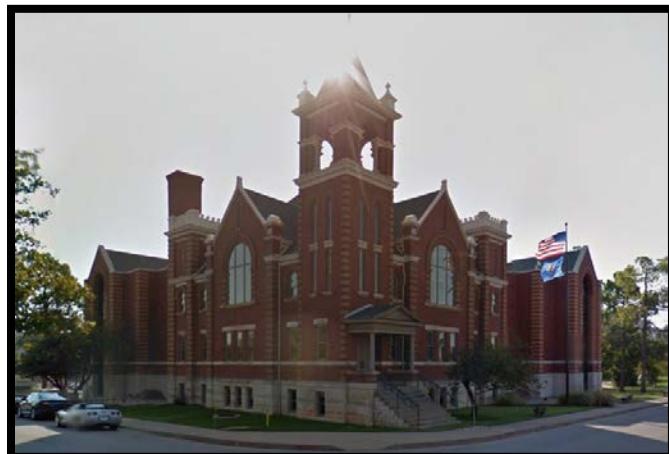


FIGURE 7: THE CHURCH TODAY, CURRENTLY OCCUPIED BY THE OKLAHOMA DEPARTMENT OF COMMERCE.

1.5 NEIGHBORHOOD PATTERN AND ARCHITECTURAL STYLES

NEIGHBORHOOD PATTERN

The neighborhoods within the Capitol-Medical Center District developed during the era when streetcars were the norm and the automobile was becoming the ideal mode of transportation. Neighborhoods developed during the streetcar era, "streetcar suburbs," typically had linear streets that developed along streetcar lines, narrow lots, detached garages and sidewalks. This pattern is evident in the area's first additions, Classen's North Highland Park and Howe's Capitol (outlined in red), which were platted along N.E. 13th Street before 1920. As automobiles became more affordable, development patterns changed. Early automobile suburbs typically had wider lots, longer blocks, gently curving streets, street trees and narrower sidewalks, if they were present at all. This pattern is evident in the Lincoln Terrace addition (outlined in blue), platted in 1926.



FIGURE 8: NEIGHBORHOOD PATTERNS WITHIN THE DISTRICT.

ARCHITECTURAL STYLES

The architectural style of a house, apartment or commercial building is a convenient way to summarize the form of the structure: its type or use, its scale, shape and interior arrangement, and its details, including materials and ornamentation. Most American dwellings can be categorized by one or more architectural styles. Historic properties in Oklahoma City generally reflect the styles and fashions popular across the United States during the first half of the 20th century.

A building that was designed in a particular style is not a random collection of individual architectural parts, elements or details. The features of the building are combined to present a coherent image: windows and doors proportional to the dimensions of the house, building materials complementing the scale and shape of the building; porches, roofs and other details reflecting the time period and fashions influencing the builder. Technology, available materials, fashion trends, climate and environment, topography, transportation patterns, family needs and budget all affected the selection of an architectural style when a dwelling was constructed.

Most architectural styles occurred in both large and small examples, as design trends were usually adapted to variations in family size and client budget. Individual components may stand out on one building and not on another in the same style, but most importantly, the various elements are carefully combined to mark a particular style. The preservation of these architectural elements contributes to the visual historic integrity of the building. When considered together, the visual integrity of a district and the preserved buildings then help to tell the story of Oklahoma City's development history.

The following paragraphs provide an overview of the architectural styles prevalent in the Capitol-Lincoln Terrace and Wilson-Harn Historic Districts.

COLONIAL REVIVAL (1880-1955)

Homes of the Colonial Revival style typically have rectangular floor plans and a symmetrical front façade. This style was the prevalent style of American home from 1910 to 1930 and is based on earlier American architectural styles brought to the country by immigrants from England, France and Holland (now the Netherlands). Characteristic identifying features include:

- An accentuated front door with a decorative crown and pilasters, or a full pediment supported by slender columns to form a porch. Doors may have a fanlight and/or sidelights and are typically centered on the front façade.
- Windows are commonly balanced on the façade and may be paired. Windows are usually double-hung with divided lights in one or both sashes.
- Roofs are typically side-gabled, with hipped and gambrel roofs being less common.
- Exterior is typically sided in brick.
- Details may include one- or two-story wings and cornices with dentils or modillions.
- Prototypes include Georgian, Federal and Dutch styles.



FIGURE 9: EXAMPLE OF THE COLONIAL REVIVAL STYLE,
727 N.E. 20TH ST.

NEOCLASSICAL (1895-1955)

Neoclassical homes, like their Colonial Revival counterparts, typically have rectangular floor plans and symmetrical façades. The Neoclassical style is based on earlier American architectural styles that were based on ancient Greek and Roman architecture. Characteristic identifying features include:

- The front façade is typically dominated by a porch with full-height roof and classical columns. Homes built after 1925 may have more slender, simplified columns (some may be square).
- Doors typically have surrounds in the Georgian or Federal style, similar to Colonial Revival homes.
- Windows are rectangular, double-hung and usually have six or nine lights in each sash. Lower sashes may be single-paned.
- Cornices are typically boxed and often have dentils or modillions beneath; a wide frieze may be present under the cornice.
- Other details include full-width, raised porches and roofline balustrades.



FIGURE 10: EXAMPLE OF THE NEOCLASSICAL STYLE,
623 N.E. 18TH ST.

TUDOR REVIVAL (1890-1940)

The Tudor Revival style is based on the Gothic architecture of the Middle Ages. Tudor Revival homes are typically asymmetrical with steeply pitched roofs that are side-gabled. Characteristic identifying features include:

- One or more front-facing gables. Gable styles vary greatly among Tudor Revival homes. Often, a smaller gable may be nested within a larger gable, with the smaller gable extending forward. A front-facing gable containing a chimney is less common.
- Round-arch doorways, board-and-batten doors with small windows are common. Doorways often have more details than other elements of the façade. Small entry porches are typical; sitting porches are often located under the main roof line and to the side of the front façade of the house.
- Windows are typically tall and narrow, with wood or metal casement frames. Windows often occur in groupings of three or more. Focal windows may contain leaded, diamond-shaped panes.
- Exterior wall cladding is typically brick, but may also be of stone, masonry, stucco or a combination of materials. In addition to the aforementioned materials, upper floors may also be cladded in wood planks, shingles or decorative half-timbering. Later homes of this style may be stucco without decorative half-timbering.
- Other details include clay chimney pots, round or Tudor (slightly pointed) arches, patterned brickwork, false thatched roofing, stepped chimneys, cast stone trim, arcaded wing walls and parapet gables.



FIGURE 11: EXAMPLE OF THE TUDOR REVIVAL STYLE,
723 N.E. 21ST ST.

FRENCH ECLECTIC (1915-1945)

The French Eclectic style became popular after World War I, when architects and builders who had served in the war returned and began designing homes based on the French villages they had encountered. Façades are typically asymmetrical. Characteristic identifying features include:

- A tall, steeply-pitched hipped roof, often with eaves that flare upward at the wall junction.
- Exterior wall cladding is brick, stucco or stone, occasionally with decorative half-timbering.
- Homes may have rectangular or segmental arch doors and windows. Windows may break the roofline through the cornice.



FIGURE 12: EXAMPLE OF THE FRENCH ECLECTIC STYLE,
708 N.E. 21ST ST.

ITALIAN RENAISSANCE (1890-1935)

The Italian Renaissance style is based loosely on the Italian palazzos constructed in the 16th century. Italian Renaissance homes typically have a rectangular floor plan and symmetrical façades. Characteristic identifying features include:

- A low-pitched hipped roof with wide overhangs and boxed eaves supported by decorative brackets. Roofs are typically covered by ceramic tiles.
- Exterior wall cladding is typically brick, stone, stucco or masonry. Wood cladding is not used on Italian Renaissance homes.
- Doors may be arched or rectangular. Fanlights and classical door surrounds may be present.
- Lower-story windows are typically arched and larger than upper-story windows.
- Porches are commonly recessed and may contain an arcade or colonnade.



FIGURE 13: EXAMPLE OF THE ITALIAN RENAISSANCE STYLE,
719 N.E. 18TH ST.

SPANISH REVIVAL (1915-1940)

Just as the Colonial Revival style was becoming popular in the Northeast and Midwest, architects in the southwest United States became inspired by the Spanish missions in their region. Spanish Revival homes typically have an L-shaped floor plan and asymmetrical front façade.

Characteristic identifying features include:

- A low-pitched, ceramic tile roof with little to no overhang.
- Wall surfaces are usually stucco, with walls extending unbroken into gables.
- Doors and principal windows are typically arched, often with decorative surrounds made of cast stone, tile, metal or wood.
- Open or roofed balconies and exterior stairs may be present.
- Chimney tops may have small, tiled roofs.
- Walled or partially enclosed gardens and patios are common.
- Arcades and trabeated columns (with a horizontal top beam) may be present.



FIGURE 14: EXAMPLE OF THE SPANISH REVIVAL STYLE,
601 N.E. 18TH ST.

PRAIRIE (1900-1920)

The Prairie style is one of the few residential styles indigenous to the United States, originating from a group of Chicago architects known as the Prairie School. The symmetrical façade of this style is also known as the American Foursquare. The Prairie style emphasizes simplicity and horizontal lines. Characteristic identifying features include:

- A low-pitched roof with wide overhangs that are typically boxed. Roofs are usually hipped; gabled roofs are less common. Dormers may be present on the front and side façades.
- Homes are typically two stories with one-story porches, wings and porte cochères.
- Porches typically span the entire front façade and contain massive, square or rectangular columns of brick, stone or wood. Later examples of this style may contain tapered columns or tapered wood posts on brick or stone piers.
- Windows are typically double-hung with wood frames. Upper sashes are multi-paned in a variety of styles; lower sashes are typically single-paned. Windows may contain leaded or stained glass.

CRAFTSMAN (1905-1930)

The Craftsman style, also known as the Bungalow style, originated in southern California and quickly spread across the country during the early 20th century through the use of pattern books and pre-cut home packages. Characteristic identifying features include:

- A low-pitched, gabled roof with wide, open overhangs with exposed roof rafters. Decorative brackets may be present under the gables.
- Exterior wall cladding is typically wood clapboard; wood shingles, stone, brick, masonry and mixtures of materials may also be used.
- Windows are typically wood, double-hung and have either 4-over-1 or 6-over-1 lights.
- The front porch is typically under an extension of the main roof. Porch supports are usually square and tapered.
- Dormers may be gabled or shed.

ART MODERNE (1920-1940)

The Art Moderne style originated from two occurrences: the Bauhaus movement in Germany, where architects rejected ornamentation and focused on simple functionality, and the rise of streamlined industrial design. Art Moderne homes are asymmetrical and decorative elements are kept to a minimum. Characteristic identifying features include:

- A flat roof, often with coping at the roof line.
- Exterior wall cladding is smooth stucco with occasional use of glass block. One or more walls will be curved, with windows often continuing around the curve.



FIGURE 15: EXAMPLE OF THE PRAIRIE STYLE,
501 N.E. 15TH ST.



FIGURE 16: EXAMPLE OF THE CRAFTSMAN STYLE,
410 N.E. 14TH ST.



FIGURE 17: EXAMPLE OF THE ART MODERNE STYLE,
600 N.E. 19TH ST.

- Emphasis on horizontal elements – horizontal grooves and lines in walls; horizontal balustrades.
- Other details include porthole windows and aluminum or steel window and door trim.

RANCH (1935-1975)

The Ranch style originated in southern California and in the 1950s and 1960s became the most popular style of American residential architecture. Floorplans vary widely, with most homes being a single story. Characteristic identifying features include:

- Roofs are low-pitched moderate to wide overhangs and without dormers.
- Floorplan is typically cross-gabled or cross-hipped and asymmetrical.
- Exterior wall cladding may be wood, brick or stone.
- Entries are typically under the main roof of the house. Porch supports are usually simple wood posts or may be wrought iron with vine motifs.
- Window styles vary widely. A large picture window on the front façade is typical. Window frames may be wood, aluminum or steel.
- Garages are usually attached to the house and may face to the front, side or rear of the house.



FIGURE 18: EXAMPLE OF THE RANCH STYLE, 608 N.E. 19TH ST.

CHAPTER 2: SITE AND LANDSCAPE CONSIDERATIONS

2.1 LOT SIZE

POLICY: Each historic property consists of the site, or lot, and the buildings or structures placed within the site. The relationship of buildings and structures to their respective site, to adjacent sites and to the public rights-of-way are important character-defining features of historic properties and districts and should be an integral part of planning for every project.

DESIGN JUSTIFICATION: The historic relationships between buildings, structures, sidewalks, streets, landscaping features and open space together create the character of a district and should be retained.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

2.1.1: Historic districts generally have a uniform, and unifying, orientation of properties to their respective development and the development of adjacent properties. Typical lot sizes help define the district's commonality and integrity.

2.1.2: Retain the historic lot size and configuration of the property.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

2.1.3: If new lots are created, they should have a width no less than 90 percent and no more than 110 percent of the average width of all lots in both the same blockface and the opposite blockface.

2.1.4: Development or redevelopment of vacant lots must respect the historical development of the property and district in terms of lot size and relationship between public and private spaces.

2.2 SETBACKS

POLICY: Maintaining historical patterns of development including front and corner side yard setbacks is an important character-defining feature of a district.

DESIGN JUSTIFICATION: Historic setback patterns are important for maintaining an authentic streetscape and protecting vistas from, and views to, a historic property and district.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

2.2.1: Along a streetscape in a historic district, there is often a uniform and unifying setback for buildings from the street. Maintain consistency with historical setbacks to preserve historic development and historic subdivision patterns.

2.2.2: Maintain building orientation patterns, for example, with front façades of primary buildings facing and parallel with the street.

2.2.3: Maintain established side yard setbacks and spacing patterns between buildings to reinforce the sequence of individual structures along the streetscape.

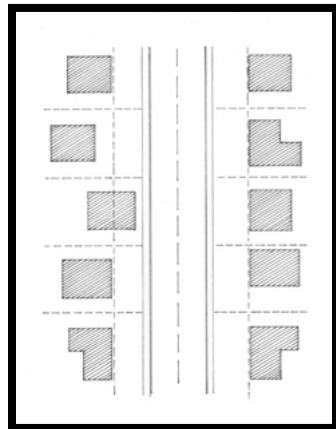
2.2.4: Maintain established setbacks for accessory buildings.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

2.2.5: Development of vacant lots must respect the historic development of the property and the district in terms of setbacks and relationship between public and private spaces.

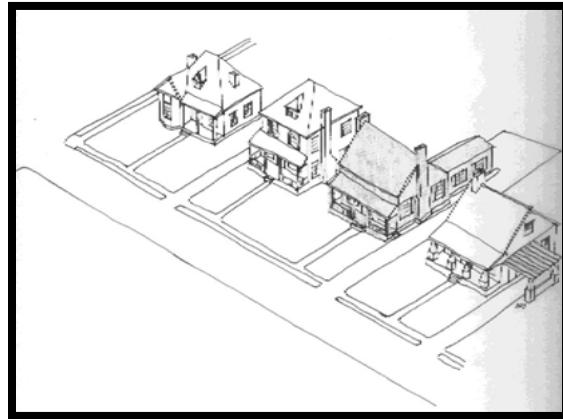
2.2.6: Accessory buildings should follow the historic setback patterns of the property or other accessory buildings in the streetscape or district when replaced in-kind.

2.2.7: New construction must be reviewed not only for architectural design, but also for historic back and side yard setbacks.



NO

(Left) inappropriate setbacks on the left side of the street contrast with uniform set-backs on the right side.
(Right) appropriate setback of new construction (shaded).



YES

2.3 SIDEWALKS, DRIVEWAYS, PARKING LOTS, CURBS AND VACANT SITES

POLICY: Sidewalks, driveways and off-street parking should not interrupt the historic continuity of landscaped front or corner side yards. Historic concrete sidewalks and walkways should be preserved and repaired with concrete that is consistent in pattern, size, texture and color. Historic concrete driveways should be preserved and new driveways should be of concrete rather than asphalt.

DESIGN JUSTIFICATION: Historically, the consistency and repetition of sidewalk and driveway spacing, placement, dimension and materials create a rhythm to the street. Retaining the specific rhythm of a street is important to preserve historic character. Historic districts and properties have strong visual elements of grey colored concrete for sidewalks, walkways, some streets and curbs.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW BY THE HP BOARD:

2.3.1: Regular maintenance of site features such as walkways, sidewalks and driveways is encouraged and should employ non-abrasive methods such as sweeping and low-pressure water cleaning.

2.3.2: Vacant sites must be maintained clear of debris.

2.3.3: Routine maintenance ensures the preservation of such site elements, negating the need for replacement.

2.3.4: Retain and preserve historic sidewalks and driveways, including those that are shared by two adjacent properties.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

2.3.5: Maintain the continuity of existing original or historic sidewalks and the curb cut radius or curved approach when replacing an existing driveway or introducing a new driveway.

2.3.6. New concrete visible from the public right-of-way shall not be bright white in color and shall have the same texture as adjacent existing concrete. Color-matching new concrete to surrounding existing concrete is encouraged.

2.3.7: All sidewalks, driveways and curbs visible from the public right-of-way shall be constructed to maintain the continuity of materials and character present in the district.

2.3.8: Private sidewalks and driveways must be constructed of concrete except where historical precedent demonstrates the previous existence of brick, stone or other materials, which may be considered appropriate for replacement.

2.3.9: Maintain the continuity of existing original or historic sidewalks and the curb cut radius or curved approach when replacing an existing driveway or introducing a new driveway.

2.3.10: Locate new driveways and sidewalks so that the topography of the building site and significant landscape features, such as mature trees, are retained. Protect mature trees and other significant landscape features from direct construction damage and from delayed damage such as destruction of root area or soil compaction by not permitting construction equipment access to the ground area under the tree canopy.

2.3.11: Curb cuts, including those intended to comply with the Americans with Disabilities Act (ADA), should be installed to minimize damage to the original concrete sidewalks. The color and texture of the new concrete shall be consistent with the existing adjacent concrete color and texture.

2.3.12: Driveways, eight feet or less in width, may be replaced by a driveway of up to ten feet in width; width may vary as the driveway approaches the garage to correspond to the width of the garage door openings. However, property owners are encouraged to limit the quantity of impervious concrete surfaces to assist in reducing stormwater runoff.

2.3.13: Ribbon driveways consisting of two parallel tracks, may also be considered. This type of driveway reduces stormwater runoff across hard or impervious surfaces by minimizing the amount of concrete used.

2.3.14: New off-street parking for multi-family properties must be located so as to minimize the number and width of curb cuts on primary residential streets. Owners of adjacent apartment or commercial properties should consider shared driveways and shared parking agreements when appropriate to reduce the overall lot coverage of off-street parking.

2.3.15: New impermeable parking surfaces must be graded to drain toward the street and away from buildings.

2.3.16: Although the Zoning Rules have specific requirements for surfaces to be used for driving and parking, consideration should be given to the use of permeable paving surfaces, such as unit pavers or recycled-plastic grid systems installed below grade, to reduce runoff and flooding. Parking directly on the ground (earth, dirt or grass) is not permitted. Various types of permeable paving may be appropriate in the back yard as long as the paving is not visible from the public right-of-way and the Zoning Rule requirements are met.

2.3.17: Removal of non-historic existing parking lots adjacent to streets and driveways is encouraged to create an unbroken blockface.

2.3.18: Existing parking areas for commercial properties should be screened from adjacent streets and sidewalks to a minimum height of three feet. Landscape screens are preferred over fences and fence walls.

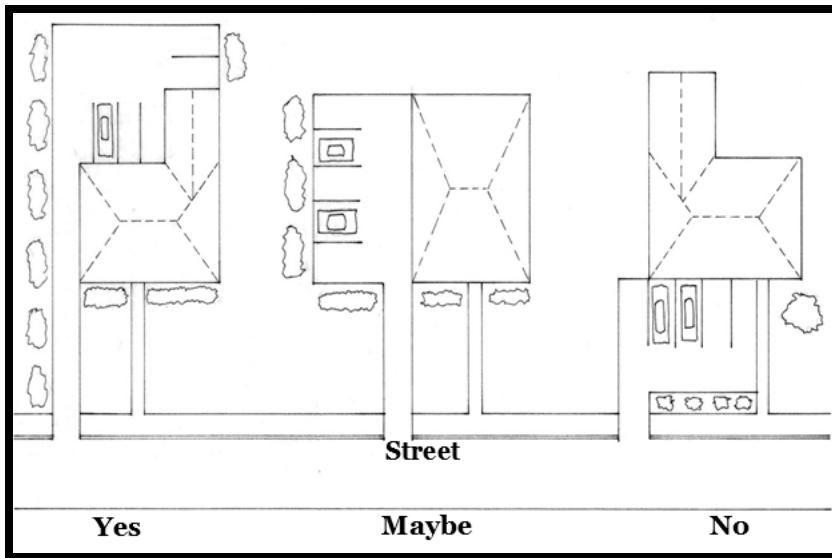


FIGURE 19: PARKING LOTS ARE NOT PERMITTED IN FRONT YARDS, SHOULD NOT BE SITED IN SIDE YARDS AND MAY BE PERMITTED IN BACK YARDS.

2.3.19: Screen parking from streets and pedestrian areas by placing parking areas at the back of a property and behind primary structures. New parking areas for corner lots shall be located behind primary structures, set back as far as possible from side streets, and placed so as to be as inconspicuous as possible.

2.3.20: In addition to being located at the back of the lot, new parking areas for commercial properties must be screened from adjacent residential property by sight-proof screening with fences, walls or dense vegetation at least six feet tall. Landscape screens are preferred, because they absorb carbon dioxide.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

2.3.21: Driveways of asphalt, brick, or textured and patterned concrete to resemble brick are not consistent with the historic materials of the districts and are not permitted unless historic documentation is provided to demonstrate the historical appropriateness of such materials.

2.3.22: Circular drives that connect to the street by two or more curb cut openings, are not allowed in front or corner side yards of lots less than 75' wide, unless demonstrated as historically present on the specific property.

2.3.23: Circular drives that connect to the street by two or more curb cut openings, may be allowed in front or corner side yards of lots with widths greater than 75'.

2.4 SERVICE AND MECHANICAL AREAS

POLICY: Mechanical equipment, such as HVAC units and satellite dishes, should be located out of public view. Mechanical equipment should be screened with landscaping (best) or fencing (acceptable).

DESIGN JUSTIFICATION: Most mechanical units and equipment are non-historic additions to buildings, and the effect of their visual impact on a property's or district's historic character should be minimized.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

2.4.1: Maintain mechanical equipment to operate efficiently and for continued use, which conserves energy and resources required to manufacture replacements.



FIGURE 20: HVAC UNITS SHOULD BE SCREENED THROUGH LANDSCAPING (LEFT) OR THROUGH A COMBINATION OF FENCING AND LANDSCAPING (RIGHT).

2.4.2: Electrical, water, gas, security, telephone and cable equipment sometimes need to be upgraded. Replacement utility boxes and meters of various types, located in the back yard or mounted on the back wall of the primary building and less than six feet above the ground do not require review unless they will be visible from the public right-of-way.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

2.4.3: Service and mechanical equipment are commonplace, but their presence must be minimized by appropriate placement and screening. A planted screen is preferred and a fence screen is also acceptable.

2.4.4: Service equipment (including ground mounted solar collectors), mechanical areas and trash receptacles, if proposed, must be screened from the street and other pedestrian areas. Loading areas should be located away from primary façades and be well-maintained.

2.4.5: New window air-conditioning units may be used and must not be located on the front or corner side façade of a structure. Existing window units located on the front or corner side façade may be replaced in-kind in the same location, although it is preferred that a less obtrusive location be selected.

2.4.6: New “through-the-wall” air conditioners, heaters or combination units may be used in additions and new construction on back elevations or side wall locations that are screened and hidden from view by fences that meet the requirements and recommendations of the section of the Standards and Guidelines regarding Fences and Fence Walls.

2.4.7: Roof-mounted equipment is not allowed on front or corner side yard-facing roof planes and must be set back from the edges of roofs and screened, so that it is not visible to pedestrians in the public right-of-way and does not detract from the historic character of buildings and the district.

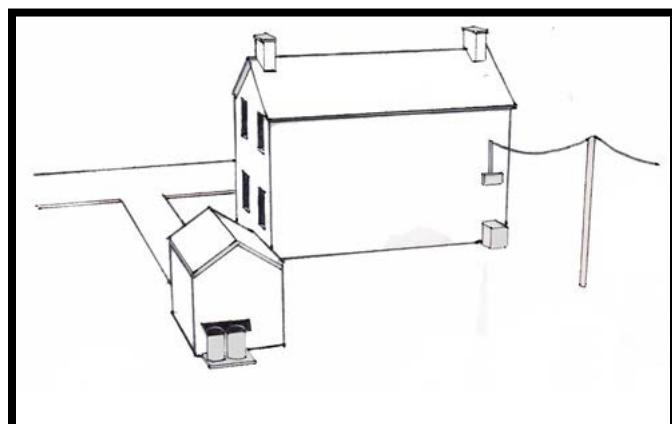


FIGURE 21: MECHANICAL SYSTEMS AND HVAC UNITS SHOULD BE SITED AT BACK ELEVATIONS.

2.5 LANDSCAPE AND LANDSCAPE ELEMENTS

POLICY: The term “landscape” comprises the exterior environment of a historic property. Landscape elements can be natural or constructed features, including decks, patios, landforms, site furniture, pools, fountains, terraces, sculptures, planters, trellises, pergolas, outdoor lighting and other features, which generally should be located out of public view. Landscape features should be restrained on the fronts of buildings to allow viewing of the “public face” of the property and maintain historic streetscapes.

DESIGN JUSTIFICATION: Just as the site, context and environment are critical to the character of a historic building, property and district, the landscape is also an important character-defining feature of a historic property. Original or historic landscape elements may be important character-defining features of a historic property and should be preserved. Added landscape features are more appropriate in back or side yards.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

- 2.5.1: Maintain existing historic landscape and landscape features to preserve the historic district setting.
- 2.5.2: Historic elements, such as retaining walls, should be retained and preserved.
- 2.5.3: Landscape elements in back yards, not visible from any street or adjacent property and less than six feet in height are not subject to review unless a building or other type of permit is required by the Zoning Rules or Municipal Code.
- 2.5.4: Retain and preserve historic porch lights. They may be refurbished for modern electrical wiring and equipment in order to use modern lamps or light bulbs.
- 2.5.5: Pool slides, play equipment and treehouses in back yards are not subject to review unless a building or other permit is required by the Zoning Rules or Municipal Code.
- 2.5.6: Preserve existing historic pergolas or trellises as they are character-defining features of a historic building and property (see also 3.4, Pergola or Freestanding Trellis).
- 2.5.7: Preserve and maintain original light fixtures in front yards.
- 2.5.8: Maintain existing, successful drainage patterns to minimize runoff, which can contain herbicides and pesticides, introducing them into the waste water system.
- 2.5.9: Unobtrusive foot-lighting may be installed along pathways.
- 2.5.10: Patios and other paved landscape elements in back yards should use permeable paving systems to minimize changes to drainage patterns and stormwater runoff.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

- 2.5.11: Actions beyond maintenance have the potential to alter a site or building, which could affect their historic character.
- 2.5.12: The introduction of new materials visible from the public right-of-way will require administrative review.
- 2.5.13: Landscape elements that are not visible from any public way and otherwise meet all relevant guidelines may be administratively approved.
- 2.5.14: New retaining walls may be approved to preserve a natural or existing historic slope in the front and side yards only if an earlier retaining wall on the property can be documented.
- 2.5.15: New retaining walls not to exceed two feet in height may be approved to preserve a natural or existing slope in back yards not visible from the public right of way.

2.5.16: The height of a new retaining wall may not exceed the height of the slope it retains.

2.5.17: A retaining wall in front or side yards visible from the public right of way shall be constructed of unpainted natural stone, brick or finished concrete that is compatible in texture, color and style to the main building or adjacent paving materials.

2.5.18: A retaining wall constructed in side or back yards not visible from the public right of way may be constructed of alternative materials; i.e., concrete block, landscape block, landscape timbers, etc.

2.5.19: Adding a pergola (see also 3.4, Pergola or Freestanding Trellis) to a back elevation can help shade an outdoor space and can offer some degree of shade to the interior, which means added energy efficiency. Do not add a pergola or trellis to a prominent elevation where none historically existed. Reconstruction of a missing pergola or trellis should be based on accurate evidence of the original design.

2.5.20: New pergolas, not visible from the public right of way, may be constructed in back yards, at rear elevations or at accessory structures.

2.5.21: New pergolas shall be compatible with the building to which they relate in proportion, size, scale and material.

2.5.22: New pergolas constructed as an attachment to a primary or accessory structure shall be reviewed as a building addition and shall not damage or obscure historic character-defining features.

2.5.23: New pergolas shall not be constructed in such a manner that abutment or attachment to an existing structure will allow for the pooling of moisture against or the infiltration of moisture into an existing structure.

2.5.24: The bottom of the canopy of a new pergola shall not exceed eight (8) feet above the finished floor height of the structure to which it relates, and the overall height of a pergola should not exceed nine (9) feet and shall be compatible with the building to which it relates in proportion, size, scale and material.

2.5.25: Freestanding pergolas may have concrete floors; however, permeable flooring materials are recommended. Posts may be set in concrete.

2.5.26: Pergolas shall be constructed of wood or sustainable alternative materials that closely resemble wood and may have decorative functional metal elements such as wrought iron where appropriate. Synthetic materials that do not closely replicate historic fabric, such as plastic and vinyl, are prohibited.

2.5.27: Pergolas with columns or walls constructed of permanent building materials such as brick, stucco, or stone shall be reviewed as new construction.

2.5.28: New rear decks shall be compatible with the building to which they relate in proportion, size, scale and material.

2.5.29: New rear decks that exceed six (6) feet in height or are visible from the public right of way will require a certificate of appropriateness.

2.5.30: New rear decks shall be constructed of wood or sustainable alternative materials that closely resemble wood and may have decorative or functional metal elements such as wrought iron where appropriate. Synthetic materials that do not closely replicate historic fabric, such as plastic and vinyl are prohibited.

2.5.31: Rear decks that permanently attach to the structure, have a roof, or are constructed of permanent building materials such as brick, stucco or stone shall be reviewed as building additions. Concrete Masonry Unit (CMU) is prohibited unless matching documented original or historic building material on site.

2.5.32: New decks shall not be constructed in such a manner that abutment or attachment to an existing structure will allow for the pooling of moisture against or the infiltration of moisture into an existing structure.

2.5.33: Swimming pools, hot tubs, and similar structures shall be located in back yards and shall not encroach into side setbacks or utility easements.

2.5.34: Swimming pools are structures and contribute to the overall built space of the lot, affecting drainage conditions of the lot and adjacent properties; therefore, impermeable pool decks shall be constructed to direct water away from surrounding structures and toward storm drains, French drains, or water harvesting containers.

2.5.35: Significant alteration of the topography of a property through extensive grading, removal or alteration of rolled terraces and similar character-defining features, filling or excavating, is not permitted.

2.5.36: Relocating drainage features is discouraged, unless such actions seek to correct poor surface and stormwater runoff drainage situations. Stormwater harvesting is encouraged.

2.5.37: It is not appropriate to alter the overall character of historic districts by substantially reducing the ratio of open space to built space on any site through new construction, additions or introduction of surface paving or other hardscape features.

2.5.38: Landscape elements such as stone or masonry edging materials for raised planting beds shall not exceed 18 inches in height in front or side yards and shall match or complement the design, scale and details of such elements historically found within the historic district.

2.5.39: Illumination of façades with site lighting to highlight ornamental detail may be permitted. Fixtures must be small, shielded and directed toward the building rather than toward the street, so as to minimize glare for neighbors or pedestrians. Natural color (warm yellow/white) light is encouraged. Exposed conduit and overhead wiring are not permitted.

2.5.40: Use and installation of non-original pole-mounted gas lights in front yards is discouraged; foot lights along walkways are preferred.

2.6 VIEWS AND VISTAS

POLICY: Maintaining views and vistas helps preserve a historic setting as a whole. Maintenance of trees and shrubs with seasonal trimming allows for moisture evaporation around a building and permits visibility of the district's historic setting from the street.

DESIGN JUSTIFICATION: Historic districts were designed with uniform setbacks creating continual views or vistas along the street. These historic patterns should be maintained and not interrupted with added features.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

2.6.1: Preserve existing streetscape views and vistas. Do not obscure views with hardscape elements such as structures and prominent landscape features.

2.6.2: Indigenous plant species, which are better adapted to local climate, may require less water than non-native species and are therefore encouraged. Deciduous trees which provide shade in the summer and allow passive heating in the winter are also encouraged.

2.6.3: Maintain an unobscured view of the primary building by keeping trees and plants appropriately trimmed.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

2.6.4: Actions beyond maintenance have the potential to alter a site or building and may affect the visual historic character of the site or district.

2.6.5: Landscape elements or hardscaping elements, such as raised planting beds, must not obscure views and vistas from or to the primary historic structure of the property within a historic district.

2.6.6: Avoid rearranging the site by moving or removing buildings and historic site features, such as sidewalks, driveways and fences, that help define views and vistas and create “public” and “private” spaces.

2.7 PLANTS AND PLANTING RECOMMENDATIONS

POLICY: Landscaping with trees and plants generally does not require Certificate of Appropriateness review. However, it is recommended that mature planting patterns and designs be respected for their historic character, and that new trees and plants be placed so as not to obscure or damage, presently or in future, significant character-defining features of the property, primary structure or overall site.

DESIGN JUSTIFICATION: Landscaping in historic districts may include traditional patterns using hedges along property lines, shade trees in yards and indigenous plants. As landscape features mature they become more important aspects of a district’s character. New trees in visually prominent locations should be selected and placed so as to not obscure a building’s architectural character.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

2.7.1: Consult the bibliography in Appendix D for resources including “Putting Down Roots: Landscape Guidelines for the Selection, Care and Maintenance of Trees in Central Oklahoma.”

2.7.2: Maintain plantings, especially native species that reflect patterns of historic use.

2.7.3: Shade trees can enhance a property’s setting and improve a building’s energy efficiency.

2.7.4: Selection of new trees and plantings should reflect the historic landscape design appropriate for the historic property and building.

2.7.5: Landscaping should be appropriate to the historic building and neighborhood and enhance the building and its surroundings.

2.7.6: Placement and species of street tree should be coordinated so as to not obscure or conflict with existing or proposed street lighting.

2.7.7: Existing mature trees should be protected and maintained including trimming, removing volunteers (growth that springs up without being deliberately planted), and consulting a professional arborist to help ensure continued tree health.

2.7.8: Selection of new landscape stock should take into consideration local seasonal extremes. Native plants better tolerate local conditions and usually require less supplemental watering.



FIGURE 22: LANDSCAPING AND SHADE TREES SHOULD BE SITED SO THAT ARCHITECTURAL ELEMENTS ARE UNOBSCURED.

2.7.9: Collect rain water in cisterns and rain barrels via gutters and downspouts to use for irrigation and watering. Conceal cisterns with landscaping.

2.7.10: Install a drip irrigation system in landscape beds to conserve water better than hand or irrigation watering. Don't use potable water to run irrigation systems.

2.7.11: A properly designed, installed and maintained irrigation system conserves water usage better than hand watering. Set the irrigation controller to run the system during early morning hours to decrease evaporation and risk of biological growth on building materials.

2.7.12: Install an irrigation shut-off device that detects rain and freezing conditions. Prevent the irrigation system from watering when not needed. Adjust spray nozzles to deliver water only to planted areas that need it and restrict runoff on driveways and walkways.

2.7.13: Thoughtful maintenance of lawn areas will also help conserve water usage. Do not mow grass too short. Close-cut grass dries out and wilts, therefore requiring more watering.

2.7.14: Select grass types that are drought-resistant. Some drought-tolerant grasses include native Buffalo grass, Tall Fescue and Bermuda.

2.7.15: An alternative to turf in yards is drought-tolerant landscaping. Alternatives for lawn areas can include any combination of hardy, low-growing ground-covers (clover, ivy, mondo grass, thyme, and sedum), juniper shrubs, yucca, ornamental grasses, butterfly gardens, water-permeable paths of pea gravel, water gardens, wildflowers, and decorative rocks.

2.8 FENCES AND WALLS

POLICY: Preserve original or historic fences and fence walls. New fences should be of renewable materials such as wood, woven wire or brick. Vinyl fences are not appropriate.

DESIGN JUSTIFICATION: Fence walls and fences historically marked property boundaries and may have shielded private areas from public view. Historic materials such as wire, wood and brick are compatible materials; vinyl materials introduce an incompatible artificial appearance.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

2.8.1: Regular maintenance of historic fences and fence walls is recommended because of the overlapping effects of sustaining the existing materials in place and preserving historic or appropriate fences.

2.8.2: Regular maintenance ensures the preservation of historic and appropriate fence and fence wall elements which, in turn, sustains the embodied energy of the materials and eliminates the need for replacement with new materials and labor.

2.8.3: Original or historic fences and fence walls are important character-defining features and should be preserved and maintained.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

2.8.4: Fences and fence walls in back yards have more flexible requirements than those in side yards or those that are front yard facing because they are less visible from the public right-of-way.

2.8.5: Fences and fence walls are generally permitted in side, corner side, and back yards. Interior side and corner side yard fences and fence walls must be set back from the historic front building line by a distance not

less than six feet. Depending on the materials and details of a fence and fence wall, additional requirements of this section may apply.

2.8.6: A fence or fence wall located on the street facing side yard of a corner property must be set back from the inner edge of a public sidewalk by a minimum distance of two feet, or six feet from the curb where there is no sidewalk.

2.8.7: If an adjacent corner property side yard has an existing fence or fence wall, then consideration shall be given to align a fence or fence wall to the same setback as that existing fence or fence wall of the adjacent corner property side yard.

2.8.8: Fences, including drive gates, shall be located behind any open front porch of the main building and the open front porch of the main building of any adjacent property.

2.8.9: Fences and fence walls shall be located at or behind the front 40 percent of the side yard of the main building unless the fence or fence wall is 75 percent transparent, not including posts or columns spaced a minimum of eight feet apart. Depending on the design and architecture of the main building, additional requirements of this section may apply.

2.8.10: Opaque fences and fence walls, those that are less than 75 percent transparent, not including posts or columns space a minimum of eight feet apart, shall not obscure view of significant architectural features of the primary building on the property, such as a bay window, porte cochere, or other significant character-defining building projection or feature.

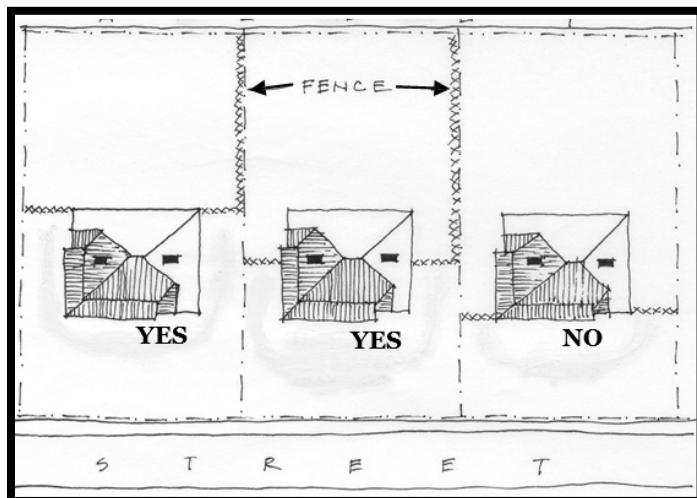


FIGURE 23: FENCES AND WALLS MUST BE SET BACK FROM THE FRONT FAÇADE OF THE PRIMARY BUILDING.

2.8.11: Fences and fence walls are not permitted in front yards, unless supported by historical, physical or photographic evidence to the contrary. If a fence or fence wall is appropriate for the front yard, then it shall match the historical configuration and approximate the historical appearance.

2.8.12: Fences and fence walls shall not exceed eight feet in height at the back property line or alley.

2.8.13: Fences and fence walls shall not exceed six feet in height on side or front facing locations.

2.8.14: Chain link or twisted wire fences shall not exceed four feet in height unless historical, physical or photographic evidence to the contrary documents them to have been taller in the proposed location.

2.8.15: Where residential properties are adjacent to commercial or other incompatible uses, alternative fence heights may be considered for appropriateness and with respect to other zoning rules related to fences and fence walls.

2.8.16: Acceptable materials for fences and fence walls are wood, brick, stone, cast iron, iron, chain link, twisted wire, painted aluminum that mimics the appearance of cast iron or iron fences, or a combination of these materials. Materials for fences and fence walls should be consistent with materials historically used at each individual property or within the historic district during the period of significance.

2.8.17: Wood fences may be left unfinished or painted or stained in colors appropriate to the style and period of the property or the district. The exterior flat fence or fence wall surface, if painted, should be compatible with the color of the main building.

2.8.18: Decorative painting and murals shall not be applied to fence or fence wall surfaces visible from the public right-of-way.

2.8.19: Tops of new fences or fence walls may be horizontal, stepped, scooped, arched or parallel with the grade, as appropriate to the style and period of the main building or the historic district.

2.8.20: Chain link fences shall have a top and bottom rail and may be galvanized.

2.8.21: The side of a fence or wall facing the street or alley shall be the “finished” side.

2.8.22: The corners of corner properties should have partially “transparent” or open fences or fence walls to avoid complete visual enclosure along side streets.

2.9 PUBLIC PROPERTY AND RIGHT-OF-WAY IMPROVEMENTS

POLICY: The public spaces within historic districts; for example streets, sidewalks, parks and parkways; are character-defining features and should be preserved and maintained. The City of Oklahoma City, utility companies, historic property residents, and historic property owners all play roles in maintaining these features; and the introduction of new features should be as compatible as possible with the historic districts.

DESIGN JUSTIFICATION: The existing concrete streets and sidewalks are important character-defining features of historic districts. The introduction of new elements in the districts such as utility meters, switching boxes or postal service mailboxes should be carefully considered for compatibility with the streetscapes and overall character of the historic properties and districts.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

2.9.1: By definition, streetscape improvements are actions beyond maintenance and have the potential to alter important characteristics of the site and setting of a historic district and property. Whenever new materials, components, or features are proposed, there will likely be sustainability considerations.

2.9.2: Plans for any proposed changes to or in the public right of way in or surrounding historic districts or properties, including those of telecommunications or utility providers and changes to street locations and sizes, must be submitted for review and approval using the standard application and process for a Certificate of Appropriateness.

2.9.3: Planning Department staff will determine the impact on the character of the historic property and district, compatibility with preservation policy and the provisions of these Standards and Guidelines, and compliance with the applicable portions of the Historic Preservation Ordinance included in Chapter 59 of the Municipal Code.

2.9.4: Utility components such as meters, transformers, switching boxes and other such elements must be located at the back of properties as far away as possible from sidewalks, curbs and curb cuts; of minimal height; painted to blend with the immediate environment and screened with appropriately scaled landscaping.

2.9.5: Plans for proposed demolition, changes or new construction in parks or playgrounds, including playground equipment, fences, picnic shelters or other structures must be submitted for review and approval using the standard application and process for a Certificate of Appropriateness.

2.9.6: Planning Department staff will confer with Parks and Recreation Department staff and the Park Commission in deciding the impact of proposed changes on the character of a historic property and district, compatibility with preservation policy and the provisions of these Standards and Guidelines, and compliance with all applicable ordinances.

2.9.7: Any proposed demolition or construction of buildings in a park must comply with the "Alterations" and "New Construction" sections of these Standards and Guidelines.

2.9.8: Placement of new mailboxes at curbside or in locations other than the front wall or porch of a building is not permitted in the historic districts.

2.9.9: Retain and maintain historic light fixtures in the public right-of-way. They may be refurbished and re-lamped to accommodate modern lighting requirements and equipment.

2.9.10: Lighting in the public right of way shall be uniform, and new fixtures should be compatible with the style, age and character of the district without creating a false sense of historicism. New lighting shall be compatible with existing historic lighting that remains.

CHAPTER 3: EXTERIOR ALTERATIONS TO HISTORIC BUILDINGS

3.1 MAINTENANCE, PRESERVATION AND REHABILITATION OF EXTERIOR BUILDING MATERIALS

POLICY: Maintain and preserve original or historic exterior finishes and materials such as wood, brick, stone and stucco. When repair or replacement of materials is needed, consideration should be given to sustainable methods and materials that also maintain the historical visual character of a building or property.

DESIGN JUSTIFICATION: The form, materials and details of exterior walls, roofs, door and window openings, and decorative details, as well as scale, texture and variety, contribute to a building's historic character. The texture, patterns and finishes of historic materials such as clay tile, slate, brick, stone, stucco and wood siding are important character-defining features; obscuring or removing these features diminishes the significance of historic buildings and structures.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.1.1: Retain and preserve original and historic materials to sustain the historic character of a property and the embodied energy of the materials. Historic architectural features and materials that define the historic character of a building, property, or district shall be maintained in good repair.

3.1.2: Original or historic wood finishes must be maintained and stained/painted (if stained/painted historically).

3.1.3: Ordinary maintenance and repair typically addresses one half (50 percent) or less of an original or appropriate building feature, component or material on any one building face or roof, and may involve replacement of areas or parts of the building due to damage or failure of a component or material. A Certificate of Appropriateness is not required for work that meets the requirements of "Ordinary Maintenance and Repair" (see Oklahoma Administrative Code Title 120:10:1-3 [aka Zoning Rules]).

3.1.4: Repairs shall be done with like materials.

3.1.5: If repairs or replacement affect more than one-half (50 percent) of an inappropriate component or material located on any individual building face or roof, then it is strongly encouraged that all of the

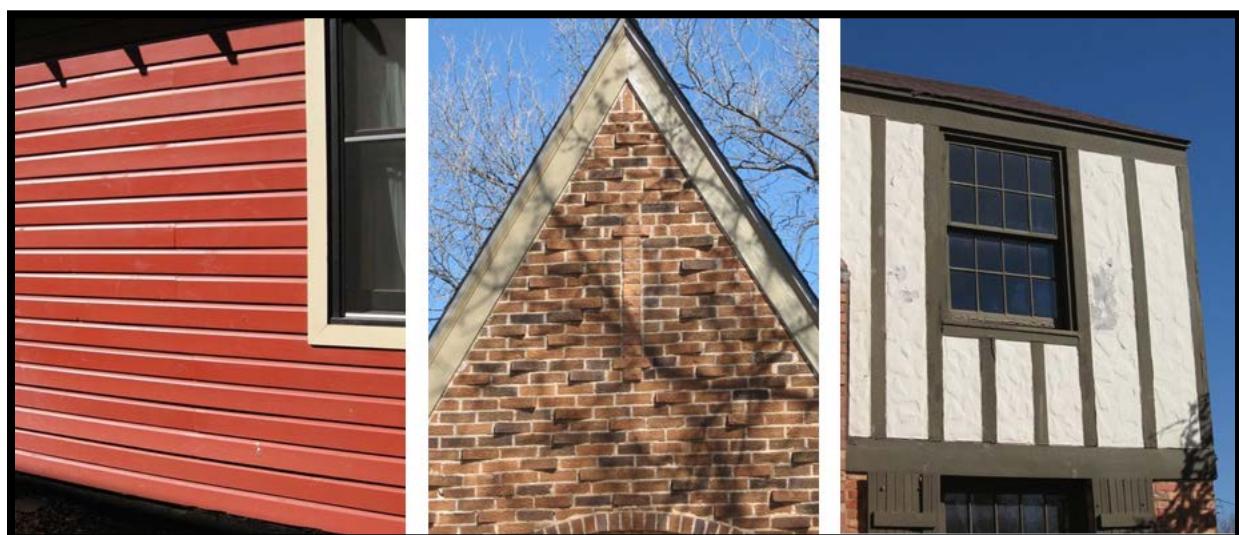


FIGURE 24: HISTORIC DISTRICTS CONTAIN HOMES WITH A VARIETY OF MATERIALS, INCLUDING WOOD SIDING, TEXTURED BRICK AND HALF-TIMBERING.

inappropriate components or materials be replaced with appropriate materials. A Certificate of Appropriateness is required when all of the inappropriate materials are proposed for replacement. See "Administrative Review" below.

3.1.6: Peeling, flaking or failing paint should be removed from historic wood and masonry surfaces by the gentlest means possible to protect the integrity of the historic surface. Acceptable methods for paint removal include scraping, sanding, thermal removal or mild chemical strippers.

3.1.7: The original natural finish of brick and stone is historically important and must be preserved. Cleaning must only be undertaken to halt masonry deterioration.

3.1.8: The use of any abrasive, strong chemical, sandblasting or high-pressure cleaning method is not permitted, as these permanently damage the finished material surfaces and accelerate deterioration of historic masonry and wood.

3.1.9: Previously painted masonry surfaces may be repainted.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.1.10: Historic districts contain structures from a wide range of eras with varying degrees of historic significance and integrity. Changes to the exterior of any structure or site, regardless of its age, have the ability to contribute to, or to detract from, the overall character of the district and are subject to review. Changes to structures or additions built within the last 25 years or determined by the HP Board to be non-historic shall be reviewed under the guidelines for New Construction.

3.1.11: If more than 50 percent of a an original feature or material on any one surface of any one face of a building, including the roof, requires repair by replacement in-kind, then the scope of the work exceeds the definition of ordinary maintenance and repair and a Certificate of Appropriateness is required.

3.1.12: If repairs or replacement affect more than two-thirds (66 percent) of an inappropriate component or material located on any individual building face, then all inappropriate components or materials shall be replaced with an appropriate component or material. Removal of more than 50 percent of an inappropriate material no longer meets the definition of ordinary maintenance and repair, and a Certificate of Appropriateness is required.

3.1.13: For example, on a building with vinyl siding, if over two-thirds (66 percent) of this siding is to be removed from the front building face and replaced due to deterioration or damage, then all of this inappropriate siding on



FIGURE 25: DECORATIVE ARCHITECTURAL FEATURES CONTRIBUTE TO THE HISTORIC CHARACTER OF A BUILDING AND SHOULD BE PRESERVED.

that building face shall be replaced with an appropriate material such as wood siding or the historic material (which is likely to be historic wood siding) shall be uncovered and restored.

3.1.14: Remove an inappropriate component or material and restore the original or historic component or material that is revealed by such removal.

3.1.15: New material should match the historic in material type, dimensions, design, configuration, texture, surface coatings and visual appearance.

3.1.16: When a missing or severely deteriorated feature, element or component is replaced, it shall be replaced in-kind, that is, matching the original in dimensions, detail, size, form, material and finish.

3.1.17: Incompatible non-historic alterations to a historic building are encouraged to be removed, and the building restored to its original appearance during the period of significance.

3.1.18: Renovations previously undertaken may conceal original or historic building fabric. When altering a historic building, non-historic alterations in the area of the proposed alteration should be removed.

3.1.19: If original or historic materials do not remain, the original form may be reconstructed or restored based on physical, photographic or documentary evidence.

3.1.20: Original or historic masonry or stone surfaces must be maintained and not be painted, unless severe deterioration of the brick or stone can be shown to require painting and other consolidation or stabilization methods cannot be shown to be appropriate.

3.1.21: If masonry was previously painted, it is often not appropriate or possible to remove paint, and appropriate repainting must be considered. If color or texture of replacement brick or stone cannot be matched with existing material, as a last resort, painting may be an appropriate treatment.

3.1.22: Repair masonry by replacement or patching with in-kind or similar material. When this is not possible, new materials matching in texture, color and detail should be used.

3.1.23: New mortar used in re-pointing must match the color and composition of the original. Incompatible mortar, too high in Portland cement content, may exceed the strength of historic brick and result in acceleration of deterioration of brickwork.

3.1.24: Sandblasting, high pressure power washing, the use of blow torch methods and any abrasive cleaning or striping methods must never be used because of the resultant permanent damage.

3.1.25: Removal of existing synthetic materials is strongly encouraged to recover authentic historic finish and appearance of a building and its components.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

3.1.26: Historic architectural features and materials should be retained and preserved when adapting the building to contemporary use.

3.1.27: If replication of original elements is not possible because of a lack of historical physical, photographic or documentary evidence, then a new design that is compatible with the original form, style and period of the building shall be used.

3.1.28: An appropriate option for a replacement feature is a new design that is compatible with the remaining character-defining features of the historic building.

3.1.29: The new design of a missing feature shall take into account the size, scale and materials of the historic building; should be clearly differentiated to avoid a false historical appearance; and should maintain visual attention on the authentic and historic aspects of the building.

3.1.30: New compatible designs for missing features should be reversible so that they can be replaced with a more appropriate design in the event that better and more accurate historical evidence becomes available.

3.1.31: Synthetic siding materials such as vinyl and aluminum bear little resemblance to historic siding materials and are not sustainable. The application of such materials is not appropriate and will not be approved in historic districts.

3.1.32: Exterior insulation finish systems, curtain wall, concrete block, imitative brick or stone or gravel aggregate materials shall not be used as replacement exterior wall materials.

3.1.33: The removal of metal or vinyl siding may allow the recovery of original or historic decorative elements such as cornices, brackets, and window and door trim that have been damaged or removed when the synthetic materials were installed. Recovery of such details should be based on physical or photographic evidence first, and based on similar details for buildings in the block or district second.

3.1.34: Installation of fiber cement products may be appropriate for rear or side elevations not readily visible from the public right-of-way in order to replace wood siding that is missing or deteriorated beyond repair. If determined appropriate, then the fiber cement siding shall be consistent with the size, pattern, shape, dimensions and texture of the historic wood siding.

3.1.35: The use of composite wood siding is discouraged since these products generally do not appropriately imitate the appearance of wood siding. Use of composite wood siding will be reviewed.

3.1.36: Products of polymer coatings ("liquid siding") should be avoided since the life expectancy and breathability of these coatings is unknown. The application of these coatings often requires the abrasive cleaning of the historic surface, which is not allowed.

3.2 PAINT FOR EXTERIOR PAINTED SURFACES

POLICY: Paint and paint colors are usually not subject to review. Property owners are encouraged to research the specific historic colors of the exterior of the buildings on their property, record their findings for future reference, and select colors that are appropriate to the historic building and district.

DESIGN JUSTIFICATION: Property owners are encouraged to select exterior paint colors that best suit the architectural style and historic character of the building.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.2.1: Selection of paint and stain colors based on research of specific historic finishes associated with a specific building is encouraged. While it is informative to know the historic paint colors used, these colors may not be considered currently fashionable or appropriate. Paint, as a material finish on wood, is considered temporary and may reflect current trends in the district and preferences of the current owner.

3.2.2: Do not use metallic, fluorescent or neon paint colors on any surface.

3.2.3: If historic exterior paint colors are determined, it is encouraged that these be documented for future reference and as a historic record. Retain a sample at an exterior location hidden by landscaping or find a matching color swatch for historic body, trim and accent colors.

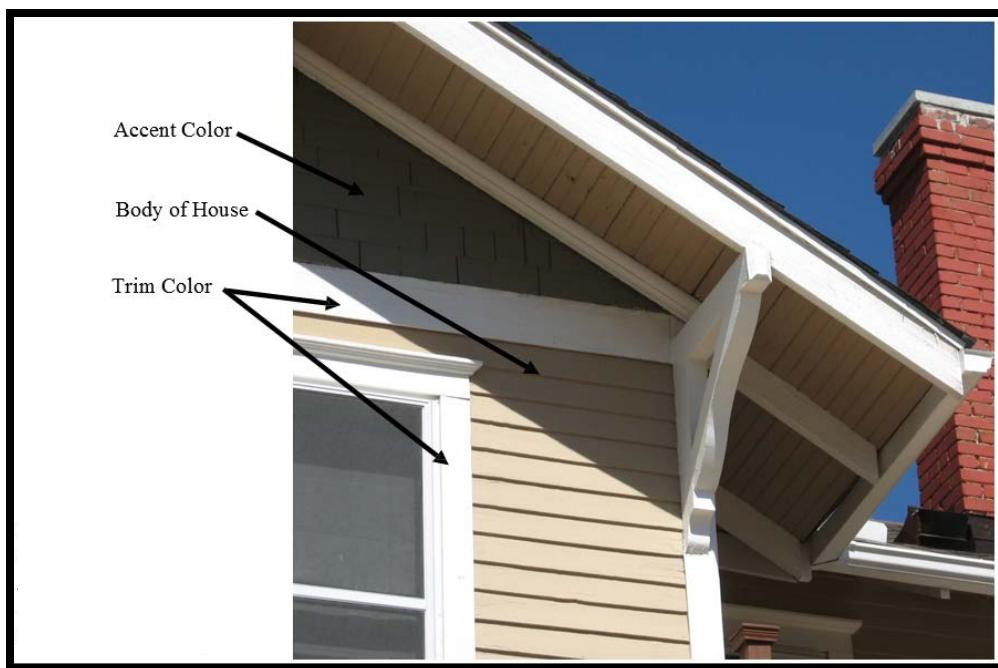


FIGURE 26: ARCHITECTURAL TERMS FOR PAINTED EXTERIOR ELEMENTS OF A HOME.

3.2.4: Paint colors should complement each other and respectfully accentuate the building's significant features.

3.2.5: In general, pastel body colors of Colonial Revival buildings were usually trimmed with white or soft cream. Craftsman style buildings often combined exterior colors in warm, rich earth tones, and the light colored walls and red tile roofs of Spanish Colonial and Italian Renaissance dwellings were offset by contrasting trim colors.

3.2.6: Use variations in paint color to reflect variations in material on a building's exterior.

3.2.7: Painting of previously unpainted masonry (e.g., brick or stone) is not allowed, as paint eliminates the inherent color variation of masonry that was a conscious part of the original design for the building and also initiates a continuing cycle of paint maintenance. Also, paint may trap moisture that can lead to the deterioration of masonry.

3.2.8: When repainting already painted brick or stone, colors may be selected to echo the original colors of the brick or stone. Repainting of previously painted masonry is encouraged, rather than attempts to remove paint, which may cause further damage to the underlying masonry surfaces.

3.2.9: Most paint manufacturers produce palettes of historic colors that were typically found on homes of specific time periods or architectural styles. These palettes are useful, research-based guides to historically accurate paint schemes, are tools to learn more about appropriate painting schemes, and can provide good reference information for selection of paint colors.

3.3 PORCHES, CANOPIES, PORTE COCHERES AND BALCONIES

POLICY: Historic porches, canopies, porte cochères and balconies are important features and are often the dominant characteristic of a building. These features that are visible from the public right-of-way should not be altered.

DESIGN JUSTIFICATION: Front porches and canopies connect a building to its context by orientating the primary entrance to the street. The various components of porches, canopies, porte cochères, and balconies, including steps, railings and columns, provide scale and detail to historic buildings.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.3.1: Maintaining porches, canopies, porte cochères and balconies eliminates the need for replacement.

3.3.2: Preserve existing historic front porches, canopies, porte cochères, balconies and their components because they are character-defining features of a building.

3.3.3: Ordinary maintenance and repair such as cleaning, painting and making minor repairs through replacement in-kind with like materials is encouraged and does not require review if less than 50 percent of an element or feature on any one side of the building is replaced.

3.3.4: Preserve historic components of porches including steps, ceiling, flooring, railings and columns.

PORCHES AND BALCONIES

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

3.3.5: Enclosing a historic front porch significantly alters the character of a building and is not permitted. Creating a false historical appearance through the application of new elements and details to a porch or balcony is inappropriate. Reopening and restoring an enclosed front porch is encouraged.

3.3.6: Enclosing a historic side porch or balcony with screen panels to create a screened in porch was frequently done to create spaces that could be used year-round and provide some privacy and protection from insects. Such enclosures may be allowed if designed in a manner that is compatible with the style of the building and if important character-defining historic fabric is not obscured.

3.3.7: Enclosing historic side or back porches or balconies with glazing changes the historic character of a building and should be avoided. However, while not encouraged, such enclosures at side or back porches not connected to a front or primary porch or balcony may be allowed. The details of such enclosures must be minimal and not obscure or detract from the historic details of the porch or building.

3.3.8: Reconstruction of a missing porch, canopy, porte cochère or balcony is encouraged and must be based on accurate physical evidence of the original or historic configuration, placement and detail of the feature and supplemented with historic photographs that show the original feature.

3.3.9: If no photographs or other documentation exist, the design of a replacement porch should be compatible with the historic building in height, proportion, style, roof shape, material, texture, detail and color. Buildings of a similar architectural style can provide examples of appropriate design.

PORCH ELEMENTS – COLUMNS AND RAILINGS, CEILING AND FLOORING, STAIRS

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.3.10: Routine maintenance ensures the preservation of porch elements and negates the need for replacement.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

3.3.11: If more than 50 percent of a material or component is deteriorated beyond repair, replacement may be required.

3.3.12: New or replacement columns should be of materials appropriate to the style and design of the building, including the porch. Replacement columns should match the original or historic columns in size, design, scale, massing, materials and details.

3.3.13: The dimensions and proportions of replacement balusters must match the historic porch. The spacing and height of railing balusters is important to the character of the historic building with typically closely-spaced balusters and relatively low railings (30" or less in height). Although this height may not conform to current codes, existing historic railings are permitted to remain until they are too deteriorated to be retained and repaired, therefore it is critical to retain the historic porch balustrade and railings.

3.3.14: The use of alternative materials for porch columns on primary façades, such as fiberglass, may be approved by the HP Board if the finished appearance will be indistinguishable from the appearance, design, and texture of the original or historic columns.

3.3.15: Porch columns of vinyl or hollow core aluminum, or wrought iron are not appropriate unless historic documentation demonstrates otherwise.



FIGURE 27: ORIGINAL RAILINGS SHOULD BE PRESERVED AND MAINTAINED. IF REPLACEMENT IS NECESSARY, NEW RAILING SHOULD MATCH THE ORIGINAL DESIGN.

CEILINGS AND FLOORS

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.3.16: Preserve and maintain original or historic porch ceiling and flooring materials. Ordinary maintenance and repair (less than 50 percent replacement of an element) does not require review.

3.3.17: Ceilings and soffits were often finished with painted beaded board or other types of tongue and groove boards. These historic materials provide important scale and detail and must be preserved and maintained. Common colors for porch ceilings were "sky blue" or white.

3.3.18: Preserve and maintain original or historic porch floors such as wood, concrete or tile. Do not paint, stain or cover original porch floors with wall-to-wall or glued down carpet or other surface materials. Area rugs may be used and are non-permanent as long as they are not permanently affixed.

3.3.19: Previously painted porches may be repainted. Property owners should photo-document existing porch before repainting so as to maintain a continuous record of the property.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.3.20: If more than 50 percent of a porch ceiling, soffit or floor requires repair by replacement, use materials to match the historic materials in all details, dimensions, and configuration and first consider replacement in-kind for a new porch floor.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

3.3.21: Replacement wood porch flooring must closely match the details and dimensions of the historic wood flooring. For example, do not use over-sized materials such as 2" thick boards for porch floors that would have historically been $\frac{3}{4}$ " to 1" thick tongue-and-groove boards.

3.3.22: Alternative materials such as plastic-wood composites may be appropriate for porch floors. Although derived from plastic, many companies use substantial amounts of recycled plastic and these materials often have lengthy warranties. The appropriateness of composite floors will be dependent upon their visibility from the street and ability to match the color, texture and dimensions of the original or historic porch surface materials. Composites will only be considered for back and side porches set back more than 60 percent of the length of the side of the building.

STAIRS

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.3.23: Preserve and maintain existing historic stairs leading to porches. Ordinary repair that involves replacement in-kind for less than 50 percent of a particular type of feature or material does not require review as long as the replacement parts match in all aspects the deteriorated materials.

3.3.24: Whether concrete, brick, wrought iron or wood, regular maintenance of original or historic stairs will prevent the need for review and replacement.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.3.25: Replacement equates with removal of more than 50 percent of the original or historic material of any porch element. Replacement materials must be in-kind. For example, use wood to replace wood stairs and concrete to replace concrete stairs.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

3.3.26: Original or historic porch stairs should not be removed. If repair by replacement is needed because the stairs are deteriorated beyond repair, replacement should be in-kind. New porch stairs should match the original as closely as possible in appearance, design, size, detail and materials. If new stairs are needed where not located originally, the design should be modest and be appropriate for the style of the building.

PORCH CANOPIES

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.3.27: Canopies, projecting roof structures that project from a building and shelter entrances, are usually supported by metal rods, chains, wires, or columns of wood or metal. They are historically important, character-defining features and they are appropriate for use in historic districts.

3.3.28: Routine maintenance ensures the preservation of canopies and reduces the need for replacement with new resources.

3.3.29: Property owners are encouraged to maintain canvas canopies and ordinary maintenance and repair does not require review. Metal canopies added in the mid- to late-20th century should also be maintained.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.3.30: Treated acrylic fiber canvas canopies can last more than 10 years, compared with 3-5 years for polyester or vinyl. Unlike metal canopies, canvas canopies can be of retractable design, allowing sunlight through windows for passive heat during winter.

3.3.31: Metal canopies may be added at back or side elevations not readily visible from the street.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

3.3.32: Reconstruction of a missing canopy should be based on accurate evidence of the original configuration, placement and detail and supplemented with historical photographs.

3.3.33: If no documentation is available, a new design that is compatible with the historic building in height, proportion, style, roof shape, material, texture, detail and color is appropriate.

3.3.34: Buildings of similar architectural style can provide examples of appropriate new canopy design.

PORTE COCHERES

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.3.35: A porte cochere is a covered area over a driveway at a side entrance and physically attached to a building. Porte cochères are historically important features and are a dominant characteristic where they occur. The various components of porte cochères, including roof, columns, railings and steps, provide scale and detail to historic buildings. Porte cochères may be an extension of a porch roof or be an independent feature attached to the building.

3.3.36: Maintenance of porte cochères ensures their preservation, sustaining their embodied energy and negating the need for replacement with new resources.

3.3.37: Do not eliminate or enclose a porte cochere because such actions would significantly alter the character of the building.

3.3.38: Do not create a false historical appearance through the application of new elements and details to a porte cochere. Do not add a porte cochere to a building where none historically existed.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

3.3.39: Reconstruction of a missing porte cochere must be based on accurate evidence of the original configuration, placement and detail and supplemented with historic photographs that show the original or historic porte cochere.

3.3.40: If no photographs or other documentation is available, a new design that is compatible with the historic building in height, proportion, style, roof shape, material, texture, detail and color is appropriate. Buildings of a similar architectural style can provide examples of appropriate new porte cochere design.

3.4 PERGOLAS AND FREESTANDING TRELLISES

POLICY: A pergola or freestanding trellis, as original historic building elements, are historically important features and should be retained and preserved. A trellis is a freestanding grid that is used to define or screen outdoor spaces.

DESIGN JUSTIFICATION: As popular features for Bungalow, Craftsman and other early 20th century building styles, pergolas and freestanding trellises contribute to the historic character of a building and convey its age and style.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.4.1: Preserve and maintain original or historic pergolas and freestanding trellises. Ordinary maintenance and repair does not require review.

3.4.2: Up to 50 percent of an original or historic pergola or freestanding trellis may be repaired by replacement without review only if the alteration results in no change in materials, dimensions, design, configuration, texture, surface coatings or visual appearance.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

3.4.3. Do not add a new pergola or freestanding trellis on a prominent (visible from the public right-of-way) elevation where none existed historically.

3.4.4: A missing pergola or freestanding trellis may be reconstructed if based on accurate evidence of original configuration, placement and detail as supported by historic photographs.

3.5 DOORS AND ENTRIES

POLICY: Doors and entrances are important aspects of the architectural character of a building. Historic doors and entries should be retained and preserved.

DESIGN JUSTIFICATION: The proportion, shape, location, pattern and size of doors contribute significantly to the historic character of a building and help convey the style and period of the building.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.5.1: Regular maintenance and weather-stripping of historic doors helps to ensure their preservation and improves the energy efficiency of the building.

3.5.2: Preserve original or historic doors, openings and architectural features. Preserve and protect original or historic sidelights, transoms and fanlights surrounding a more formal entry.

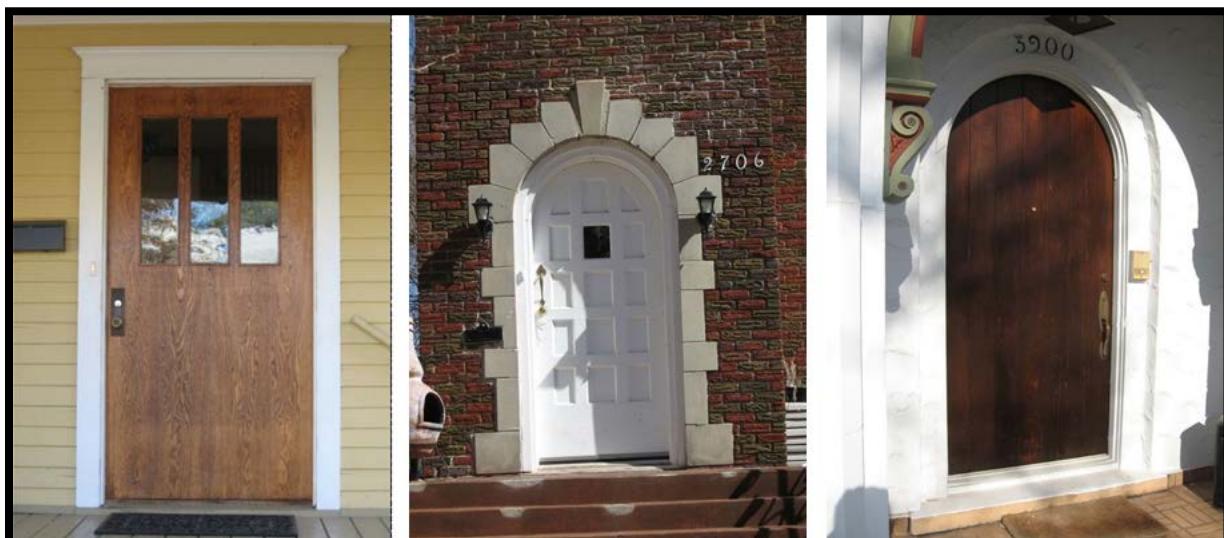


FIGURE 28: CHARACTER-DEFINING DOORS: CRAFTSMAN STYLE, LEFT; ARCHED TUDOR REVIVAL STYLE, CENTER; ARCHED COLONIAL REVIVAL STYLE, RIGHT.

3.5.3: Repair original or historic doors instead of replacing them. Properly maintained, they will have greatly extended service lives while contributing to the historic character of the building.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.5.4: The design of replacement doors shall be based on historic documentation, if available, and shall reflect the style and period of the building. Replacement doors shall be compatible with historic doors in proportion, shape, location, pattern, size, materials and details.

3.5.5: Preserve existing historic door openings, do not enlarge or diminish to fit stock door sizes.

3.5.6: Unless documentation is provided to demonstrate other materials were historically used on a building, primary (usually the front door) entrance doors shall be wood.

3.5.7: New door openings at back elevations are permitted and shall minimize damage to the original design of the building and character-defining features.

3.5.8: New door openings in the front façade of a primary building are not permitted.

3.5.9: New door openings on side elevations may be permitted only in the back 30 percent of the length of the side elevation and are not permitted on the street-facing side elevation of corner properties.

3.5.10: If new openings are necessary due to code requirements or other reasons, they may be considered under unique circumstances and must be compatible with existing door openings in proportion, shape, location, pattern, size and material.

3.5.11: Alternative materials for doors and door frames such as composite wood and aluminum clad wood, may be considered for side and back door locations.

3.5.12: Security bars on doors must not be visible.

STORM AND SCREEN DOORS

3.5.13: A storm or screen door visible from the public right-of-way shall be limited to one intermediate rail.

3.5.14: Storm or screen doors shall be stained or painted. It is customary for the color of the storm or screen door to match the color of the primary door or the color of the surrounding door trim.

3.5.15: Storm or screen doors not visible from the public right-of-way may have transparent glass or screen portions that are less than 65 percent of the total exterior face area of the door.



FIGURE 29: A STORM DOOR ADDED ON FRONT FAÇADES SHOULD BE A FULL-VIEW DESIGN AND FIT THE DOOR OPENING.

3.5.16: Preserve original or historic screen doors. If these are removed to allow the installation of storm doors, it is strongly encouraged that these be retained for possible future use.

3.5.17: A new wood screen door may be installed to replace an existing or historic wood screen door in which case it shall match the design, detail and finish of the existing or historic wood screen door.

3.5.18: A new wood screen door may be installed where no wood screen door has previously existed.

3.5.19: A new wood screen door shall be compatible with the historic character of the building and differentiated so as to not present a false historical appearance.

3.5.20: A new screen door shall maximize the view of the existing door, while not damaging or obscuring the door and frame of the opening it is intended to protect.

3.5.21: The stiles and rails of a screen door shall be equal to or less than the width of the stiles and rails of the existing door.

3.5.22: For an existing door with no discernible stiles or rails the screen area of a proposed screen door shall be equal to or greater than 65 percent of the total exterior face area of the proposed screen door.

3.5.23: A screen door may be removed to allow the installation of a storm door. It is strongly encouraged that a historic screen door be retained for possible future reuse at the same location.

3.5.24: Storm doors must have full glazed panels (clear glass) to maximize the view of the existing door, while not damaging or obscuring the door and frame. Ensure storm doors have good weather-stripping.

3.5.25: A storm door shall maximize the view of the existing door, while not damaging or obscuring the door or frame of the opening that it is intended to protect.

3.5.26: The stiles and rails of a storm door shall be equal to or less than the width of the stiles and rails of the existing door.

3.5.27: For an existing door with no discernible stiles or rails the glass area of a proposed storm door shall be equal to or greater than 65 percent of the total exterior face area of the proposed storm door.

3.5.28: The transparent area of a storm door may accommodate a glass panel or screen panel.

3.5.29: Installation of full-view storm doors are encouraged for improved energy efficiency while maintaining view of the historic character-defining entrance door.

3.6 WINDOWS, SHUTTERS AND AWNINGS

POLICY: Windows and shutters are important character-defining features of a building and originals should be retained and kept in good repair. Awnings may be an intended permanent character-defining feature, such as wood-framed and finished with roof shingles to match the rest of the building, or temporary, such as contemporary fabric awnings with aluminum frames.

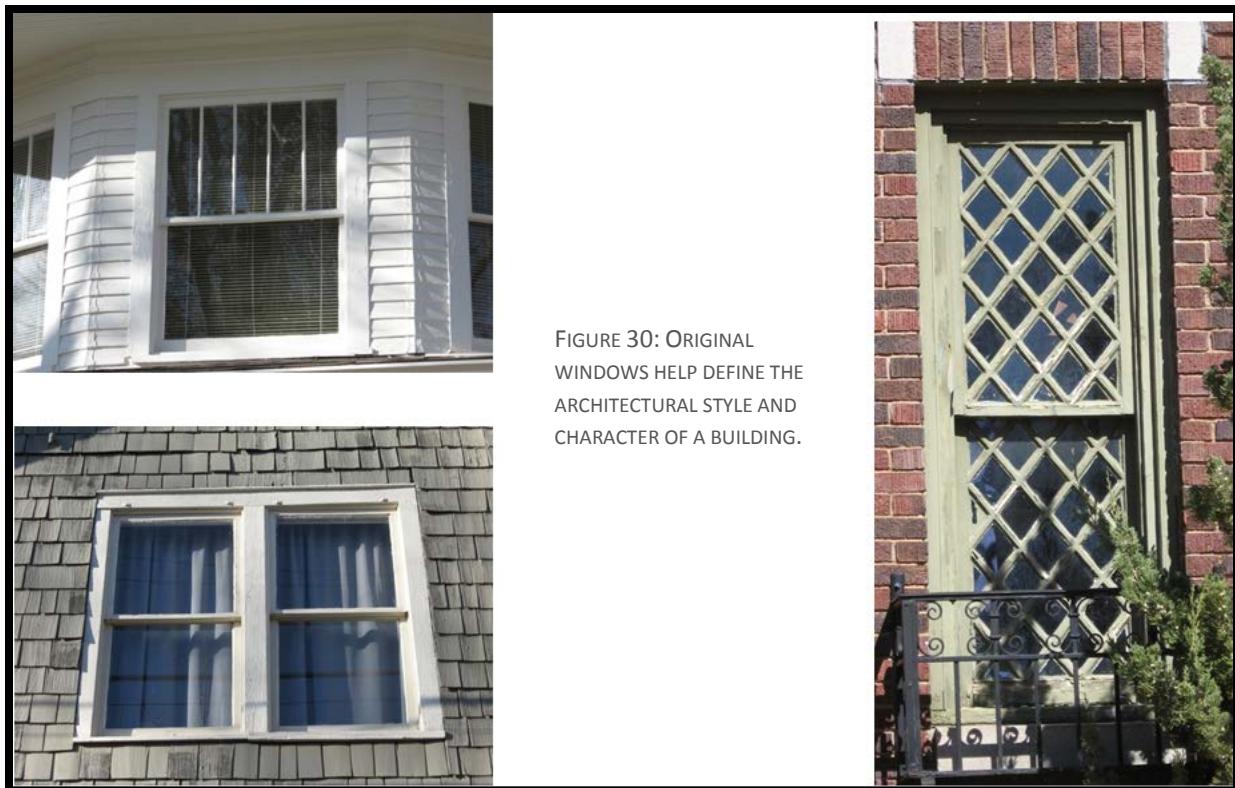


FIGURE 30: ORIGINAL
WINDOWS HELP DEFINE THE
ARCHITECTURAL STYLE AND
CHARACTER OF A BUILDING.

DESIGN JUSTIFICATION: The proportion, shape, location, positioning, pattern and size of windows contribute significantly to the historic character of a building and help convey the architectural style and period of the building. Their design, details and craftsmanship make them worthy of preservation. The presence or absence of shutters and awnings are significant to the visual character of a building.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.6.1: Regular maintenance and weather-stripping of historic windows ensures their preservation and improves the energy efficiency of a building.

3.6.2: Retain and preserve original or historic windows. Preserve and maintain historic window framing and number and configuration of glass panes.

3.6.3: Make repairs to an existing window rather than replacing the entire window unit, including replacement in-kind of parts that are deteriorated beyond repair. Ordinary maintenance and repair is limited to less than 50 percent replacement of the window's components and parts including frames and sashes.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.6.4: The application of ultraviolet (UV) film to window glazing is the least costly option for reducing heat gain from sunlight and may be an acceptable addition to window glass. UV filters can have a service life of ten or

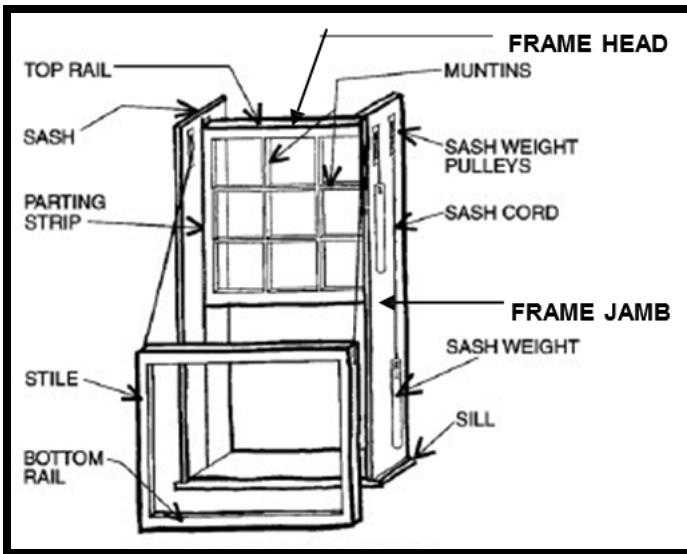


FIGURE 31: WINDOW COMPONENT TERMINOLOGY

more years; when replacement of the film is required, great care must be taken to not damage historic glass and framing.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

3.6.5: Original or historic windows that are more than 50 percent deteriorated beyond repair may be replaced in-kind.

3.6.6: New window openings may be allowed on the back façade or the back 30 percent of the side elevations. New windows must be compatible with historic or existing windows in proportion, shape, location, pattern, size, materials and details.

3.6.7: If an original opening is presently blocked, consider reopening it. The replacement of non-historic incompatible windows with windows that are more historically appropriate is encouraged.

3.6.8: When window replacement is necessary, do so within the existing historic opening. Use the same frame size to avoid filling in or enlarging the original opening.

3.6.9: If original or historic windows can be demonstrated to be deteriorated beyond repair and must be replaced, new windows shall match all of the characteristics of the historic window, including muntin pattern and profile.

3.6.10: New windows made of aluminum-clad wood with enameled finish may be appropriate as replacements for historic wood windows since these may have acceptable sustainable qualities and closely resemble a painted finish.

3.6.11: Vinyl is not an environmentally sustainable material, and the installation of vinyl-clad wood windows or entirely vinyl framed windows is not appropriate and will not be approved for the historic districts.

3.6.12: Thermal pane (also known as insulated glazing) windows are acceptable as replacement windows when the historic windows in a building have been previously removed. When used, thermal pane windows must have true divided lights or a combination of surface-applied interior/exterior muntins and muntins sandwiched between layers of glass that replicates a true muntin.

3.6.13: A thermal pane window may be appropriate for replacement of a historic wood or metal window when the existing window frame and sash parts are more than 50 percent deteriorated beyond repair. To replace a historic window with a new unit, a window survey, including a photograph of the interior and exterior of the unit,

must be provided to substantiate the condition of the window. Historic windows visible from the public right-of-way must be retained and repaired or replaced in-kind, including replication of muntin pattern and profile.

3.6.14: Fanlights and sidelights at entrances can be retrofitted for improved thermal performance. Because these features are at eye level, the integration of films, new glazing or panels should be carefully detailed.

3.6.15: Muntins sandwiched between layers of glass, snap-on muntins, and surface-applied muntins are not appropriate and shall not be used. True muntins or a combination of surface-applied interior/exterior muntins and muntins sandwiched between layers of glass that replicates a true muntin are appropriate.

3.6.16: Clear glass shall be used in all windows.

3.6.17: Reflective, tinted, patterned or sandblasted glass are not permitted in windows, except that special glass, for example, patterned, leaded or colored glass, can be used in transoms and sidelights when appropriate as established by the architectural style and the specific history of the building for which the special glass is proposed.

3.6.18: A new window may have a low emissivity coating applied to clear glass provided that the visible light transmittance is not less than .74 and the overall reflectance is not more than 17 percent.

3.6.19: Security bars must be installed only on the interior of windows.

3.6.20: If an interior dropped ceiling is lower than the top of the window, the ceiling must be stepped back from the window to not obscure the top of the window from outside view.

STORM WINDOWS

Many styles of storm windows are available to improve the thermal performance of existing windows. Exterior storm windows are thermally efficient, cost-effective, reversible, and allow the retention of original or historic windows. Storm window frames should align with the existing window frames.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.6.21: Existing storm windows should be regularly maintained and painted as needed.

3.6.22: If metal storm windows are installed, paint to blend with surrounding elements (typically the window frame and sashes) to create minimal visual impact. The visual impact of storm windows may be minimized by selecting colors that match existing trim color and window styles.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.6.23: Storm window frames must have a narrow perimeter framing that conforms to the primary window opening.



FIGURE 32: STEEL CASEMENT WINDOWS MAY BE REPLACED IN-KIND, IF NECESSARY.



FIGURE 33: STORM WINDOWS SHOULD BE FULL-VIEW DESIGN OR HAVE STRUCTURAL FRAMEWORK ALIGN WITH WINDOW MEETING RAIL (PICTURED).

3.6.24: Do not use unfinished or clear anodized aluminum frames storm windows. If these are already on a house, consider painting these to complement or match the window color.

3.6.25: Storm windows may have an integral screen component.

3.6.26: Interior storm windows are encouraged.

SCREENED WINDOWS

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.6.27: Most historic houses originally had window screens to allow ventilation, keep out insects, and provide a minimal amount of security.

3.6.28: Historic window screens had a wood frame with inset wire screening that could be removed and replaced when damaged.

3.6.29: Historic screen windows should be preserved. If they are removed to allow the installation of storm windows, it is strongly encouraged the original screen windows be retained for possible future reuse.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.6.30: New screen windows frames must be of wood and must match the profile, size and design of the historic frame or typical window screen frames in the historic district. New screens shall be of a color, material and screen size that they are still transparent enough for the window behind them to be visible from the public right-of-way.

SHUTTERS

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.6.31: Historic shutters should be preserved and maintained.

3.6.32: Shutters on historic buildings may have been functional and decorative in design. Operable shutters could be closed during summer days to reduce light and heat. New shutters may be functional, decorative or both.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.6.33: Shutters are only permitted where they existed historically, and where they are appropriate to the style and character of the house. Inappropriate shutters are encouraged to be removed.

3.6.34: Shutters must be half the width of the window and mounted to be or appear operational. Plastic shutters are not permitted.



FIGURE 34: SHUTTERS SHOULD FIT THE SHAPE AND SIZE OF EACH INDIVIDUAL WINDOW.

AWNINGS

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.6.35: Awnings on windows and doors provide shade and help reduce heat gain and the need to lower the thermostat setting on hot days.

3.6.36: Retractable awnings allow sunlight into windows for passive heat gain during the winter. Un-retractable awnings can provide a wind break during the winter and reduce air infiltration through windows and doors.

3.6.37: Maintain and preserve historic awnings that contribute to the historic character of a building and help reduce energy use.

3.6.38: Retain and preserve the material integrity of existing historic awnings, which can be wood, metal or fabric with wood or metal frames.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.6.39: Awnings shall be placed so as to avoid obscuring details of a building façade.

3.6.40: New awnings installed at a property where awnings have not been documented before must be made of canvas or other fabric material on a metal frame, and may be fixed, retractable or operable.

3.6.41: New wood awnings may be installed provided that documentation regarding their use historically at the property or in the district is presented and their use is consistent with the style of and location on the building for which they are proposed.

3.6.42: Plastic awnings are not permitted.

3.6.43: Metal awnings may be used if the size, color and design are compatible with the district and architectural style of the building.

3.6.44: Generally inappropriate, plastic or metal awnings that existed prior to a district or property being zoned HP or HL may remain and shall be kept in good repair. Inappropriate awnings that are not kept in good repair shall be removed in their entirety.

3.6.45: Fabric or canvas awnings must be a "drop-front" or "shed" style, except at arched window openings.

3.6.46: Consider the longevity of the fabric selected for awnings. Woven acrylic fiber awnings can withstand 25 mph winds and usually last 8-12 years, compared with 5-6 years for polyester or vinyl awnings.

3.6.47: Awnings shall not be continuous across a façade, but rather relate to each window or bay. Awnings should most often be located over individual windows or paired windows.



FIGURE 35: APPROPRIATELY SIZED AND PLACED AWNINGS.

3.7 ROOFS

POLICY: Retain original roof shape, details and materials when possible. When replacing roofing materials, consider the energy used in their manufacture and transportation, the reflectivity of the material and whether the material derives from a renewable or recyclable resource.

DESIGN JUSTIFICATION: By their shape, features, materials and details, roofs contribute significantly to the historic character of residential and multi-family buildings. Historic roof materials are usually related to the architectural age and style of the main building. Through variations in line, pitch and overhang, a historic roof can also reveal changes and additions to historic buildings over time. Chimneys, dormers and other roof features add to the diversity and character of historic buildings.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.7.1: Preventative maintenance is the key to prevent roof damage. Inspect roofs regularly for normal wear and damage from storms or wind. Inspect flashing at roofing, gutters and chimneys annually. Repair leaks promptly in roofs to prevent wall and interior damage. Clean and repair gutters and downspouts to prevent water damage to fascia, soffits and walls.

3.7.2: Maintain roof and roof elements, thereby preserving the historic building.

3.7.3: Preserve the original shape, line, pitch and overhang of historic roofs, as well as architectural features such as dormers, chimneys and turrets.

3.7.4: Retain, preserve and keep in good repair distinctive features such as open eaves with exposed rafters and angled, decorative or plain rafter tails, flared eaves or decorative purlins, ridge cresting and brackets. Preserve flat roofs and parapets.

3.7.5: Integral gutters (those built-in to the edge of the roof, usually metal lined wood) should be maintained. Doing so will alleviate the need for new hanging gutters that may obscure roof edge details.

3.7.6: Flat roofs with parapets shall be preserved. Flat roofs not visible from the public right-of-way or concealed by parapets, may be replaced with membrane materials recommended for such applications.

3.7.7: Repairs to flashing must be copper or other metal with a finish to match the roof color. Unfinished, galvanized metal flashing shall not be used.

3.7.8: Retain eave features such as exposed rafters and brackets.

3.7.9: Replacement of non-historic composition roofing material with architectural grade composition shingles, regardless of color or pattern, is not subject to review and does not require a Certificate of Appropriateness (for repair, replacement or installation of historic roofing materials, see Administrative Review).

3.7.10: Replacement in-kind of existing, non-historic roof features such as gutters, downspouts and turbines that



FIGURE 36: PRESERVE ORIGINAL ROOF FEATURES, SUCH AS EXPOSED RAFTER TAILS, RIDGE TILES AND SUPPORT BRACKETS. meet the Guidelines for materials and location is not subject to review and does not require a Certificate of Appropriateness (for repair, replacement or installation of historic roof features, see Administrative Review).

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.7.11: Historic roof materials shall be retained and preserved. If historic materials are deteriorated beyond repair, then replacement materials shall match the historic materials in all visual and compositional aspects except that architectural grade composition shingles may be used to replace wood shakes or wood shingles.

3.7.12: Decorative cut wood shingles shall only be installed in areas of the roof or exterior walls when consistent with physical or photographic evidence of having been used at the proposed locations on the building.

3.7.13: For ventilation of attic heat, roof vents should be located out of view on back sloping roofs. Vents are encouraged to help improve the energy efficiency of the building and may be more appropriately accommodated using compatible attic wall louvered vents. If the building roof does not have a back sloping roof and attic walls for ventilation louvers are not available, then side roof ventilation may be considered on the least visible side locations from the public right-of-way. Low-profile ridge vents may be used.

3.7.14: New roof features such as roof ventilators, antennas, satellite dishes and skylights may be installed, but must be located on back slopes and not visible from the public right-of-way. Solar panels and solar shingles may also be installed on back roof slopes as long as they are not visible from the public right-of-way.

3.7.15: Metal roofs were not widely used in Oklahoma City historic districts and their installation is not appropriate unless it can be historically documented at a given building. New metal roofs shall match the details of the historic metal roof they replace.

3.7.16: When large-scale replacement of roof materials other than asphalt shingles is required, historic fabric (such as slate, tile, metal shingles) that retains its integrity must be salvaged, and installed on prominent areas of the roof that are visible from the public right-of-way. Use of new, appropriate materials should be used on roof areas that are unobtrusive, and are less visible from the public right-of-way, for example back elevation locations.

3.7.17: New dormers, if needed to make attic space usable, must be located only on non-primary façades. It is not appropriate to locate new features on front or street-facing elevations such as on corner lots.

WOOD SHINGLES

3.7.18: Faux wood shingles (for example composition shingles) of a weathered wood color may be used to replace real wood shingles, if consistent with the original wood shingles in texture, dimensions, design, pattern and color and relative light reflectance. Modern wood shake roofing products do not match historic wood shingles and therefore are not permitted as replacements for wood shingles.

3.7.19: Replacing historic wood shingles with #1 cedar shingles is appropriate. When used, the surface texture should be smooth, sawn-cut rather than the linear texture resulting from the hand-split process typical of shakes.

3.7.20: Shingles should be laid in a horizontal row with the bottom edge either in alignment with the adjacent shingle or staggered to match the historic condition. Decorative cut wood shingles may be installed only in areas of the roof or walls where documentation indicates their historic presence.

GUTTERS, DOWNSPOUTS AND FLASHINGS

3.7.21: Flashing shall be copper or other metal finished to match the roof color. Unfinished galvanized metal flashing shall not be used.

3.7.22: Gutters and downspouts may be installed and shall be unfinished copper or painted or powder finished metal unless physical or photographic evidence demonstrates historical use of alternative materials or finish for the specific building.

3.7.23: Exposed galvanized metal or non-painted gutters and downspouts are not permitted.

3.7.24: New gutters shall be painted or powder finished to match the fascia color of the building unless copper is used. New downspouts shall be painted or powder finished to match the building or the building trim unless copper is used.

3.7.25: Copper gutters and down spouts may be installed when appropriate for the style of the building. Historical gutter shapes shall only be used when consistent with historical physical or photographic evidence of their use at the specific building.

3.7.26: The original shape, line, pitch and overhang of historic roofs are significant to the overall character of the building and must be retained.

3.8 FOUNDATIONS

POLICY: Visible foundation walls and decorative features may be character-defining and should be retained and preserved. Do not cover, conceal or obscure foundations.

DESIGN JUSTIFICATION: The foundation ties the historic building to its site and foundation materials reflect building trends and help convey the architectural style and period of the building.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.8.1: The preservation and maintenance of foundations ensures the stability and preservation of a building.

3.8.2: Preserve the height, materials, features and details of a visible foundation wall including components such as vents and grilles, lattice skirting, and steps.

3.8.3: Occasionally the foundation of a historic building may require adjustment by the installation of piers or jacks for leveling. If the result is no visible change to the exterior appearance of the historic building, then review is not required.

3.8.4: Downspouts, if present, should direct water away from foundations to prevent water and moisture damage.



FIGURE 37: PRESERVE ORIGINAL FOUNDATIONS AS CHARACTER -DEFINING ELEMENTS OF THE BUILDING.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.8.5: Skirting at residential buildings must be appropriate to the building style and age. Lattice that is framed may be an appropriate skirting material.

3.8.6: Foundations should be vented to control moisture underneath the building. Moisture encourages rot and attracts termites. Seasonally adjusted vents can help improve the overall energy efficiency of the building.

3.8.7: The design of new or replacement vents should be compatible with the age and style of the building.

3.8.8: Poor site drainage can result in moisture or water collecting under a building and having an adverse effect on the building foundation. Sites should be minimally regraded so water drains away from the building and does not pool near it.

3.9 ACCESSORY BUILDINGS AND GARAGES

POLICY: Accessory buildings in historic districts may include a wide variety of building types, such as secondary dwellings, carriage houses, garages and sheds. Accessory buildings original to a property or added prior to the past 40 years may have gained historic significance and should be preserved and maintained.

DESIGN JUSTIFICATION: The primary materials used at historic garage structures were most often wood siding (either horizontal or vertical) or brick that matched the main house, with metal or wood shingle roofs. Some structures were higher style and matched stonework of the primary building. Accessory structures may have had gabled, hip, low sloping shed roofs or other roof styles. Traditionally, accessory buildings, especially garages, were important elements of a property and were often designed to be simpler and compliment the associated main buildings.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.9.1: Retain and preserve accessory buildings that contribute to the overall historic character of the primary building on the site and in the district including their components, materials, details and features; thereby enhancing the historic character of a property and sustaining the embodied energy of such structures.

3.9.2: Repairs to an accessory building must be made with historic materials such as stone, brick, wood and other materials used on the original structure. Ordinary maintenance and repair, which does not require review, shall be less than 50 percent of a material, component or feature on any one side of a structure.

3.9.3: Garage doors should typically be painted to match the color of the garage. In garages that are “high style”, it may be appropriate to use the color of the garage doors as a complementary or accent color to the overall color scheme. Ideally, color schemes should be verified (if possible) with historic photographs.

3.9.4: Garage door openers may be added to new or existing garage doors.

3.9.5: Pre-fabricated buildings (such as garden sheds) that are less than six feet in height may be located in back yards and may be located no closer than three feet to a side or back property line. Acceptable exterior materials include those listed in this chapter, “2.1 Maintenance, Preservation and Rehabilitation of Exterior Building Materials,” as well as plastic pre-fabricated panels. Metal siding is not acceptable for such buildings.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.9.6: Locate ramps, railings or other accessibility-related installations on the back or side elevation of an accessory building and in an unobtrusive location. If locating a ramp on the primary façade of an accessory building is necessary, the ramp and railing must be installed in a way that does not damage the historic fabric and is as unobtrusive as possible.

3.9.7: Spacing and sizes of new window and door openings in a garage or other accessory building must be compatible with the existing accessory building and similar to their historic counterparts within the property, streetscape or district, as must the proportion of window to wall space, without necessarily duplicating them.

3.9.8: Windows at accessory buildings, including those in pedestrian and vehicle doors, shall meet the requirements and recommendations of the section of this chapter for “Windows, Shutters and Awnings.”

3.9.9: If it is necessary to replace the existing doors or other deteriorated or missing elements or details at a garage or other accessory structure, replace with a design based on accurate historical documentation. A new design that is compatible in style, form, scale, size, placement and finish with the primary structure or other historic garages and accessory buildings in the district may be used when no physical or photographic documentation exists otherwise.

3.9.10: New garage pedestrian doors may be solid wood with wood frames or alternate door and door frame materials such as composite wood or aluminum clad wood for locations that are not visible from the public right-of-way. Otherwise pedestrian doors and frames shall be solid wood.

3.9.11: New garage vehicle doors may be solid wood, wood veneer with a concealed metal frame, or composite materials including fiberglass or wood fiber (85 percent minimum wood fiber content). Doors should first match the historic design. When the historic design is unknown, then the doors should match the design of other historic garage doors used in the respective district. A paneled design may be appropriate.

3.9.12: Texture of replacement garage door material shall match the original or historic garage door texture or resemble smooth cut wood when the original garage door texture is not known.

3.9.13: When replacement of doors at an architecturally significant or ‘high style’ garage is necessary, new doors must match the design and material of the original or historic doors. When the original or historic door design is unknown, the new doors shall be compatible with the design and style of the garage or accessory building.

3.10 SIGNS

POLICY: Signs must be in accordance with the Capitol-Medical Center Improvement and Zoning Commission’s sign regulations, have good visibility and legibility, and be of appropriate materials and design for the property and district for which they are proposed.

DESIGN JUSTIFICATION: Permanent signs may not have been traditionally used in a particular district; therefore, new signs should be of limited size and made of appropriate materials for the property and district in which they occur. Placing signs in areas where they would not have been used historically may detract from the property and district.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.10.1: Sign design and placement must comply with Zoning Commission sign regulations.

3.10.2: Signs shall not obscure historic building features such as cornices, gables, porches, balconies or other decorative, architectural building elements.

3.10.3: Signs placed on the exterior of buildings must be constructed of painted wood or metal.

3.10.4: Sign lighting may be incandescent bulbs on the sign or gooseneck front lighting fixtures appropriate to the style and age of the building. Use internal illumination for letters, not background.

3.10.5: Roof, off premise, flashing and plastic backlit signs may not be used unless documentation is available to demonstrate that such was used historically.

3.10.6: Use the building’s architectural style and detail to enrich the meaning of a sign’s content.

Locate signs so that they relate to and do not compete with architectural features of the building.

3.10.7: Small scale neon signs may be used inside storefront windows; larger neon signs may be appropriate on buildings used for theatrical or entertainment purposes.

3.10.8: Small-scaled painted window signs are historically appropriate when they do not obscure views to merchandise and other window displays.

3.10.9: In general, signs must be small and limited to one per building including those with multiple commercial tenants. Content and design of a sign for such an instance must be coordinated.

3.10.10: Appropriately scaled and placed signs applied to a building or free-standing monument-style signs in front yard areas are appropriate sign types for multi-family properties and should minimize visual interference with the significant features of a property.

3.11 LIGHTING

POLICY: Retain original or historic light fixtures whenever possible. If replacement is required, select appropriate styles, based on the architectural style of the building.

DESIGN JUSTIFICATION: Original and historic light fixtures help convey a building’s style and add to overall historic character.

MAINTENANCE ACTIONS THAT DO NOT REQUIRE REVIEW:

3.11.1: The design and materials of lighting fixtures on buildings must be compatible with the historic character of the area and match the style and period of the building.

3.11.2: Refer to “Landscape Elements” in the Site and Landscape Considerations chapter in these Guidelines and Standards for site lighting.

3.11.3: Historic light fixtures should be retained and maintained.

3.11.4: Regular maintenance and minor repair of original light fixtures is recommended.

3.11.5: The electrical components of historic fixtures may be replaced or modified to preserve the fixture and enhance its energy efficiency.

3.11.6: Deteriorated or damaged historic light fixtures should be repaired using methods that allow them to retain



FIGURE 38: EXAMPLES OF APPROPRIATE STYLES FOR HISTORIC LIGHT REPLACEMENT.

their historic appearance.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

3.11.7: Replace missing or severely damaged historic light fixtures with fixtures that replicate the original or other appropriate fixtures that closely match the appearance and materials of the original.

3.11.8: If a compatible replacement fixture cannot be located, then a modern design with modest detailing that is compatible with the architecture of the building may be used.

3.11.9: If new light fixtures are needed where they previously did not exist, the new fixtures should be unobtrusive, conceal the light source and direct light toward the building.

CHAPTER 4: NEW CONSTRUCTION AND ADDITIONS TO EXISTING BUILDINGS

4.1 GENERAL REQUIREMENTS FOR NEW CONSTRUCTION AND ADDITIONS

POLICY: New construction and additions should not destroy historic materials or general features that characterize a historic building, property or district. New work should be differentiated from existing, historic structures and protect the historic integrity of the property and the historic district. Additions to historic structures should be done so that the historic character of the structure is retained and, if removed in the future, the essential form and integrity of the original structure and site would be unimpaired.

DESIGN JUSTIFICATION: New construction and its integration with an existing building, property or district should be compatible with surrounding existing historic architecture. Compatibility may include the size, shape, massing and materials of new construction. The relationship of new construction form to the historic context in which it is located is critical for maintaining visual character of a historic building, property or district.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

4.1.1: New construction, which may include a new, stand-alone primary or accessory building, a new garage, an addition to an existing building or a substantial renovation to an existing building, should be designed to take into consideration energy efficiency, site suitability, water conservation and other environmental considerations (see Appendix C).

4.1.2: Significant alteration of the topography of a property through extensive grading, removal or alteration of rolled terraces and similar character-defining features, filling or excavating, is not permitted.

4.1.3: Refer to Chapter 3, “Alterations to Building Fabric and Components of Historic Building,” for items, components, features or materials planned for new construction or additions that may not be addressed by this chapter.

4.2 STAND-ALONE NEW CONSTRUCTION

POLICY: New stand-alone construction should complement and not detract from the overall historic character of the historic property or district.

DESIGN JUSTIFICATION: The way in which existing and new buildings relate is important in maintaining the overall historic character of a historic property and district. Architectural design directly affects the integrity of the property and district as a whole. For this reason, new, stand-alone buildings should maintain the continuity of the character of a historic property and district.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

4.2.1: New buildings must follow historic setback patterns of the street on which they are located.

4.2.2: New stand-alone and infill buildings should be consistent with historical patterns of development for the property, block and district.

4.2.3: Construction of stand-alone and infill buildings should be compatible in size, scale, proportion, spacing, texture, setbacks, height, materials, color and detail to adjacent or nearby buildings and streetscapes.

4.2.4: New buildings must fill the same proportion of lot area as other buildings on the streetscape. The pattern created by spaces between buildings should be continued.

4.2.5: New construction must respect the architectural integrity and context of surrounding buildings. Existing adjacent historic structures and streetscapes should be taken into consideration before designing new

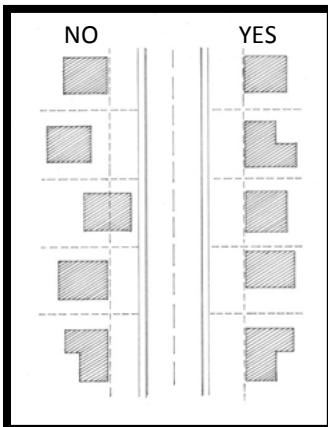


FIGURE 39: APPROPRIATE SETBACKS MAINTAIN THE CHARACTER OF THE BLOCK.

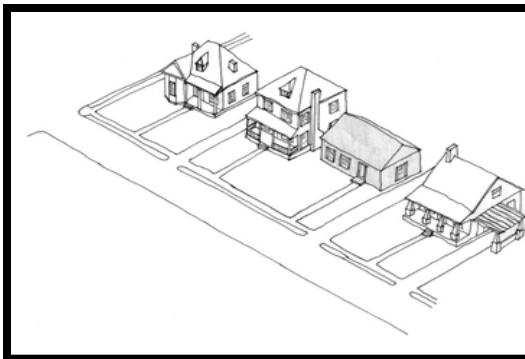


FIGURE 29: EXAMPLES OF INAPPROPRIATE MASSING, SIZE, PROPORTION AND SCALE.
construction. Incorporating existing architectural features with new design elements can add interest and enhance the compatibility of the new building in the district or other new infill buildings on a property.

4.2.6: The height of new buildings should relate to the heights, roof forms and cornice lines of adjacent structures and to those of other buildings on the streetscape. The height of new buildings should conform to the following unless historical development patterns are documented otherwise:

4.2.6.1: In streetscapes with uniform building heights, new buildings should match this height. For example, on a streetscape of all one-story residential structures, any new building should also be one story in height.

4.2.6.2: In streetscapes with varied building heights, the height of new buildings should align with the existing buildings on the streetscape, with particular attention paid to the predominant height of the adjacent structures and other structures on the streetscape.

4.2.6.3: The floor-to-floor heights of new buildings should closely align with the floor-to-floor heights of the adjacent or nearby historic structures.

4.2.6.4: The height of porches of new buildings should closely align with the porch heights of the historic buildings on the same streetscape, with particular attention paid to porch heights of adjacent structures.

4.2.7: The design of new construction should be compatible with historic styles within the district yet not imitate them so as to provide distinction between the historic buildings and new construction.

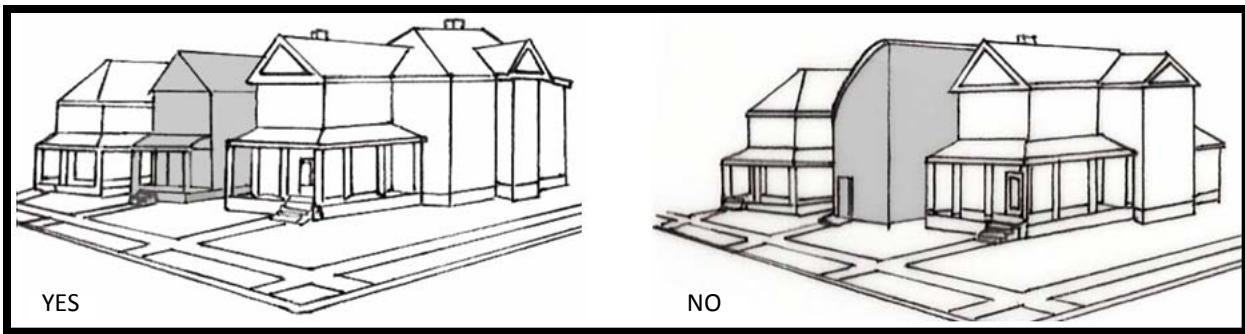


FIGURE 40: NEW CONSTRUCTION SHOULD BE CONSISTENT WITH THE PREDOMINANT SHAPES AND ROOF FORMS ON THE BLOCK WHERE THE NEW BUILDING IS LOCATED.

4.2.8: In new construction, the use of materials similar to those of the adjacent historic structures is encouraged. Actual replication of these materials is discouraged. This approach ensures the design compatibility of the historic structures while clearly differentiating between old and new.

4.2.9: Similar shapes that are repeated in many buildings within a streetscape are encouraged to be incorporated in the design of a new residential building. Replication of historic detailing is discouraged; however, the repetition of similar shapes and elements can help provide continuity and enhance compatibility between new and old structures.

4.2.10: Spacing and size of window and door openings must be similar to their historic counterparts within the streetscape or district, or be typical of structures of the same type, age and location. The proportion of window to wall space should also be similar to their historic counterparts without duplicating them.

4.2.11: Ramps or other accessibility-related installations should be located on the back or side elevation of the new construction and in as unobtrusive a location as possible. If locating a ramp on the primary façade is required, it should be installed in a way that is as unobtrusive as possible and blends with the adjacent historic properties.

4.2.12: Only when a previously demolished historic building can be accurately replicated may a reproduction be considered at that site.

4.2.13: Façades of new construction facing an alley may be simplified and secondary in design to that of primary façades. The same materials should be used for alley facing building elevations as those of the primary façade, unless this varies from the typical historic condition within the district.

4.3 BUILDING ADDITIONS

POLICY: Additions should complement and not detract from the overall historic character of the district.

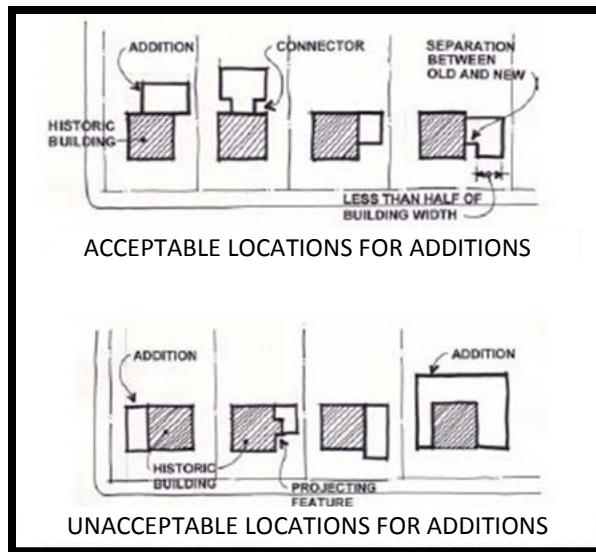
DESIGN JUSTIFICATION: The way in which a historic building and an addition to it relate is important in protecting the integrity of the historic property and district. An addition directly affects the integrity of the building as a whole. Building additions should not detract from the historic character of the historic building or district.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

4.3.1: Additions must be compatible in design, proportion, size, texture, color, and detail to adjacent buildings and streetscapes, and should be appropriate to the architectural style of the existing building. The incorporation of existing architectural features with new design elements can contribute added interest and compatibility.

4.3.2: New additions must be planned so that they are constructed to the back of the property or on a non-character-defining elevation preferably not visible from the public right-of-way. Character-defining features of buildings should not be radically changed, obscured, damaged or destroyed by an addition. The existing historic building fabric should not be damaged by the installation of a new addition.

FIGURE 41: EXAMPLES OF ACCEPTABLE AND UNACCEPTABLE ADDITION LOCATIONS.



4.3.3: It is not appropriate to alter the overall character of historic districts by substantially reducing the ratio of open space to built space on any site through new construction, additions or introduction of surface paving or other hardscape feature.

4.3.4: New additions shall not exceed 50 percent of the square footage of the footprint of the existing historic structure (enclosed space only), or 750 square feet, whichever is larger, and shall be no taller, no wider, and no deeper than the existing historic structure.

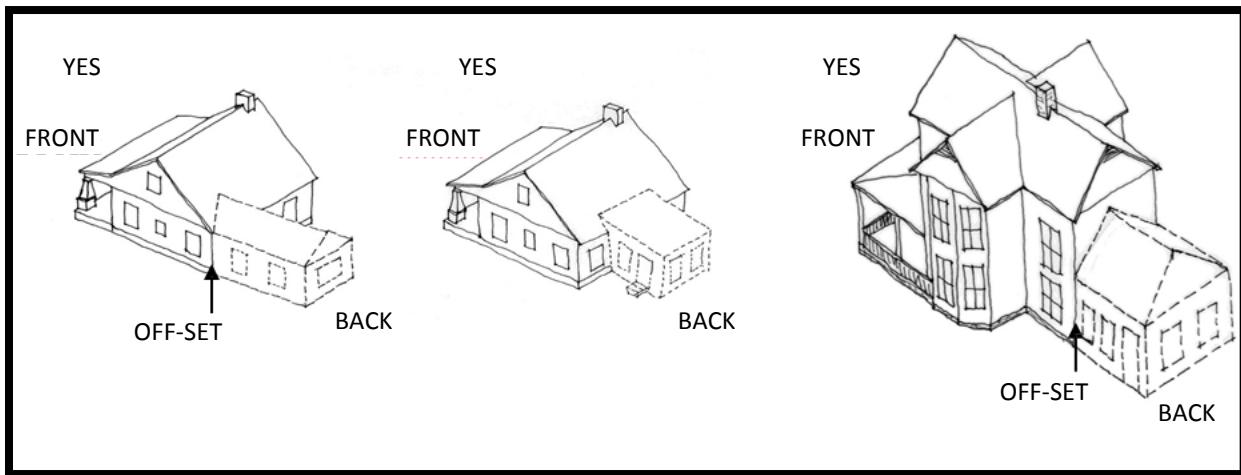


FIGURE 42: ADDITIONS SHOULD BE LOCATED ON THE BACK ELEVATION AND SHOULD COMPLEMENT THE ORIGINAL BUILDING IN BOTH SIZE AND SCALE.

4.3.5: Additions to historic or non-historic buildings should relate to and complement the style of the main building, and may relate to the general style of the streetscape.

4.3.6: An addition to a historic building must be designed to be visibly distinguishable from the original historic building.

4.3.7: Additions to historic buildings should be designed so that connections between new construction and historic structures are clearly discernible. A clear definition of the transition between the new addition and the historic structure should be established and maintained.

4.3.8: An addition may be differentiated from the historic building by connecting the two with a modest connector, designed to be as transparent and unobtrusive as possible.

4.3.9: Historic details in the coping, eaves and parapet of the historic building may be continued at the point where the historic structure connects to the addition.

4.3.10: Additions should be clearly secondary to and distinct from the original building. This can be accomplished by providing a clear visual break between the historic building and the addition, by setting the façade of the addition back from that of the historic building, or by constructing a recessed area at the point at which the addition and the historic building join together.

4.3.11: Use of different but compatible materials or different (simplified) detailing is also appropriate to differentiate a new addition from the historic building.

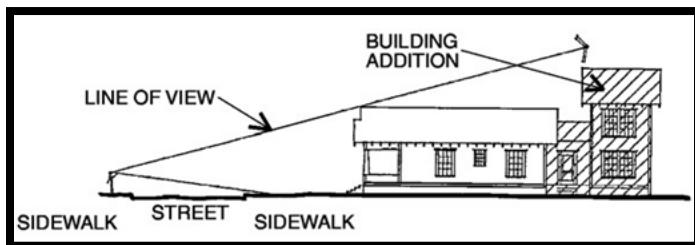


FIGURE 43: VERTICAL ADDITIONS WILL NOT BE VISIBLE TO A PERSON STANDING ACROSS THE STREET FROM THE BUILDING.

4.3.12: The design of a new addition must consider and respect the massing, roof shape, bay spacing, cornice lines and materials of the building to which it is being added.

4.3.13: An addition may be horizontal (added to a side or back elevation) or vertical (a second story added to an existing one-story). However, vertical additions are not permitted at corner lots. While vertical additions are not prohibited at internal lots, it is rare that the other requirements and recommendations of this section can be met.

4.3.14: Vertical additions to buildings must be located so that they are not visible to a person standing at ground level on the opposite side of an adjacent right-of-way. A vertical addition is not permitted at a corner lot because such an addition would be visible from the side street.

4.3.15: Façades of additions facing an alley or rear property line may be simplified and secondary in design to that of façades that are more visible from adjacent properties or the streetscape public right-of-way. The same materials should be used for alley-facing façades as that of the other façades unless this varies from the typical historic condition within the district.

4.3.16: Ramps or other accessibility-related installations should be unobtrusive and located on the back or side elevations. If a ramp is required to be on the primary or highly visible façade of a building or addition, it should be designed to be as unobtrusive as possible.

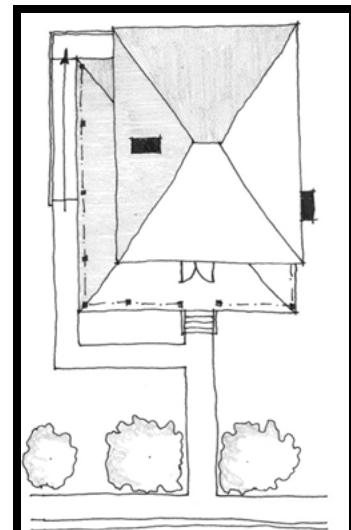


FIGURE 44: ACCESS RAMPS SHOULD BE LOCATED ON REAR OR SIDE ELEVATIONS.

4.6 GARAGES

POLICY: The retention of existing, historic garages is encouraged. A historic garage should be refurbished and modified instead of demolished or replaced to accommodate contemporary lifestyle requirements. New garages are permitted where a house does not have a garage or where a new garage is necessary. As with other accessory buildings, garages should have their own form and should generally appear as secondary structures and not visually overwhelm or compete with the other historic buildings of the property or district.

DESIGN JUSTIFICATION: The way in which a new garage relates to other historic buildings of a property is important in historic districts. A new garage directly affects the integrity of the property as a whole. For this reason, a new garage should not detract from the historic character of the property.

REVIEW NOT REQUIRED:

4.4.1: Garage doors should typically be painted to match the color of the garage. For garages that are "high style" it may be appropriate to use the color of the garage doors as a complementary or accent color to the building color scheme.

4.4.2: Electronic garage door openers may be installed and used.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

4.4.3: Construction of a new or replacement garage should follow the historic setback for a garage on the property or setback patterns of other garages in the streetscape or historic district.

4.4.4: Historic garages in Oklahoma City's historic districts are predominantly detached, and attached garages are not appropriate unless documentation demonstrates their previous historic existence at the property.

4.4.5: Construction of a replacement garage shall approximate the original configuration, form, massing, style, placement and detail of the former garage as described by photographic or other documentation.

4.4.6: Construction of a replacement garage may reasonably expand beyond the footprint of a historic one- or two-car garage, up to a total footprint of 450 square feet or 5 percent of the lot, whichever is greater, in order to accommodate a standard size parking space for up to two vehicles. Additional factors including the level of visibility of a new garage and the size and massing of surrounding structures may be considered.

4.4.7: Design a new garage to be secondary to that of a property's main historic building.

4.4.8: When no photographic or other documentation of a previous garage is available, a new garage should be compatible in size, scale, proportion, spacing, texture, setbacks, height, materials, color and detail to the primary building and should relate to similar garages within the historic district, as appropriate.

4.4.9: Materials used for a new garage should reflect the property's historical development and the use and function of the garage. Materials used for the exterior façades of a garage were often different (and less costly) than those used for the primary building.

4.4.10: A garage may be of modest or high-style design to complement a property's historical development. Often, a new garage should be modest with a simple rectangular plan and form and a low-pitched, gabled or hipped roof. Doors and windows may have little or no ornamentation.

4.4.11: When no photographic or other documentation is available, a new one-story garage should be similar in height to other similar, historic one-story garages in the streetscape and historic district. A new two-story garage should be similar in height to the historic two-story garages of adjacent properties, in the streetscape and of the historic district.

4.4.12: When no photographic or other documentation of a previous historic garage is available, a replacement garage may be two stories tall when the original or historic garage was two stories, or if located in a block where two-story or one and a half story garages are dominant or occur on abutting property. New garages in blocks that contain only one-story garages shall be one-story.

4.4.13: In locations where two-story garages are not allowed, a garage may be one and a half stories as defined in the Municipal Code so long as its design and height approximate the massing of a previous historic garage at the property, or adjacent one-story garages if no documentation of a previous historic garage is available.

GARAGE DOORS, OPENINGS AND DOORS

4.4.14: Spacing and size of window and door openings in a new garage should be consistent with the historical development of the property and similar to their historic counterparts within the streetscape or historic district, as should the proportion of window to wall space.

4.4.15: New garage pedestrian doors may be solid wood with wood frames or alternate door and door frame materials such as composite wood or aluminum clad wood for locations that are not visible from the public right-of-way. Otherwise pedestrian doors and frames shall be solid wood.

4.4.16: New garage vehicle doors may be solid wood, wood veneer with a concealed metal frame, or composite materials including fiberglass or wood fiber (85 percent minimum wood fiber content). Doors should first match the historic design. When the historic design is unknown then the doors should match the design of other historic garage doors used in the respective district. A paneled design may be appropriate.

4.4.17: At double garages, two single garage vehicle doors should be used instead of one larger, double door. This will maintain the scale and rhythm of older structures, making a two-car garage seem smaller and more compatible with the primary building and the district.

4.4.18: If a historic garage is to be demolished to allow the construction of a new garage, it is encouraged that the historic doors be salvaged and re-used at the new garage, or if this is not possible, that the historic garage doors be replicated in the new garage design.

4.4.19: Doors at new high style garages should complement the garage in design and materials. The use of paneled wood garage doors or custom garage doors is encouraged at these locations.

4.5 ACCESSORY BUILDINGS

POLICY: Accessory buildings could have been very modest, simple rectangular buildings, such as garages or outbuildings with one large opening for an overhead or sliding garage door, or more ornate, such as a children's playhouse, workshops or carriage houses with materials and details that matched the main building. Garages are addressed separately in the preceding section within this chapter.

The retention of existing, accessory buildings is encouraged. Refurbishment and modifications to historic accessory buildings is preferred to demolition and replacement. New accessory buildings are permitted where necessary, and they should have their own form. However, they should appear as secondary structures and not visually overwhelm or compete with the property's other historic buildings.

DESIGN JUSTIFICATION: The way in which new accessory buildings relate to other historic buildings of a property is important in historic districts. A new accessory building directly affects the integrity of the property as a whole. Therefore, a new accessory building should not detract from the historic character of the property.

REVIEW NOT REQUIRED:

4.5.1: Pre-fabricated storage units, such as garden sheds, less than six feet in height may be located in back yards.

4.5.2: Pre-fabricated units must have a minimum three foot setback from side or back property lines.

4.5.3: Acceptable exterior materials for pre-fabricated units include those listed in the "Exterior Materials at New Construction" section of this chapter.

4.5.4: Plastic pre-fabricated storage units may be used. Metal sided units will require review by the HP Board.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

4.5.5: The appearance and location of a new accessory building should be based on the appearance of the historic accessory building if such existed. Use historic photographs and other documentation, such as Sanborn Fire Insurance maps, for guidance as to size and location of a previous accessory building on the property.

4.5.6: If documentation of a historical accessory building at the site is not available, the size, design and location of a new accessory building should be in keeping with other accessory buildings in the block and historic district.

4.5.7: Accessory buildings should be located in the back yard.

4.5.8: Design of new accessory buildings shall be secondary to that of the main historic building and should be secondary to the design of the property's historic garage.

4.5.9: Accessory buildings more than six feet tall should be compatible in size, scale, proportion, spacing, texture, setbacks, height, materials, color and detail to the main residential building. Additionally, new accessory buildings may relate to similar accessory buildings within the historic district.

4.5.10: Materials used at accessory buildings should reflect the use and function of the accessory building, and not necessarily that of the primary building. Materials used at exterior façades of accessory buildings were often different (simpler and less costly) than material used for the main building.

4.5.11: New accessory buildings shall follow the historic side and back yard setback patterns of other accessory buildings on the property, in the block or in the historic district.

4.5.12: Spacing and size of window and door openings should be similar to their historic counterparts within the block or historic district, as should the proportion of window to wall space.

4.5.13: Ramps or other accessibility-related construction should be installed in a way that does not damage the historic fabric of other historic buildings and should be designed and located to be as unobtrusive as possible.

4.5.14: If mechanical equipment, skylights or solar panels are placed on the roof of an accessory building, they should be set back or screened so that they are not visible to a person standing at ground level on the opposite side of an adjacent street or public right-of-way.

4.6 EXTERIOR MATERIALS FOR NEW CONSTRUCTION

POLICY: Materials used in the construction of new buildings, additions, garages and other accessory buildings should be compatible in appearance and design with common building materials in the district, or typical of structures of the proposed style, type, age and location.

DESIGN JUSTIFICATION: The form, materials and details of exterior walls and embellishments, as well as their scale, texture and variety, contribute to the overall character of the historic district.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

4.6.1: Alterations to existing, non-historic buildings (see “Alterations to Building Fabric and Components of Historic Buildings,” 3.1.10) that meet the criteria in this section may be administratively approved.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

WALL MATERIALS

4.6.2: Materials for new construction should be consistent with those at other buildings within the property, block and historic district. Consideration should be given to the pattern of development of the specific property and lot.

4.6.3: Wood siding may be tongue and groove, shiplap, novelty or other compatible type. Board and batten may also be appropriate for use on accessory buildings; it is rarely used on primary buildings.

4.6.4: Brick is a common material in the historic districts and is appropriate for use on new construction.

4.6.5: Stone is an appropriate material that can be incorporated into new construction.

4.6.6: Cementitious siding (smooth finish) of an appropriate profile may be used at new construction of stand-alone primary buildings, garages and other accessory buildings. It may also be used for additions to historic structures.

4.6.7: Exterior insulation finish systems (also known as EIFS or Dryvit), metal and vinyl siding, concrete block, imitative brick or stone or gravel aggregate materials are not permitted as wall materials. However, ornamental, rock-faced, mold-formed or rusticated concrete block may be used for foundation walls if previously used for other buildings on the property or in the district.

4.6.8: Stone patterns, sizes and color of individual stones should be similar to those found at the property or in historic buildings in the historic district and typical of structures of the same style, type, age and location.

4.6.9: Masonry bonding patterns, sizes and color should be similar to those found at the property or used for historic buildings in the historic district and typical of structures of the same style, type, age and location.

WINDOWS

4.6.10: Windows in additions to existing buildings must match or complement the proportion, shape, pattern, size, details and profile of the windows in the historic building. If the historic or existing windows are wood, the windows of the addition may be wood, vinyl-clad wood or aluminum-clad wood. If the historic windows or existing are steel, the windows of the addition should be steel or other compatible metal. All windows in new additions should be of a profile similar to the windows in the historic building.

4.6.11: Windows in new stand-alone construction must be similar to their counterparts within the property, block or historic district. These windows may be wood, vinyl clad wood, metal clad wood, or metal with a profile similar to the windows of other buildings on the property. For new infill construction the profile must be similar to the windows used on other properties in the block or historic district.

4.6.12: New windows may have a simpler window pane pattern than their historic counterparts; for example, if the historic windows are 6/1 (read “six over one”), then 1/1 windows of the same overall size may be used.

4.6.13: Windows constructed entirely of aluminum or vinyl are not permitted, and aluminum surfaces cannot have a clear, mill or anodized finish unless supported by historic documentation for a specific property or structure.

4.6.14: Clear glass must be used in all windows. Reflective, tinted, patterned or sandblasted glass in windows is generally not appropriate. Patterned, leaded or colored glass can be used in transoms and sidelights when

established by the architectural style of the building or when supported by historical documentation for a specific property or structure.

4.6.15: Thermal pane (also known as insulated glass) windows are acceptable for additions or new construction. When muntins are proposed for a divided light appearance they should be “true divided lights” meaning that the thin wood framing (called muntins) completely frames and separates each piece of glass from the others.

4.6.16: Simulated muntins sandwiched between layers of glass in thermal windows, snap-on muntins, and surface-applied muntins may not be used except when internal muntins are used in conjunction with permanently fixed surface-applied muntins on the interior and the exterior of the glass.

4.6.17: Security bars may be used only on the interior side of windows and not sandwiched in between the layers of insulated glass.

4.6.18: Storm windows and window screens are permitted and should meet the recommendations and requirements of the applicable sections in the “Alterations to the Building Fabric and Components of Historic Buildings” chapter.

DOORS

4.6.19: Recommendations and requirements for garage type doors are described in the “Garage” section of this chapter.

4.6.20: Recommendations and requirements for primary entrance doors, screen doors and storm doors, and doors that are visible from the public right-of-way are the same as described for the “Alterations to the Building Fabric and Components of Historic Buildings” chapter.

4.6.21: Swinging (French) or sliding patio doors used for new construction in the back of a new infill primary building, or new garages, accessory buildings, or new additions in the back yard and used in conjunction with sidelights may use the recommendations and requirements associated with the previous subsection of this section, “Windows,” provided that the patio doors and sidelights will match.

4.6.22: Pedestrian doors that are not visible from the public right-of-way may be made of alternate materials including aluminum clad wood, composite wood and fiberglass.

ROOF AND ROOFING MATERIALS

4.6.23: Wood shingles, composition shingles, slate tiles, terra cotta or clay tiles are permitted for use on roofs. Recommendations and requirements for these materials are found in the “Alterations to the Building Fabric and Components of Historic Buildings” chapter.

4.6.24: Metal roofs are permitted only as supported by historical documentation of such material for the property.

4.6.25: Synthetic slate and clay tiles may be able to be used if the appearance matches authentic slate and clay tiles in all aspects. These materials may be considered on a case by case basis.

4.6.26: Composition roofs should be of higher quality and are often referred to as Architectural Grade or Dimensional Grade. These shingles are usually rated as 30-, 40-, or 50-year shingles and have a thicker profile.

4.6.27: Built-up roofs, single-ply membranes should not be used on sloped roofs.

4.6.28: Multi-colored asphalt shingles and synthetic wood shingles should not be used on sloped roofs.

4.6.29: Historic eaves, copings, cornices, dormers and roof trim should be retained and preserved.

4.7 ENERGY EFFICIENT FEATURES IN NEW CONSTRUCTION

POLICY: The installation of new features to improve energy efficiency is appropriate as long as they do not detract from the historical appearance of the property or district.

DESIGN JUSTIFICATION: Contemporary or new energy and energy saving features should be placed out of public view and not detract from the historic character of a building or district.

REVIEW NOT REQUIRED:

4.7.1: For geothermal equipment visible above grade, reference the same recommendations and requirements for mechanical equipment in the “Site and Landscape Considerations” chapter.

ACTIONS THAT REQUIRE REVIEW AND MAY BE ADMINISTRATIVELY APPROVED:

4.7.2: Solar panels and solar shingles must be installed on back facing roof slopes and lay flat on the roof slope. They must not be visible from the public right-of-way or from streets including side streets for corner or interior lots.

4.7.3: Southern exposures receive sunlight during the entire day, making them the ideal location for solar panels or shingles. However, solar panels and shingles are not permitted for the front (south) roof slope of south-facing buildings. Solar panels and solar shingles are better suited for north-facing buildings whose south-facing roof slope is only visible from the back yard.

4.7.4: Solar panels for south-facing buildings are encouraged as free-standing solar panels installed in a back yard and out of public view.

4.7.5: Solar panels may be installed in back yards, as long as the height of the panel and the mounting system combined is less than six feet tall and they are not visible from the public right-of-way and adjacent properties.

ACTIONS THAT REQUIRE REVIEW BY THE HP BOARD:

4.7.6: Wind turbines require open space to harness energy from moving air which usually means that equipment needs to be installed at a height taller than any other structures or trees. This energy generation method will likely not prove practical in urban historic districts and is not permitted.

4.7.7: The Board may reconsider permitting wind turbines if sufficient advances are made in the technology to ensure compatibility with historic buildings and districts, for example, by meeting the requirements for landscape elements in back yards (not visible from the public right-of-way or neighboring properties and less than six feet tall).

APPENDIX A: DEFINITIONS

The following terms are used throughout these Standards and Guidelines. Some of these terms are also found in the Oklahoma Administrative Code, Title 120:10-1-3.

ABUTTING means having a common border with, or being separated from such common border by an alley or easement. This term implies closer proximity than the term "Adjacent."

ACCESSORY BUILDING means a subordinate building or a portion of the main building, the use of which is located on the same lot and is incidental to the dominant use of the main building or premises.

ADDITION or EXPANSION means an increase in floor area of a building, or a modification to the roof line of a building, such as the construction of a dormer, that increases the amount of floor space devoted to human use or occupancy.

ALLEY means a public right-of-way that normally affords a secondary means of access to abutting property.

ALTERATION means any change in size, shape, character, occupancy or use of a building or structure.

Major alteration means an alteration, which affects the historic, cultural, or architectural integrity, interpretability, or character of a building, structure, site or district. Generally includes the type of work that is normally done with the aid of a professional drafter or professional-quality plans.

Minor alteration means an alteration, which does not significantly affect the historic, cultural, or architectural integrity, interpretability, or character of a building, structure, site or district. Generally includes the type of work that is normally done without the aid of a professional drafter or professional-quality plans.

APPROPRIATE means typical of the historic architectural style, compatible with the character of the historic district and consistent with these preservation criteria.

ARCHITECTURAL SHINGLES means composition asphalt roof shingles that are heavier weight and are irregularly sized that resemble the random textured look of wood shingles.

ARCHITECTURAL STYLE means a category of architecture of similar buildings distinguished by similar characteristics of construction, design, materials, etc. Typical styles in the Capitol-Medical Zoning District include Tudor Revival, Prairie, Italian Renaissance and Colonial Revival.

AWNING means a fixed shelter of any material, and of any length, not supported by a column or posts from the ground and attached to a building.

BALCONY means a platform that projects from the exterior wall of a building above the ground floor, which is exposed to the open air, has direct access to the interior of the building, and is not supported by posts or columns extending to the ground.

BOARD AND BATTEN means a type of wall cladding where applied boards are closely spaced, usually placed vertically, the joints of which are covered by narrow wood strips.

BRIDGE means a structure that spans over a depression or waterway; typically carries a transportation way such as a footpath, road or railway.

BUILDING FAÇADE means the exterior elevation of a building, extending from grade to the top of the eaves, wall, or parapet, extending the entire length of the building and fronting on public or private streets.

CANOPY means any structure other than an awning, made of cloth, metal, or other materials with a frame either attached to, or projecting from, a building, and carried by a frame supported by the ground or sidewalk.

CERTIFICATE OF APPROPRIATENESS (CA) means the official document issued by the Historical Preservation and Landmark Board of Review approving any application for permission to construct, erect, demolish, relocate, reconstruct, restore or alter any structure designated by the authority of this chapter.

CHARACTER means attributes, qualities and features that make up and distinguish a particular place or development and give such a place a sense of definition, purpose and uniqueness.

CHARACTER-DEFINING means those architectural materials and features of a building that define the historic nature or character of the building. Such elements may include the form of the building, exterior cladding, roof materials, door and window design, exterior features such as canopies and porches, exterior and interior trim, etc.

COLUMN means a slender, vertical element that supports part of a building or structure.

COMMISSION means the Capitol-Medical Center Improvement and Zoning Commission of the State of Oklahoma.

COMPATIBILITY means the characteristics of different uses or activities that permit them to be located near each other in harmony and without conflict.

CONSTRUCTION means the act or business of building a structure or part of a structure.

CONTRIBUTING STRUCTURE means a structure that retains its essential architectural integrity of design and whose architectural style is typical of or integral to a historic district.

CORNER SIDE FAÇADE means a façade facing a side street.

CORNER SIDE FENCE means a fence adjacent to a side street.

CORNER SIDE YARD means a side yard abutting a street.

CORNICE means a horizontal projecting band that caps a building parapet or roof.

CONTRIBUTING BUILDING/STRUCTURE/SITE means a building or site which reinforces the visual integrity or interpretability of a historic district. A contributing building is not necessarily "historic" (50 years old or older). A contributing building may lack individual distinction but may add to the historic district's status as a significant and distinguishable socio-cultural entity.

COPING means a protective cap, top or cover of a wall or parapet, often of stone, terra cotta, concrete, metal or wood. This may be flat, but commonly is sloping to shed water.

DEMOLITION means an act or process that destroys or razes a structure or its appurtenances in part or in whole, or permanently impairs its structural integrity, including its ruin by neglect of necessary maintenance and repairs.

DEMOLITION BY NEGLECT means the act or process of neglecting the maintenance and repairs of a building, thus allowing the building to deteriorate to the point where demolition may be necessary.

DIRECTOR means the Planning Director of the State of Oklahoma Office of Management and Enterprise Services, Capital Assets Management, who serves as the Administrative Officer for the Capitol-Medical Center Improvement and Zoning Commission.

DISPLAY WINDOW means a large area of glass within a storefront opening.

DISTRICT: See "Zoning District."

EAVE means the projecting lower edges of a roof, overhanging the wall of a building.

ENTRANCE AREA means the point of entry into a building or storefront to provide weather protection and protection from the outward swing of a door. Made up of the following components: door, transom window (above the door), sidelights or display windows and floor area.

ENTRY means a door, gate or passage used to enter a building.

ERECT means to construct or build.

FASCIA means a wide, flat horizontal band or molding on a wall surface with little projection.

FENCE means an artificially constructed barrier of any material, or combination of materials, erected to enclose, screen or separate areas.

FENESTRATION means the proportion and size of window and door openings and the rhythm, order and arrangement on a building façade.

FLASHING means sheet metal or other flexible material formed to prevent water from entering a building or structure at joints or intersections, such as where a roof intersects a wall or chimney.

HARDSCAPE means portions of the exterior environment of a site, district, or region that is constructed with masonry or other impermeable materials, including sidewalks, driveways or patios.

HEIGHT means the vertical distance from the average grade level to the average level of the roof.

HIGH STYLE means the more ornately detailed version of a particular architectural style; used in contrast to simpler examples, both from different periods or the same period; the opposite of vernacular.

HISTORIC means important in history. Distinguished from “historical,” which conveys the sense of things or events related to the past, while “historic” conveys a sense of importance.

HISTORIC BUILDING means a building important because of its association with a historic event or with the history of a locality. In these Preservation Guidelines and Standards, particular reference is to a landmark of the Capitol-Medical Center Zoning District.

HISTORIC DISTRICT means a definable geographic area that contains a number of related historic structures, features or objects united by past events or aesthetically by plan or physical development, and that have been declared an HP (Historic Preservation) or HL (Historic Landmark) by the Capitol-Medical Center Improvement and Zoning Commission. These historic districts may or may not have been designated on a state level or included in the National Register of Historic Places.

HISTORIC FABRIC means those elements and features of a historic building that are original and contribute to the integrity of the historic building.

HISTORIC PRESERVATION BOARD or HP BOARD means the Historical Preservation and Landmark Board of Review of the Capitol-Medical Center Improvement and Zoning Commission.

INFILL CONSTRUCTION means new construction, or the move of existing structures, on vacant lots or replacement of blighted or thoroughly deteriorated structures within existing neighborhoods or developments.

IN-KIND means to replace existing materials or features with materials of identical appearance and/or composition.

INTEGRITY means a measure of the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period in comparison with its unaltered state.

INTERIOR SIDE FAÇADE means a façade not facing a street or alley.

INTERIOR SIDE FENCE means a fence not adjacent to a street or alley.

INTERIOR SIDE YARD means a side yard not abutting a street or alley.

KICKPLATE means a metal plate (usually brass) attached to the bottom of a door to protect the door from damage.

LANDMARK means an individual structure, building, site or monument which contributes to the historical, architectural or archeological heritage of the zoning district.

LANDSCAPE means the whole of the exterior environment of a site, district, or region, including landforms, trees, plants, rivers and lakes and the built environment.

LANDSCAPE ELEMENTS means those elements that contribute to the landscape such as exterior furniture, decks, patios, outdoor lighting and other elements that may be located in conjunction with a landscape.

LINTEL means a horizontal structural element (wood framing or a steel beam), which spans a door, window or cased opening and supports the wall above the opening.

LOT means a parcel of land having fixed boundaries and designated on a plat, or by a metes and bounds description, and of sufficient size to meet minimum use regulations and development standards.

MAIN BUILDING means the primary historic building in an individual historic site.

MAINTENANCE means conformance of a building, and its facilities, to the code under which the building was constructed or to another applicable maintenance code.

MODIFY or MODIFICATION means to make changes to an existing structure.

MORTAR means the materials used to fill the joints of masonry.

MORTAR JOINT means masonry joint between masonry units, such as brick or stone, filled with mortar to transfer the load, provide a bond between the units and keep out the weather.

MORTAR MIX means the chemical composition (and proportions of these ingredients) of the mortar used in masonry.

MOVING means the relocation of a structure on its site or to another site.

NATURAL FEATURES means features or elements of the exterior environment that are substantially unaltered by human activity such as landforms, trees, plants, rivers and lakes.

NEW CONSTRUCTION means the act of adding to an existing structure or erecting a new principal or accessory structure or appurtenances to a structure, including but not limited to buildings, extensions, outbuildings, fire escapes and retaining walls.

NON-CONTRIBUTING (BUILDING/STRUCTURE/SITE) means a building, structure or site that does not add to the historic significance of a property or district, and which detracts from the visual integrity or interpretability of a historic district.

ORDINARY MAINTENANCE AND REPAIR means any work meant to remedy damage or deterioration of site elements or a structure or its appurtenances that involves no change in materials, dimensions, design, configuration, texture, surface coating or visual appearance.

ORIGINAL: Features, components, materials or other elements of a structure that were part of its initial construction; or, structures that were part of the initial development of a site (such as accessory structures built at the same time as the related primary structure). Features or structures that are not original to a structure or site may have gained historic significance in their own right, and may still be considered "historic."

ORNAMENTATION means any decorative objects or series of objects, which are added to the basic structure to enhance its visual appearance.

PARAPET means the part of an exterior wall, which extends entirely above the roof.

PARKING LOT means any off-street, unenclosed, ground-level facility used for the purpose of temporary storage of vehicles, which cannot exceed seven days. Enclosed parking facilities, such as multi-story garages or parking facilities constructed within the confines of a larger building or structure, or parking facilities associated with single-family and two-family residential developments are not included within this definition.

PARKING STRUCTURE means a structure (building), which houses parked vehicles.

PERGOLA means an open grid, supported by rows of columns, for growing vines; most often a series of wood beams supporting narrow boards supported by wood columns; may be attached to a building or covering a garden or walkway.

PORCH means a covered and floored area of a building, especially a house that is open at the front and usually the sides.

PORTE COCHERE means a covered or uncovered platform that projects from the exterior wall of a building, has direct access to the street level of the building, and has no roof supporting walls on three sides, and which may be supported by posts.

PRESERVATION means the adaptive use, conservation, protection, reconstruction, restoration, rehabilitation or stabilization of sites, buildings, districts, structures or monuments significant to the heritage of the people of Oklahoma. The following definitions shall apply:

- A. *Adaptive use:* The restrained alteration of a historical or architectural resource to accommodate uses for which the resource was not originally constructed, but in such a way so as to maintain the general historical and architectural character.
- B. *Conservation:* In terms of historical preservation, the sustained use and appearance of a structure or area, maintained essentially in its existing state.
- C. *Protection:* In terms of historical preservation, the security of a resource as it exists through the establishment of the mechanisms of this chapter.
- D. *Reconstruction:* In terms of historical preservation, the act or process of duplicating the original structure, building form and materials by means of new construction based on documentation of the historic condition.
- E. *Rehabilitation:* See "Rehabilitation."

F. Restoration: The process of accurately recovering all, or part of the form and detail of a resource and its setting, as it appeared at a particular period of time, by means of the removal of later work and the replacement of missing earlier work.

G. Stabilization: The process of applying measures designated to halt deterioration and to establish the structural stability of an unsafe or deteriorated resource while maintaining the essential form as it presently exists without noticeably changing the exterior appearance of the resource.

PROPORTION means the dimensional relationship between one part of a structure or appurtenance and another. Façade proportions involve relationships such as height to width, the percent of the façade given to window and door openings, the size of these openings, and floor-to-ceiling heights. Often described as a ratio, proportions may be vertical (taller than wide), horizontal (wider than tall) or non-directional (equally tall and wide).

PROTECTED means an architectural or landscaping feature that must be retained and its historic appearance maintained, as near as practical, in all aspects.

RAFTER means any of the parallel beams that support a roof.

RAMP means a sloped surface that makes a transition between two different levels; typically used to provide access to a building or raised surface for those persons with disabilities.

REAL ESTATE SIGN means a sign that advertises the sale or lease of an interest in real property.

RECONSTRUCTION means the act or process of duplicating the original structure, building form and materials by means of new construction.

REHABILITATION means the act or process of making possible a compatible use for a property through repair, alterations and additions, while preserving those portions or features, which convey its historic, cultural or architectural values.

RENOVATION means the act or process of repairing and/or changing an existing building for new use, or to make it functional; this may involve replacement of minor parts.

REPAIR means fixing a deteriorated part of a building, structure or object, including mechanical or electrical systems or equipment, so that it is functional; may involve replacement of minor parts.

REPLACEMENT means to interchange a deteriorated element of a building, structure or object with a new one that matches the original element.

REPLICATE means to copy or reproduce a historic building or element.

REPOINTING means repairing existing masonry joints by removing defective mortar and installing new mortar.

RESTORATION means the act or process of accurately depicting the form, features and character of a project as it appeared at a particular period of time.

RHYTHM means a regular pattern of shapes including but not limited to windows, doors, projections, and heights within a building, structure, or monument, or a group of the same.

RIGHT OF WAY means the land used for a transportation corridor, such as a street, alley or railroad; typically owned and maintained by the government.

SCALE means the harmonious proportions of parts of a building, structure or monument to one another and to the human figure.

SCREENING means construction or vegetation which the essential function is to separate, protect, conceal or shield from view but not support.

SETBACK means the required distance between every structure and the lot line of the lot on which it is located. See "Yard," "Yard, Corner Side," "Yard, Front," "Yard, Rear," and "Yard, Side."

SHUTTER means a hinged panel that closes a window or door opening in addition to the standard door or window, may be solid, or with cutouts or ventilation slats.

SIGN means any structure or part thereof or any device, permanently or temporarily attached to, painted on, supported by, or represented on a building, fence, post, or other structure which is used or intended to be used to attract attention. "Sign" shall not include flag, pennant, or insignia of any nation, association of nations, State, City, or other political unit.

SIGNIFICANT CHARACTERISTICS of HISTORICAL or ARCHITECTURAL RESOURCES mean those characteristics that are important to or expressive of the historical, architectural or cultural quality and integrity of the resource and the setting and includes but is not limited to building material, detail, height, mass, proportion, rhythm, scale, setback, setting, shape, street accessories, and workmanship. The following definitions shall apply:

A. *Building Materials*: The physical characteristics that create the aesthetic and structural appearance of the resource, including but not limited to, a consideration of the texture and style of the components and their combinations, such as brick, stone, shingle, wood, concrete or stucco.

B. *Detail*: Architectural aspects that, due to particular treatment, draw attention to certain parts or features of a structure.

C. *Height*: The vertical distance from the average grade level to the average level of the roof.

D. *Proportion*: The dimensional relationship between one part of a structure or appurtenance and another.

E. *Rhythm*: See "Rhythm."

F. *Scale*: The harmonious proportion of parts of a building, structure or monument to one another and to the human figure.

G. *Setting*: The surrounding buildings, structures, monuments, or landscaping that provides visual aesthetics or auditory quality to historic or architectural resources.

H. *Shape*: The physical configuration of structures of building or monuments and their component parts, including but not limited to roofs, doors, windows, and façades.

I. *Street Accessories*: Those sidewalks or street fixtures that provide cleanliness, comfort, direction, or safety and are compatible in design to their surroundings and include but are not limited to garbage receptacles, benches, signs, lights, hydrants and landscaping, including but not limited to trees, shrubbery and planters.

SILL means the horizontal bottom member of a window frame or other frame.

SITE means the land on which a building or other feature is located.

SOFFIT means the exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice or roof overhang.

STAND ALONE means a building or structure that is separate from, and not attached to any existing or adjacent structure or building.

STOREFRONT means a ground level façade of a commercial building with display windows with minimal mullions or columns; this is often with a recessed entrance. Storefronts were typically provided at retail establishments.

STOREFRONT COLUMN means slender vertical elements within the storefront opening that help support the lintel.

STORY means the space between two floors of a structure, or between a floor and roof.

STREETFRONT means the environment encompassing a street or road within one block, and includes buildings, landscaping, street furniture and signage.

STRUCTURE means anything constructed or erected, the use of which requires permanent location on the ground or which is attached to something having a permanent location on the ground. This includes but not limited to main and accessory buildings, advertising signs, billboards, poster panels, fences, walls, driveways, sidewalks and parking areas.

SYNTHETIC MATERIALS means building materials that are manufactured with man-made or artificial components as opposed to materials derived from nature sources, such as plants, trees or earth.

TRANSOM means a glass panel above a horizontal frame bar (transom bar) atop a display window or door, used to allow greater light into an interior room or building interior.

TRELLIS means an open grating or latticework of either wood or metal placed vertically on a site and typically supported by wood columns, and often used as a screen and usually supporting climbing vines.

UPPER FAÇADE means the mostly solid part of the wall above the display window. May be a plain surface on a one-story building, or contain rows of windows defining the number and location of floors in a multi-story building, and may include decorative bands or patterns.

VERNACULAR means a building built without being designed by an architect or someone with similar formal training; often based on traditional or regional forms; not high style.

VISIBILITY FROM A PUBLIC WAY means able to be seen from any public right-of-way, or other place, whether privately or publicly owned, upon which the public is regularly allowed or invited to be.

WALL means a structure or hedgerow that provides a physical barrier, typically constructed of a solid material such as stone or rock.

YARD means an open space at grade, other than a court or plaza, between a structure and the adjacent lot lines, unoccupied and unobstructed by any portion of a structure from the ground upward, except where otherwise specifically provided in this chapter. In measuring a yard for the purpose of determining the depth of the front yard, rear yard or side yard, the minimum horizontal depth between the lot line and a building or structure shall be used.

YARD, CORNER SIDE means a side yard on a corner lot which abuts a street.

YARD, FRONT:

A. An open area facing and abutting a street and extending across the front of the lot between the side lot lines and having a minimum horizontal depth measured from the street equal to the depth of the minimum front yard specified for the district in which the lot is located. The required front yard line represents the line in front of which no building or structure may be erected, other than steps, unenclosed porches, canopies, marquees and carports as may be permitted in this chapter.

B. In commercial or industrial uses, the front yard shall always be adjacent to an expressway or arterial if the lot abuts such a facility.

YARD, REAR: An open area that extends across the rear of the lot between side lot lines and which has a minimum depth measured from the rear lot line as specified for the zoning district in which the lot is located. Steps, unenclosed porches and unenclosed balconies may extend into the rear yard as may be permitted in this chapter. On both corner lots and interior lots, the rear yard shall, in all cases, be at the opposite end of the lot from the front yard.

YARD, SIDE: An open area which extends between the required front yard and the required rear yard.

APPENDIX B: UNITED STATES SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

These Secretary of the Interior's Standards have been developed to guide work undertaken on historic structures; the intent is to assist with the long-term preservation of a property's significance through the preservation, restoration, rehabilitation or reconstruction of historic materials and features. These Standards apply to approaches, treatments and techniques that are consistent with the Preservation, Restoration, Rehabilitation and Reconstruction of historic properties, and examples are provided for recommended work. Examples that adversely affect the historic character of a historic property are listed as 'not recommended'. These Standards are reproduced here for use by property owners in determining the appropriate treatment for a historic property.

PRESERVATION is defined as the act or process of applying measures necessary to sustain the existing form, integrity and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make the properties functional is appropriate within a preservation project.

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

RESTORATION is defined as the act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

REHABILITATION is defined as the act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural or architectural values.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

RECONSTRUCTION is defined as the act or process of depicting, by means of new construction, the form, features and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure, or an object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

APPENDIX C: HISTORIC PRESERVATION AND SUSTAINABILITY

Many cities across the country have adopted design guidelines to promote the preservation of historic buildings and the retention of their original materials. In the sense that preservation discourages the replacement of original architectural features, design guidelines typically are inherently “green.” While design guidelines imply sustainability, making direct links between the two is now the approach of a number of community preservation efforts. Design guidelines embrace the tenets of re-use and maintenance, thus preserving historic buildings and protecting existing resources from depletion. Preservation’s traditional focus on the aesthetic and cultural significance of historic buildings is expanding to highlight the inherent energy-efficient values of such properties as well.

Sustainable Development

The word sustainability has become a common part of our modern language. One familiar definition that was popularized in 1987 by a publication of the United Nations Commission on Environment and Development is “Sustainable development meets the needs of the present without compromising the ability of future generations to meet their own needs.” The concept of this definition is that sustainable development requires consideration of the finite supply of resources.

Working with Nature: Site Orientation

Historic buildings are often as energy-efficient as new ones. Buildings constructed before World War II were designed, constructed and sited to achieve optimum ventilation, insulation and use of daylight. Over the past 60 years, as electricity, synthetic insulation, and central heating and air conditioning systems became standard installations in modern construction, architectural design no longer required attention to the natural environment. Quality and longevity of building materials also became less important, as these modern conveniences could control the interior climate of buildings and materials were readily available to build anew.

Embodied Energy

One of the most important aspects of preserving older buildings is the concept of the embodied energy that the building represents. An existing building represents a cumulative amount of energy, compounded over the course of its construction. From the extraction of raw natural materials, to their transportation, manufacture and distribution, to the physical act of construction of the building, energy is spent. This energy, in the inert form of a building, remains in place as long as the building stands. If demolished, the building’s embodied energy is lost, and additional energy has been spent to raze it. Loading and hauling the building debris to a landfill requires additional energy and loss of resources.

Construction of a new building on an empty lot or on a new parcel of undeveloped land, requires a new expense of energy, beginning with the mining of natural materials embodied in the earth. While many architects, designers and developers today tout the green practices and materials used in constructing contemporary buildings, this frame of mind overlooks the fiscal benefits and resource conservation of re-using existing buildings. Furthermore, it is estimated that a new, energy-efficient building will take 65 years to save back the embodied energy lost in demolishing an existing building.¹ Re-using an existing building embraces the philosophy of recycling, making it the greenest choice. Thus, embodied energy can be viewed as investment in a building. Retaining and preserving this investment is also the most fiscally responsible choice for a community.

¹ “It’s Easy Being Green: Sustainability in Bayfield from a Historic Preservation Perspective,” (Bayfield, WI: City of Bayfield, WI, 2002), 8.

Sprawl and Waste

Re-using older buildings not only sustains their embodied energy, it reduces waste and sprawl. Existing landfills eventually reach their capacity, and choosing locations for new ones is often controversial. It is estimated the building debris from demolition constitutes one-third of landfill material.² Over the last 30 years, landfills have been filling to capacity and have been “retired.” Of the 20,000 landfills in use in 1978, approximately 25 percent were still taking in refuse ten years later. Of those landfills, the EPA estimated that 1,234 were still open in 2008. The U.S. generated 143.5 million tons of building-related construction and demolition debris in 2008, but only 28 percent (40.2 million tons) was reused, recycled or sent to waste-to-energy facilities.³ Demolition can be costly. In 2010, razing a residential building cost between \$6 and \$15 per square foot. Beyond the costs of demolition, the cost of hauling and dumping building debris in a landfill is calculated by weight.

Limiting sprawl benefits a municipality by containing the need for expanding infrastructure, including streets, water and power lines, schools, and emergency and law enforcement services. Demolition of a historic structure is always discouraged, and these design guidelines require review of a proposed demolition by the Historical Preservation and Landmark Board of Review. In the past, preservation guidelines were mainly attuned to the collective historic integrity of a district, citing a demolition as detrimental to the overall character of the neighborhood. As municipalities focus on the principles that guide sustainability, design guidelines reinforce the premise that demolition also squanders embodied energy, produces waste and requires the use of new resources to build anew. Studies have shown that the infrastructure and services associated with building 100 average-priced homes is three times the revenue produced by the new properties over a 20-year period.⁴ Furthermore, the open space saved from such development will actually contribute more to local tax revenue as farm or forest than the cost of services if the land is developed.⁵

IMPROVING ENERGY EFFICIENCY IN OLDER HOMES

Historic buildings are often as energy-efficient as new ones. Data from the U.S. Energy Information Agency states that buildings constructed before 1920 are actually more energy-efficient than those built at any time until the past decade when home builders began a concerted effort of building more energy-efficient buildings. Yet, contrary to common thought, these newer buildings use more energy. When buildings are designed to take advantage of the natural benefits of their site, energy use can be reduced by 50 percent or more.⁶

In Oklahoma City, 49 percent of homes were constructed before 1970.⁷ The high quality of older buildings allows them to be readily adapted to the needs and requirements of 21st century occupants. Issues regarding the rehabilitation of older houses, include updating mechanical features such as electrical, plumbing and HVAC, weatherization to conserve energy and retrofitting houses to accommodate smaller families.

² “Construction and Debris (C & D) Waste Facts”, under Deconstruction of C & D Waste at <http://www.advancedrestoration.com>.

³ “Construction and Debris (C & D) Waste Facts”, under Deconstruction of C & D Waste at <http://www.advancedrestoration.com>.

⁴ “Better Buildings,” City of Charleston, South Carolina, 29.

⁵ SELC Report on Growth in Middle Tennessee, 14, at http://www.southernenvironment.org/Cases/Smart_growth_tn/growing_report.shtml.

⁶ “Better Buildings,” City of Charleston, South Carolina, 29.

⁷ Oklahoma City, Oklahoma QuickLinks, People QuickLinks, “Housing Characteristics, at website <http://quickfacts.census.gov/qfd/states/40/4055000lk.html>

Many houses in the Capitol-Medical Center Zoning District will reach the 100 years in age within the next two decades. During the past century, the coal-fired furnaces in these dwellings have generally been replaced with furnaces using natural gas. Original knob and tube electrical wiring has largely been replaced with modern wiring, and central air conditioning has been installed. Basements, crawl spaces and attics generally afford room for continued retrofitting of modern mechanical upgrades. With proper care, these buildings can last another century and more.

Inherent Energy Efficiency of Older Buildings

Building design features that inherently incorporate the advantages of the natural environment are derived from site orientation, construction and details of architectural components. Banks of windows on a south elevation, for example, optimize natural light on the interior and also passive solar heat during winter months. During summer months, these windows could be shaded with removable awnings to block heat. Additionally, shade trees can be added to the landscaping to create shade. Evergreen hedges can be added on north and western exposures to serve as wind blocks during winter. In construction, thick masonry walls of older buildings help retain interior heat in the winter and also help lengthen the time it takes for summer heat to penetrate the building. Architectural elements with form-to-function design include operable transoms and high ceilings, both allowing the escape of hot air. Several design guidelines specifically address the advantages of how historic buildings relate to their site and natural setting.



FIGURE 45: THIS HOME ILLUSTRATES SEVERAL FEATURES THAT ENHANCE ENERGY EFFICIENCY:

1. Light colored exterior reflects the sun's heat.
2. Operable windows allow for natural ventilation.
3. Porch provides shade.
4. Deciduous trees provide summer shade.
5. Light-colored concrete driveway reflects the sun's heat.

Retrofitting and Weatherization

Buildings of the early twentieth century often have inherent energy efficient design features. However, older buildings are often large with numerous windows and minimal insulation, posing particular challenges in the face of rising energy costs. Some building owners have resorted to covering the building's original exterior with synthetic sidings, replacing original windows, and enclosing porches. These actions result in the loss of a property's historic character. However, historic character need not be compromised for improved energy efficiency. Common upgrades to historic buildings include the addition of attic insulation, installation of storm windows, and more efficient heating and cooling systems. In particular, repairing and weather-stripping historic wood windows and adding storm windows often results in energy performance equal to or exceeding new vinyl or aluminum windows and at much less cost.

Every building will benefit from a systematic assessment of its energy-efficiency. Historic buildings can be adapted to benefit from new technology, such as

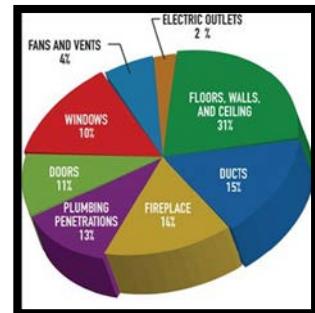


FIGURE 46: ENERGY LOSS OCCURS IN MANY AREAS OF THE HOME. RETRUN ON INVESTMENT MAY BE GREATER WHEN INVESTED OTHER PLACES, SUCH AS WALL INSULATION, RATHER THAN IN WINDOW REPLACEMENT.

geothermal systems, without compromising the specific historic character of the building. Several of the methods for improving energy efficiency of a historic or older building can be performed without the need for review by the HP Board because those methods will not have any visible effect on the exterior of the building or property. However, requests for replacement or removal of exterior historic architectural components will likely require review.

Reflectivity

Another exterior consideration is the reflective heat of non-permeable surfaces, such as driveways, sidewalks and building roofs. The reflective capability of these surfaces is measured using the Solar Reflectance Index (SRI). SRI values range from 100 for white surfaces to zero for black surfaces. Thus, a higher SRI value equates with a cooler surface, because it has a greater capacity to reflect heat. Emittance, the measure of a surface's ability to release heat, is a second value to consider, ranging from zero to one.

For example, a high-gloss aluminum surface has an emittance value of less than 0.1, while a black non-metallic surface, 0.9. Some materials are better at reflecting and releasing heat than others, with practical application in the built environment. Reflecting heat from the environment surrounding a building increases its interior energy efficiency. There is little difference in emittance values of asphalt versus concrete; however, their SRI values can vary notably.

Many property owners are becoming increasingly concerned with energy consumption and costs. When seeking ways to increase energy efficiency, owners of historic buildings must be additionally attentive to the preservation and maintenance of the historic building's materials and character-defining elements such as windows and doors. To get started, an owner of a historic building can hire a professional energy auditor, who will spend a few hours assessing energy use of the building. Some companies may offer an energy audit for free, with an estimate for performing repairs and services.

Owners of historic buildings should aim to achieve energy savings that do not negatively impact building character. Retaining original windows and adding storm windows can often offer the same thermal efficiency as replacement vinyl windows, and be more cost effective. Additionally, building owners should be aware of heat loss through their attics. A certified energy auditor will address attic insulation and ventilation, radiant barrier, HVAC and air duct leakage, and the overall air-tightness of the building. The auditor will likely perform a Blower Door test, which measures the difference between pressure within and outside of a building to detect leakage through unsealed cracks and openings.

Windows

The first area addressed for older windows should be air leakage (also known as infiltration), which can be inexpensively fixed with weatherization, such as caulking around window and door frames to seal any leaks and then installing storm windows. Historic windows are often perceived as the first culprits of inefficiency. In many instances, homeowners are too quick to prefer replacement with new windows over weatherization options. In fact, rebuilding historic wood windows and adding storm windows is likely less expensive and makes them as efficient or better than new vinyl windows. A comprehensive window study in Vermont in 1996 found that a weatherized wood window with an added storm window was as energy efficient as most new vinyl thermo-pane windows.

The concept of embodied energy applies to windows and other such building components. The old growth lumber used in historic wood windows can last indefinitely due to a tighter cellular structure achieved by slow growth, unlike new wood or vinyl windows. Furthermore, vinyl windows cannot be recycled and are detrimental to the environment when discarded. Retaining and weatherizing historic windows also eliminates potential waste. Thus,

retaining and weatherizing historic windows both increases their energy efficiency and allows a building to retain an important architectural component that helps convey its character and style.

In the 1950s and 1960s, aluminum windows were commonly installed with single glazing on large curtain walls resulting in poor energy efficiency. Metal windows are sometimes replaced due to energy conservation concerns. The energy performance of metal windows can be enhanced by applying weather stripping and security fittings. Spring-metal, vinyl strips, compressible foam tapes and sealant beads are other weather stripping options for such windows. Another option for improving the energy efficiency of metal windows is the installation of storm windows.

Window awnings are an affordable solution to reduce heat build-up within a building during hot outdoor temperatures. Awnings were historically used, so their appearance in historic districts today is appropriate. Window awnings can reduce solar heat gain within a building by 65 percent on south-facing windows and 77 percent on west-facing windows.⁸

Replacement Windows

The retention and repair of original wood or metal casement windows is encouraged whenever possible. Wood windows, which are repaired and properly maintained, will have greatly extended service lives while contributing to the historic character of the house. It is not unusual for historic wood windows to remain serviceable for 100-150+ years when maintained properly.

Replacement of existing windows due to extreme deterioration must be reviewed carefully. Many times, original yet damaged wood windows are replaced with windows of lesser quality (such as aluminum or vinyl), which have a much shorter life span than the original windows, and in turn, will require replacement in relatively short intervals. In most cases it is less expensive to repair and replace components of the original window fabric than to replace the windows in their entirety. Furthermore, vinyl windows are petroleum-based, meaning they are made from an unrenewable resource.

All windows expand and contract with temperature changes. However, vinyl expands more than twice as much as wood and seven times more than glass. This often results in failed seals between the frame and glass and a significant performance reduction. Vinyl windows have a high failure rate – more than one-third of all windows being replaced today are less than 10 years old. Any energy savings from replacing wood windows with vinyl seldom justifies the costs of installation. For most houses, it would take decades to recover the initial cost of installation and with a life expectancy of 25 years or less, installing new vinyl windows does not make good economic sense. Most vinyl windows do not have the appearance of historic wood windows; the texture and thin frame sizes of the vinyl windows are inappropriate for historic buildings.

A more acceptable alternative to vinyl or vinyl clad windows, if the original windows are beyond repair, are aluminum-clad wood windows with baked enamel finishes. This kind of window offers an insulation factor and protects wood from weathering. Aluminum window manufacturers are addressing sustainability issues with recycled content reportedly reaching up to 70 percent, of which 40-50 percent is post-consumer material. At the end of the serviceable life of the replacement aluminum-clad windows, 100 percent of the aluminum cladding can be separated out and melted and used again for new products. Aluminum production from scrap uses up to 95 percent less energy than new aluminum production. Most of the mined aluminum bauxite, which is used in manufacturing aluminum products, comes from the earth's non-forested regions. However, aluminum is not a

⁸ <http://www.fleetwoodusa.com/Documents/Green-Conscious.php>

renewable resource. Aluminum framed windows have consistently proven to have inferior insulating properties to wood and, in some cases, vinyl windows.

Windows are important character-defining features of buildings. In order to retain the highest degree of historic character for historic buildings when window replacement is necessary due to deterioration beyond repair, such windows should be replaced with in-kind windows. If original wood windows are deteriorated beyond repair and require replacement, new wood windows that match the original in design, proportion, shape, location, pattern, size, materials, details and profile is the best choice. Similarly, if original steel casement windows are deteriorated beyond repair and require replacement, the best choice to retain the highest degree of historic character is to use new steel casement windows that match in design, proportion, shape, location, pattern, size, materials, details and profile.

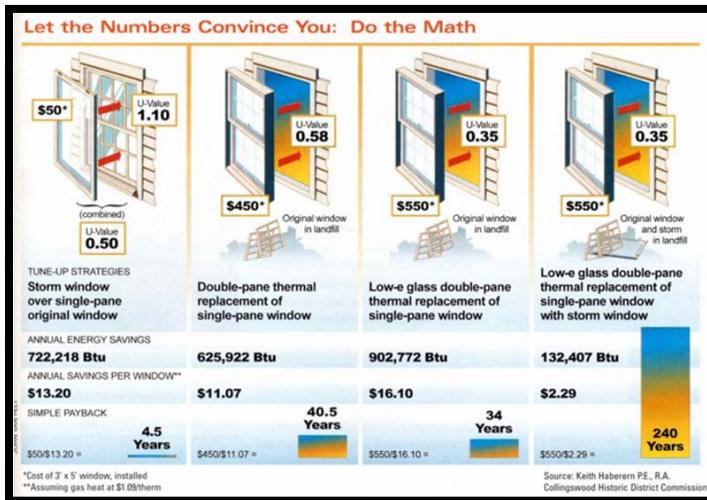


FIGURE 47: REHABILITATION OF EXISTING WINDOWS, COUPLED WITH STORM WINDOWS, IS LESS COSTLY THAN REPLACEMENT, HAS A FASTER RETURN ON INVESTMENT AND PROVIDES SUBSTANTIAL ENERGY SAVINGS.

Adding storm windows over historic wood or metal windows is a cost-effective approach that preserves the original window and provides energy savings equal to new replacement windows. Building owners may also want to consider the installation of interior, insulating storm windows. These custom-fit designs have proven effective in dramatically reducing energy consumption and in solar heat gain. They reduce noise infiltration by 67 percent and air leakage by 75 percent. Installation requires no disruption to existing windows.

When replacing windows, it is important to understand U-value specifications of available products. The U-value is a measurement of heat transfer through a material, such as window glass. The lower the U-value, the better the insulation. A U-value of .40 or lower is recommended for a North/Central and South/Central climate.

Manufacturers are required to affix a label to their windows stating the U-values.

Appliances

Another affordable improvement is to wrap the building's water heater. This appliance is a greedy user of electricity, and energy in the form of heat is always emitting from the tank to the colder air around it. For a cost of \$10-25, a thermal wrap or blanket can reduce the tank's energy consumption by 25-45 percent, according to the Iowa Energy Center. It is advisable to consult the tank's owner's manual, as blankets are not recommended for some newer models. If there is any doubt, an easy test is to feel the appliance; if it is warm to the touch, installing a wrap is advised.

A building owner may also want to consider replacement of older appliances. Today's water heaters, as well as washers, dryers, and HVAC units, have been designed to use much less energy than their predecessors.

Additionally, new heating appliances have entered the market; pellet-burning stoves are fueled by biomass (residual agricultural products) and are energy efficient revisions of traditional wood-burning stoves. Biomass

refers to fuel from plants, versus fossil fuel. The carbon produced in burning biomass pellets is offset by the carbon dioxide absorbed by the original plant. The actual plant material comes from remnants of crops that would otherwise be left behind in the harvesting of the main commodity (corn stalks, for example). Waste from the lumber industry also provides biomass. Thus, the use of pellets made from these leftovers takes full advantage of resources available. Furthermore, these resources are renewable. The down side to biomass is that its manufacture competes with other industries that rely on some of the raw products. Wood pellets, for example are used from the lumber industry's left over sawdust and wood chip, which also are used for particleboard, fiberboard and animal bedding. This competition can cause an increase in prices, another good reason to support the restriction of sprawl, so that land can remain in use for agricultural and timber products.

Deconstruction

Deconstruction is the systematic dismantling of a building in an environmentally-, socially- and economically-conscious manner. The process is a time-consuming and labor-intensive endeavor requiring the separation of materials, resulting in the recycling of building components. Over the last decade, non-profit and for-profit groups have been successful in developing this industry, encouraging the enactment of state and local ordinances, the invention of new tools and equipment and the initiation of tax credits pertaining to deconstruction.

In the U.S., 95 percent of homes are wood frame. The average 2,000-square-foot wood-frame home has the potential to yield 6,000-board-feet of reusable lumber or about 85 percent of the wood framing. That amount of wood equates to 33 mature pine trees, the annual yield of 10 acres of planted pine. The same house demolished would add about 127 tons or 10,000 cubic feet of debris to a landfill. For every three square feet of deconstruction, enough lumber can be salvaged to build one square foot of new construction.⁹

Aluminum can also be recycled before building demolition. Recovery of aluminum from demolition and replacement in the building industry is minimal compared to recovery from the consumer goods sector. Of the estimated 400 million pounds of aluminum potentially available, only 15 to 20 percent is recovered, according to the National Resources Defense Council.

Brick and wood sash windows can be recycled, as can slate from roofs. These salvaged materials from older buildings can lend an organic quality to new buildings that synthetic siding, vinyl windows and standard asphalt roof shingles cannot. Though the embodied energy of the deconstructed building is lost, that of the building components remains, meaning fewer new resources are required.

New Construction

Encouraging the re-use of existing buildings is a priority, but since new construction is inevitable, design guidelines must also address and promote sustainable practices and materials in new buildings. Recommendations for new buildings begin with assessing the site and designing the building to maximize the natural benefits of the existing environment. For example, keeping the site's natural contour intact reduces erosion. Preserving existing trees or adding shade trees to shield the southern elevation from summer heat will reduce energy consumption within the building. Additionally, the design of the new building should include porches for shade and should be oriented for optimum ventilation. The use of recycled building materials is highly encouraged, and interior appliances should meet high energy-efficiency standards. Tankless water heaters, geothermal heating and solar panels should all be considered.

⁹ <http://www.fleetwoodusa.com/Documents/Green-Conscious.php>

Standards in the construction of new buildings have adopted a “green building” approach. In 1988, the United States Green Building Council (USGBC) initiated the program Leadership in Energy and Environmental Design (LEED). LEED is an international certification for construction of green buildings. It is a fully integrated rating system, addressing green design, construction, materials and maintenance solutions. LEED is a popular sustainability standard for the built environment in the United States, with a tiered ranking based on energy efficiency, impact on the environment, clean power generation, water usage, runoff prevention and integration of recycled materials. When considering new construction, a property owner should consult a LEED certified professional and incorporate the same principles of sustainability as recommended for owners of historic buildings.

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