

TULSA METROPOLITAN AREA PLANNING COMMISSION

Meeting No. 2734

November 16, 2016, 1:30 PM
175 East 2nd Street, 2nd Level, One Technology Center
Tulsa City Council Chamber

CONSIDER, DISCUSS AND/OR TAKE ACTION ON:

Call to Order:

REPORTS:

Chairman's Report:

Worksession Report:

Director's Report:

TMAPC Receipts for October 2016

1. Minutes of November 2, 2016, Meeting No. 2733

CONSENT AGENDA:

All matters under "Consent" are considered by the Planning Commission to be routine and will be enacted by one motion. Any Planning Commission member may, however, remove an item by request.

2. **LC-825** (Lot-Combination) (CD 2) – Location: Southeast corner of East 81st Street South and South Lewis Avenue (related to LS-20932) (continued from November 2, 2016)
3. **LS-20932** (Lot-Split) (CD 2) – Location: East of the Southeast corner of East 81st Street South and South Lewis Avenue (related to LC-825) (continued from November 2, 2016)
4. **LC-826** (Lot-Combination) (CD 3) – Location: East of the Southeast corner of North Yale Avenue and East Pine Street
5. **LS-20927** (Lot-Split) (CD 4) – Location: South of the Southeast corner of South Evanston Avenue and East 27th Street South (continued from November 2, 2016)
6. **LS-20933** (Lot-Split) (County) – Location: North of Northeast corner of East 161st Street South and South Yale Avenue

7. **LS-20934** (Lot-Split) (County) – Location: Northwest corner of South Harvard Avenue and East 191st Street South
8. **PUD-538-11 Lou Reynolds** (CD 8) Location: Northeast corner of East 101st Street and South Yale Avenue, **PUD Minor Amendment** to increase permitted floor area from 2,000 sf. to 10,000 sf. for retail liquor store.

CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT AGENDA:

PUBLIC HEARINGS:

9. **LS-20935** (Lot-Split) (County) – Location: North of the Northwest corner of East 181st Street South and South Memorial Drive
10. **Ridge Park** – Final Plat, Location: North of northwest corner of East 101st Street South and South 74th East Avenue, (CD 2) **Applicant has withdrawn this plat.**
11. **BOA-22136** – Plat Waiver, Location: Southeast corner of North Lewis Avenue and East 29th Street North, (CD 1)
12. **CO-3 Andrew Shank** (CD 9) Location: West of the Northwest corner of East Skelly Drive and South Harvard Avenue requesting a **Corridor Development Plan** to convert an existing sign to a digital display (continued from November 2, 2016)
13. **CO-4 Andrew Shank** (CD 7) Location: South of the Southeast corner of East 61st Street and South Mingo Road requesting to modify the existing **Corridor Development Plan** to include school uses and modify development standards to match the current zoning code
14. **Z-7366-Dr. John Day**-(CD 2) Location: South of the Southeast corner of South Elwood Avenue and West 71st Street requesting rezoning from **AG to CG** with **Optional Development Plan.**
15. Public hearing to review and provide recommendation to the City Council regarding proposed revisions to the **Tulsa Preservation Commission Unified Design Guidelines.**
16. **ZCA-2** Public hearing to provide a recommendation to City Council regarding adoption of amendments to the City of Tulsa Zoning Code Section 30.010-I 2 c (9) (Minor amendments of Planned Unit Developments) and Section 55.090-F 3 (Maximum width of residential driveways in RE and RS Districts).

OTHER BUSINESS

17. Commissioners' Comments

ADJOURN

CD = Council District

NOTE: If you require special accommodation pursuant to the Americans with Disabilities Act, please notify INCOG (918) 584-7526. Exhibits, Petitions, Pictures, etc., presented to the Planning Commission may be received and deposited in case files to be maintained at Land Development Services, INCOG. Ringing/sound on all cell phones and paggers must be turned off during the Planning Commission.

Visit our website at www.tmapc.org

email address: esubmit@incog.org

TMAPC Mission Statement: The Mission of the Tulsa Metropolitan Area Planning Commission (TMAPC) is to provide unbiased advice to the City Council and the County Commissioners on development and zoning matters, to provide a public forum that fosters public participation and transparency in land development and planning, to adopt and maintain a comprehensive plan for the metropolitan area, and to provide other planning, zoning and land division services that promote the harmonious development of the Tulsa Metropolitan Area and enhance and preserve the quality of life for the region's current and future residents.

Kim S.

**TMAPC RECEIPTS
Month of October 2016**

	----- Current Period -----			----- Year To Date -----				
	ITEM	CITY	COUNTY	TOTAL RECEIVED	ITEM	CITY	COUNTY	TOTAL RECEIVED
ZONING								
Zoning Letters	11	\$525.00	\$525.00	\$1,050.00	39	1,737.50	1,737.50	\$3,475.00
Zoning	3	1,375.00	1,375.00	2,750.00	20	7,705.00	7,705.00	15,410.00
Plan Reviews	24	2,450.00	2,450.00	4,900.00	93	8,950.00	8,950.00	17,900.00
Refunds		0.00	0.00	0.00		(575.00)	(575.00)	(1,150.00)
NSF		0.00	0.00	0.00		0.00	0.00	0.00
		<u>\$4,350.00</u>	<u>\$4,350.00</u>	<u>\$8,700.00</u>		<u>\$17,817.50</u>	<u>\$17,817.50</u>	<u>\$35,635.00</u>
LAND DIVISION								
Minor Subdivision	0	\$0.00	0.00	0.00	1	\$325.00	\$325.00	650.00
Preliminary Plats	2	1,017.50	1,017.50	2,035.00	9	\$3,575.00	\$3,575.00	7,150.00
Final Plats	3	1,340.00	1,340.00	2,680.00	9	\$3,824.47	\$3,824.47	7,648.94
Plat Waviers	1	125.00	125.00	250.00	4	\$500.00	\$500.00	1,000.00
Lot Splits	13	782.50	782.50	1,565.00	42	\$2,280.00	\$2,280.00	4,560.00
Lot Combinations	9	450.00	450.00	900.00	34	\$1,700.00	\$1,700.00	3,400.00
Other	1	25.00	25.00	50.00	7	\$650.00	\$650.00	1,300.00
NSF		0.00	0.00	0.00		\$0.00	\$0.00	0.00
Refunds		0.00	0.00	0.00		\$0.00	\$0.00	0.00
		<u>\$3,740.00</u>	<u>\$3,740.00</u>	<u>\$7,480.00</u>		<u>\$12,854.47</u>	<u>\$12,854.47</u>	<u>\$25,708.94</u>
TMAPC COMP								
Comp Plan Admendment	0	\$0.00	\$0.00	\$0.00	1	\$250.00	\$0.00	\$250.00
Refund		<u>\$0.00</u>		<u>\$0.00</u>		\$0.00	\$0.00	\$0.00
		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>		<u>\$250.00</u>	<u>\$0.00</u>	<u>\$250.00</u>
BOARDS OF ADJUSTMENT								
Fees	18	\$4,750.00	\$1,900.00	\$6,650.00	84	\$24,100.00	\$8,650.00	\$32,750.00
Refunds		0.00	0.00	\$0.00		\$0.00	\$0.00	0.00
NSF Check		0.00	0.00	\$0.00		\$0.00	\$0.00	0.00
		<u>\$4,750.00</u>	<u>\$1,900.00</u>	<u>\$6,650.00</u>		<u>\$24,100.00</u>	<u>\$8,650.00</u>	<u>\$32,750.00</u>
TOTAL		\$12,840.00	\$9,990.00	\$22,830.00		\$55,021.97	\$39,321.97	\$94,343.94
LESS WAIVED FEES *		(\$167.00)		(\$167.00)		(\$2,856.33)		(\$2,856.33)
GRAND TOTALS		<u>\$12,673.00</u>	<u>\$9,990.00</u>	<u>\$22,663.00</u>		<u>\$52,165.64</u>	<u>\$39,321.97</u>	<u>\$91,487.61</u>

* Advertising, Signs & Postage Expenses for City of Tulsa Applications with Fee Waivers.

November 16, 2016

1) TMAPC Receipt Comparison

	October 2016	Sept. 2016	October 2015
Zoning Letters	11	7	4
Zoning	3	3	4
Plan Reviews	24	23	16
Minor Subdivisions	0	0	1
Preliminary Plats	2	2	2
Final Plats	3	2	1
Plat Waivers	1	1	0
Lots Splits	13	13	7
Lot Combinations	9	9	8
Other	1	2	0
Comp Plan Amendments	0	1	1

11/9/2016

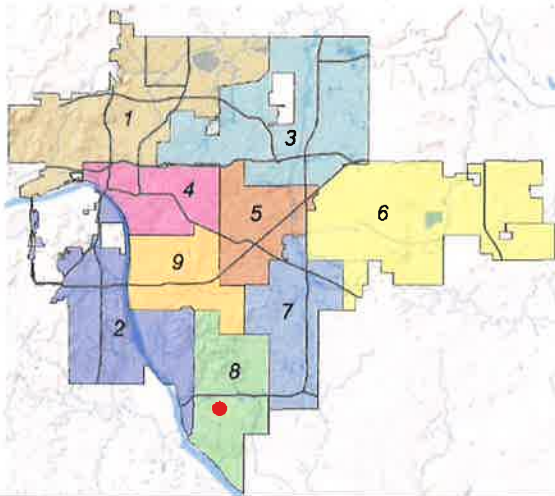


Case Number: PUD-538-11
Minor Amendment
Hearing Date: November 16, 2016

Case Report Prepared by:
 Jay Hoyt

Owner and Applicant Information:
 Applicant: Lou Reynolds
 Property Owner: Property Company No. 66, LP

Location Map:
 (shown with City Council Districts)



Applicant Proposal:
 Concept summary: PUD minor amendment to increase permitted floor area from 2,000sf to 10,000sf for a retail liquor store.
 Gross Land Area: 3.7 acres
 Location: NE/c South Yale Ave and East 101st St South
 Lot 1, Block 1 Winbury Center

Zoning:
 Existing Zoning: CS/OL/PUD-538
 Proposed Zoning: No Change

Staff Recommendation:
 Staff recommends **approval**.

Comprehensive Plan:
 Land Use Map: Town Center
 Growth and Stability Map: Growth

Staff Data:
 TRS: 2283
 CZM: 57 Atlas: 2274

City Council District: 8
 Councilor Name: Phil Lakin
County Commission District: 3
 Commissioner Name: Ron Peters

SECTION I: PUD-538-11 Minor Amendment

STAFF RECOMMENDATION

Amendment Request: Modify the PUD Development Standards to increase permitted floor area from 2,000sf to 10,000sf for a retail liquor store.

Currently, the development standards limit the floor area of retail liquor stores within the PUD to 2,000sf. The underlying zoning for the proposed liquor store does not limit their square footage, so the proposed area would be allowed in a CS zone.

Staff Comment: *This request can be considered a Minor Amendment as outlined by Section 30.010.1.2.c(9) of the City of Tulsa Zoning Code.*

“Changes in structure heights, building setbacks, yards, open spaces, building coverage and lot widths or frontages, provided the approved PUD development plan, the approved standards and the character of the development are not substantially altered.”

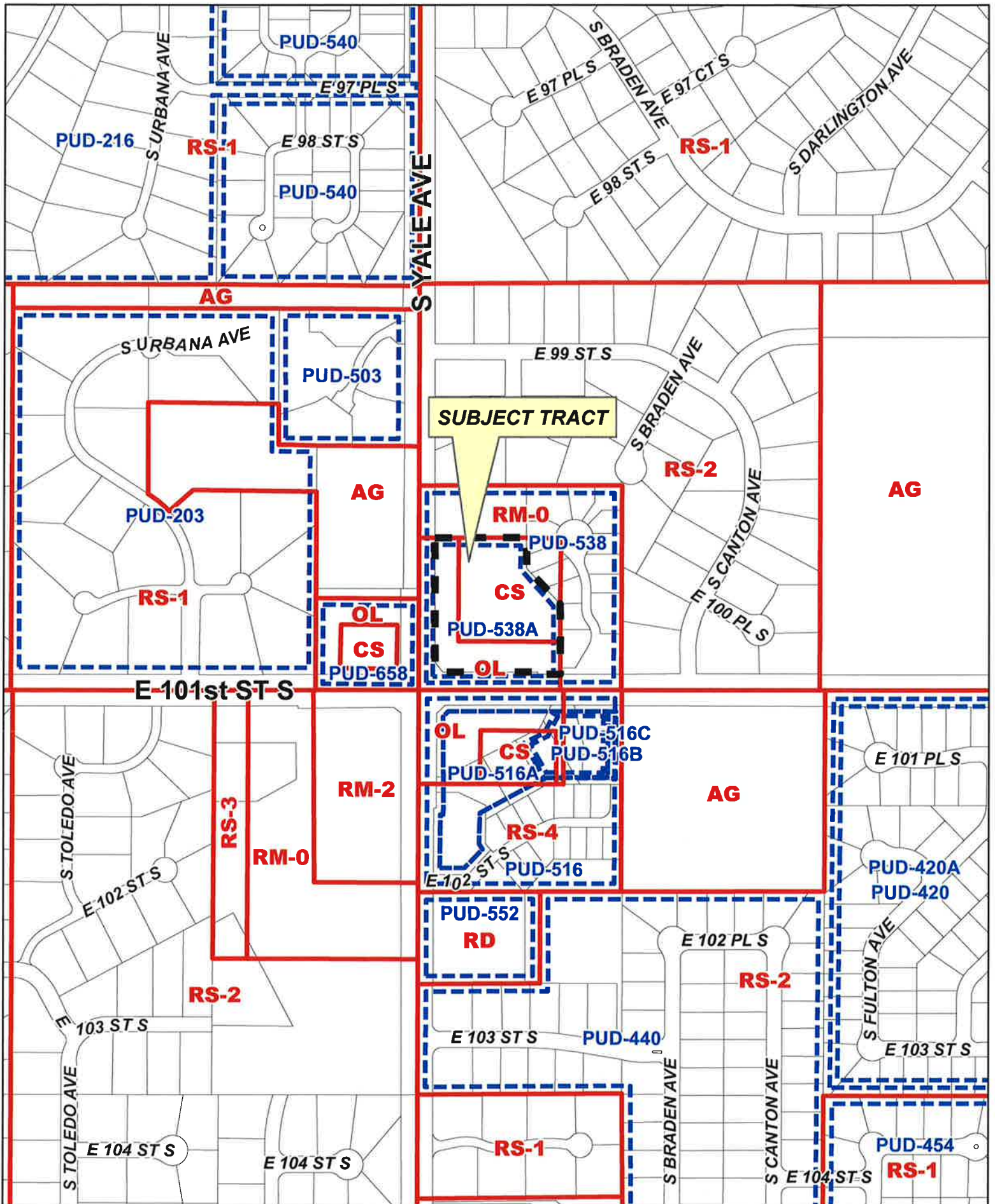
Staff has reviewed the request and determined:

- 1) The requested amendment does not represent a significant departure from the approved development standards in the PUD.
- 2) All remaining development standards defined in PUD-538 and subsequent minor amendments shall remain in effect.

Exhibits included with staff recommendation:

INCOG zoning case map
INCOG aerial photo
INCOG aerial photo enlarged
Applicant Site Plan

With considerations listed above, staff recommends **approval** of the minor amendment request to increase permitted floor area from 2,000sf to 10,000sf for a retail liquor store.

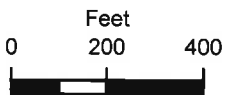


SUBJECT TRACT

PUD-538-11

8.3





Subject
Tract

PUD-538-11

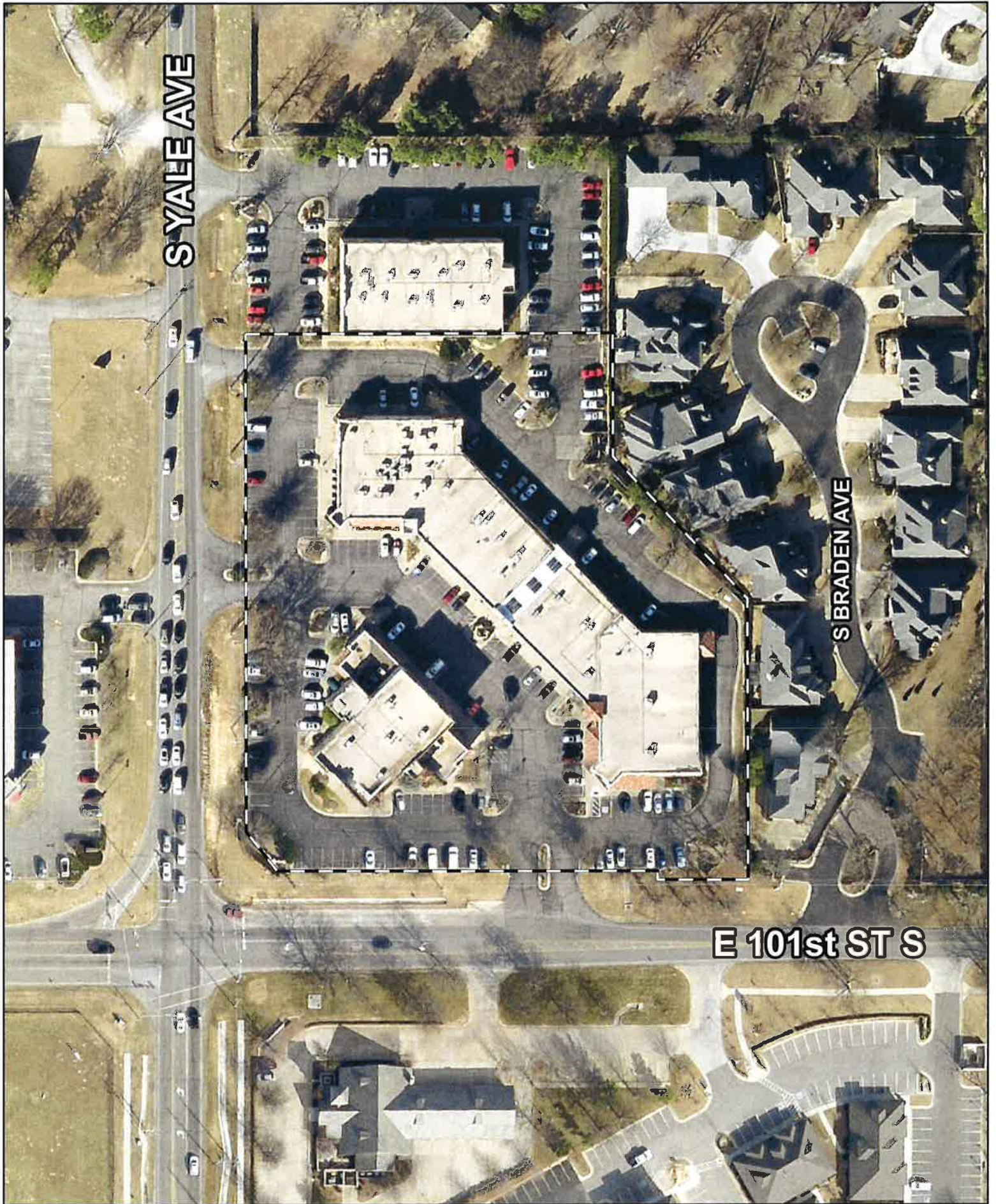
18-13 22

Note: Graphic overlays may not precisely align with physical features on the ground.

Aerial Photo Date: February 2016



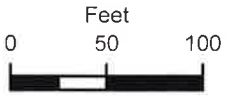
8.4



SYALLE AVE

S BRADEN AVE

E 101st ST S



Subject Tract

PUD-538-11

18-13 22

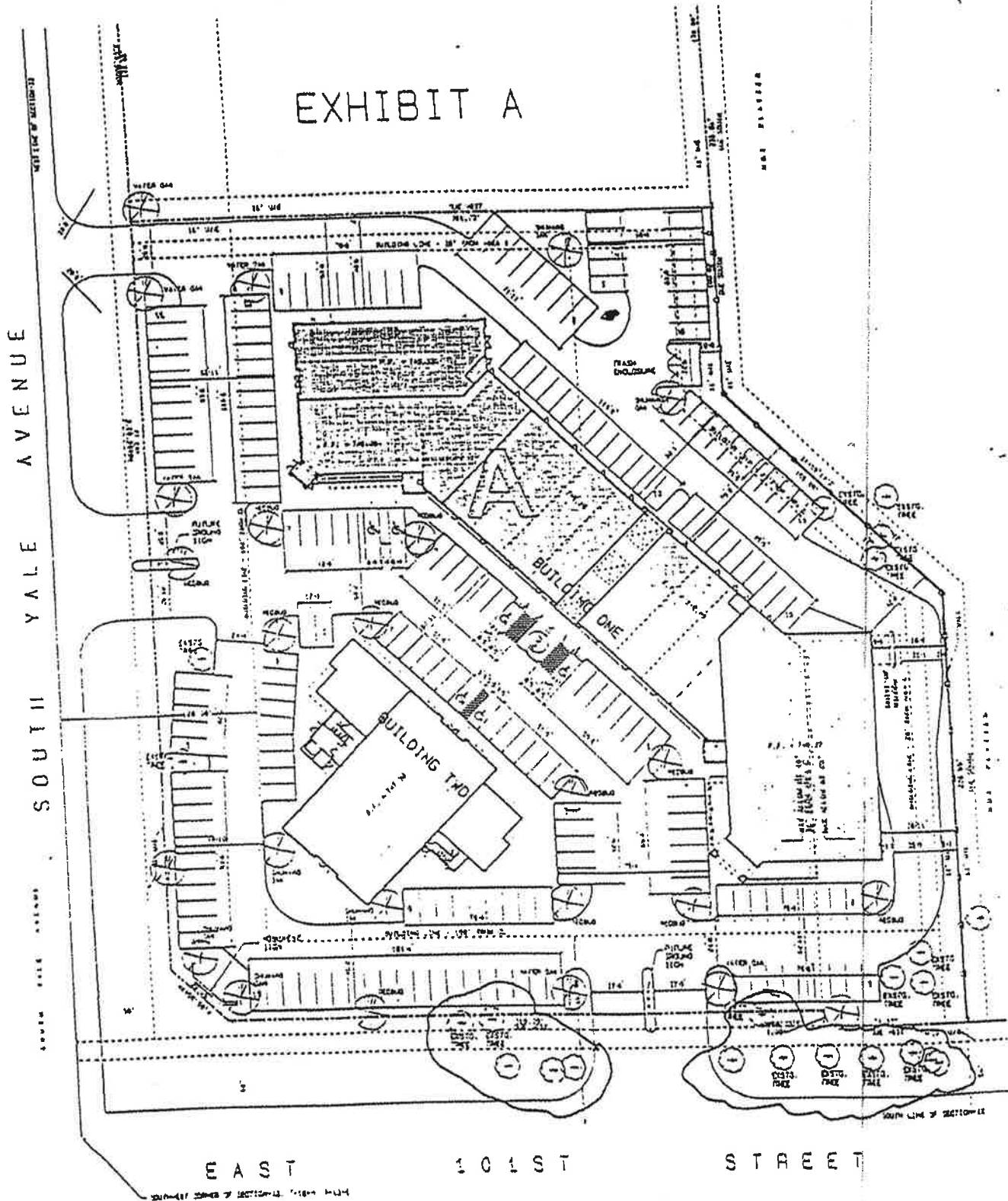
Note: Graphic overlays may not precisely align with physical features on the ground.

Aerial Photo Date: February 2016

8.5



EXHIBIT A



8.6

Lot-Split and Waiver of Subdivision Regulations

November 16, 2016

LS-20935

J.R. Donelson, (7735) (AG) (County)

Location: North of the Northwest corner of East 181st Street South and South Memorial Drive (17930 South Memorial Drive)

The Lot-Split proposal is to split an existing AG (Agriculture) tract into three tracts. Tracts 1 and 2 of the resulting tracts will meet the Bulk and Area requirements of the Tulsa County Zoning Code. On, October 18th, The County Board of Adjustment granted a Variance of the minimum lot width from 150' to 30' for Tract 3.

The Technical Advisory Committee met on November 3, 2016 and had the following comment. The County Engineer requests a Right-of-Way dedication to total 50' along South Memorial Drive.

The proposed lot-split would not have an adverse affect on the surrounding properties and staff recommends **APPROVAL** of the lot-split and the waiver of the Subdivision Regulations that no lot have more than three side lot lines.



S MEMORIAL DR

E 181st ST S

S MEMORIAL DR

E 182 ST S

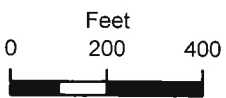
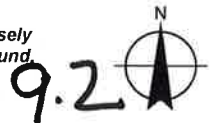
S 79 E AVE

LS-20935

17-13 35

Note: Graphic overlays may not precisely align with physical features on the ground.

Aerial Photo Date: February 2016



Subject Tract



Tulsa Metropolitan Area
Planning Commission

Case : BOA-22136
Plat Waiver

Hearing Date: November 16, 2016

Case Report Prepared by:

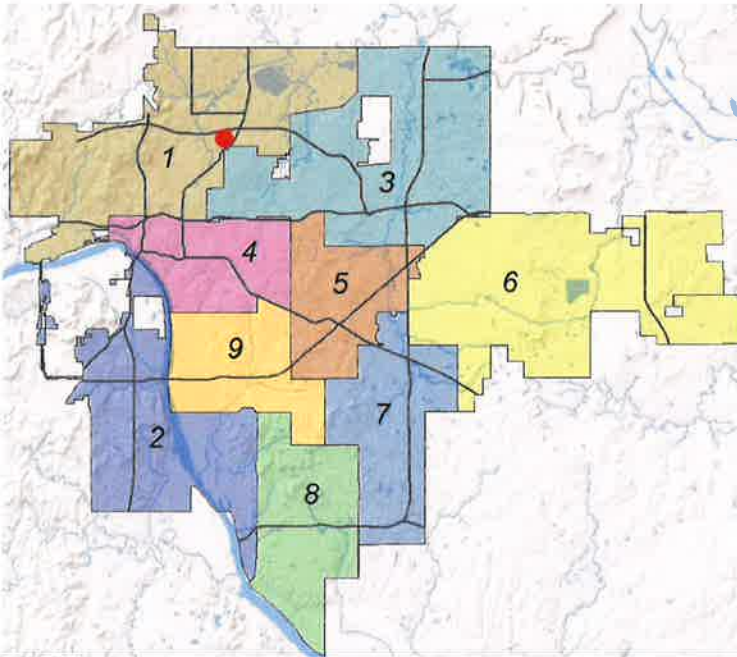
Diane Fernandez

Owner and Applicant Information:

Applicant: Robert Guess, Alpha Design Group

Owner: Sheila Thompson

Location Map:
(shown with City Council Districts)



Applicant Proposal: Plat Waiver

Location: Southeast corner of North Lewis Avenue and East 29th Street North

Zoning: OL, Special Exception for a daycare use

Staff Recommendation:
Staff recommends Approval

City Council District: 1

Councilor Name: Jack Henderson

County Commission District: 1

Commissioner Name: John Smaligo

EXHIBITS: INCOG case map,aerial, Site Plan

11.1

PLAT WAIVER

November 16, 2016

BOA-22136 – 2819 North Lewis Avenue (CD 1)

The platting requirement is being triggered by a Special Exception granted through the Board of Adjustment for a daycare in an OL district.

Staff provides the following information from TAC for their November 3, 2016 meeting:

ZONING: TMAPC Staff: The property has been previously platted. A permit will be requested for interior remodeling and an outdoor fence.

STREETS: No comment.

SEWER: An 8 inch sanitary sewer line is available along the east property line.

WATER: A 12 inch waterline exists along Lewis Avenue and a 6 inch waterline exists along 29th Street North.

STORMWATER: No comments.

FIRE: No comments.

UTILITIES: No comments.

Staff can recommend **APPROVAL** of the plat waiver for the previously platted property.

A YES answer to the following 3 questions would generally be FAVORABLE to a plat waiver:

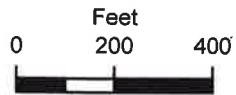
- | | Yes | NO |
|-----------------------------------------------------------------------------------------------|-----|----|
| 1. Has Property previously been platted? | X | |
| 2. Are there restrictive covenants contained in a previously filed plat? | X | |
| 3. Is property adequately described by surrounding platted properties or street right-of-way? | X | |

A YES answer to the remaining questions would generally NOT be favorable to a plat waiver:

- | | YES | NO |
|--------------------------------------------------------------------------------------------------------|-----|----|
| 4. Is right-of-way dedication required to comply with Major Street and Highway Plan? | | X |
| 5. Would restrictive covenants be required to be filed by separate instrument if the plat were waived? | | X |
| 6. Infrastructure requirements: | | |

11.2

- a) Water
 - i. Is a main line water extension required? X
 - ii. Is an internal system or fire line required? X
 - iii. Are additional easements required? X
- b) Sanitary Sewer
 - i. Is a main line extension required? X
 - ii. Is an internal system required? X
 - iii. Are additional easements required? X
- c) Storm Sewer
 - i. Is a P.F.P.I. required? X
 - ii. Is an Overland Drainage Easement required? X
 - iii. Is on site detention required? X
 - iv. Are additional easements required? X
- 7. Floodplain
 - a) Does the property contain a City of Tulsa (Regulatory) Floodplain? X
 - b) Does the property contain a F.E.M.A. (Federal) Floodplain? X
- 8. Change of Access
 - a) Are revisions to existing access locations necessary? X
- 9. Is the property in a P.U.D.? X
 - a) If yes, was plat recorded for the original P.U.D.
- 10. Is this a Major Amendment to a P.U.D.? X
 - a) If yes, does the amendment make changes to the proposed physical development of the P.U.D.? X
- 11. Are mutual access easements needed to assure adequate access to the site? X
- 12. Are there existing or planned medians near the site which would necessitate additional right-of-way dedication or other special considerations? X



 Subject Tract

BOA-22136

20-13 20

Note: Graphic overlays may not precisely align with physical features on the ground

Aerial Photo Date: February 2016





Tulsa Metropolitan Area
Planning Commission

Case Number: CO-3

Hearing Date: November 16, 2016

Staff recommended a continuance from November 2 to November 16.

Case Report Prepared by:

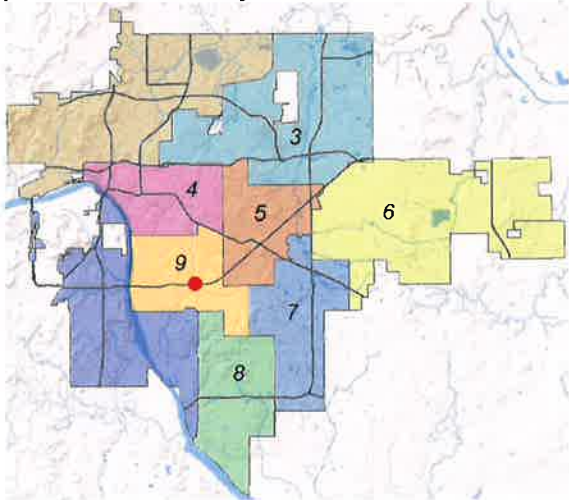
Dwayne Wilkerson

Owner and Applicant Information:

Applicant: Andrew Shank

Property Owner: TRADEWINDS EAST MOTOR HOTEL

Location Map:
(shown with City Council Districts)



Applicant Proposal:

Present Use: Hotel

Proposed Use:

No immediate use changes except to convert an existing sign to a digital display.

Concept summary:

Major Amendment of previous Corridor Site Plan to meet current zoning code standards and to allow digital conversion of an existing Outdoor Advertising Sign.

Tract Size: 3.14 ± acres

Location: West of northwest corner of E. Skelly Dr. and S. Harvard Ave.

Zoning:

Existing Zoning: CO

Proposed Zoning: CO-3

Comprehensive Plan:

Land Use Map: Mixed-Use Corridor

Stability and Growth Map: Area of Growth

Staff Recommendation:

Staff recommends approval.

Staff Data:

TRS: 9329

CZM: 47

Atlas: 470

City Council District: 9

Councilor Name: G.T. Bynum

County Commission District: 3

Commissioner Name: Ron Peters

12.1

SECTION I: CO-3

APPLICANTS DEVELOPMENT CONCEPT:

The Applicant requests a Major Amendment to the Corridor Site Plan in order to digitize the existing outdoor advertising sign (the "Sign") in the Project and raise the same to a maximum height of sixty feet (60 FT) to accommodate the difference in grade from the base of the sign to the road surface of I-44. The Sign is located on the southwest corner of the Property as depicted on the Survey attached hereto as Exhibit "B". The ground elevation of the Sign is sixteen and one-half feet (16.5 FT) below the road surface of I-44 as shown on Exhibit "C" prepared by professional land surveyor, Andy Fritz. Additionally, the existing development standards have been updated to conform with the language of the Tulsa Zoning Code (as of 01/01/2016). No changes are anticipated except for the height and digitization of an existing outdoor advertising sign as described herein.

Staff Comment:

The applicant has requested a 60' tall sign which is 12.5' taller than the existing signage. The signage in the area has been limited to 50 feet during Corridor Development Plan decisions immediately east of this zoning request.

EXHIBITS:

- INCOG Case map
- INCOG Aerial (small scale)
- INCOG Aerial (large scale)
- Tulsa Comprehensive Plan Land Use Map
- Tulsa Comprehensive Plan Areas of Stability and Growth Map
- Applicant Exhibits:
 - Outdoor Advertising sign exhibit

SECTION II CO-3 DEVELOPMENT STANDARDS:

- A. LAND AREA:**
 - GROSS: 154,647.90 SF 3.55 AC
- B. PERMITTED USES:**
 - Only the following Use Subcategories as identified in the Tulsa Zoning Code shall be permitted:
 - Lodging, Hotel/motel
 - Restaurants and Bars
 - Office (Plasma centers are prohibited); and customary Accessory Uses
- C. MAXIMUM FLOOR AREA RATIO:** 2.0
- E. MAXIMUM LAND COVERAGE OF A BUILDING:** 75%
- F. MAXIMUM BUILDING HEIGHT:** 80 feet from the finished first floor elevation.
- G. OFF-STREET PARKING:** 110 spaces for Lodging, Hotel/motel uses, all other use as required in the Tulsa Zoning Code for uses in a CH district.
- H. MINIMUM BUILDING SETBACKS:**

12.2

From the North boundary (E. 49th Street ROW line)	25 FT
From the West boundary (Oklahoma DEQ Office)	25 FT
From the East boundary (QuikTrip)	0 FT
From the South boundary (Skelly Drive ROW line)	15 FT*
From internal lot lines	0 FT

*Excluding any canopy.

I. LANDSCAPED AREA; SCREENING:

Any new building or remodel in the Project will meet or exceed the landscaping requirements as set forth in the City of Tulsa Zoning Code in effect at the time of Detailed Site Plan review or as amended through an Alternative Landscape Compliance Plan process.

J. SIGNS:

Ground Signs:

One (1) ground sign will be permitted with a maximum of 340 SF of display surface area and 50 FT in height and shall be lit by constant light.

Wall Signs:

Wall signs shall not exceed an aggregate display surface area of 2 SF per lineal foot of the building wall to which the sign is affixed.

North facing wall signs are prohibited except that non illuminated signage may be installed with a maximum aggregate display surface area of less than 32 square feet.

Outdoor Advertising Signs:

1. One (1) outdoor advertising sign exist and was previously approved in an earlier Corridor Development Plan. The existing sign will be converted to a digital sign meeting the standards of the Tulsa Zoning Code and as further refined below.

- a) Maximum of 672 SF of display surface area and 50 FT in height measured from the base of the structure at current ground level. The outdoor advertising sign may contain digital technology, including without limitation an LED display surface area conveying changeable copy.
- b) The Sign shall be separated a minimum distance of 1,200 FT from any other outdoor advertising sign on the same side of the freeway.
- c) The Sign shall be separated a minimum distance of 150 FT from any public park, as measured in a straight line from the nearest point on the Sign structure to the nearest point on the property of the park.
- d) The Sign shall not be located within 200 FT of an R district, or designated residential development area, as measured in a straight line from the nearest point on the Sign structure to the nearest point of an R district or residential development area boundary line.
- e) The Sign shall not contain more than two (2) sign faces.

12.3

- f) The illumination of the face of the Sign shall not exceed 70 foot-candles.
- g) The Sign shall not contain any flashing, blinking or traveling lights or reflective glitter.
- h) The Sign shall be oriented to be primarily visible from the adjacent freeway.
- i) The Sign shall not be supported by more than one post or column.
- j) The Sign shall not be converted to any other type of sign without first obtaining a permit from the City of Tulsa.
- k) The Sign shall have a minimum dwell time of at least eight (8) seconds and shall not contain any movement, animation, audio, video, pyrotechnics or other special effects.
- l) The transition or change from one message to another on the Sign shall occur in one second or less and involve no animation or special effects.
- m) The Sign shall not be located within 50 FT of the driving surface of a signalized intersection, measured horizontally in a straight line from the nearest point of the sign structure to the nearest point of the intersection.
- n) The Sign shall not be located within or within 20 FT of the driving surface of a street, measured horizontally in a straight line from the nearest point of the sign structure to the nearest point of the street curb or edge of the traveled roadway marked or understood as such.
- o) The Sign shall be equipped with a default mechanism that freezes the display in one position or presents a static or blank display if a malfunction occurs.
- p) The Sign shall be equipped with a light detector/photocell that automatically adjusts the display's brightness according to natural ambient light conditions.
- q) The maximum brightness level of the dynamic display of the Sign shall not exceed 6,500 NITS during daylight hours or 500 NITS between 30 minutes after sunset and 30 minutes before sunrise, as those times are determined by the National Weather Service.
- r) The foregoing minimum dwell time and maximum illuminative brightness levels shall be subject to future modification and regulation in the exercise of the City's police powers and no vested right shall ever be created in these conditions.

Signs – Miscellaneous:

Signs not visible from a public street, including without limitation, way finding, directional, and informational signs, will be permitted without requiring Detail Sign Plan approval.

Except as outlined above, sign standards shall conform to the guidelines identified in Chapter 60, Signs, of the Tulsa Zoning Code.

K. LIGHTING:

Lighting for the Project will comply with all applicable City of Tulsa Standards.

L. TRASH AND MECHANICAL EQUIPMENT AREAS:

12.4

All trash and mechanical areas (excluding utility service pedestals, transforms and equipment provided by franchise utility providers) shall be screened from the public view of a person standing at ground level adjacent thereto. A fabric mesh with a minimum opacity of 95% shall be allowed on enclosure doors.

III. GENERAL PROVISIONS

A. ACCESS AND CIRCULATION

The Project has access onto East Skelly Drive at two (2) locations. It has two (2) shared access drives to the East with QuikTrip, one (1) onto East 49th Street and one (1) onto South Harvard Avenue.

B. PEDESTRIAN ACCESS

Sidewalks will be constructed along the East 49th Street frontage, along Skelly Drive as part of any building remodel or building permit project.

C. SITE PLAN REVIEW

No new building permit shall be issued and no new building or new development may occur within the Project until a subdivision plat incorporating the approved development plan has been approved and filed of record in the Tulsa County Clerk's Office. For the purposes of this Corridor Development Plan the digitization and raising of the existing outdoor advertising sign is not considered new development.

DETAILED STAFF RECOMMENDATION:

Staff has carefully reviewed this proposal, conducted site visits and finds the uses and intensities of development proposed to be in harmony with the spirit and intent of the Zoning Code.

Staff finds Corridor Development Plan CO-3 to be:

- 1) In harmony with the existing development patterns surrounding the site.
- 2) Not in complete harmony with the development pattern as defined by the Comprehensive Plan. The proposed plan provides incremental improvements for pedestrian connections and provisions for bicycle traffic. The recent public infrastructure project improved highway and street vehicular patterns but have created significant obstacles toward implementing the multimodal street system identified in the plan and;
- 3) Provides a unified treatment of the development possibilities of the site and;
- 4) Staff does not support a sign height above 50 feet remaining consistent with the other sign height limitations in the adjacent properties and;
- 5) Consistent with the stated purposes and standards of the Corridor Chapter of the Zoning Code.

Staff recommends Approval of CO-3 as outlined in Section II above.

SECTION III: Supporting Documentation

RELATIONSHIP TO THE COMPREHENSIVE PLAN:

Land Use Vision:

12.5

Land Use Plan map designation: Mixed-Use Corridor

This site is considered a Mixed Use Corridor in the Tulsa Comprehensive plan. Mixed-Use Corridors are Tulsa's modern thoroughfares that pair high capacity transportation facilities with housing, commercial, and employment uses. Off the main travel route, land uses include multifamily housing, small lot, and townhouse developments, which step down intensities to integrate with single family neighborhoods. Mixed-Use Corridors usually have four or more travel lanes, and sometimes additional lanes dedicated for transit and bicycle use. The pedestrian realm includes sidewalks separated from traffic by street trees, medians, and parallel parking strips. Pedestrian crossings are designed so they are highly visible and make use of the shortest path across a street. Buildings along Mixed-Use Corridors include windows and storefronts along the sidewalk, with automobile parking generally located on the side or behind.

Staff Comment: Many details of this proposal do not meet the Mixed Use Corridor Development pattern identified in the Comprehensive Plan. This existing site provides parking on the side and behind the building but there is no proposed opportunity for providing windows and storefront along the sidewalk as mentioned in the Comprehensive Plan vision for this Mixed Use Corridor.

The Corridor Development Plan removes obstructions in the building setback standards so future development can occur closer to the street.

New sidewalk construction along East Skelly Drive and East 49th Street will improve pedestrian connectivity in this area.

While the existing building does not meet all of the goals of the Mixed Use Corridor the Corridor Plan does provide opportunities for incremental improvements to improve pedestrian and alternative modes of transportation and the landscape and lighting requirements identified in the development plan will require updates as the property evolves over time.

Areas of Stability and Growth designation: Area of Growth

The Comprehensive Plan designates the entire property that is subject of this Corridor Development Plan application as an "Area of Growth".

The purpose for "Areas of Growth is to direct the allocation of resources and channel growth to where it will be beneficial and can best improve access to jobs, housing, and services with fewer and shorter auto trips. Areas of Growth are parts of the city where general agreement exist that development or redevelopment is beneficial. As steps are taken to plan for, and, in some cases, develop or redevelop these areas, ensuring that existing residents will not be displaced is a high priority. A major goal is to increase economic activity in the area to benefit existing residents and businesses, and where necessary, provide the stimulus to redevelop.

Areas of Growth are found throughout Tulsa. These areas have many different characteristics but some of the more common traits are close proximity to or abutting an arterial street, major employment and industrial areas, or areas of the city with an abundance of vacant land. Also, several of the Areas of Growth are in or near downtown. Areas of Growth provide Tulsa with the opportunity to focus growth in a way that benefits the City as a whole. Development in these areas will provide housing choice and excellent access to efficient forms of transportation including walking, biking, transit, and the automobile."

Staff Comment: This Corridor Development plan is primarily prepared for installation of a digital outdoor advertising sign however additional provisions have been included that support future re-development or expansion of this property. New economic activity in the area will benefit existing residents and businesses. An important I-44 project has recently been completed which completely changed traffic movement in this area and provided safe pedestrian zones at the intersection of Harvard and I-44. Additional vehicular capacity in this area was the primary focus of those recent improvements. ODOT and City of Tulsa infrastructure improvements provide a refreshed core for this Area of Growth but will not meet the goals of the Mixed Use Corridor regarding transit options and parallel parking for the foreseeable future.

Transportation Vision:

Major Street and Highway Plan: Reconstruction of the street infrastructure in this area supports a much higher level of vehicular traffic that currently exists. There are no additional improvements that are shown in the transportation vision that would affect redevelopment of this site.

Trail System Master Plan Considerations: None

Small Area Plan: None

Special District Considerations: None

Historic Preservation Overlay: None

DESCRIPTION OF EXISTING CONDITIONS:

Staff Summary: CO-3 is being used as the 2 story Trade Winds Motor Hotel.

REFER TO STREET VIEW SNIPPET ON FOLLOWING PAGE:

View shown is from east bound traffic lane on I-44 looking at the existing outdoor advertising sign.

Applicant's exhibit illustrates the existing sign as 47.5 feet tall from the base of the sign.



Environmental Considerations: None that affect current redevelopment plans or future development opportunities.

Streets:

<u>Exist. Access</u>	<u>MSHP Design</u>	<u>MSHP R/W</u>	<u>Exist. # Lanes</u>
East Skelly Drive	Residential Collector Highway Frontage Road	NA	One way west bound 2 lanes

Utilities:

The subject tract has municipal water and sewer available.

Surrounding Properties:

<u>Location</u>	<u>Existing Zoning</u>	<u>Existing Land Use Designation</u>	<u>Area of Stability or Growth</u>	<u>Existing Use</u>
North	PK	Mixed Use Corridor	Growth	Vacant
East	CO	Mixed Use Corridor	Growth	Two story hotel with accessory restaurant and bar
South	I-44	NA, Town Center south of I-44	Growth	Commercial
West	OM	Mixed Use Corridor	Growth	7 Story Office Building

SECTION IV: Relevant Zoning History

12.8

ZONING ORDINANCE: Ordinance number 15130 dated August 31, 1981, established zoning for the subject property.

Subject Property:

BOA-22090 June 14, 2016: The Board of Adjustment **accepted** a *Verification of the spacing requirement* for an outdoor advertising sign of 1,200 ft. from another outdoor advertising sign on the same side of the highway (Section 60.080-F.5) and a *Verification of the spacing requirement* for a dynamic display outdoor advertising sign of 1,200 ft. from any other dynamic display outdoor advertising sign facing the same traveled way (Section 60.100), as shown on page 13.7 of agenda packet, on property located at 3141 E. Skelly Dr. S., and also known as the subject property.

BOA-20953 August 25, 2009: The Board of Adjustment **approved** a *Variance* of the setback requirement for a 50 ft. tall ground sign from an abutting street from 25 ft. to 17 ft. in a CO district; with condition for no LED technology, digital or flashing, finding that of necessity this sign has to be moved because of the realignment of I-44, on property located at 3141 E. Skelly Dr. S., and also known as the subject property.

Z-5412-SP-2 February 2009: A request for a *Corridor Development Plan* a 3.54+ acre tract of land to allow for a digital outdoor advertising sign Use Unit 21, was **withdrawn** by applicant, on property located west of northwest corner East Skelly Drive and South Harvard Avenue and also known as a part of subject property.

BOA-20785 October 14, 2008: The Board of Adjustment **accepted** a *Verification of the spacing requirement* for a digital outdoor advertising sign of 1,200 ft. from another outdoor advertising sign on the same side of the highway (Section 1221.G.9), based upon the facts in this matter as they presently exist, subject to the action of the Board being void should another outdoor advertising sign be constructed prior to this sign, on property located at 3141 E. Skelly Dr. S., and also known as the subject property.

Z-5412 February 1981: A request for rezoning a 7.5+ acre tract of land from RS-3/RM-1/CS to CG/CH/PUD (PUD-238) or CO with the intent to expand the existing motel, on property located on the southwest corner of South Harvard Avenue and East 49th Street, and also known as a part of the subject property. Staff recommended that Corridor was the best zoning for the area and all others concurred and approved for CO zoning less the north 10 feet and PK zoning on Lots 1, 2, and 3 Block 1, Trade Winds; less the north 10 feet.

Z-5412-SP-1 November 1987: All concurred in **approval** of a request for a Corridor Sign Plan to replace a ground sign, for an existing motel development, which was constructed when the property was zoned CS, on property located west of the northwest corner of South Harvard Avenue and I-44 Skelly Bypass Frontage Road and also known as the subject property.

Surrounding Property:

Z-7221/ Z-7221-SP-1 May 2013: All concurred in approval of a request for rezoning and a Corridor Development Plan on a 4+ acre tract of land from RS-2/CS to CO for a convenience store (QT), on property located northwest corner of I-44 Highway and South Harvard Avenue.

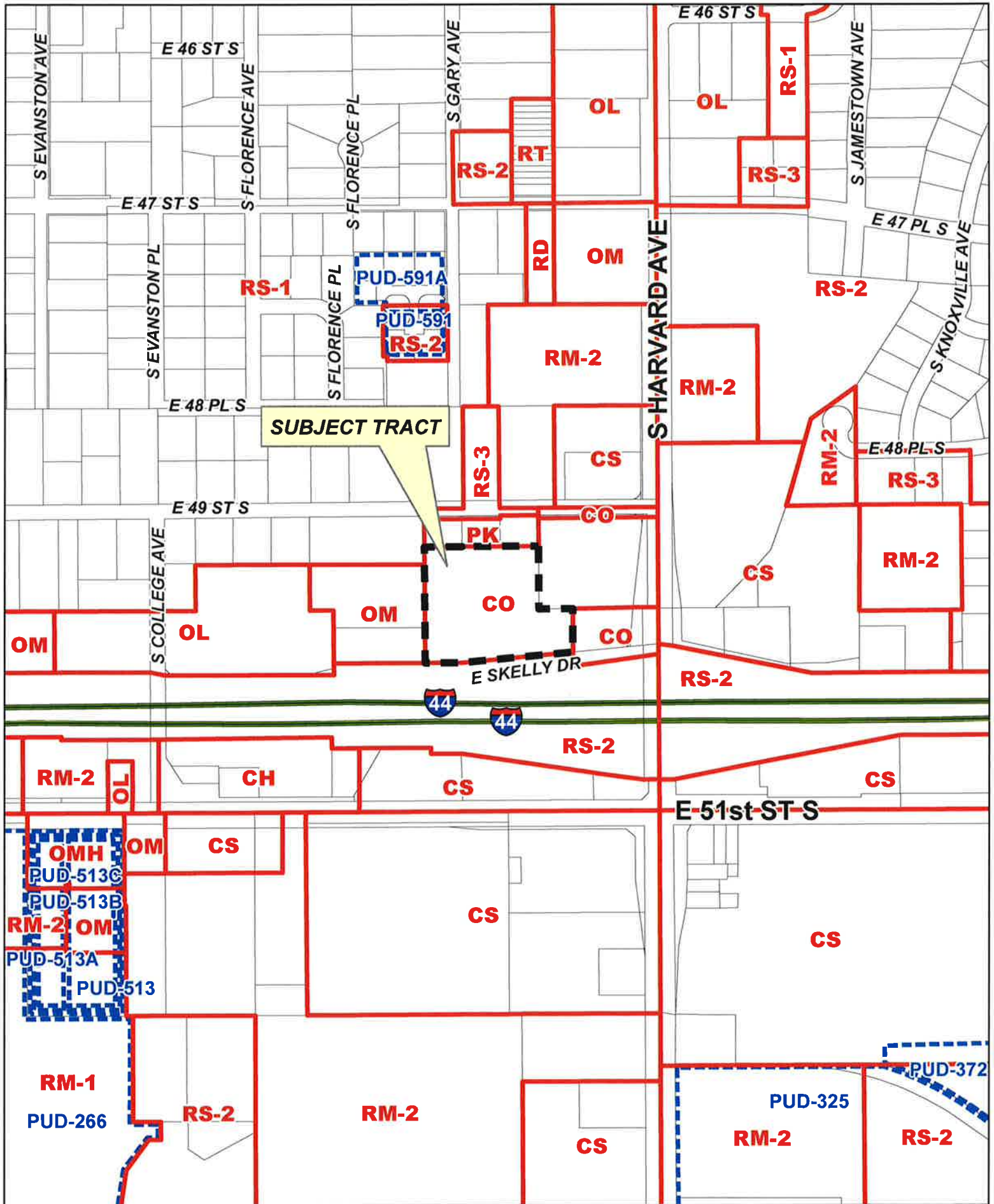
Z-7192 March 2012: All concurred in approval of a request for rezoning a 2+ acre tract of land from OM to CS for retail/commercial uses on property located northwest corner of 49th Street South and South Harvard Avenue, and is north across E. 49th St. of subject property.

Z-7138 September 2009: All concurred in approval of a request for rezoning a 1250± square foot tract of land from RS-3 to PK for parking and access on property located west of southwest corner of East 49th Street and South Harvard Avenue and abutting north so subject property.

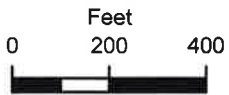
BOA-15839 September 24, 1991: The Board of Adjustment approved a Variance to permit three wall signs which exceed the permitted display surface area by a total of 29.5 sq. ft.; subject to the internal illumination of the awning being less than 25 foot candles measured at a two foot distance; finding that similar variances have been granted to other businesses in the Tulsa Area, on property located at 4970 South Harvard Avenue and abutting east of subject property.

11/2/2016 1:30 PM

12.10

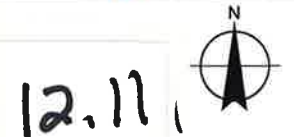


SUBJECT TRACT



CO-3

19-13 29



TRADE WINDS SIGN EXHIBIT "C"

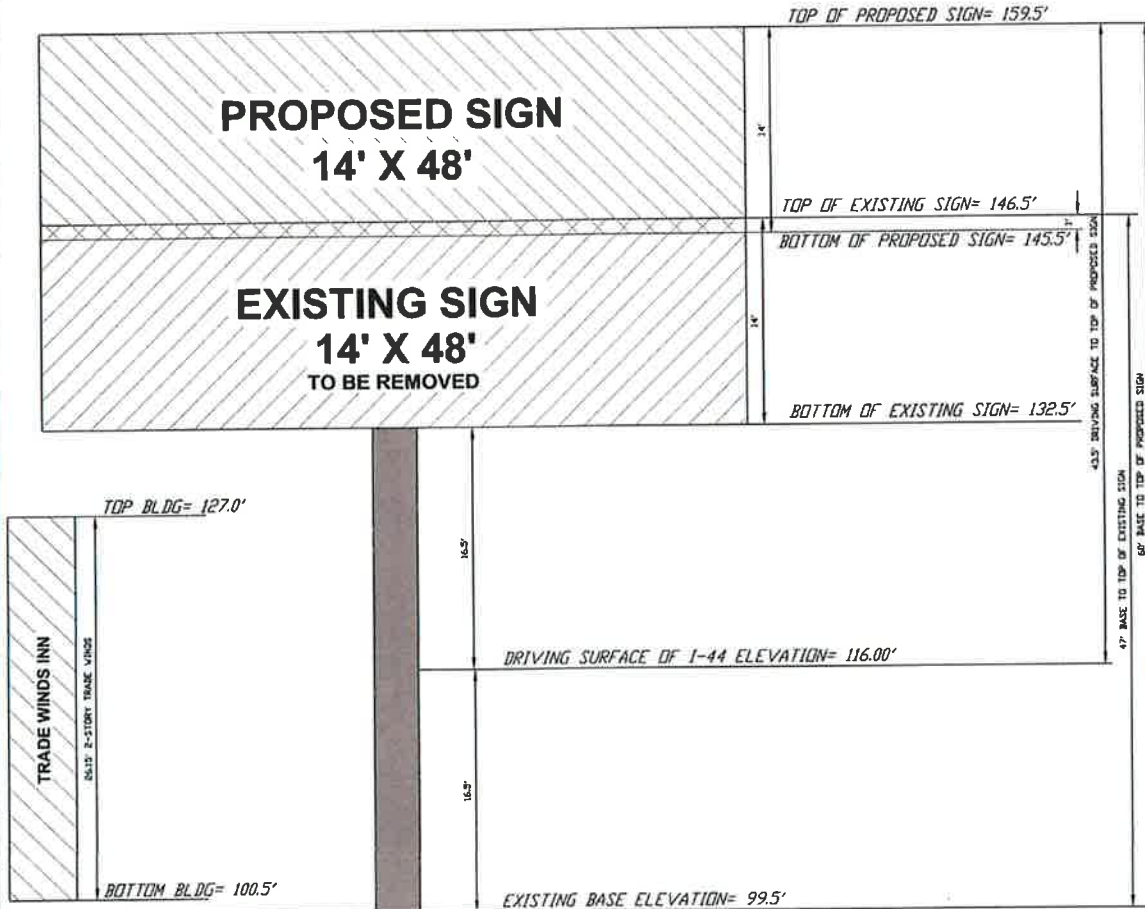
PROPERTY ADDRESS: 3314 E. SKELLY DRIVE, TULSA, OK

SURVEYOR'S CLIENT: TRADE WINDS INN

PARENT TRACT LEGAL DESCRIPTION: LOT FOUR (4), BLOCK ONE (1), TRADE WINDS ADDITION, A RESUBDIVIION OF LOTS 4, 5 AND 6, AND PART OF LOTS 14, 16 AND 17 BLOCK 2, VILLA GROVE SUBDIVISION, AN ADDITION TO THE CITY OF TULSA, TULSA COUNTY, OKLAHOMA.



PROFILE DRAWING SCALE 1" = 10'
VIEW PERSPECTIVE IS FROM THE WEST LINE OF THE SUBJECT PROPERTY LOOKING TO THE EAST.



SURVEYOR'S NOTES:

- DRIVING SURFACE ELEVATION ON I-44 IS GIVEN AT A POINT ON THE ROADWAY THAT IS PERPENDICULAR TO THE EXISTING SIGN.
- REFER TO ALTA SURVEY BY FRITZ LAND SURVEYING, LLC DATED JULY 15, 2016 FOR HORIZONTAL POSITIONING OF RELATED SITE FEATURES.
- ELEVATIONS PROVIDED ARE LOCAL ELEVATIONS FOR THE PURPOSE OF SHOWING THE ELEVATION DIFFERENTIALS OF THE EXISTING & PROPOSED SIGNS TO THE HIGHWAY DRIVING SURFACE AND THE EXISTING TRADE WINDS INN BUILDING.

SURVEYOR'S STATEMENT

FRITZ LAND SURVEYING, LLC AND THE UNDERSIGNED PROFESSIONAL LAND SURVEYOR, UNDER CERTIFICATE OF AUTHORIZATION CA #5848, DO HEREBY STATE THAT THIS EXHIBIT IS A TRUE AND ACCURATE REPRESENTATION OF THE SURVEY MADE ON THE GROUND UNDER MY DIRECT SUPERVISION AND OF THE FACTS AS FOUND AT THE TIME OF THE SURVEY (SEPTEMBER 21, 2016). THIS EXHIBIT IS INTENDED TO BE USED FOR REVIEW BY THE OWNER & CITY OFFICIALS TO SHOW THE RELATIONSHIP OF THE PROPOSED SIGN TO THE EXISTING CONDITIONS.

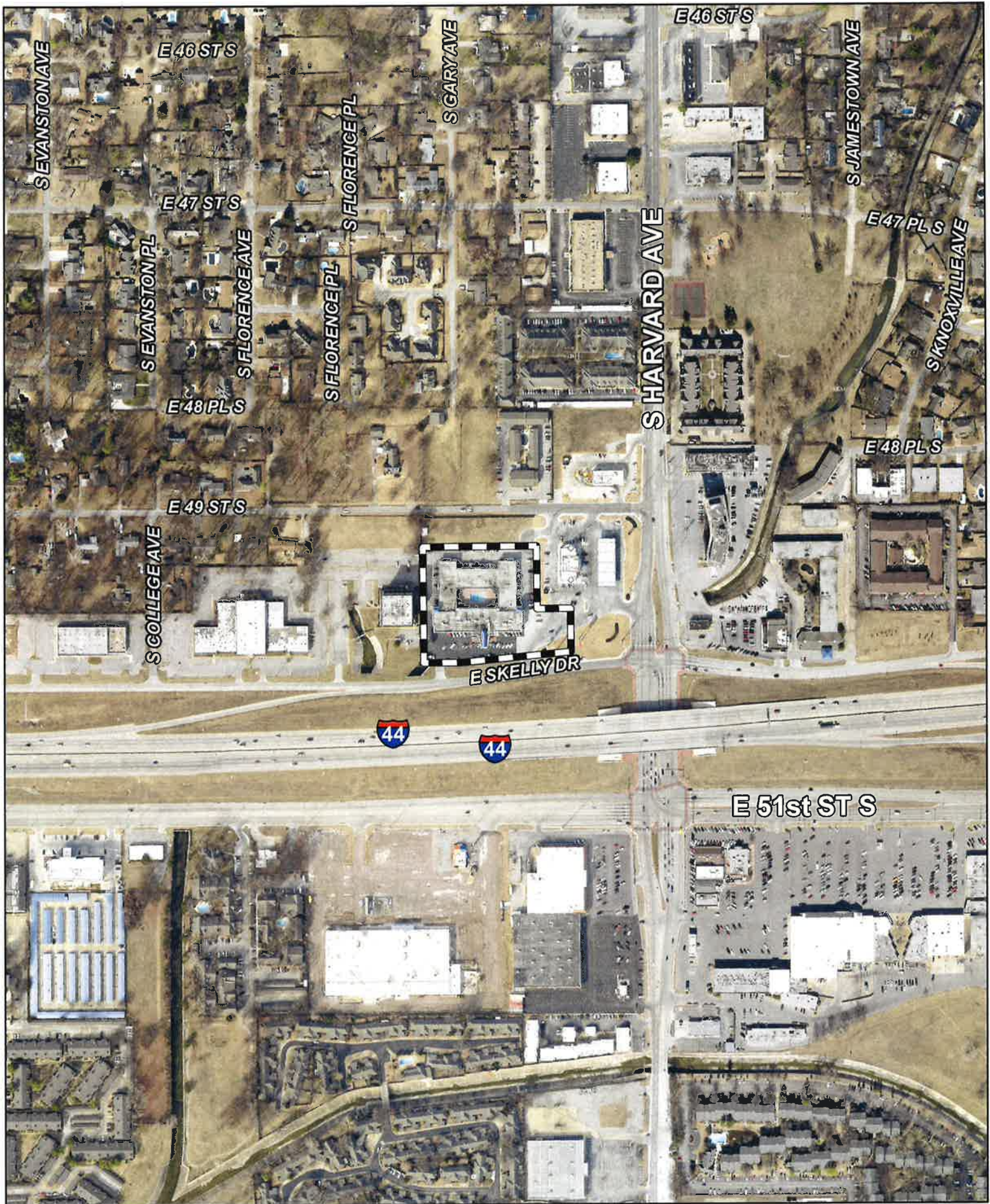
WITNESS MY HAND AND SEAL THIS
23rd DAY OF SEPTEMBER, 2016.

PREPARED BY:
FRITZ LAND SURVEYING, LLC
2017 W. 91st STREET
TULSA, OK 74132
PH: 918.231.0575
FRITZLANDSURVEYING@GMAIL.COM
FLS# 16442

ANDY FRITZ, PLS
OK LIC. 1694



12.12



Subject
Tract

CO-3

19-13 29

Note: Graphic overlays may not precisely align with physical features on the ground.

Aerial Photo Date: February 2,

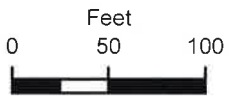
12.13





E 49th St

E Skelly Dr



Subject Tract

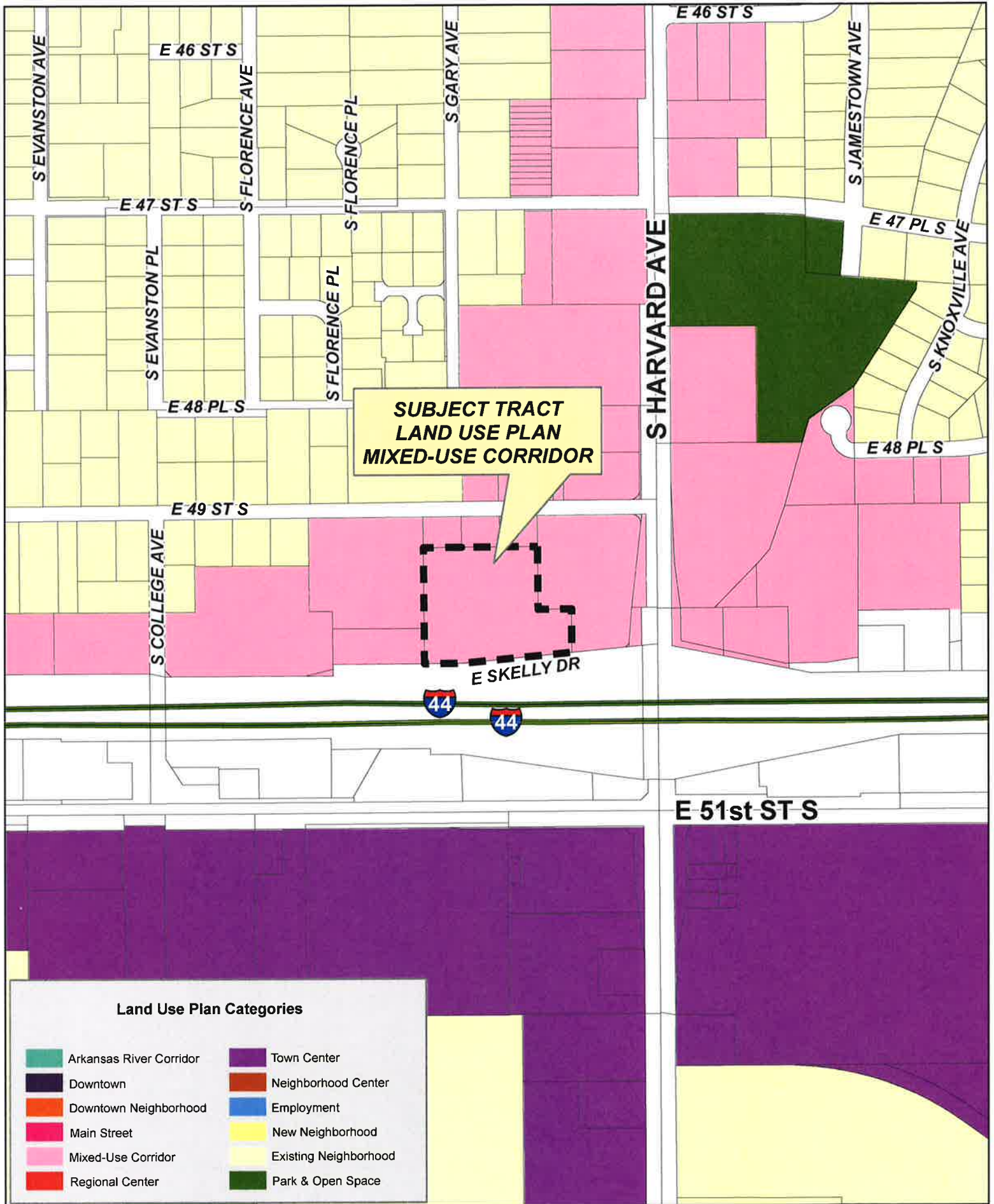
CO-3

19-13 29

Note: Graphic overlays may not align with physical features on the

Aerial Photo Date: February 20



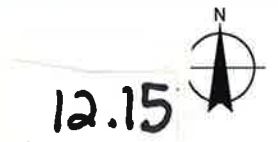


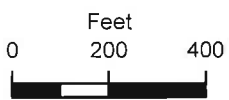
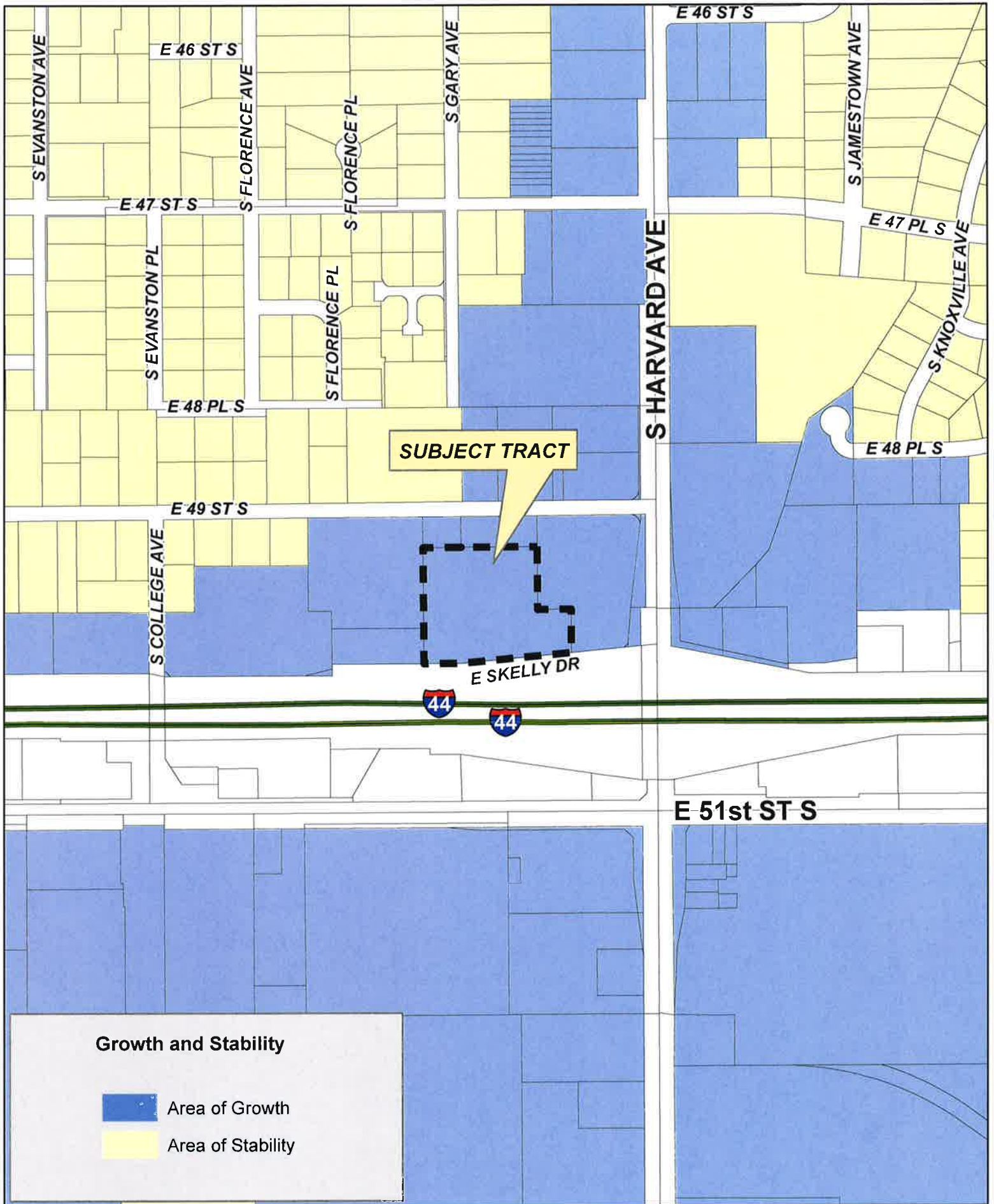
**SUBJECT TRACT
LAND USE PLAN
MIXED-USE CORRIDOR**



CO-3

19-13 29





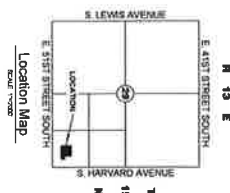
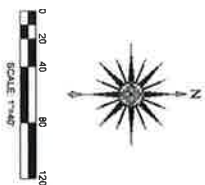
CO-3

19-13 29



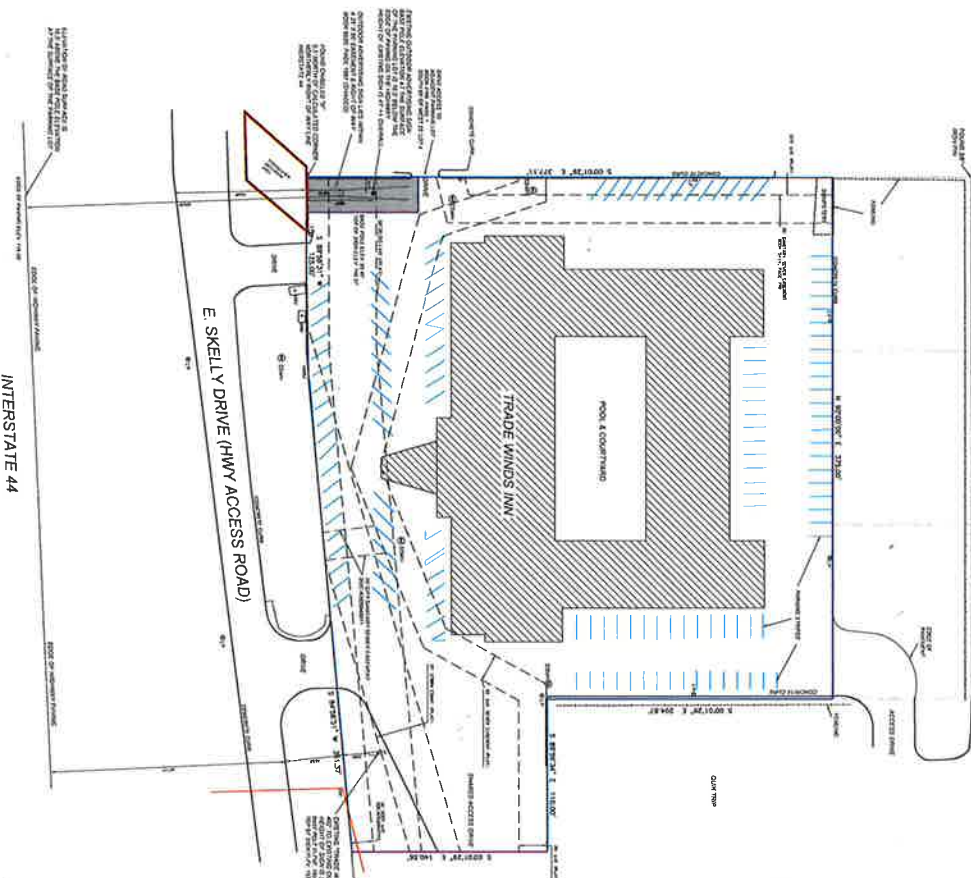
ALTA / NSPS LAND TITLE SURVEY

E 49TH STREET SOUTH



Legend

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NOTICE TO THE PUBLIC: THIS SURVEY IS A FINAL SURVEY AND IS SUBJECT TO THE REVISIONS AND CORRECTIONS THAT MAY BE MADE BY THE SURVEYOR IN ACCORDANCE WITH THE PROFESSIONAL STANDARDS OF THE SURVEYING INDUSTRY. THE SURVEYOR IS NOT RESPONSIBLE FOR THE ACCURACY OF ANY INFORMATION OBTAINED FROM THIS SURVEY.

LEGAL DESCRIPTION: ALTA / NSPS LAND TITLE SURVEY, E 49TH STREET SOUTH, TRADE WINDS INN, POOL & COURT/YARD, E SKELLY DRIVE (HWY ACCESS ROAD), INTERSTATE 44.

PREPARED BY: ERIC J. HENNING, LICENSED SURVEYOR, No. 1184

DATE: 2017

PROJECT: TRADE WINDS INN, POOL & COURT/YARD, E SKELLY DRIVE (HWY ACCESS ROAD), INTERSTATE 44.

12.17

TRADE WINDS SIGN EXHIBIT "A"

PROPERTY ADDRESS: 3314 E, SKELLY DRIVE, TULSA, OK

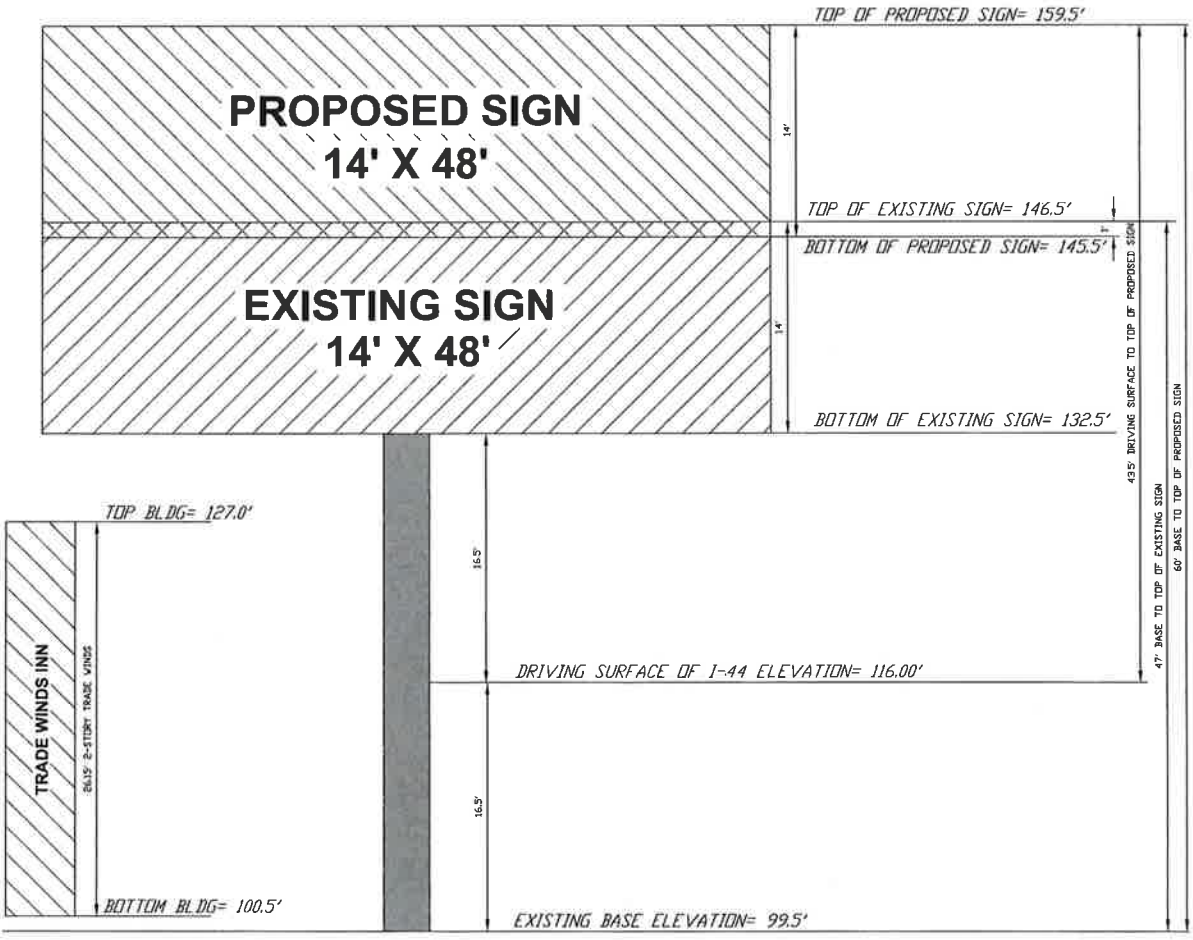
SURVEYOR'S CLIENT: TRADE WINDS INN

PARENT TRACT LEGAL DESCRIPTION: LOT FOUR (4), BLOCK ONE (1), TRADE WINDS ADDITION, A RESUBDIVISION OF LOTS 4, 5 AND 6, AND PART OF LOTS 14, 16 AND 17 BLOCK 2, VILLA GROVE SUBDIVISION, AN ADDITION TO THE CITY OF TULSA, TULSA COUNTY, OKLAHOMA.



PROFILE DRAWING SCALE 1" = 10'

VIEW PERSPECTIVE IS FROM THE WEST LINE OF THE SUBJECT PROPERTY LOOKING TO THE EAST.



SURVEYOR'S NOTES:

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WITNESS MY HAND AND SEAL THIS
22nd DAY OF SEPTEMBER, 2016.

PREPARED BY:
FRITZ LAND SURVEYING, LLC
2017 W. 91st STREET
TULSA, OK 74132
PH: 918.231.0575
FRITZLANDSURVEYING@GMAIL.COM
FLS# 16442

ANDY FRITZ, PLS
OK LIC. 1694



12.18



Tulsa Metropolitan Area
Planning Commission

Case Number: CO-4

Hearing Date: November 16, 2016

Case Report Prepared by:

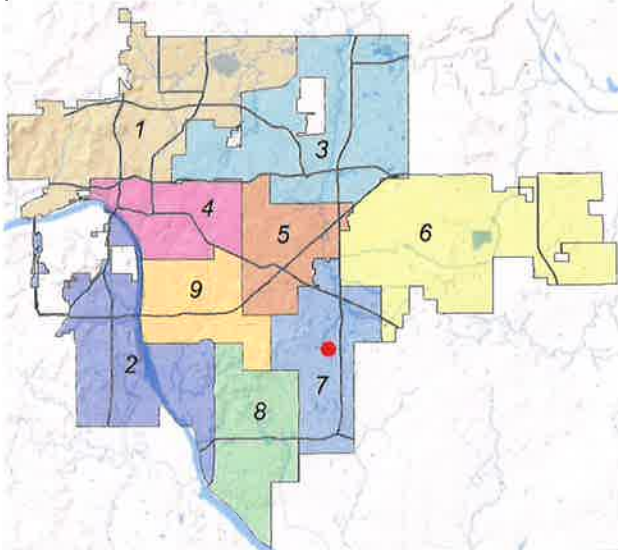
Dwayne Wilkerson

Owner and Applicant Information:

Applicant: Andrew Shank

Property Owner: INDEPENDENT SCHOOL DISTRICT NO 9

Location Map:
(shown with City Council Districts)



Applicant Proposal:

Present Use: Vacant building

Proposed Use: Adding school and office use

Concept summary: Modify the existing Corridor Development plan to include school uses and modify development standards to match the current Tulsa Zoning Code.

Tract Size: 1.6 ± acres

Location: South of southeast corner of E. 61st St. and S. Mingo Rd.

Zoning:

Existing Zoning: CO

Proposed Zoning: CO-4

Comprehensive Plan:

Land Use Map: Mixed-Use Corridor

Stability and Growth Map: Area of Growth

Staff Recommendation:

Staff recommends approval.

Staff Data:

TRS: 8406

CZM: 54

Atlas: 758

City Council District: 7

Councilor Name: Anna America

County Commission District: 1

Commissioner Name: John Smaligo

13.1

SECTION I: CO-4

DEVELOPMENT CONCEPT:

Applicant request a Major Amendment to the Corridor Site Plan in order to add Office and school uses to the Permitted Uses, as set forth below. Additionally, the existing development standards have been updated to conform with the Tulsa Zoning Code as currently adopted.

EXHIBITS:

- INCOG Case map
- INCOG Aerial (small scale)
- INCOG Aerial (large scale)
- Tulsa Comprehensive Plan Land Use Map
- Tulsa Comprehensive Plan Areas of Stability and Growth Map
- Applicant Exhibits:

CO-4 DEVELOPMENT STANDARDS:

LAND AREA: 1.82 gross acres 1.61 net acres

PERMITTED USE CATEGORIES:

Warehousing (Wholesale, Distribution & Storage Use)

School (Public, Civic and Institutional Use)

All uses permitted within the Commercial Use Category outlined in the Corridor District section of the Tulsa Zoning Code excluding the following:

- Outdoor Kennels for Animal Service
- Assembly and Entertainment < 250-person capacity
- Marina
- Non-Accessory Parking
- Self-Service Storage
- Sexually Oriented Business Establishment
- Vehicle Sales and Service.

Those customary accessory uses to principal permitted uses listed above.

MAXIMUM BUILDING FLOOR AREA:

105,000 square feet

MAXIMUM LOT COVERAGE BY BUILDINGS:

50%

MINIMUM BUILDING SETBACKS:

- From planned right of way on S Mingo Road: 10 feet
- From South property line: 10 feet
- From East boundary: 25 feet
- From North boundary: 0 feet

MAXIMUM BUILDING HEIGHT: 50 feet

13.2

OFF STREET PARKING:

Per applicable Use Categories within the Tulsa Zoning Code and shall be based on the Minimum Parking Ratios set forth in Chapter 55 of the Tulsa Zoning Code

LANDSCAPING AND SCREENING:

Landscaping shall meet the requirements of Chapter 65 of the Tulsa Zoning Code. In addition, a landscaped area shall be established and maintained which is not less than five feet in width and which extends along the entirety of the abutting street right of way, except at points of vehicular access. The required perimeter landscaping shall include plant materials designed to achieve an attractive street view and screening for nearby residential areas. An eight-foot masonry type wall is required along the east property line. On the west side of the wall there shall be a landscape strip of no less than 20' with landscaping in the form of trees planted in such a manner as to provide further buffering.

SIDEWALKS:

Sidewalks will be maintained where existing and constructed where not existing along Mingo Road and 53rd Street as required by Tulsa Subdivision Regulations.

LIGHTING:

All exterior lighting, including building mounted, shall be limited to shielded fixtures designed to direct light downward and away from adjoining residential properties. No light standard shall exceed 16 feet in height. Lighting shall be so designed that the light producing elements and the polished light reflecting elements of exterior lighting fixtures shall not be visible to a person standing within an adjacent residential area or residential street right-of-way. Compliance with Section 65.090 of the Zoning Code will be by submittal of a detailed photometric plan complete with manufacturers cut-sheets for each type of lighting unit and will be verified at detail site plan review.

SIGNS:

Signs shall be permitted as set out in Section 60.090-C of the Tulsa Zoning Code. Also, flashing signs, changeable copy signs, running light or twinkle signs, animated signs, revolving or rotating signs or signs with movement shall be prohibited.

TRASH, MECHANICAL AND EQUIPMENT AREAS:

All trash, mechanical and equipment areas, including building mounted, shall be screened from public view in such a manner that the areas cannot be seen by persons standing at ground level.

DETAILED STAFF RECOMMENDATION:

Staff has carefully reviewed this proposal, conducted site visits and finds the uses and intensities of development proposed to be in harmony with the spirit and intent of the Zoning Code.

Staff finds Corridor Development Plan CO-4 to be:

- 1) In harmony with the existing development patterns surrounding the site and;
- 2) Not in complete harmony with the development pattern as defined by the Land Use Designation in the Comprehensive Plan however, the proposed plan provides incremental improvements for building massing, and location and brings many of the development standards in alignment with the current zoning code. Provides a unified treatment of the development possibilities of the site and;
- 3) Consistent with the stated purposes and standards of the Corridor Chapter of the Zoning Code therefore;

Staff recommends Approval of CO-4 as outlined in Section II above.

SECTION III: Supporting Documentation

RELATIONSHIP TO THE COMPREHENSIVE PLAN:

Staff Summary: The proposed school use and existing site configuration is not consistent with the long term vision for this land use designation. The Corridor Development Plan and its reduced setbacks and increased building height and density are removing zoning obstacles that would support a future redevelopment opportunity.

Land Use Vision:

Land Use Plan map designation: Mixed-Use Corridor

A Mixed-Use Corridor is a plan category used in areas surrounding Tulsa's modern thoroughfares that pair high capacity transportation facilities with housing, commercial, and employment uses. The streets usually have four or more travel lanes, and sometimes additional lanes dedicated for transit and bicycle use. The pedestrian realm includes sidewalks separated from traffic by street trees, medians, and parallel parking strips. Pedestrian crossings are designed so they are highly visible and make use of the shortest path across a street. Buildings along Mixed-Use Corridors include windows and storefronts along the sidewalk, with automobile parking generally located on the side or behind. Off the main travel route, land uses include multifamily housing, small lot, and townhouse developments, which step down intensities to integrate with single family neighborhoods.

Areas of Stability and Growth designation: Area of Growth

The purpose of Areas of Growth is to direct the allocation of resources and channel growth to where it will be beneficial and can best improve access to jobs, housing, and services with fewer and shorter auto trips. Areas of Growth are parts of the city where general agreement exists that development or redevelopment is beneficial. As steps are taken to plan for, and, in some cases, develop or redevelop these areas, ensuring that existing residents will not be displaced is a high priority. A major goal is to increase economic activity in the area to benefit existing residents and businesses, and where necessary, provide the stimulus to redevelop.

Areas of Growth are found throughout Tulsa. These areas have many different characteristics but some of the more common traits are close proximity to or abutting an arterial street, major employment and industrial areas, or areas of the city with an abundance of vacant land. Also, several of the Areas of Growth are in or near downtown. Areas of Growth provide Tulsa with the opportunity to focus growth in a way that benefits the City as a whole. Development in these areas will provide housing choice and excellent access to efficient forms of transportation including walking, biking, transit, and the automobile."

Transportation Vision:

Major Street and Highway Plan: Mingo is a secondary arterial without special designations.

Trail System Master Plan Considerations: None

Small Area Plan: None

Special District Considerations: None

Historic Preservation Overlay: None

DESCRIPTION OF EXISTING CONDITIONS:

The site image below shows the existing building. The view from southwest corner of the site looking northeast:



Staff Summary:

The existing site has been a commercial use as allowed by the previous Corridor Plan and was approved through the Corridor Site Plan process. The current anticipated use will convert the building to a school use. There are no known existing site conditions that would affect repurposing of this building into a school use.

Environmental Considerations: None

Streets:

<u>Exist. Access</u>	<u>MSHP Design</u>	<u>MSHP RW</u>	<u>Exist. # Lanes</u>
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13.5

South Mingo Road	Secondary Arterial	100 feet	5 (includes center left turn lane)
East 63 rd Street	None	50 feet	2

Utilities:

The subject tract has municipal water and sewer available.

Surrounding Properties:

Location	Existing Zoning	Existing Land Use Designation	Area of Stability or Growth	Existing Use
North	OL and IL/PUD 656	Mixed-use corridor	Growth	Industrial and small office
East	RS-3	Mixed-use corridor	Growth	Single family residential
South	RS-3 and OL	Mixed-use corridor	Growth	2 story office and single family residential
West	AG	Mixed-use corridor	Growth	Single family residential

SECTION IV: Relevant Zoning History

ZONING ORDINANCE: Ordinance number 22115 dated September 14, 2009 (Z-7139), and 17230 dated October 13, 1989 (Z-6254), established zoning for the subject property.

Subject Property:

BOA-21018 January 26, 2010: The Board of Adjustment **approved** a *Variance* of the maximum permitted land coverage of a building in the CO district from 30% to 35% (Section 803); a *Variance* of the requirement that any corridor development's access shall be principally from internal collector service streets (Section 804); and a *Modification of a previously approved plan* and conditions related to the building setback from an arterial street (BOA-15242), modified to 100 ft., per the plan submitted on 1/26/10, on property located at the northeast corner of S. Mingo Rd. and E. 63rd St. and also known as the subject property.

Z-7139/ Z-7139-SP-1/ Z-6254-SP-2 September 2009: All concurred in **approval** of a request for *rezoning* a 1+ acre tract of land from RS-3 to CO for Metro Builders – Outdoor business, on property located on the northeast corner of South Mingo Road and East 63rd Street and also known as the subject property.

Z-6254/Z-6254-SP-1 September 1989: All concurred in **approval** of *rezoning* a .4-acre lot located on the northeast corner of East 63rd Street South and South Mingo Road from RS-3 to CO and approval was also granted on a detail corridor site plan, Z-6254-SP-1 on the property for a small appliance business in the existing building.

BOA-15242 September 7, 1989: The Board of Adjustment **approved** a *Variance* of the required 200 ft. setback from Mingo Rd. to 74 ft. to permit an existing building; per plot plan submitted; finding that the structure that already exists is a small structure (1,500 sq. ft.).

BOA-14324 December 18, 1986 The Board of Adjustment **approved** a *Special Exception* to allow a day care center in an RS-3 district; per plan submitted; subject to a maximum of 30 children being

cared for at the center; subject to the hours of operation being from 6:30am to 11:30pm; finding that there are multiple zoning classifications in the vicinity and many business already in operation.

Surrounding Property:

Z-7080 January 2008: A request was made to *rezone* a 4.7+ acre tract of land from CO to OM. All concurred in denial of the OM and **approval** of OL for Public school play fields, on property located at the southeast corner of East 62nd Street and South Mingo Road and north of subject property.

BOA-20611 December 11, 2007: The Board of Adjustment **approved** a *Special Exception* to permit public school accessory uses (Use Unit 5) in RS-3/ OL/ OM districts (Section 401 and 601); *Variance* of the building setback requirement in an RS-3 district from 55 ft. to 38 ft. (Section 403); *Special Exception* to permit required parking on a lot other than the one containing the principal use (Section 1301.D); and a *Special Exception* to modify the height of a fence located in the required front yard from 4 ft. (Section 210.B.3), noting specifically that the relief is subject to the downgrading of zoning of the present CO district to OL and that such proof of the City Council approval of the downgrading will be furnished to INCOG (Z-7080); subject to the narrative and exhibits on page 6.12 of the agenda packet; with the exception that practices and games on lighted fields will conclude no later than 9:30pm and all field lights be off and the park closed by 10:00pm; no practice or games to begin earlier than 7:00 a.m.; the 70 ft. field lights be as shown as type 3 lights on page 6.7 of the agenda packet; the photo-electric lights as type 2 shall comply with the Kennebunkport formula; landscaping per the plan Exhibit D, on property located on the south side of E. 62nd St., between S. Mingo Rd. and S. 101st E. Ave. and also 10100 E. 61st St. S.

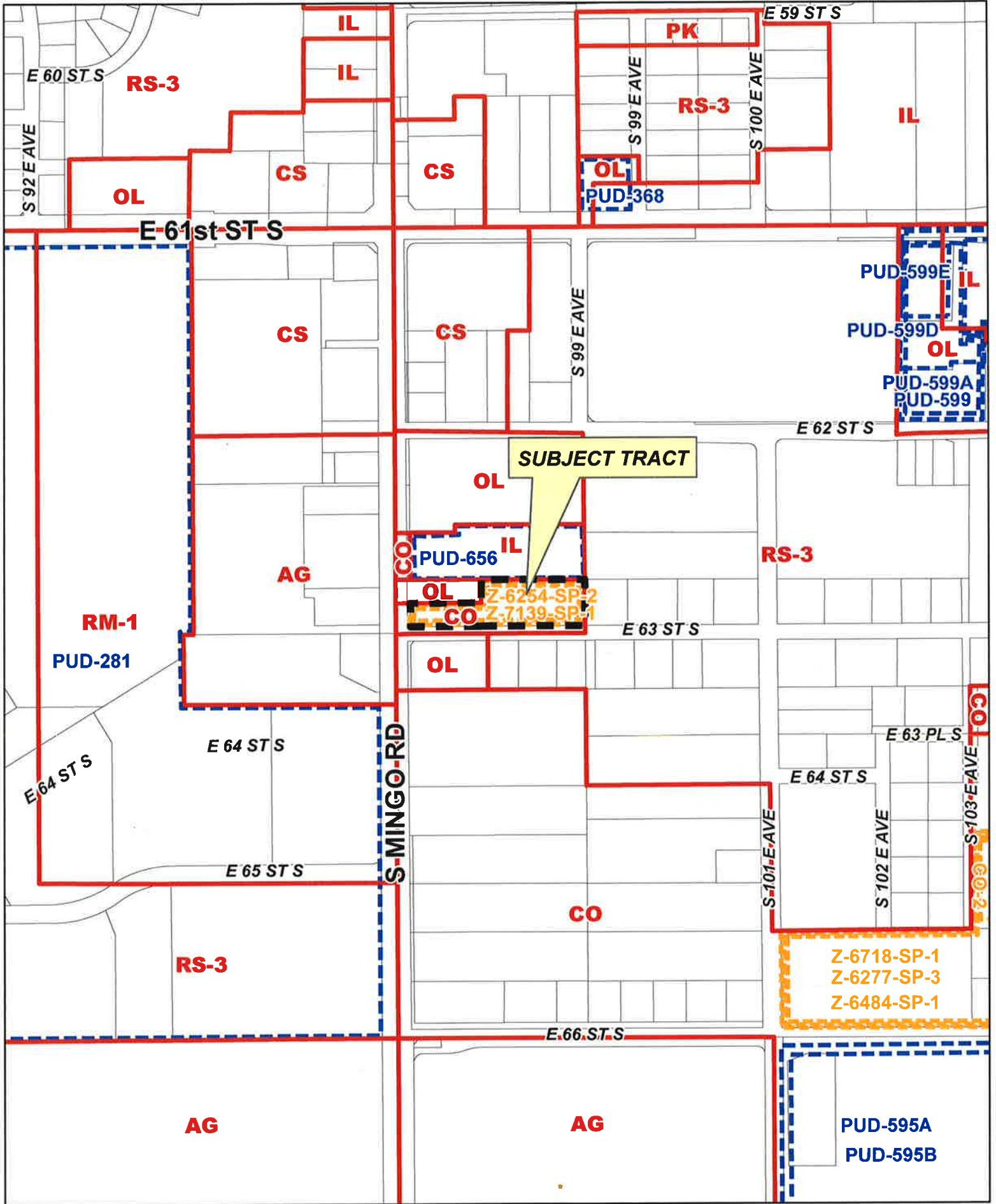
Z-7061 August 2007: All concurred in **approval** of a request for *rezoning* a .87+ acre tract of land from RS-3 to OL for office use, on property located on the southeast corner of East 63rd Street and South Mingo Road.

Z-6840/PUD-656 November 2001: A request to *rezone* a 2.37+ acre tract from CO to IL/PUD on property located south of southeast corner of East 61st Street South and South Mingo Road and abutting north of subject property, for uses permitted by right and exception in an IL district excluding Use Unit 12A. Staff recommended denial of IL zoning and for the PUD but the TMAPC recommended approval per modifications. The City Council **approved** the rezoning and PUD per modifications.

Z-5903-SP-1 April 1995: All concurred in **approval** of a proposed *Corridor Site Plan* on 3.25+ acre tract for indoor and outdoor skating rinks, on property located south of southeast corner of East 63rd Street and South Mingo Road.

Z-5908-SP-1 February 1989: All concurred in **approval** of a request for *rezoning* a 3.24+ acre tract of land for a softball and baseball hitting arena and building for video games, concessions, control area for batting machines and restrooms with conditions that no lights shall be placed in the north 150' of the east 200' and all lights in east half of property shall be turned off by 11pm; limit to one-story height of any structure; and no gravel for parking area on property located on the southeast corner of East 62nd Street South and South Mingo Road.

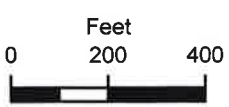
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SUBJECT TRACT

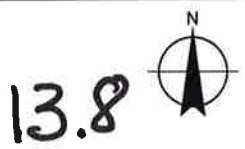
OL Z-6254-SP-2
CO Z-7139-SP-1

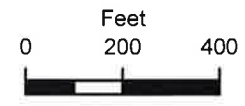
Z-6718-SP-1
Z-6277-SP-3
Z-6484-SP-1



CO-4

18-14 06





 Subject Tract

CO-4

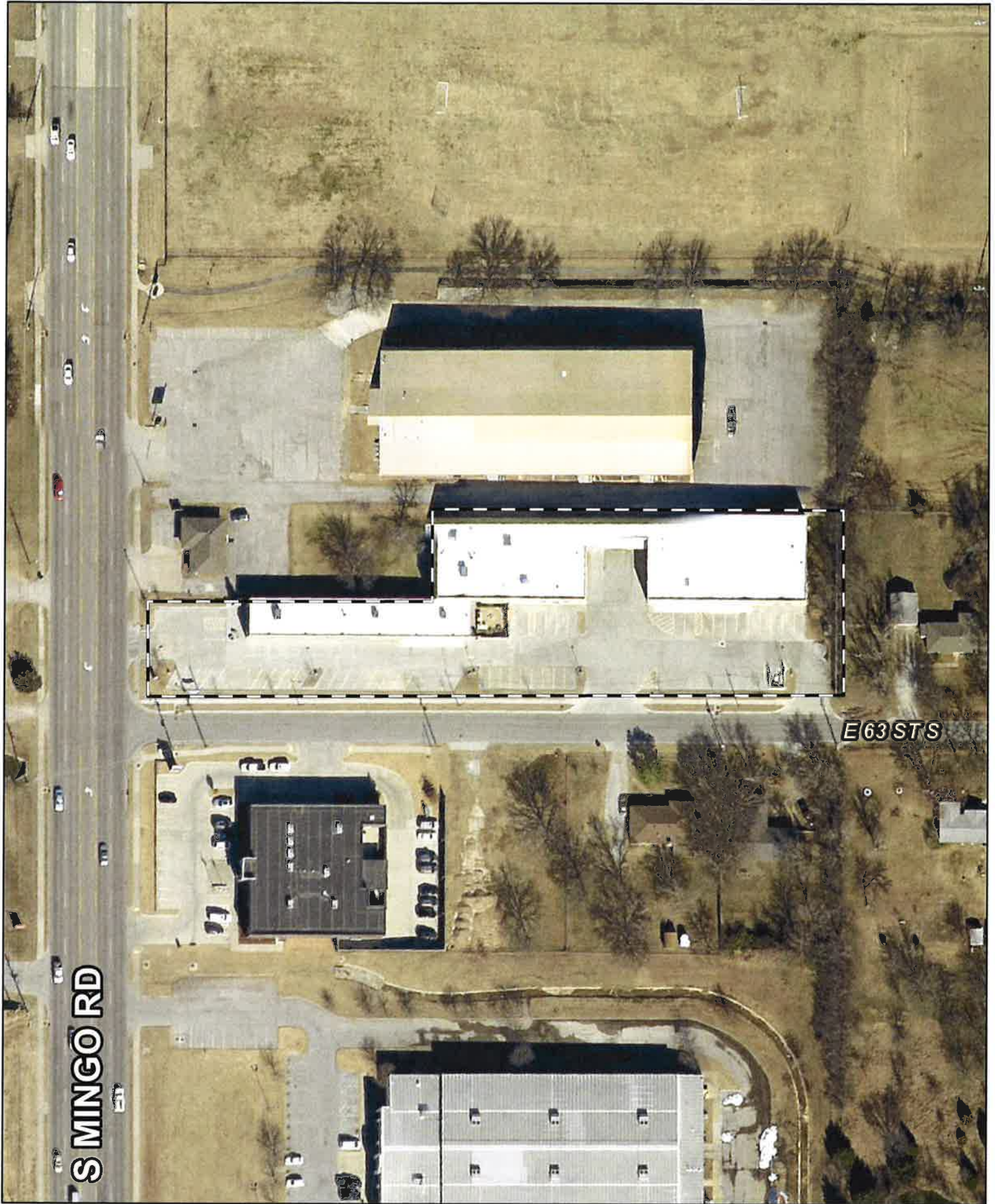
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Note: Graphic overlays may not precisely align with physical features on the ground.

Aerial Photo Date: February 2016

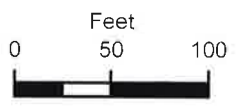


13.9



S MINGO RD

E 63 STS



 **Subject Tract**

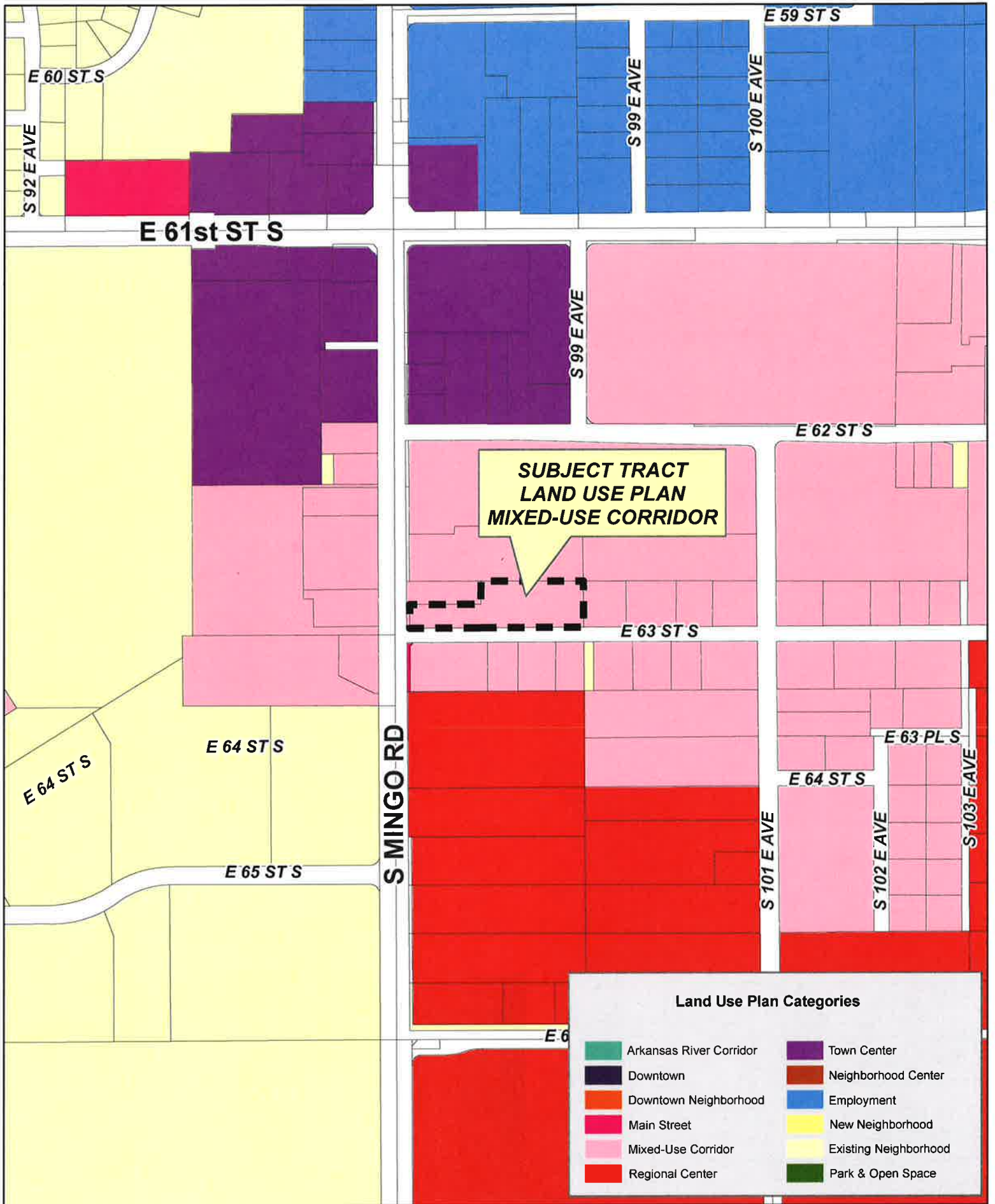
CO-4

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Note: Graphic overlays may not precisely align with physical features on the ground.

Aerial Photo Date: February 2016



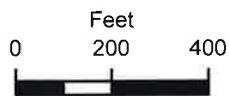
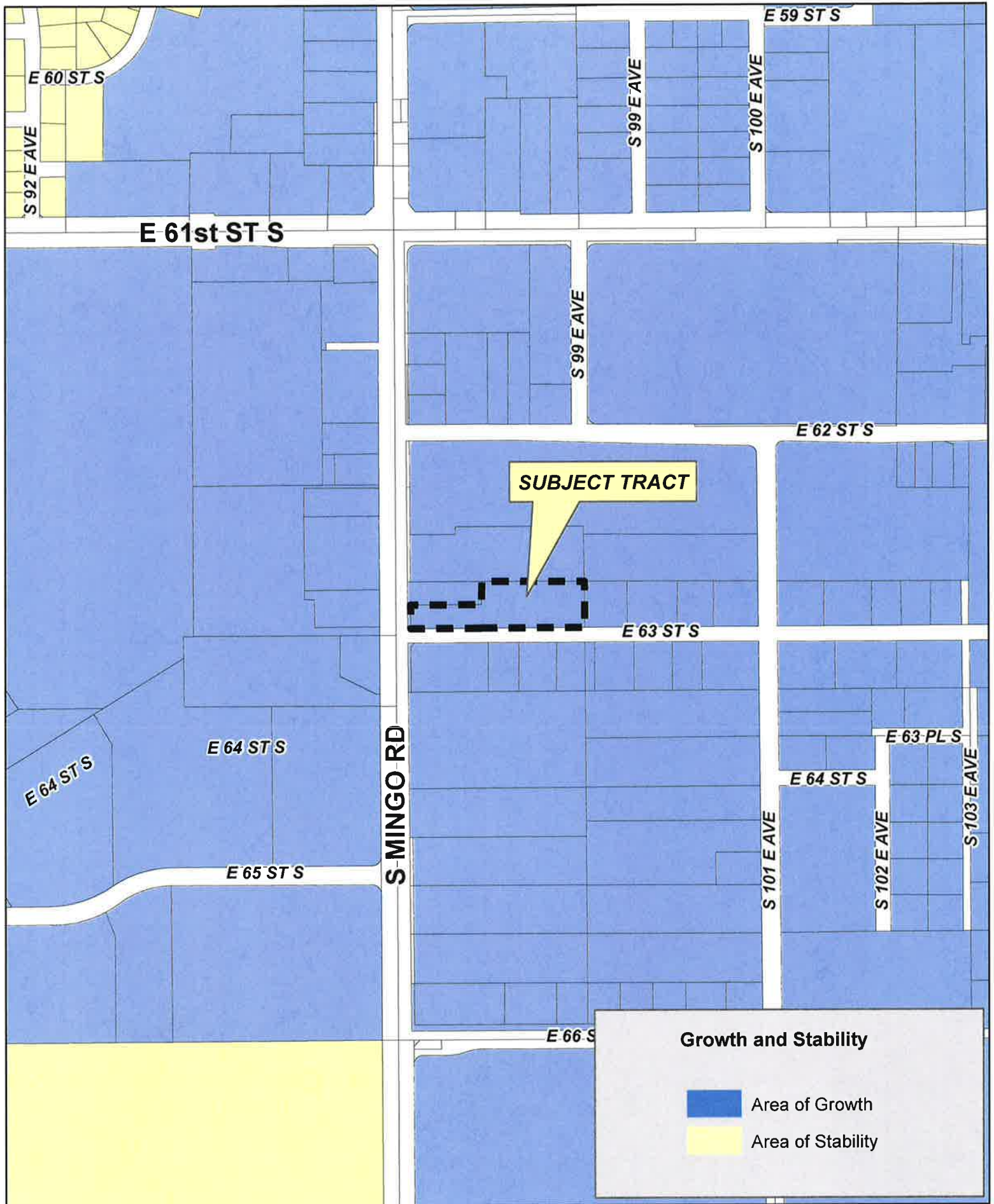


CO-4

18-14 06

13.11





CO-4
18-14 06

13.12



Tulsa Metropolitan Area
Planning Commission

Case Number: Z-7366
w/ Optional Development Plan

Hearing Date: November 16, 2016

Case Report Prepared by:

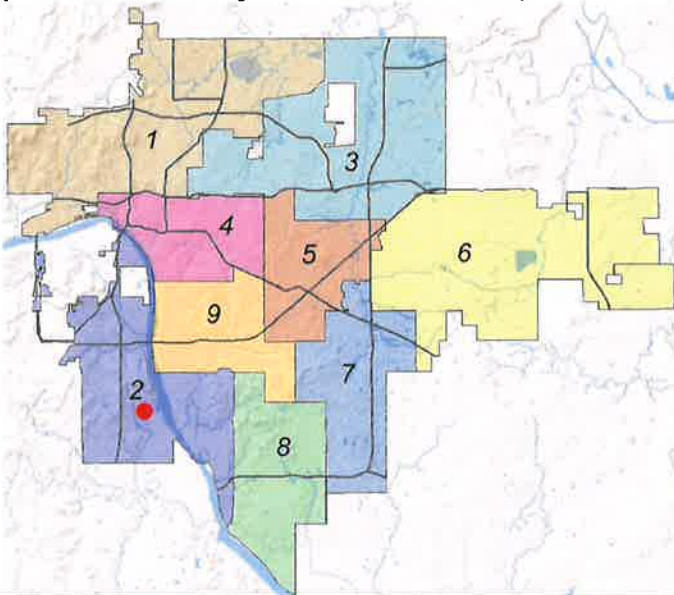
Dwayne Wilkerson

Owner and Applicant Information:

Applicant: John Day

Property Owner: Jane P. Fritz & Mary Ann Gough

Location Map:
(shown with City Council Districts)



Applicant Proposal:

Present Use: Vacant

Proposed Use: Dog boarding & training

Concept summary:

Tract Size: 1.47 ± acres

Location: South of southeast corner of S. Elwood Ave. and W. 71st St.

Zoning:

Existing Zoning: AG

Proposed Zoning: CG

Comprehensive Plan:

Land Use Map: Employment

Stability and Growth Map: Area of Growth

Staff Recommendation:

Staff recommends approval of CG zoning but only with the included optional development standards.

Staff Data:

TRS: 8212

CZM: 51

Atlas: 1141

City Council District: 2

Councilor Name: Jeannie Cue

County Commission District: 2

Commissioner Name: Karen Keith

14.1

SECTION I: Z-7366

DEVELOPMENT CONCEPT:

The initial development anticipated for this project is for the construction and operation of a dog training and kennel facility. The applicant proposes an appearance of a country farm and will ultimately assimilate with the surrounding land. Operations are not expected disrupt surrounding residents either visually or with excessive unnatural noises, smells, or disturbances.

SECTION II: Z-7366 OPTIONAL DEVELOPMENT STANDARDS:

PERMITTED USES:

All principle and customarily accessory uses for the following Use Categories:

- Animal Service
- Commercial Service
- Financial Services
- Lodging (except campgrounds and RV parks are prohibited)
- Office
- Studio, Artist or Instructional Services

Site development within this optional development plan must meet or exceed the standards of the Tulsa Zoning Code except as further refined below:

GENERAL OPTIONAL DEVELOPMENT PLAN REQUIREMENTS:

Building Setbacks:

1. Buildings shall be set back from South Elwood a minimum of 17.5 feet from the planned right of way.
2. Building setbacks from the north and south lot line shall be a minimum of 11 feet.

Parking Standards:

1. Parking shall not exceed 20% of the minimum required for each use.
2. Parking islands where provided shall be greater than 128 square feet with a minimum 15 feet of green space measured from the edge of pavement or back of curb.
3. No parking space shall be further than 50 feet from a tree.

Building design standards:

1. Buildings will have decorative facades facing Elwood Drive and shall include a minimum of 25% masonry facade on the west facing wall.
2. Vinyl siding is not permitted.

Business hours of operation:

1. Business hours will be no later than 7:30pm.

Landscaping and screening:

1. Landscaping within the Project, as proposed, will substantially exceed the requirements of the Landscaping and Planned Unit Development Chapters of the Tulsa Zoning Code and where appropriate, will incorporate healthy existing trees and natural vegetation and shall be designed to achieve an attractive streetscape and appropriate buffering from adjacent residential areas.

14.2

2. On the lot and within 20 feet of the street right-of-way a minimum of one tree shall be placed or preserved for each 25 linear feet of street frontage. Preserved trees must exceed 4" caliper to be included in the minimum tree count.
3. Trash enclosures must be provided with a masonry enclosure and a minimum height of 6' or as required to fully screen the dumpster or dumpsters. Enclosure gates must be steel frame with wood or other opaque material that screens a minimum of 85% of the dumpster gate. Trash enclosures may not be within 25 feet of the perimeter of the optional development plan boundary.

Light standards:

1. Pole lights within 25 feet of the north and south boundaries of the lot will be prohibited. All wall mounted building lighting shall be pointed down and shall not be greater than 12 feet above finished floor elevation of the first floor. Pole mounted lighting shall not be taller than 16 feet from finished ground elevation at the base of the pole and shall be pointed down in conformance with the Tulsa Zoning Code.
2. There will not be any exterior storage of trash or materials attractive to wild animals unless contained in secure waste bins emptied on a weekly schedule.
3. Fencing will include slatted chain link, for privacy, along all outer edges of the "natural" areas on the north and south edges of the property.

Signage:

1. Digital display signage is prohibited
2. Ground signs within the Project shall be permitted as follows:
 - A. One (1) ground sign on South Elwood Avenue with a maximum of 64 SF of display surface area and a maximum height of 20 FT. The sign will be a monument style supported by two masonry columns or with full masonry base construction.
 - B. Said ground sign shall not be placed closer than 50 feet from the north or south boundaries of the project.
3. Wall Signs:
 - A. Wall signage on north, south or east facing walls is prohibited.
 - B. West facing wall signage shall not to exceed 0.10 SF of surface display area per linear foot of building wall to which attached; provided, however, the surface display area of any such wall sign shall not exceed 125 SF. Wall signs may not be illuminated.
4. Directional Signs:

Directional signs for way finding purposes within the Project may be freestanding if not exceeding 4 SF of surface display area and 4 FT in height.

ANIMAL SERVICE OPERATIONS: In addition to the provisions of the Tulsa Zoning Code and the General provisions outlined above, any principal use or customarily accessory use associated with animal service use category shall also conform to the following operational standards:

1. Animal play and boarding activities must be indoors before 7:00 am and after 9:00 pm.
2. Facilities for a 24-hour attendant on-site will be included in the building.
3. Sanitation for disease and parasite controls will follow strict guidelines and standards set forth by the American Boarding Kennel Association inside of the facility.
4. External "natural" areas will be kept properly mowed and maintained, including pest control measures taken to limit and control naturally occurring rodents and insects.

14.3

5. Sanitary sewer lines will be constructed into the facility to handle the volume of waste water estimated for cleaning indoor kennel areas, and outdoor play areas adjacent to the building.
6. Buildings will be set back from Elwood a comfortable distance with the parking area between them and Elwood Drive.
7. Business hours will be no later than 7:30pm.
8. Screening fencing will be provided along all outer edges of the "natural" areas on the north and south edges of the property. Slatted chain link fencing may be used on internal fencing however the screening fencing abutting the north and south property lines must be wood, composite or masonry fencing.

EXHIBITS:

INCOG Case map
INCOG Aerial (small scale)
INCOG Aerial (large scale)
Tulsa Comprehensive Plan Land Use Map
Tulsa Comprehensive Plan Areas of Stability and Growth Map
Applicant Exhibits:

DETAILED STAFF RECOMMENDATION:

The proposed CG zoning is not consistent with the Employment Use identified in the comprehensive plan without an optional development plan and;

The optional development plan provides use limitations and design standards to integrate the proposed facility into the surrounding neighborhood and to add consistency with the West Highlands Small Area Plan and;

Z-7366 with the optional development plan is non injurious to the surrounding property and;

Z-7366 with the optional development plan is consistent with the expected development pattern of the surrounding area therefore;

Staff recommends Approval of Z-7366 to rezone property from AG to CG with the optional Development Plan Standards outlined in Section II above.

SECTION III: Supporting Documentation

RELATIONSHIP TO THE COMPREHENSIVE PLAN:

Staff Summary: The requested CG zoning with an optional development plan is consistent with the Employment Land Use vision of the comprehensive plan.

Land Use Vision:

Land Use Plan map designation: Employment

Employment areas contain office, warehousing, light manufacturing and high tech uses such as clean manufacturing or information technology. Sometimes big-box retail or warehouse retail clubs are found in these areas. These areas are distinguished from mixed-use centers in that they have few residences and typically have more extensive commercial activity.

14.4

Employment areas require access to major arterials or interstates. Those areas, with manufacturing and warehousing uses must be able to accommodate extensive truck traffic, and rail in some instances. Due to the special transportation requirements of these districts, attention to design, screening and open space buffering is necessary when employment districts are near other districts that include moderate residential use.

Areas of Stability and Growth designation: Area of Growth

The purpose of Areas of Growth is to direct the allocation of resources and channel growth to where it will be beneficial and can best improve access to jobs, housing, and services with fewer and shorter auto trips. Areas of Growth are parts of the city where general agreement exists that development or redevelopment is beneficial. As steps are taken to plan for, and, in some cases, develop or redevelop these areas, ensuring that existing residents will not be displaced is a high priority. A major goal is to increase economic activity in the area to benefit existing residents and businesses, and where necessary, provide the stimulus to redevelop.

Areas of Growth are found throughout Tulsa. These areas have many different characteristics but some of the more common traits are close proximity to or abutting an arterial street, major employment and industrial areas, or areas of the city with an abundance of vacant land. Also, several of the Areas of Growth are in or near downtown. Areas of Growth provide Tulsa with the opportunity to focus growth in a way that benefits the City as a whole. Development in these areas will provide housing choice and excellent access to efficient forms of transportation including walking, biking, transit, and the automobile.”

Transportation Vision:

Major Street and Highway Plan: Elwood does not have any special overlay considerations that would affect site development.

Trail System Master Plan Considerations: None

Small Area Plan: **West Highlands Small Area Plan**

This site is on the eastern edge of the West Highlands small area plan that was approved by City Council with resolution# 2670:322 and effective April 2014.

The original PUD 742 was approved prior to the adoption of the West Highlands Small area plan however the small area plan recognized that some of the area had already been zoned but development had not occurred. The small area plan recognized that “Improvements in road capacity and mass transit have been identified, but only road capacity improvements are programmed. Specific improvements-like new trails or mass-transit upgrades- are planned, though funding has yet to be identified.

The land use designation in the small area plan recognized that this area would also be considered an Employment Area but encouraged development strategies to maintain the existing character such as:

- 1) Retaining tree cover;
- 2) Maintaining significant amounts of open space, through strategies such as clustering, land banking and conservation easements;
- 3) Installing lot line fencing;
- 4) Clustering new homes to maximize open space;

- 5) Use of native stone, darker brick, corrugated metal and/or wooden building materials in home construction; and
- 6) Lowering parking lot requirements, so as to preserve open space.

One of the specific goals of the area was to “concentrate most-intense development in the eastern area”. Placement of the school on this eastern edge of the small area plan seems to accommodate that goal.

The street system is an important consideration for future development. The following snippet illustrates the significant tree cover anticipated adjacent to street networks with 4 lanes of traffic sidewalks medians and street trees.

Figure 2:7: Three lanes of traffic in a 100' right-of-way, applicable anywhere

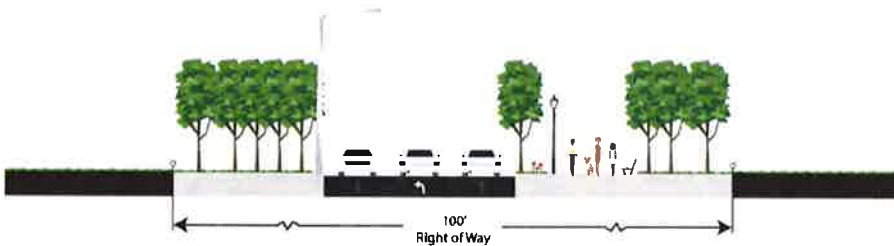


Figure 2:8: Four lanes of traffic in a 100' right-of-way, with green median (applicable on roads east of US-75)

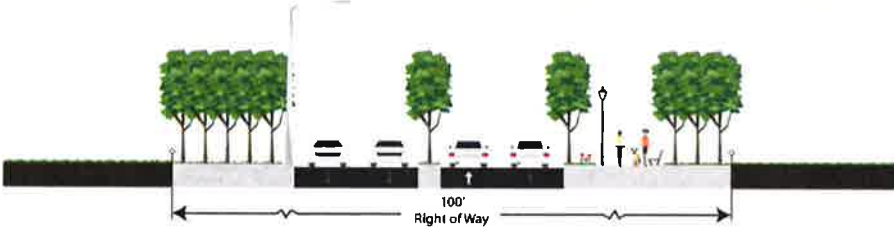
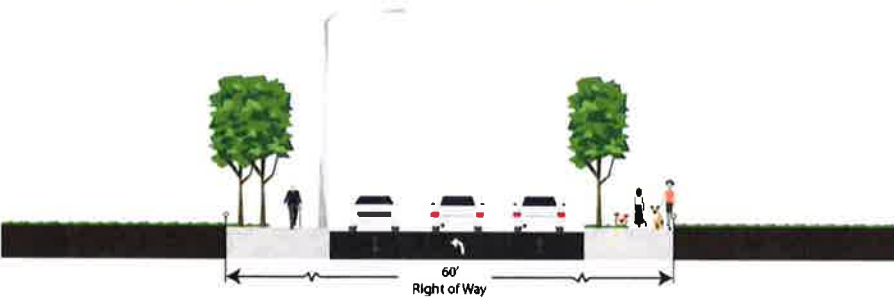


Figure 2:9: Three lanes of traffic in 60' right-of-way, with multi-use trails on both sides.



Special District Considerations: Significant special considerations are identified in the West Highlands Small Area Plan.

Historic Preservation Overlay: none

DESCRIPTION OF EXISTING CONDITIONS:

Staff Summary: Preservation of the naturally wooded site is an important consideration of the West Highlands Small area plan. Obviously a large percentage of the vegetative cover will be removed but in this instance the terrain can be used to the advantage of the school user. There are no existing conditions that will prohibit development of the site and the existing terrain will be an advantage for the natural character preservation north and east of the proposed building and parking area.

Environmental Considerations: The site is heavily wooded with Careful and thoughtful development on this site will provide a natural area consistent with the vision of the West Highlands small area plan for preserving natural drainage areas and the wooded character of the area.

Streets:

<u>Exist. Access</u>	<u>MSHP Design</u>	<u>MSHP RW</u>	<u>Exist. # Lanes</u>
South Elwood Avenue	Secondary Arterial	100 feet	2

Utilities:

The subject tract has municipal water and sewer available.

Surrounding Properties:

<u>Location</u>	<u>Existing Zoning</u>	<u>Existing Land Use Designation</u>	<u>Area of Stability or Growth</u>	<u>Existing Use</u>
North	AG	Employment	Growth	Single Family Residential
East	AG	Employment	Growth	City of Tulsa sanitary sewer sludge beds
South	AG	Employment	Growth	Single Family Residential
West	AG	New Neighborhood	Growth	Single Family Residential

SECTION III: Relevant Zoning History

ZONING ORDINANCE: Ordinance number 11827 dated June 26, 1970, established zoning for the subject property.

Subject Property:

No relevant history.

Surrounding Property:

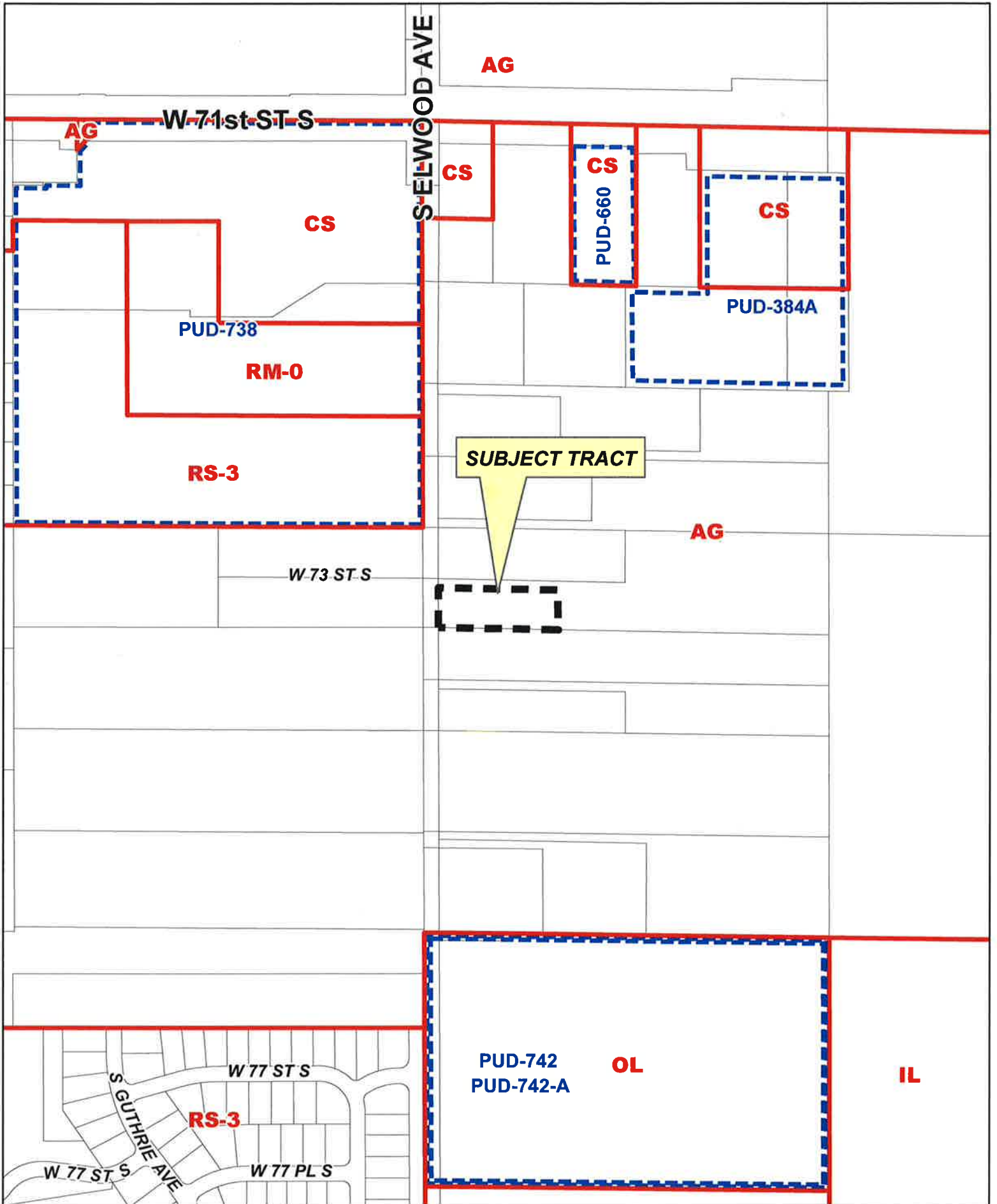
14.7

PUD-742-A October 2015: All concurred in **approval** of a proposed *Major Amendment to PUD* on a 25+ acre tract of land for elementary school use (Use Unit 5), on property located south of southeast corner of S. Elwood Ave. and W. 71st St. City Council put conditions on the approval.

Z-7065/ PUD-742 September 2007: All concurred in **approval** of a request for *rezoning* a 24+ acre tract of land and a proposed *Planned Unit Development* for an office park, on property located south of southeast corner of East 71st Street and South Elwood Avenue.

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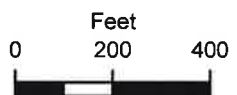
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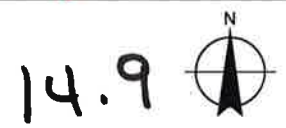
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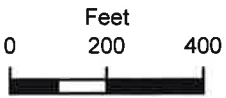
Z-7366

**with Optional
Development Plan**



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 Subject Tract
18-12 12

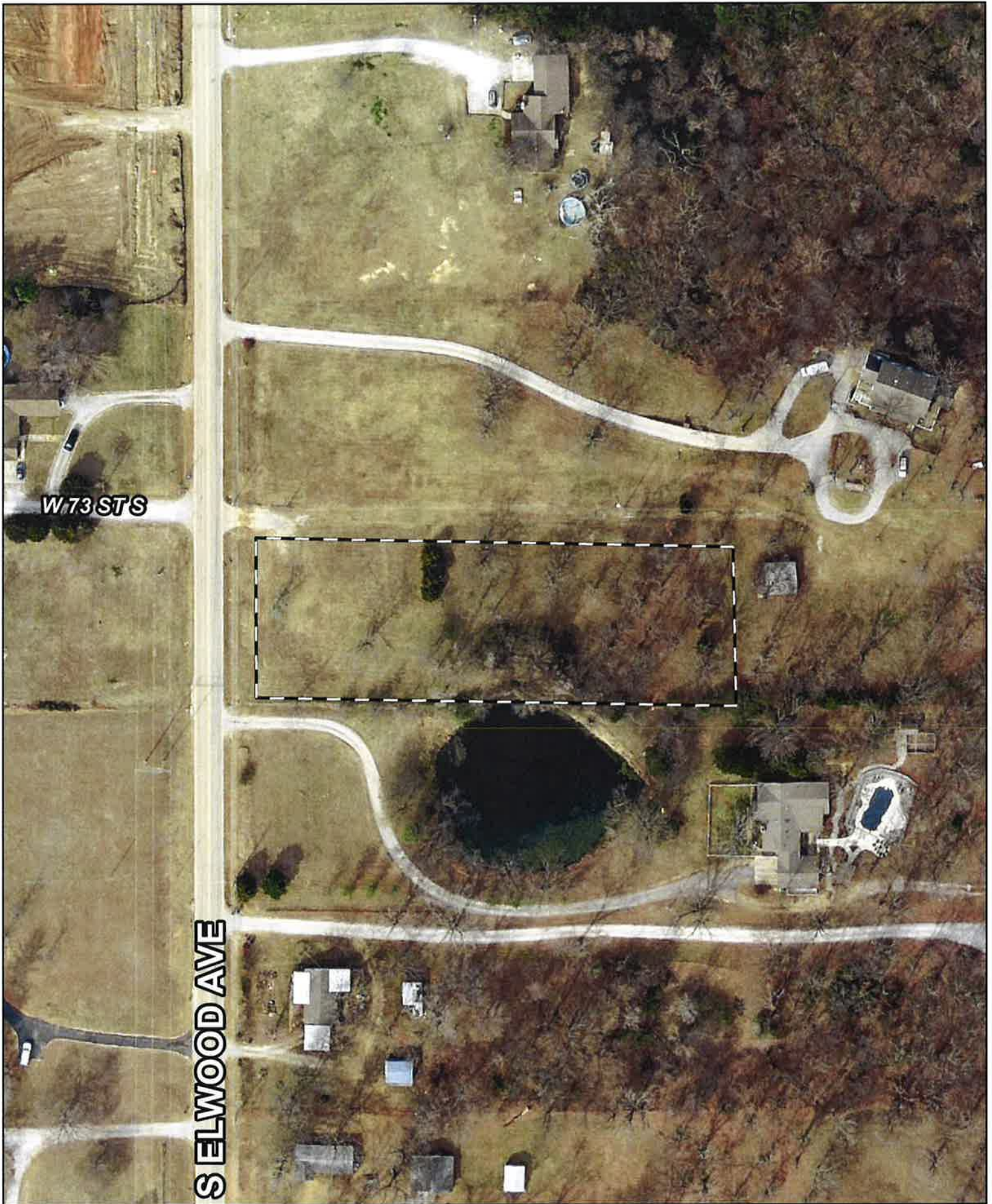
Z-7366
with Optional
Development Plan

Note: Graphic overlays may not precisely align with physical features on the ground.

Aerial Photo Date: February 2016

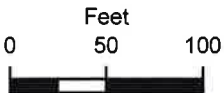


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W 73 ST S

SELWOOD AVE



 Subject Tract

18-12 12

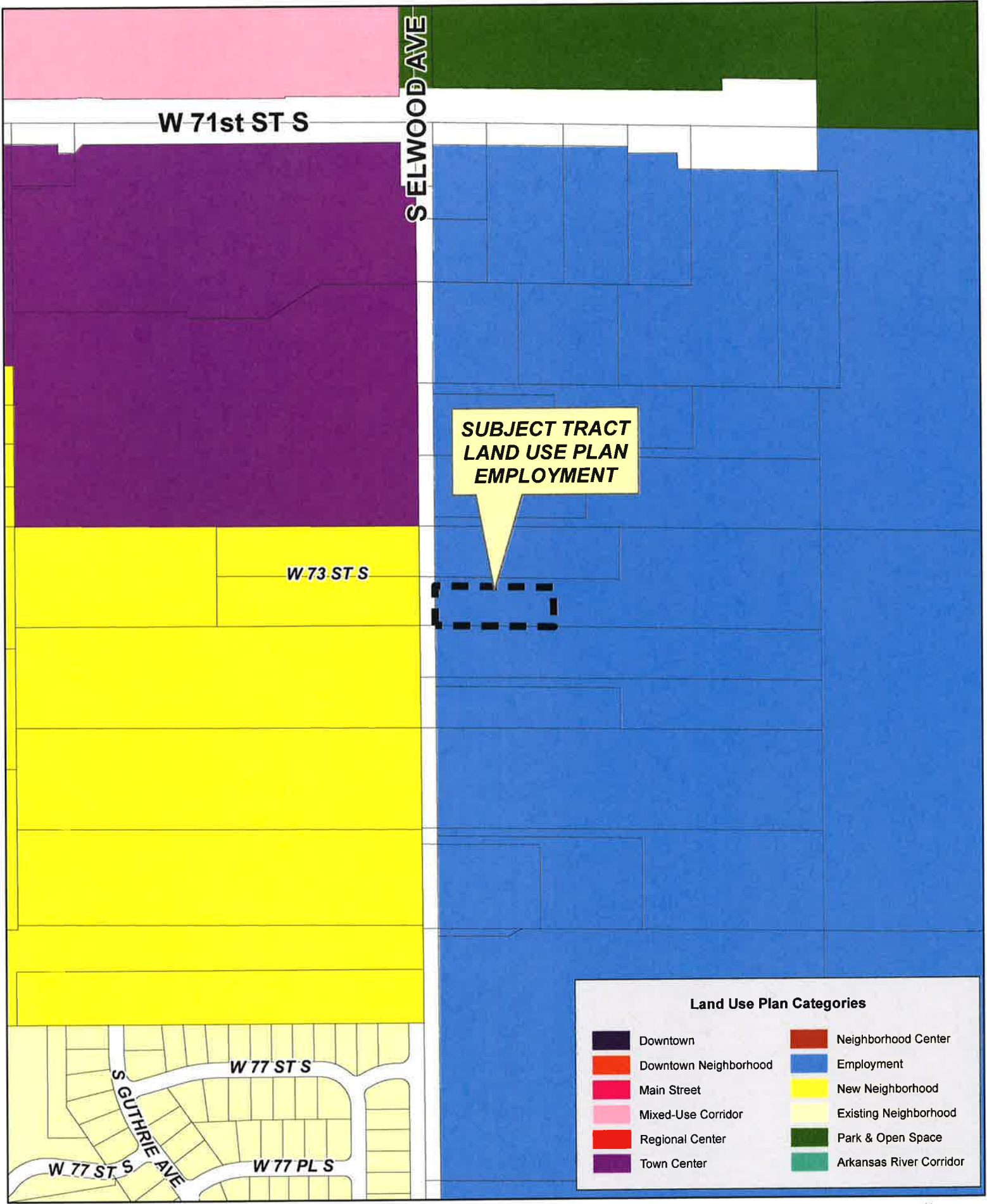
Z-7366
with Optional
Development Plan

Note: Graphic overlays may not precisely align with physical features on the ground.

Aerial Photo Date: February 2016

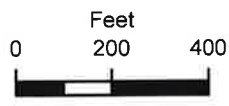


14.11



**SUBJECT TRACT
LAND USE PLAN
EMPLOYMENT**

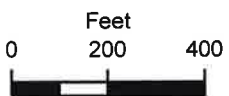
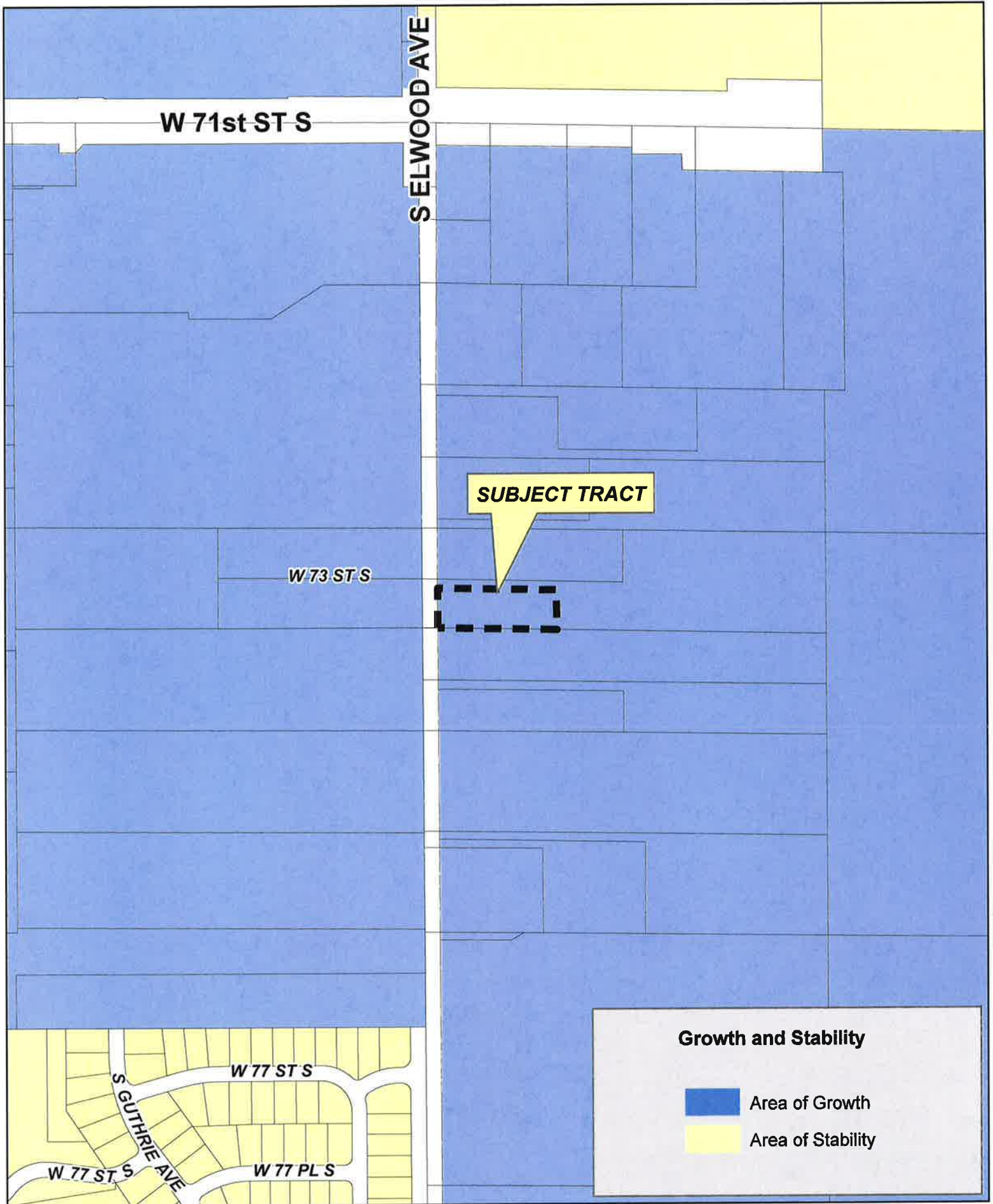
Land Use Plan Categories			
	Downtown		Neighborhood Center
	Downtown Neighborhood		Employment
	Main Street		New Neighborhood
	Mixed-Use Corridor		Existing Neighborhood
	Regional Center		Park & Open Space
	Town Center		Arkansas River Corridor



18-12 12

**Z-7366
with Optional
Development Plan**

14.12



18-12 12

Z-7366
with Optional
Development Plan

14.13 

BOUNDARY SURVEY / LOT SPLIT EXHIBIT

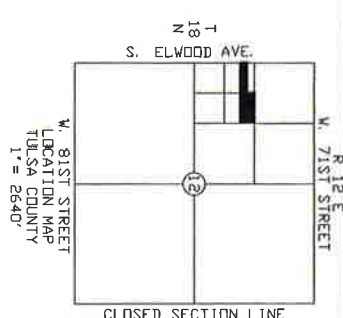
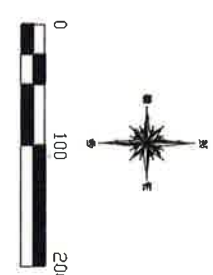
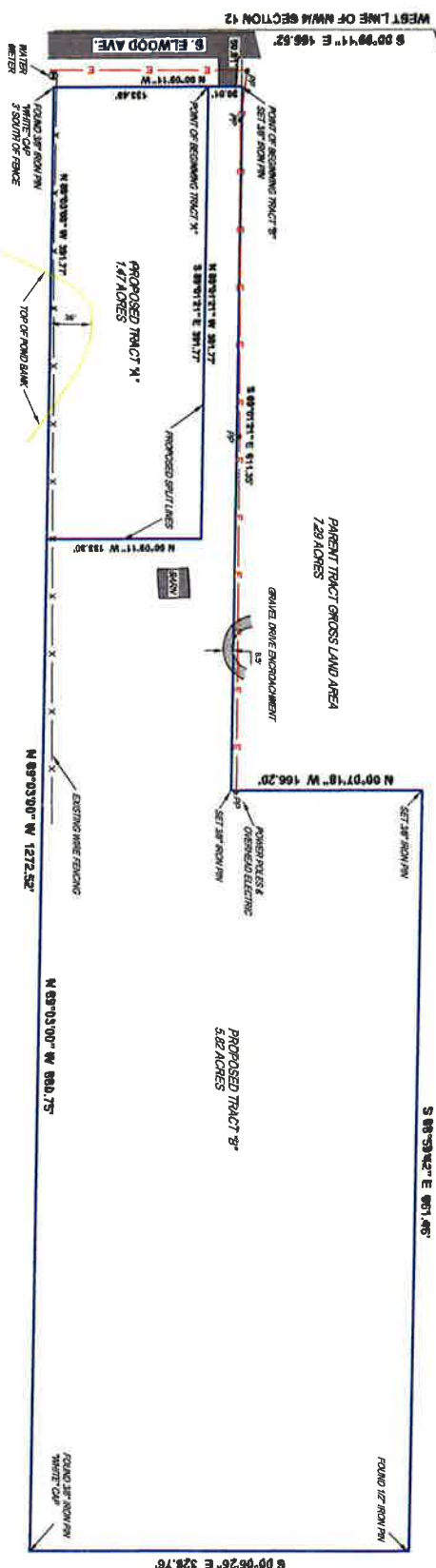
PROPERTY ADDRESS: 7311 S. ELWOOD AVENUE, TULSA, OK

SURVEYOR'S CLIENT: JOHN DAY

PARENT TRACT LEGAL DESCRIPTION AS PROVIDED (UNOFFICIAL): S/2 N/2 NW/4 SW/4 NW/4 LESS THE NORTH 1.3 FEET THEREOF AND THE S/2 N/2 NE/4 SW/4 NW/4 LESS THE WEST 50 FEET OF THE SOUTH 163 FEET THEREOF IN SECTION 12, TOWNSHIP 18 NORTH, RANGE 12 EAST, TULSA COUNTY, STATE OF OKLAHOMA.

PROPOSED TRACT "A" LEGAL DESCRIPTION: A TRACT OF LAND THAT IS PART OF THE NORTHWEST QUARTER (NW/4) OF THE NORTHWEST QUARTER (NW/4) OF SECTION TWELVE (12), TOWNSHIP EIGHTEEN (18) NORTH, RANGE TWELVE (12) EAST OF THE INDIAN BASE AND MERIDIAN, TULSA COUNTY, STATE OF OKLAHOMA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF THE SW/4 OF SAID SECTION 12; THENCE SOUTH 00°09'11" EAST ALONG THE WEST LINE OF THE NW/4 OF SECTION 12 A DISTANCE OF 166.52 FEET; THENCE SOUTH 69°01'21" EAST 30.01 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 89°01'21" EAST 391.77 FEET; THENCE SOUTH 00°09'11" EAST 133.30 FEET; THENCE NORTH 89°03'00" WEST 391.77 FEET; THENCE NORTH 00°09'11" WEST 133.49 FEET TO THE POINT OF BEGINNING.

PROPOSED TRACT "B" LEGAL DESCRIPTION: A TRACT OF LAND THAT IS PART OF THE NORTH HALF (N/2) OF THE NORTHWEST QUARTER (SW/4) OF THE NORTHWEST QUARTER (NW/4) OF SECTION TWELVE (12), TOWNSHIP EIGHTEEN (18) NORTH, RANGE TWELVE (12) EAST OF THE INDIAN BASE AND MERIDIAN, TULSA COUNTY, STATE OF OKLAHOMA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF THE SW/4 OF THE NW/4 OF SAID SECTION 12; THENCE SOUTH 00°09'11" EAST ALONG THE WEST LINE OF THE NW/4 OF SECTION 12 A DISTANCE OF 166.52 FEET; THENCE SOUTH 69°01'21" EAST 50.01 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 89°01'21" EAST 611.35 FEET; THENCE NORTH 00°07'18" WEST 166.20 FEET TO A POINT ON THE NORTH LINE OF THE SW/4 OF THE NW/4; THENCE SOUTH 86°59'42" EAST ALONG SAID NORTH LINE 661.46 FEET TO THE EAST LINE OF THE SW/4; THENCE SOUTH 00°05'25" EAST ALONG SAID EAST LINE 328.76 FEET; THENCE NORTH 89°03'00" WEST 880.75 FEET; THENCE NORTH 00°09'11" WEST 133.30 FEET; THENCE NORTH 89°01'21" WEST 391.77 FEET; THENCE NORTH 00°09'11" WEST 30.01 FEET TO THE POINT OF BEGINNING.



- SURVEYOR'S NOTES:**
- DATE OF LAST SITE VISIT WAS SEPTEMBER 30, 2016.
 - BASIS FOR BEARINGS ARE ASSUMED USING THE WEST LINE OF THE NW/4 OF SECTION 12 AS N 00°09'11" W.
 - UTILITIES WERE NOT FIELD LOCATED AND ARE NOT SHOWN - CALL OKLE 1-800-522-6543!
 - SURVEYOR WAS NOT CONTACTED TO PERFORM A RECORDS SEARCH NOR WAS HE PROVIDED WITH ANY ADDITIONAL DOCUMENTATION TO CONSIDER OR NOTE. DOCUMENTS OF RECORD MAY EXIST THAT AFFECT THE SUBJECT PROPERTY.

PREPARED BY:
FRITZ LAND SURVEYING, LLC
 2017 W. 91st STREET
 TULSA, OK 74132
 PH: 918.231.0575
 FRITZLANDSURVEYING@GMAIL.COM
 FLS# 16436

SURVEYOR'S STATEMENT
 I, ANDY FRITZ, LAND SURVEYING, LLC AND THE UNDERSIGNED PROFESSIONAL LAND SURVEYOR, UNDER CERTIFICATE OF AUTHORIZATION CA #5846, DO HEREBY STATE THAT THIS PLAN OF SURVEY IS A TRUE AND ACCURATE REPRESENTATION OF THE SURVEY MADE ON THE GROUND BY ANDY FRITZ, P.L.S. AND OF THE FACTS AS FOUND AT THE TIME OF THE SURVEY AND THAT THIS PLAN MEETS OR EXCEEDS THE MINIMUM TECHNICAL STANDARDS ADOPTED BY THE OKLAHOMA STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS. THE LEGAL DESCRIPTIONS CREATED BY THIS SURVEY ARE MADE IN ACCORD WITH EXISTING RECORD AND DO MATHEMATICALLY CLOSE.

WITNESS MY HAND AND SEAL THIS
 5TH DAY OF OCTOBER, 2016.

ANDY FRITZ, PLS
 OK LIC. 1694



14.14

TMAPC Staff Report

November 16, 2016

Revisions to Tulsa Preservation Commission Unified Design Guidelines

Item: Public hearing to review and provide recommendation to the City Council regarding proposed revisions to the **Tulsa Preservation Commission Unified Design Guidelines**

- A. Background:** The Tulsa Preservation Commission is proposing revisions to their Unified Design Guidelines for Residential, Non-Residential, and Mixed-Use Structures and is requesting a recommendation from TMAPC to forward to City Council. The proposed changes are in response to public comment and changes that resulted from the adoption of the new City of Tulsa Zoning Code. Overall, the changes are minimal - offering consistency in terminology with the new Zoning Code, as well as clarity and flexibility in the guidelines.

- B. Staff recommends APPROVAL** of proposed amendments to the **Tulsa Preservation Commission Unified Design Guidelines** as proposed.



MEMORANDUM

TO: Michael L. Covey, Jr., Chairman
Tulsa Metropolitan Area Planning Commission

FROM: Robert L. Shears, ASLA, Chairman
Tulsa Preservation Commission

DATE: November 7, 2016

RE: Revisions – Unified Design Guidelines

The Tulsa Preservation Commission hereby transmits to the Tulsa Metropolitan Area Planning Commission its recommendation for the revisions of the Unified Design Guidelines for Residential Structures and the Unified Design Guidelines for Non-Residential and Mixed-Use Structures. These revisions have been developed in response to the implementation of the Zoning Code on January 1, 2016 and after consideration of proposals offered during Public Comment.

The Tulsa Preservation Commission has reviewed the Zoning Code and has revised the Unified Design Guidelines for consistency with the terms and definitions contained in the Zoning Code: for example, “Certificate of Appropriateness” was changed to “Historic Preservation Permit” to reflect the title in the Zoning Code. Other efforts involved (1) the creation of guidelines to address the special conditions of new construction, (2) the development of guidelines for the installation of systems with exterior components, such as solar panels, and (3) the occasional clarification of text, such as the captions for illustrations.





Throughout this process, opportunities for Public Comment have been provided. A Neighborhood Flyer was distributed to the owners of property within the Historic Preservation Overlay Districts with the notification of a presentation on April 28, 2016 in Fletcher Hall at the parish of Christ the King, which is adjacent to the Swan Lake Historic Preservation Overlay District and in the vicinity of four other districts. Another announcement of this event was posted on the website of the Tulsa Preservation Commission. Public comments were likewise invited during the Regular Meeting of the Tulsa Preservation Commission on May 12, July 14, and July 26, 2016.

A final review of the Unified Design Guidelines occurred during the Regular Meeting on August 11, 2016. After the careful consideration of comments and review of proposals, the Tulsa Preservation Commission unanimously approved these revisions and recommended that

- the revisions to the Unified Design Guidelines be forwarded to the Tulsa Metropolitan Area Planning Commission for its review and recommendation in accordance with Section 75.020-M(4) of the Zoning Code.



PROPOSED REVISIONS
OF THE
UNIFIED DESIGN GUIDELINES

SUBMITTED BY
THE TULSA PRESERVATION COMMISSION
IN ACCORDANCE WITH SECTION 75.020-M(4)
OF THE ZONING CODE

NOVEMBER 2016

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Swan Lake Historic District	
Yorktown and Gillette Historic Districts	
Brady Heights Historic District	
Elmwood, the Patrick J. Hurley Mansion Historic District	



TULSA PRESERVATION COMMISSION



Unified Design Guidelines

RESIDENTIAL STRUCTURES

within

Historic Preservation Overlay Zoning Districts

ADOPTED: **INSERT DATE**

Tulsa Preservation Commission, 2016

Robert Shears, Chairman
Mike Craddock, Vice-Chairman
David Schoell, Secretary
David Pounds
Tom Neal
Susan McKee
Peter Grant
John Snyder
Jim Turner
Ted Reeds, II, TMAPC
Michael Birkes, Arts Commission

Tulsa Metropolitan Area Planning Commission, 2016

Michael Covey, Chairman
John Dix, 1st Vice Chair
John Shivel, 2nd Vice Chair
Margaret Millikin, Secretary
Ryon Stirling
Gail Carnes
Ted Reeds, II
Joshua Walker
Mike Fretz
Mark Willis, ex-officio
Dwain Midget, ex-officio

Tulsa City Council, 2016

Jeannie Cue, Chair
Anna America, Vice-Chair
Jack Henderson
David Patrick
Blake Ewing
Karen Gilbert
Connie Dodson
Phil Lakin, Jr.
G.T. Bynum

Mayor of the City of Tulsa

Dewey F. Bartlett, Jr.

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HISTORIC PRESERVATION ZONING OVERVIEW

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

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

Historic preservation zoning helps to:

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

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

HP Zoning and the Tulsa Preservation Commission are governed by the City of Tulsa's Zoning Code. Download the ordinance [Zoning Code](http://www.tulsapreservationcommission.org/zoning) at www.tulsapreservationcommission.org/zoning.



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

HISTORIC PRESERVATION PERMIT CERTIFICATE OF APPROPRIATENESS **PROCESS OVERVIEW**

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

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

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

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

Going Through the **COA HP Permit Process**

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

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

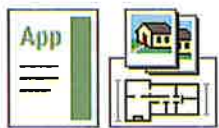
Steps for Property Owners

1. Decide on what work you want to do on your property.
2. Refer to the district maps and confirm that your property is located in a historic preservation zoned district.
3. If your property is located in a HP zoning district, review the design guidelines for your neighborhood to determine the appropriate design and materials for the work you want to do. This is an ideal time to **contact TPC Staff**, who would be happy to assist you.

4. Develop a plan to carry out your work, including drawings of what you want your property to look like upon completion.
5. At this point, you are ready to submit a simple ~~one page~~ application form describing the proposed work.
6. Your application will go through the ~~COA~~ **HP Permit** review process as explained below.

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

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



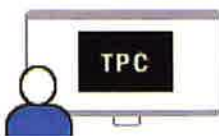
TPC Staff receives **COA HP Permit** Application along with supporting plans, photographs and brochures from applicant.



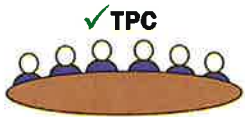
*(New construction, additions **and complex projects**)* At the **COA HP Permit Subcommittee Meeting**, TPC staff presents the application to the Subcommittee.



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



TPC staff presents the application to the full Tulsa Preservation Commission (*in the case of new construction, additions **and complex projects**, the **COA HP Permit Subcommittee Chair** explains the subcommittee's recommendation*).



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



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

DRAFT

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.1 General Requirements

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

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



A.1.1 Examples of “historic architectural elements” to retain and preserve

Where to Find Physical Evidence

Look closely the next time you are painting, removing artificial siding, or making repairs to the exterior of your home. If the historic fabric has been modified over the years, you can often find clues to what was there originally. Look for subtle changes in texture or material, or evidence of patching.

For example, many homes lost trim details when vinyl siding was added. After removing siding, you may notice areas of bare wood because a trim board, drip edge, or bracket was removed prior to re-siding. Do your soffits have unpainted stripes? You might be missing some eave brackets. On your porch, are there indentations on the piers or columns that tell you where a railing used to be attached?

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.2 Exterior Walls

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

Common Types of Siding



4" lap siding



2" Novelty lap siding



Shake shingles

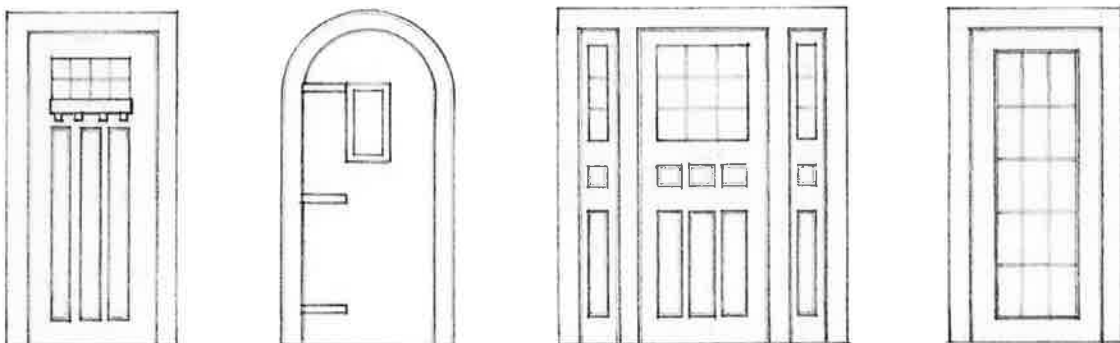
How to Gently Remove Paint from Brick or Stone

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

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.3 Doors and Door Surrounds

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

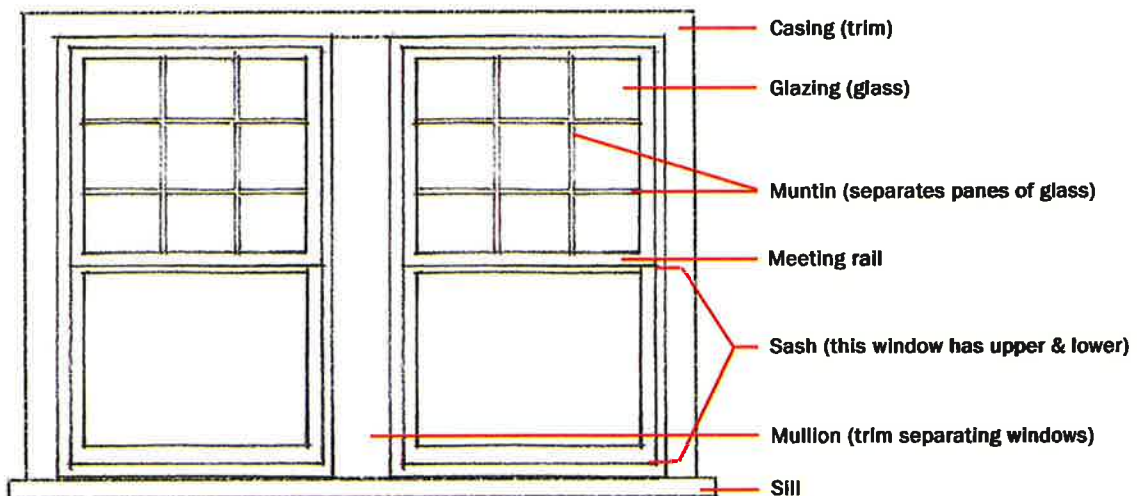


A.3.3 / A.3.5 Examples of door styles common to historic homes in Tulsa. From left to right, Craftsman door with dentil shelf, Tudor arched door, Colonial door with sidelights, 15-light French door appropriate for a variety of architectural styles.

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.4 Windows and Window Trim

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

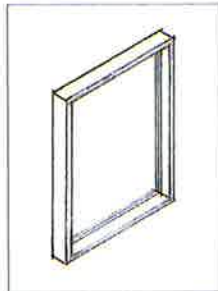


A.4.1 Parts of the window. With nine panes of glass in the upper sash and one pane in the lower sash, these windows are referred to as "nine over one".

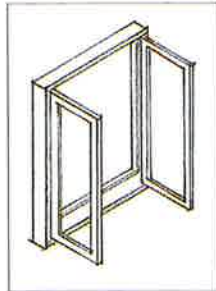
SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.4 Windows and Window Trim

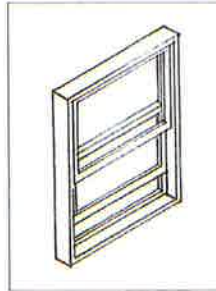
Types of Window Designs



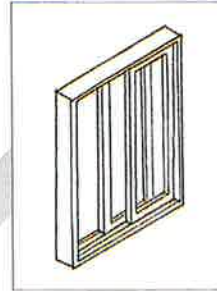
Fixed



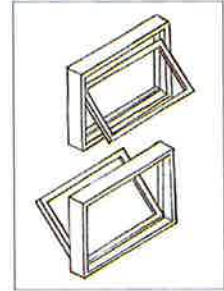
Casement



Double Hung



Sliding



Awning & Hopper



A.4.5 Inappropriate resizing (left window)



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

Be Green: Restore Your Original Windows!

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

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

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

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

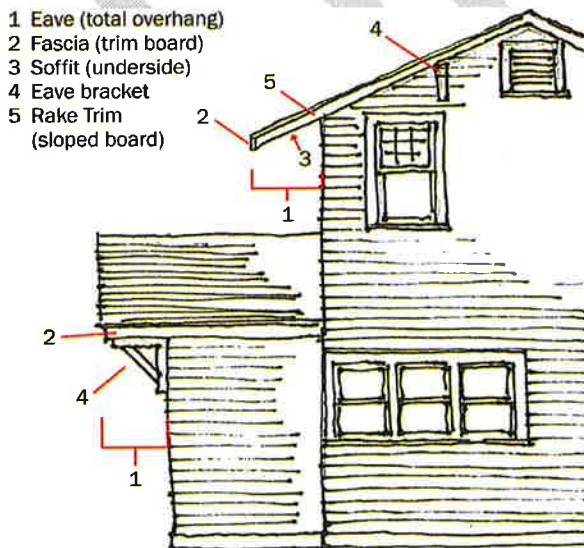
*R-value is the measure of resistance to heat gain/loss

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.5 Roofs

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

Parts of the Roofline



Architectural Shingles

Architectural shingles, also referred to as dimensional or laminated shingles, are manufactured from fiberglass and asphalt and then laminated or textured.

This gives the shingles a more dimensional look than standard "three-tab" asphalt shingles.

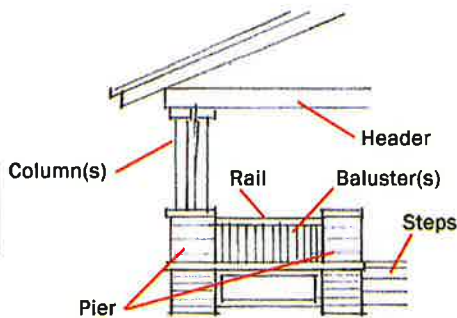
The term "architectural shingles" can also refer to shingles that are made to simulate shake, slate, or other historic roof materials.

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.6 Porches

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

Parts of the Porch and Railing



Good / Bad Examples of Railing Design



Traditional design with railing lower than piers.



Decorative railing



Inappropriate design – balusters too far apart.

Code Requirements

Traditionally, historic railings in Tulsa were between 26 and 28 inches in height. The character of your home is affected when porch elements are altered from their historic proportions. When adding missing railings, be aware that porch elements must comply with building codes. TPC staff can help you navigate code requirements, such as determining whether historic building code provisions for existing structures apply.

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

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

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



A.7.2 This house style would not have originally had shutters. The shutters are inappropriate since they aren't **less than** half the width of the window **and** so they do not appear operable. Also, ~~door~~ door shutters are **also completely** inappropriate **for this house**.



Getting Shutters Right

Colonial Revival homes often have paneled or louvered shutters. Board-and-batten shutters are common on Tudor Revival homes and on some Minimal Traditional and Folk vernacular style homes. The addition of shutters to Craftsman, Prairie, or Foursquare style homes is usually inappropriate as these styles rarely had shutters. Wooden shutters are widely available. Vinyl shutters are inappropriate.

Even if your shutters are strictly decorative, they should appear operable. Mount your shutters with hinges directly on the window casing, never of the siding next to the window. Each shutter should be half the width of the window it surrounds.

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

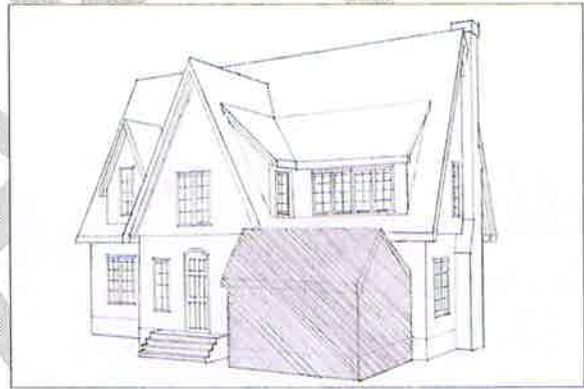
B.1 General Requirements

Use the following guidelines as the basis for all additions:

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



B.1.1 Locate additions on side or rear



B.1.1 Where NOT to locate an addition

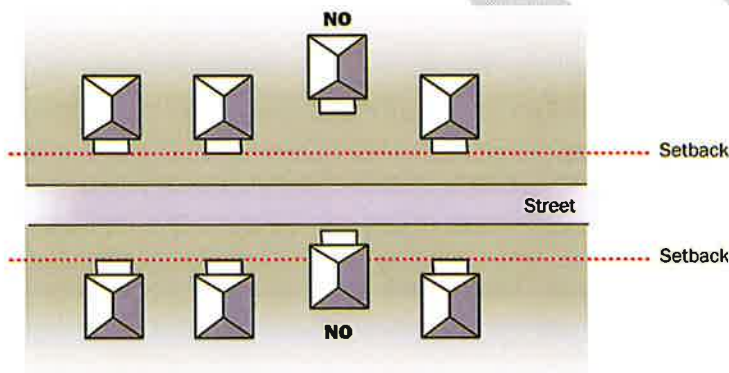


B.1.4 On the left, an example of an addition that doesn't respect the height of structures on the same street. On the right, an example of an addition that matches the rhythm and character-defining features of the original structure. Offsetting or recessing additions behind the original building show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

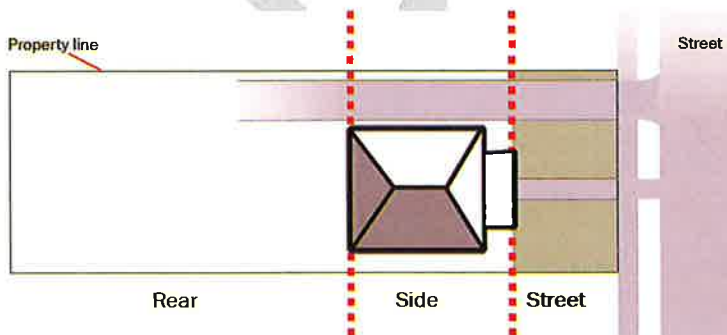
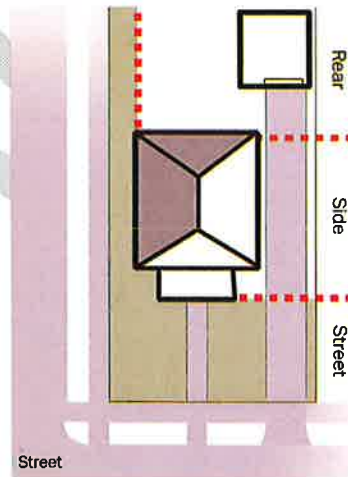
SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.2 Building Site

- B.2.1 Match the front setback of the historic buildings along the same side of the street. When the front setback pattern of the historic structures on the same side of the street varies, locate the addition between the minimum and maximum of the prevailing front setbacks.
- B.2.2 Maintain the pattern and rhythm of the side yard setbacks of the other historic structures on the same side of the street.
- B.2.3 Limit paving within the front street yard to primary driveways and sidewalks. Curb cuts and new driveways through the front street yard are strongly discouraged for properties with alley access.
- B.2.4 On interior lots, limit the surface area of driveways and sidewalks to no more than 50% of the front street yard lot area.
 - .1 Elmwood – no more than 25% of front street yard lot area
- B.2.5 On corner lots, limit the surface area of driveways and sidewalks to no more than 30% of the combined front and side street yard lot area.



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



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

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.3 Building Materials and Elements

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

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SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.4 Roofs

B.4.1 New roof features, such as dormers or cupolas, may be added to the existing roof, if the proposed elements maintain the scale, proportions, rhythms, and architectural character of the structure.

B.4.2 On additions, use roof forms, slope, detailing, and roofing materials that are consistent with the historic portions of the existing structure. **Installation of metal roofs will be considered on a case-by-case basis.**

.1 Yorktown – Metal roofing is not allowed.



B.4.2 On the left is a house before an addition to the side elevation. On the right is the same house with an addition to the side elevation matching the proportions and rhythm of the existing roof line.

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.5 Porches

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



B.5.1 On the left is a house before a porch was added. On the right is an example of an addition to an existing porch. This addition maintains the character by recessing the new additions on either side of the original porch while matching the scale, rhythm and detailing of the original porch.

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.5 Porches



B.5.2 Example of enclosing a front porch with screens that maintain the character of the Prairie-Style house and can be removed in the future without damaging the historic brick columns.



B.5.3 Example of an **accessibility** ramp that enters the front porch from the side. The ramp can be easily removed in the future without needing to repair the historic materials on the front elevation.

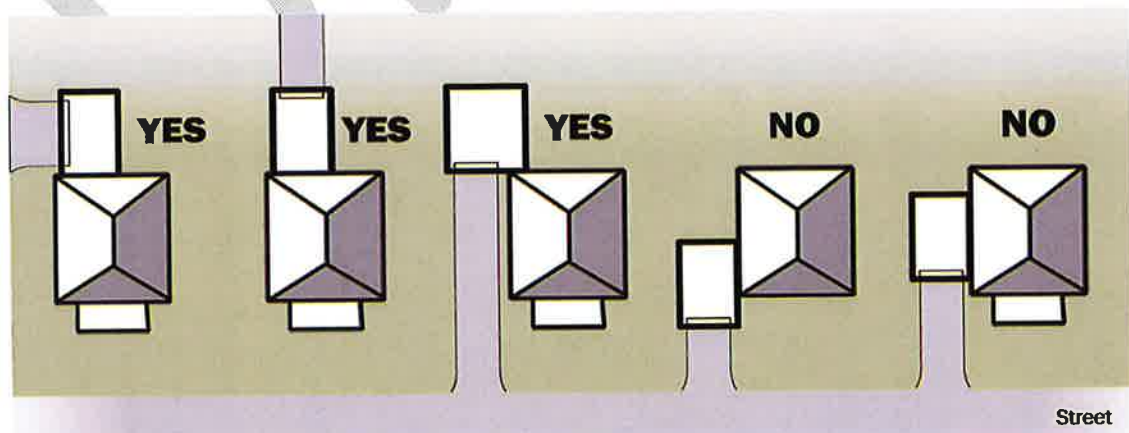
Enclosing Front Porches

Enclosing the front porch is discouraged because it usually compromises the architectural integrity of the home. This is especially true of hard wall enclosures. If you wish to enclose your front porch, it's important that you do so in a way that doesn't detract from the historic appearance of the home and can be easily removed later without damaging the historic porch materials. Screens and clear glass with minimal framing are the best options.

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.6 Garages

- B.6.1 Locate garages within the rear yard and detached from the primary residential structure. ~~Detached garages located in the rear yard are exempt from COA review.~~ **Detached buildings or structures, such as garages and sheds, not located in the street yard, as defined in the Zoning Code, are exempt from HP Permit review.**
- B.6.2 Adding a garage attached to the rear elevation of the primary residential structure will be considered on a case-by-case basis. Locate attached garages so that the front façade of the garage is not located forward of the rear wall of the primary structure.
- B.6.3 Historically appropriate garage doors, such as carriage house doors, are encouraged.



B.6.2 Illustration of where an attached garage may be located (reviewed on a case-by-case basis).

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.7 Mechanical Systems, Etc.

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

SECTION C – GUIDELINES FOR NEW CONSTRUCTION

C.1 General Requirements

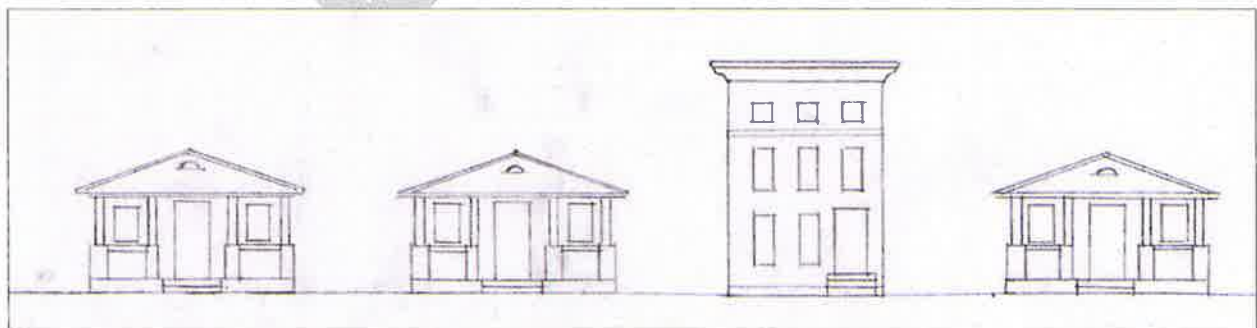
- C.1.1 Designs for new construction shall not duplicate existing structures within the district. Ensure that each new structure is unique within the district.
- C.1.2 When designing new structures, provide consistency and continuity by drawing upon common characteristics of historic structures in the district, placing particular emphasis on the historic structures on the same street. These include but are not limited to porches, entries, roof pitch and form, and window and door styles.
- C.1.3 Avoid mixing incongruous architectural styles: for example, Prairie-style windows on a Colonial Revival-inspired house.
- C.1.4 Respect the scale, proportions, historic patterns, and relationships of both principal and accessory structures along the same street and within the district.
- C.1.5 Maintain the established height of those structures along the same side of the street.
- C.1.6 Establish the height of the floor (finished floor elevation) between the minimum and maximum finished floor elevation of those structures along the same side of the street.**



C.1.1 / C.1.2 While not a duplicate of existing houses, this house draws upon common characteristics of the district – raised crawl space, porch design, multiple front gables, siding patterns and grouped windows.



C.1.4 The detached garage (accessory structure) at right relates to the house (principal structure) in scale and pattern in similar fashion to the historic houses in the district.

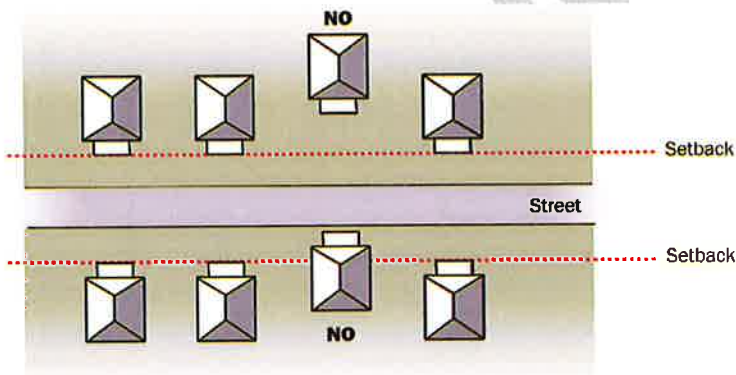


C.1.5 Example of infill that doesn't respect the height of structures on the same street.

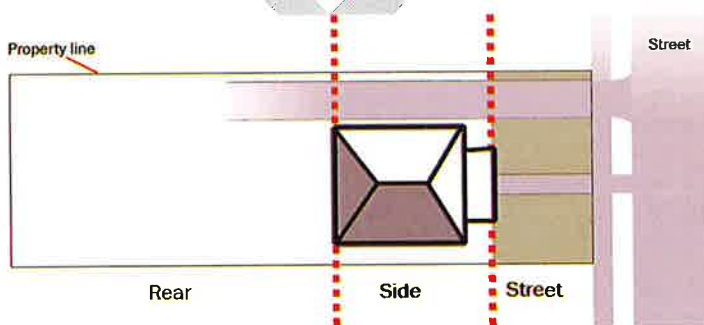
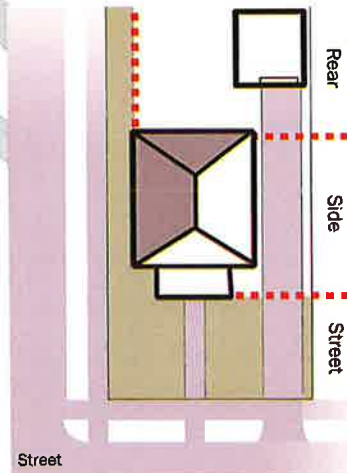
SECTION C – GUIDELINES FOR NEW CONSTRUCTION

C.2 Building Site

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



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



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

SECTION C – GUIDELINES FOR NEW CONSTRUCTION

C.3 Building Materials

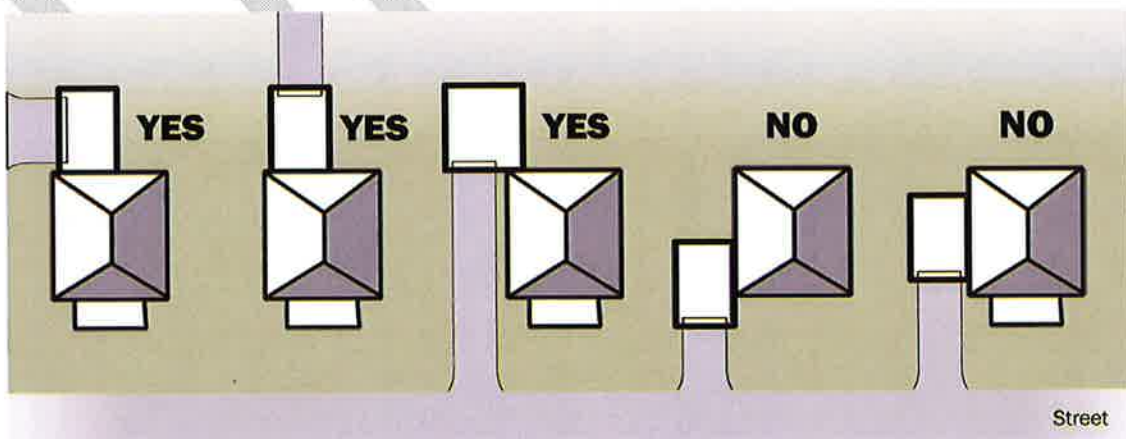
- C.3.1 Maintain the visual characteristics, scale, proportions, directional orientation, and rhythms that are created by the materials on existing historic structures in the district, in order to maintain the overall appearance and character of the district. **Deviation from the materials on existing historic structures in the district will be considered on a case-by-case basis. The use of Unfinished or clear-finished metals are not allowed will be considered on a case-by-case basis.**

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SECTION C – GUIDELINES FOR NEW CONSTRUCTION

C.4 Garages

- C.4.1 Locate garages within the rear yard and detached from the primary residential structure. Detached garages located in the rear yard are exempt from COA review. **Detached buildings or structures, such as garages and sheds, not located in the street yard as defined in the Zoning Code are exempt from HP Permit review.**
- C.4.2 Adding a garage attached to the rear elevation of the primary residential structure will be considered on a case-by-case basis. ~~Locate attached garages so that the front façade of the garage is not located forward of the rear wall of the primary structure.~~
- C.4.3 **Permitted attached garages shall be located so that the front façade of the garage is not located forward of the rear wall of the primary structure.**
- C.4.4 Historically appropriate garage doors, such as carriage house doors, are encouraged.



C.4.2 Illustration of where an attached garage may be located.

SECTION C – GUIDELINES FOR NEW CONSTRUCTION

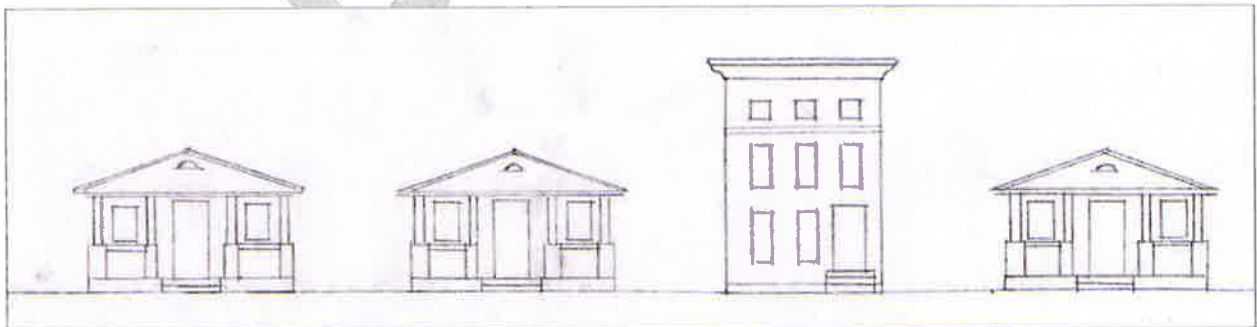
C.5 Mechanical Systems, Etc.

- C.5.1 Install engineering systems and their associated elements, such as, but not limited to, air conditioning and heating units, flues, conduits, cables, electrical boxes **equipment**, ventilators, and louvers, on the side or rear façade of the structure.
- C.5.2 Install utility meters on the side or rear façade of the house or underground in a subterranean vault. **Above-ground installation of utility systems, such as pedestals and transformers, is prohibited in the street yard unless approved on a case-by-case basis.**
- C.5.3** ~~Install systems requiring exterior components, such as solar panels, on the side or rear of your house or in the back yard. Installation of satellite dishes does not require COA review.~~ **Install systems requiring exterior components, such as solar panels or devices, where they will have minimal impact, preferably at the rear of your house or yard or on an outbuilding. Install exterior components on a historic building in a manner that does not damage the historic roofing material or negatively impact the building's historic character and is reversible. These considerations will be made on a case-by-case basis.**
- C.5.4 Installation of radio or television antennas, including satellite dishes and similar devices, not visible from abutting streets, as determined by staff, is exempt from HP Permit review.

SECTION D – GUIDELINES FOR RELOCATED STRUCTURES

D.1 General Requirements

- D.1.1 Maintain the architectural integrity of the district for the period of time when each addition was originally platted when relocating a structure.
- D.1.2 Respect the scale, proportions, historic patterns, and relationships of primary to accessory structures within the district when relocating a structure.
- D.1.3 Maintain the established height of structures along the same street when relocating a structure into the district.
- D.1.4 Maintain the established height of the exposed foundation system as structures along the same street. Establish the height of the floor (finished floor elevation) between the minimum and maximum finished floor elevation of those structures along the same side of the street.**
- D.1.5 Upon placement of the structure on the new site, follow Section A (Rehabilitation) and Section B (Additions) when replacing materials and elements that were removed to facilitate relocation.

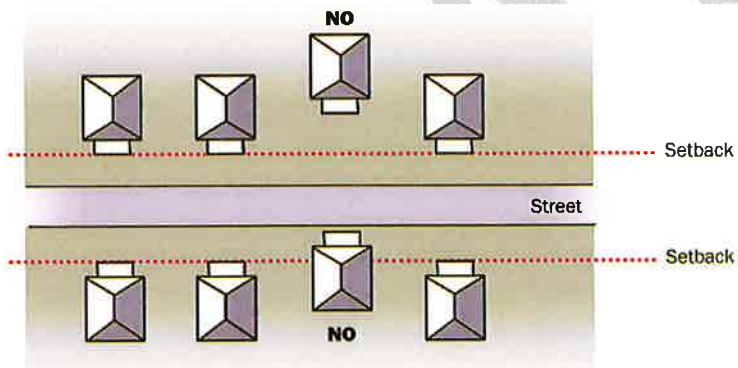


D.1.3 Example of infill that doesn't respect the height of structures on **the** same street.

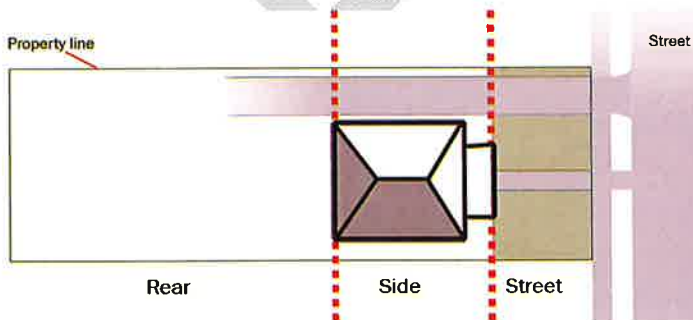
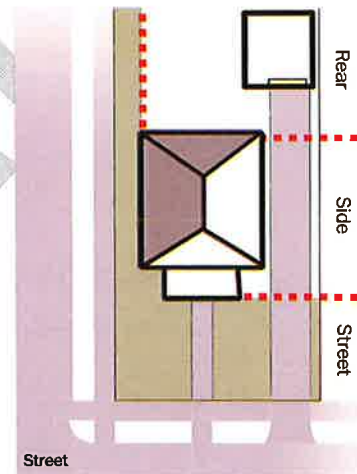
SECTION D – GUIDELINES FOR RELOCATED STRUCTURES

D.2 Building Site and Placement

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



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



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

SECTION D – GUIDELINES FOR RELOCATED STRUCTURES

D.3 Mechanical Systems, Etc.

- D.3.1 Install engineering systems and their associated elements such as, but not limited to, air conditioning and heating units, flues, conduits, cables, electrical boxes, ventilators, and louvers, on the side or rear façade of the structure.
- D.3.2 Install utility meters on the side or rear façade of the house, or underground in a subterranean vault.
- D.3.3 ~~Install systems requiring exterior components, such as solar panels, on the side or rear of your house or in the back yard. Installation of satellite dishes does not require COA review.~~ **Install systems requiring exterior components, such as solar panels or devices, where they will have minimal impact, preferably at the rear of your house or yard or on an outbuilding. Install exterior components on a historic building in a manner that does not damage the historic roofing material or negatively impact the building's historic character and is reversible. These considerations will be made on a case-by-case basis.**
- D.3.4 **Installation of radio or television antennas, including satellite dishes and similar devices, not visible from abutting streets, as determined by staff, is exempt from HP Permit review.**

SECTION E – GUIDELINES FOR NON-CONTRIBUTING STRUCTURES

E.1 General Requirements

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

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SECTION F – GUIDELINES FOR DEMOLITION OF STRUCTURES

F.1 General Requirements

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

Assessing Rehabilitation Feasibility

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

SECTION G – GUIDELINES FOR LANDSCAPE FEATURES, PAVING, AND SIGNAGE

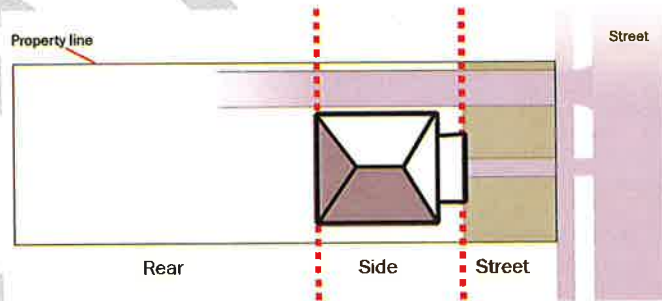
G.1 Landscape Features

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

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

Trees, Shrubs, Flowers

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

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



G.1.4 Low wooden picket (and, in some instances, wrought iron) fences are most appropriate.



G.1.5 Historically, retaining walls were constructed of native stone or brick.

SECTION G – GUIDELINES FOR LANDSCAPE FEATURES, PAVING, AND SIGNAGE

G.2 Paving

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



G.2.1 Bulkheads are the sloped strips of paving flanking the steps above. Note the width of the paving and how the angle is flush with the sidewalk, not raised above it.



G.2.2 Historically, driveways in Tulsa were plain concrete slabs. A great alternative is the ribbon driveway (above), which uses less concrete, creates less runoff, and is historically appropriate.

SECTION G – GUIDELINES FOR LANDSCAPE FEATURES, PAVING, AND SIGNAGE

G.3 Signage

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



TULSA PRESERVATION COMMISSION



Unified Design Guidelines

NON-RESIDENTIAL AND MIXED-USE STRUCTURES

within

Historic Preservation Overlay Zoning Districts

ADOPTED: **INSERT DATE**

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

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

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

HISTORIC PRESERVATION ZONING OVERVIEW

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

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

Historic preservation zoning helps to:

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

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

HP Zoning and the Tulsa Preservation Commission are governed by the City of Tulsa’s Zoning Code. Download the ordinance [Zoning Code](http://www.tulsapreservationcommission.org/zoning) at www.tulsapreservationcommission.org/zoning.



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

15.45

HISTORIC PRESERVATION PERMIT CERTIFICATE OF APPROPRIATENESS OVERVIEW

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

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

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

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

Going Through the ~~COA~~ **HP Permit** Process

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

Applicants complete a simple ~~one-page form~~ **application** and provide supporting photographs, brochures, and drawings as necessary. There is no fee for a ~~COA~~ **HP Permit** application.

Steps for Property Owners

1. Decide on what work you want to do on your property.
2. Refer to the district maps and confirm that your property is located in a historic preservation zoned district.
3. If your property is located in a HP zoning district, review the design guidelines for your neighborhood to determine the appropriate design and materials for the work you want to do. This is an ideal time to **contact TPC Staff**, who would be happy to assist you.

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

4. Develop a plan to carry out your work, including drawings of what you want your property to look like upon completion.
5. At this point, you are ready to submit a simple ~~one page~~ application form describing the proposed work.
6. Your application will go through the ~~COA~~ **HP Permit** review process as explained below.

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

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



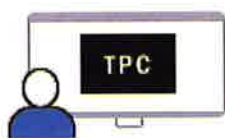
TPC Staff receives ~~COA~~ **HP Permit** Application along with supporting plans, photographs and brochures from applicant.



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



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



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

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



The Tulsa Preservation Commission votes whether to approve or deny the application for a ~~Certificate of Appropriateness~~ Historic Preservation Permit.



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

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

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.1 General Requirements

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

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



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

Applicability of the Non-Residential and Mixed-Use Guidelines

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

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

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.2 Exterior Walls

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

How to Gently Remove Paint from Brick or Stone

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

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.3 Doors and Door Surrounds

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

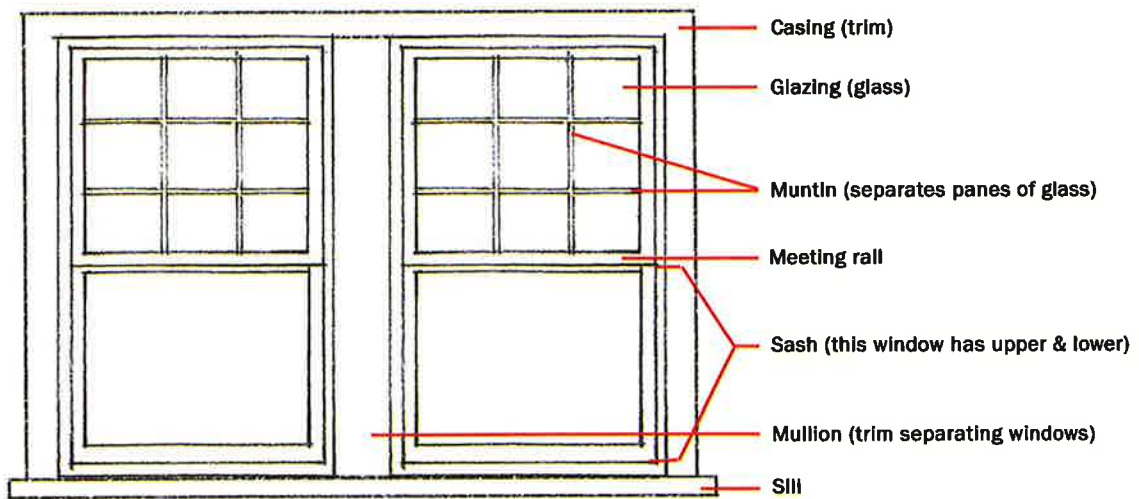


A.3.3 / A.3.5 Examples of storefronts. Important characteristics of the entries include not only the door, but the sidelights, transom windows, and display windows.

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.4 Windows and Window Trim

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

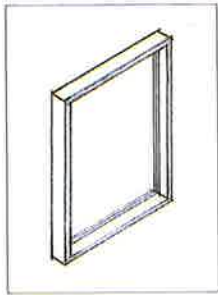


A.4.1 Parts of the window. With nine panes of glass in the upper sash and one pane in the lower sash, these windows are referred to as “nine over one”.

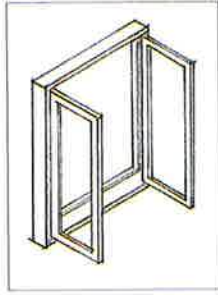
SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.4 Windows and Window Trim

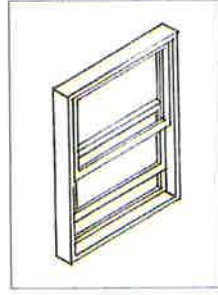
Types of Window Designs



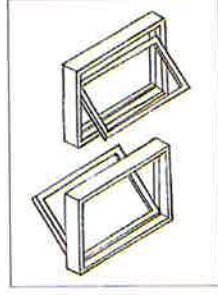
Fixed



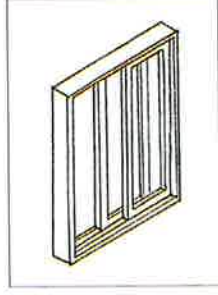
Casement



Double Hung



Awning & Hopper



Sliding



A.4.5 Inappropriate resizing of window openings



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

**Be Green:
Restore Your Original Windows!**

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

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

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

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

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

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.5 Roofs

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

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.6 Porches and Patios

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

SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

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

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

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

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.1 General Requirements

Use the following guidelines as the basis for all additions:

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

Applicability of the Non-Residential and Mixed-Use Guidelines

HP Zoning is a supplemental overlay district and does not regulate the use of a property. The Unified Design Guidelines for Non-Residential and Mixed-Use Structures apply to structures that are non-residential in **form**, rather than use. If a historic home is used for a non-residential activity, the Unified Design Guidelines for Residential Structures will be applied. If a building's design adopts a non-residential form, such as the Plains Commercial property in Figure A.3.3/A.3.5, the Guidelines contained herein apply.

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

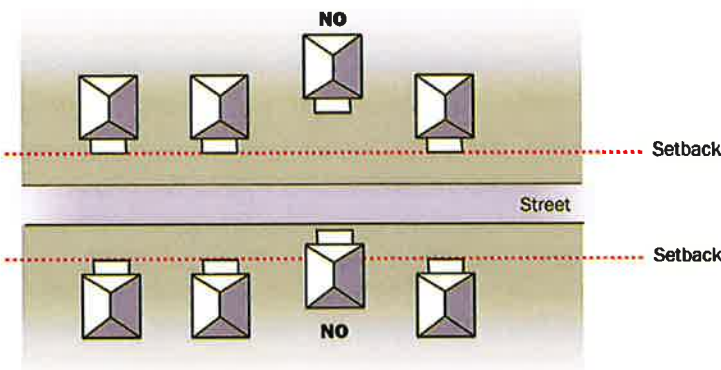


B.1.4 Example of an addition that doesn't respect the height of structures on same street. **On the left, an example of an addition that doesn't respect the height of structures on the same street. On the right, an example of an addition that matches the rhythm and character-defining features of the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

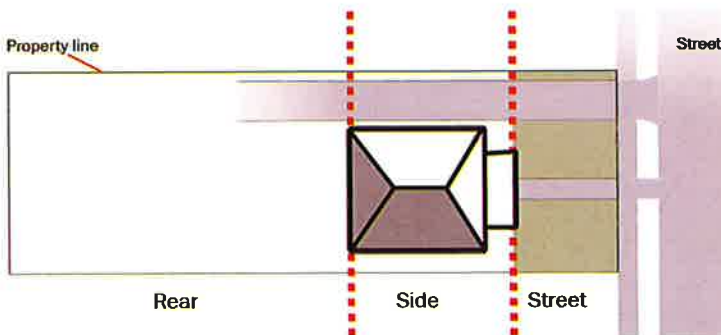
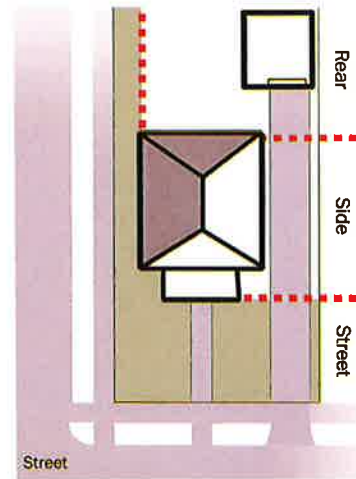
SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.2 Building Site

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



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



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

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.3 Building Materials and Elements

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

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.4 Roofs

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

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.5 Porches and Patios

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

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.6 Garages

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

SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

B.7 Mechanical Systems, Etc.

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

SECTION C – GUIDELINES FOR NEW CONSTRUCTION

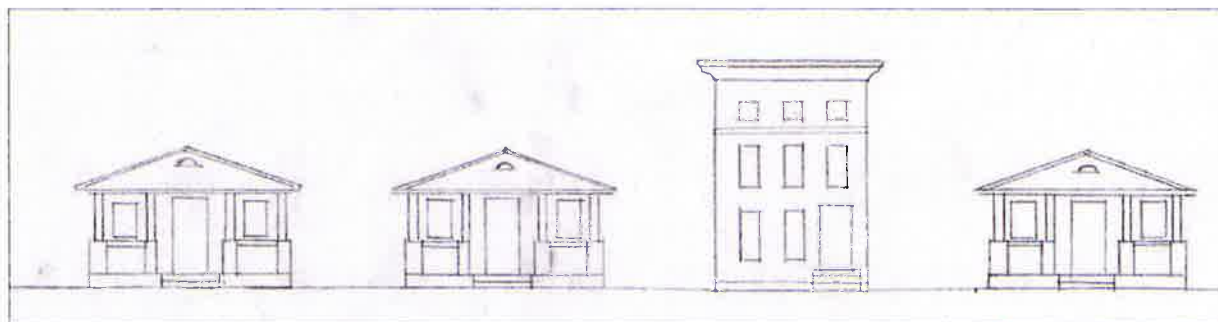
C.1 General Requirements

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

Applicability of the Non-Residential and Mixed-Use Guidelines

HP Zoning is a supplemental overlay district and does not regulate the use of a property. The Unified Design Guidelines for Non-Residential and Mixed-Use Structures apply to structures that are non-residential in form, rather than use. If a historic home is used for a non-residential activity, the Unified Design Guidelines for Residential Structures will be applied. If a building's design adopts a non-residential form, such as the Plains Commercial property in Figure A.3.3/A.3.5, the Guidelines contained herein apply.

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

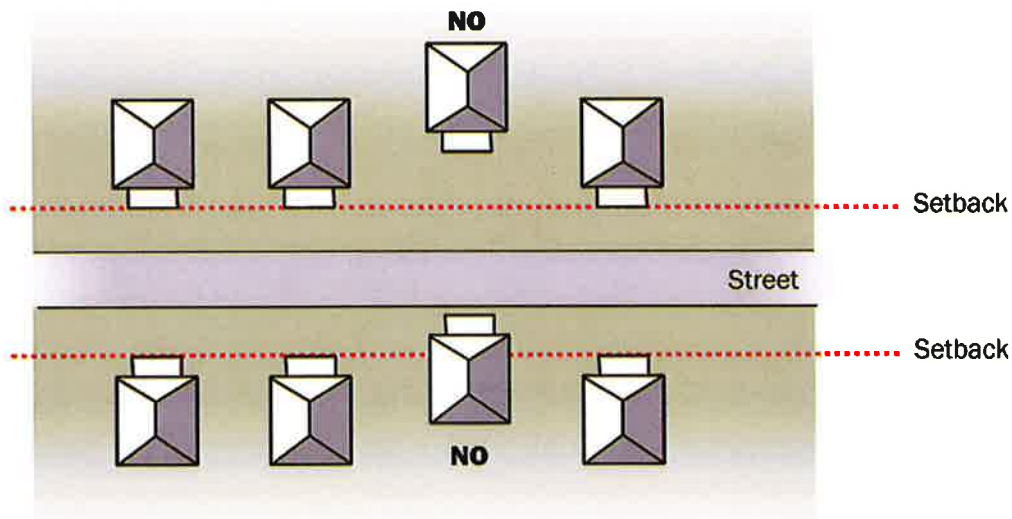


C.1.5 Example of infill that doesn't respect the height of structures on the same street.

SECTION C – GUIDELINES FOR NEW CONSTRUCTION

C.2 Building Site

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



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

SECTION C – GUIDELINES FOR NEW CONSTRUCTION

C.3 Building Materials

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

SECTION C – GUIDELINES FOR NEW CONSTRUCTION

C.4 Garages

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

SECTION C – GUIDELINES FOR NEW CONSTRUCTION

C.5 Mechanical Systems, Etc.

- C.5.1 Install engineering systems and their associated elements, such as, but not limited to, air conditioning and heating units, flues, conduits, cables, electrical boxes equipment, ventilators, and louvers, on the side or rear façade of the structure and as remotely as possible from adjacent residential properties.
- C.5.2 Install utility meters on the side or rear façade of the structure or underground in a subterranean vault. Above-ground installation of utility systems, such as pedestals and transformers, is prohibited in the street yard unless approved on a case-by-case basis.
- C.5.3 ~~Install systems requiring exterior components, such as solar panels, on the side or rear of your house or in the back yard. Installation of satellite dishes does not require COA review.~~ Install systems requiring exterior components, such as solar panels or devices, where they will have minimal impact, preferably at the rear of your house or yard or on an outbuilding. Install exterior components on a historic building in a manner that does not damage the historic roofing material or negatively impact the building's historic character and is reversible. These considerations will be made on a case-by-case basis.
- C.5.4 Installation of radio or television antennas, including satellite dishes and similar devices, not visible from abutting streets, as determined by staff, is exempt from HP Permit review.

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

SECTION D – GUIDELINES FOR RELOCATED STRUCTURES

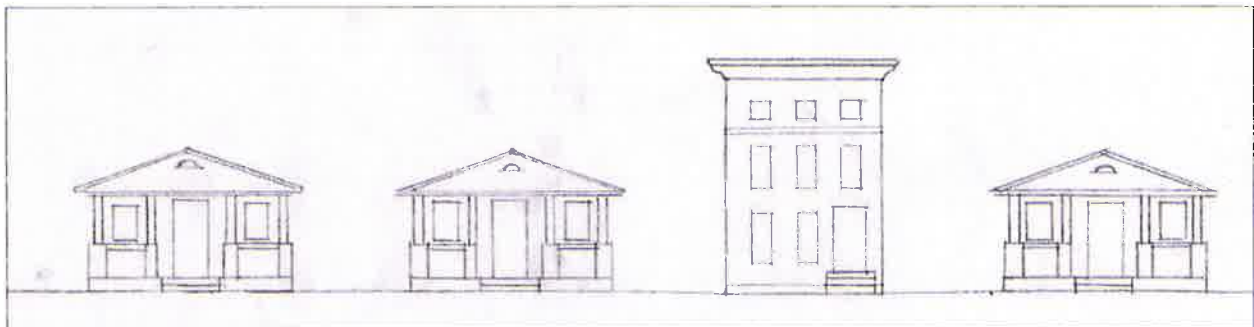
D.1 General Requirements

- D.1.1 Maintain the architectural integrity of the district for the period of time when each addition was originally platted when relocating a structure.
- D.1.2 Respect the scale, proportions, historic patterns, and relationships of primary to accessory structures within the district when relocating a structure.
- D.1.3 Maintain the established height of structures along the same street when relocating a structure into the district.
- D.1.4 Establish the height of the floor (finished floor elevation) between the minimum and maximum finished floor elevation of those structures along the same side of the street.
- D.1.5 Upon placement of the structure on the new site, follow Section A (Rehabilitation) and Section B (Additions) when replacing materials and elements that were removed to facilitate relocation.

Applicability of the Non-Residential and Mixed-Use Guidelines

HP Zoning is a supplemental overlay district and does not regulate the use of a property. The Unified Design Guidelines for Non-Residential and Mixed-Use Structures apply to structures that are non-residential in form, rather than use. If a historic home is used for a non-residential activity, the Unified Design Guidelines for Residential Structures will be applied. If a building's design adopts a non-residential form, such as the Plains Commercial property in Figure A.3.3/A.3.5, the Guidelines contained herein apply.

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



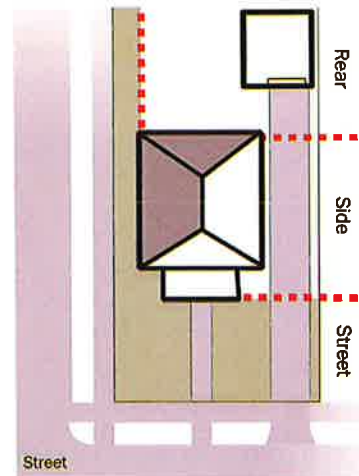
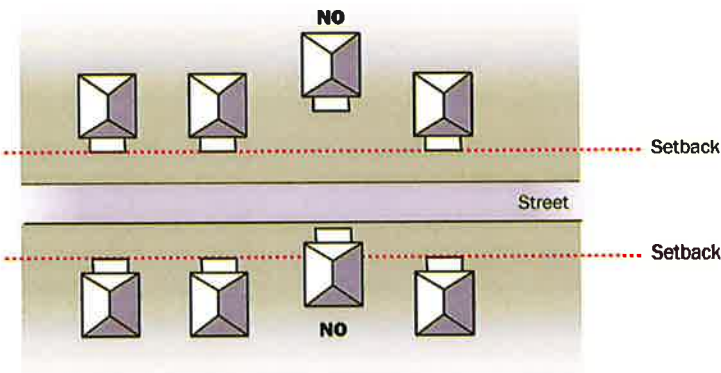
D.1.3 Example of infill that doesn't respect the height of structures on the same street.

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

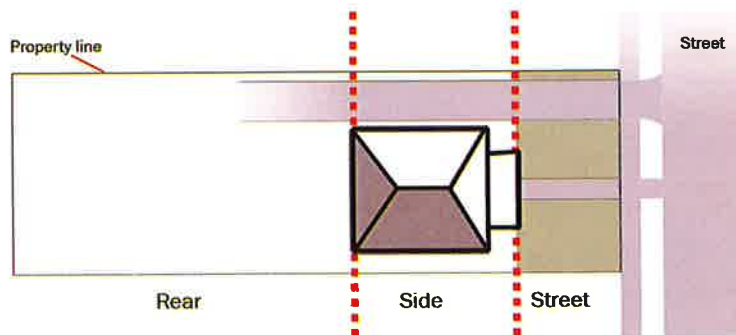
SECTION D – GUIDELINES FOR RELOCATED STRUCTURES

D.2 Building Site and Placement

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



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



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

SECTION D – GUIDELINES FOR RELOCATED STRUCTURES

D.3 Mechanical Systems, Etc.

- D.3.1 Install engineering systems and their associated elements such as, but not limited to, air conditioning and heating units, flues, conduits, cables, electrical boxes, ventilators, and louvers, on the side or rear façade of the structure.
- D.3.2 Install utility meters on the side or rear façade of the structure, or underground in a subterranean vault.
- D.3.3** ~~Install systems requiring exterior components, such as solar panels, on the side or rear of your house or in the back yard. Installation of satellite dishes does not require COA review.~~ **Install systems requiring exterior components, such as solar panels or devices, where they will have minimal impact, preferably at the rear of your house or yard or on an outbuilding. Install exterior components on a historic building in a manner that does not damage the historic roofing material or negatively impact the building's historic character and is reversible. These considerations will be made on a case-by-case basis.**
- D.3.4** **Installation of radio or television antennas, including satellite dishes and similar devices, not visible from abutting streets, as determined by staff, is exempt from HP Permit review.**

SECTION E – GUIDELINES FOR NON-CONTRIBUTING STRUCTURES

E.1 General Requirements

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

SECTION F – GUIDELINES FOR DEMOLITION OF STRUCTURES

F.1 General Requirements

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

Assessing Rehabilitation Feasibility

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

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

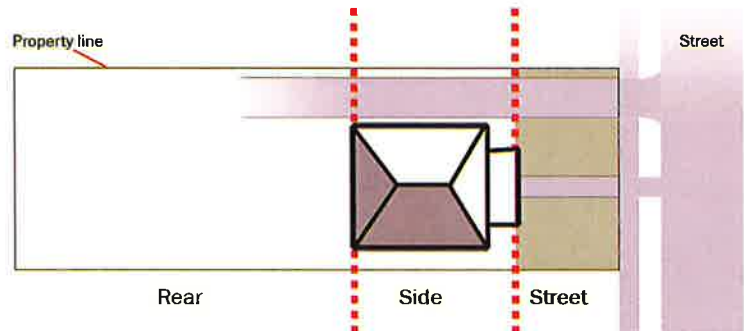
SECTION G – GUIDELINES FOR LANDSCAPE FEATURES, PAVING, AND SIGNAGE

G.1 Landscape Features

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

Trees, Shrubs, Flowers

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

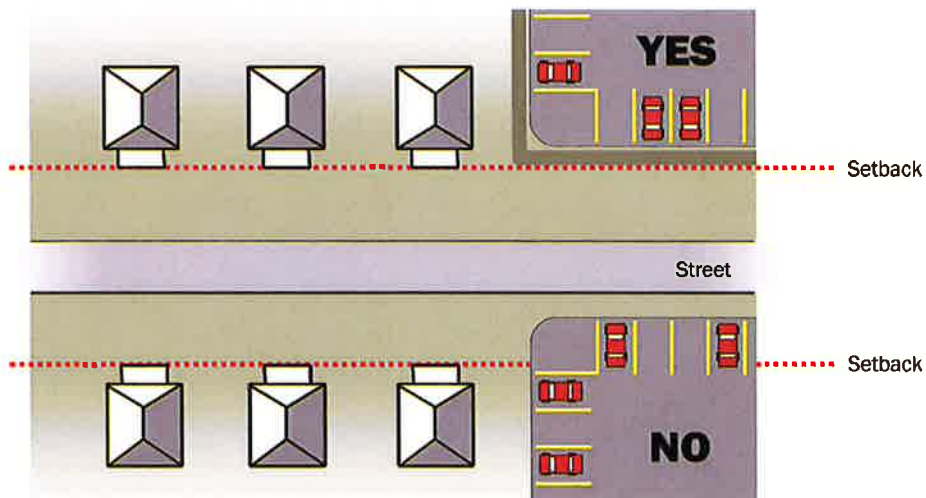


Landscape features are reviewed only in the front street yard (green). Fences, walls, and paving in the side or back rear yard are exempt from review.

SECTION G – GUIDELINES FOR LANDSCAPE FEATURES, PAVING, AND SIGNAGE

G.2 Paving

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



G.2.4 Appropriate setback and screening for parking lots.

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

SECTION G – GUIDELINES FOR LANDSCAPE FEATURES, PAVING, AND SIGNAGE

G.3 Signage

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

LOCATIONS AND BOUNDARIES OF HISTORIC PRESERVATION OVERLAY DISTRICTS

North Maple Ridge Historic District

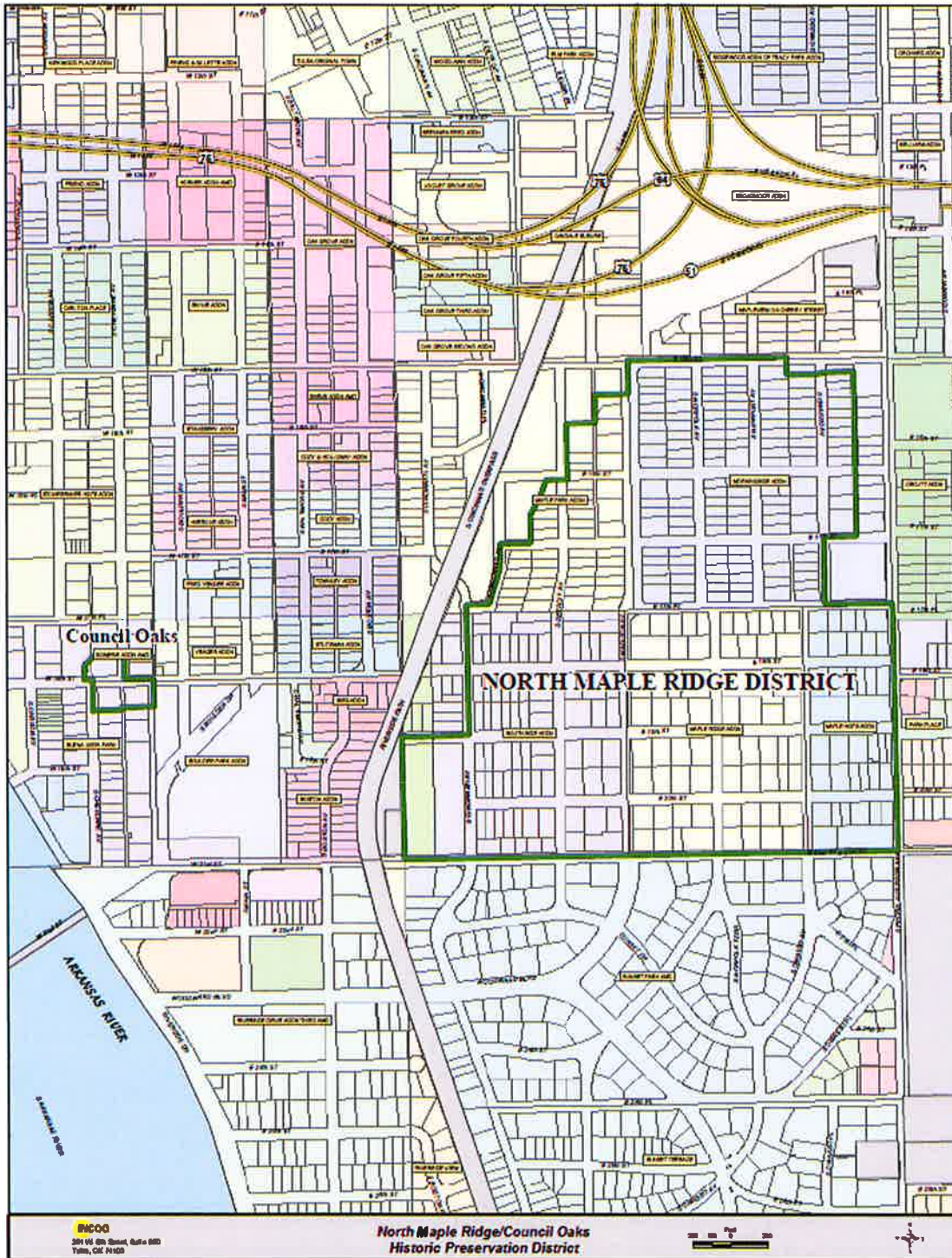
Swan Lake Historic District

Yorktown and Gillette Historic Districts

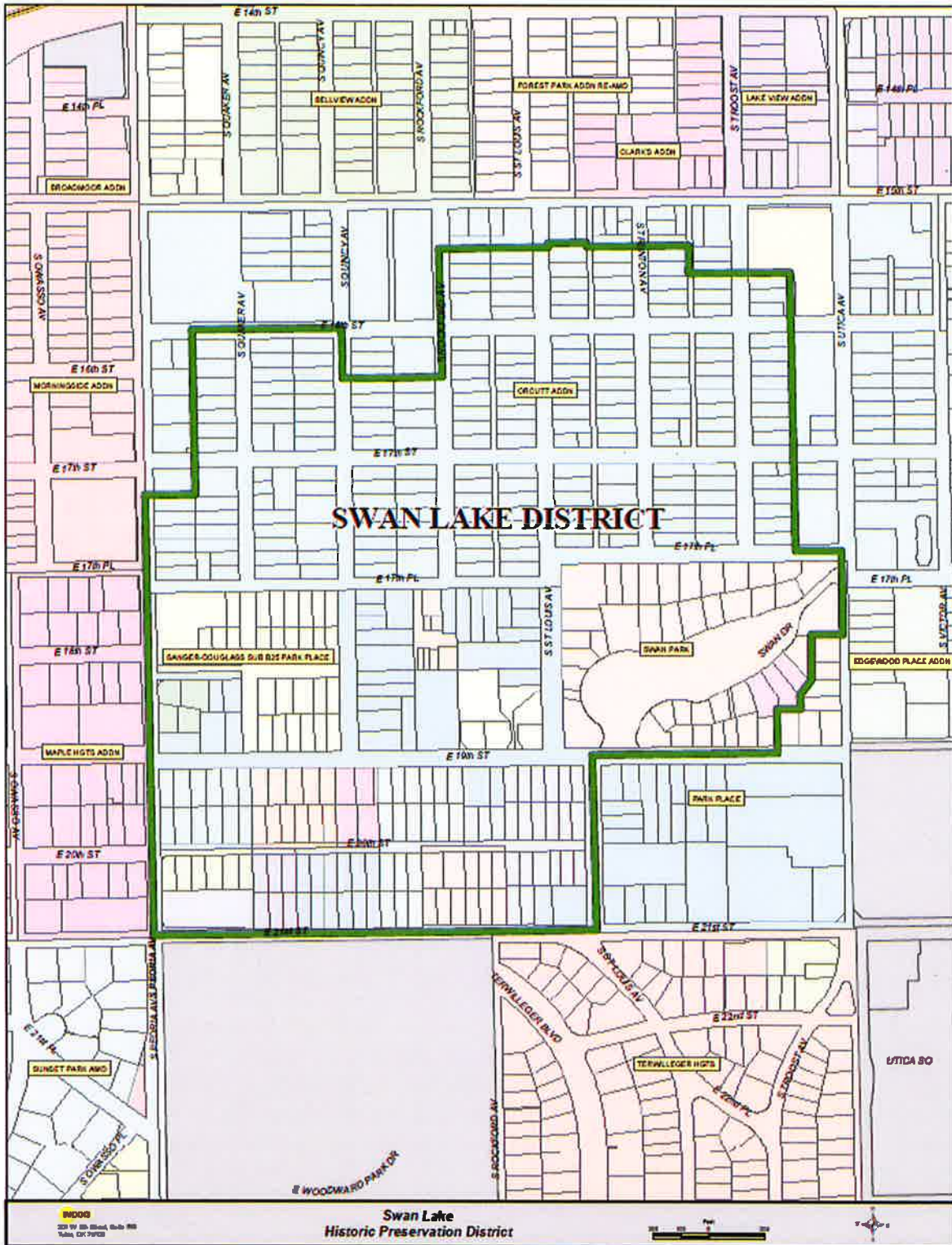
Brady Heights Historic District

Elmwood-Patrick J. Hurley Mansion Historic District

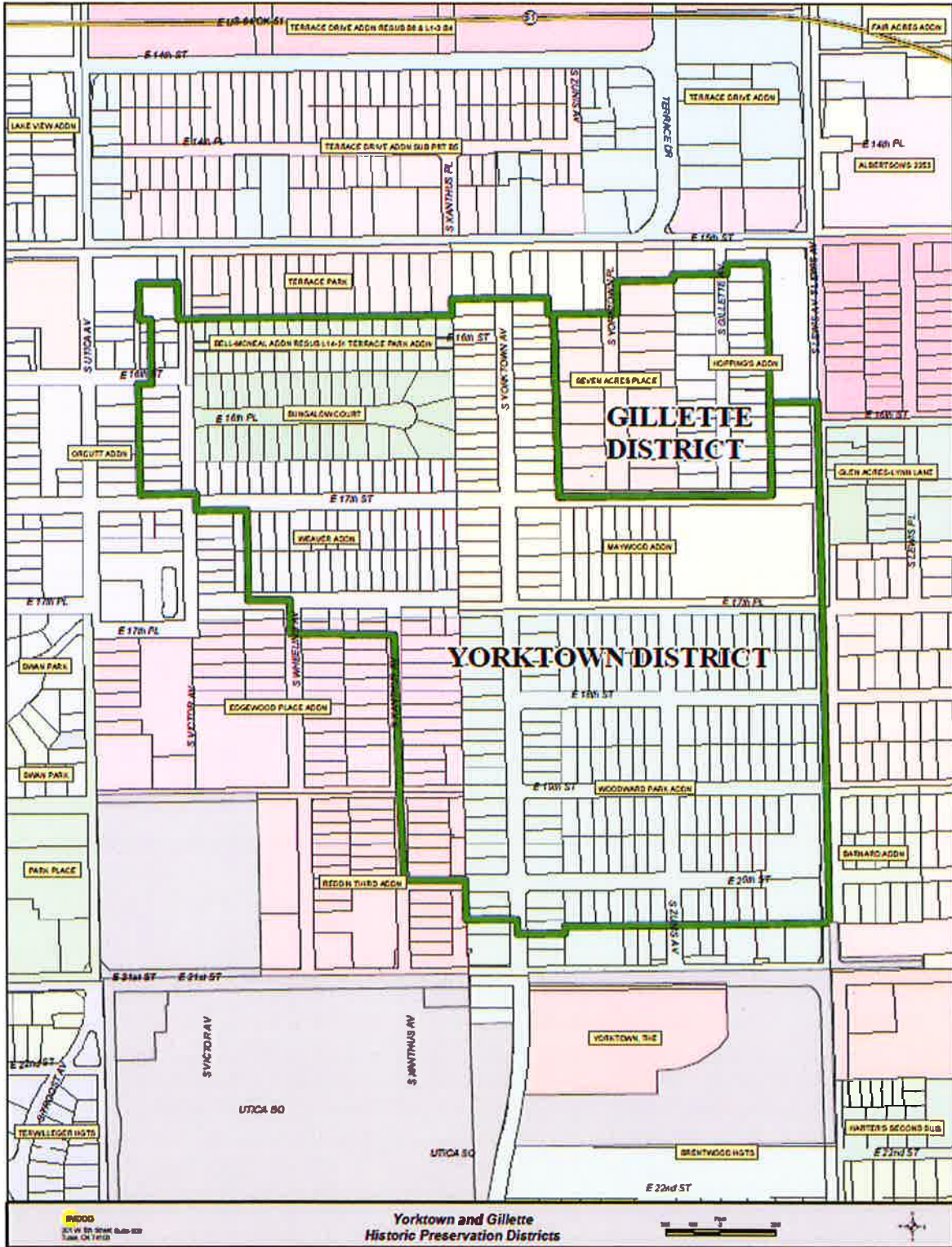
NORTH MAPLE RIDGE HISTORIC DISTRICT



SWAN LAKE HISTORIC DISTRICT

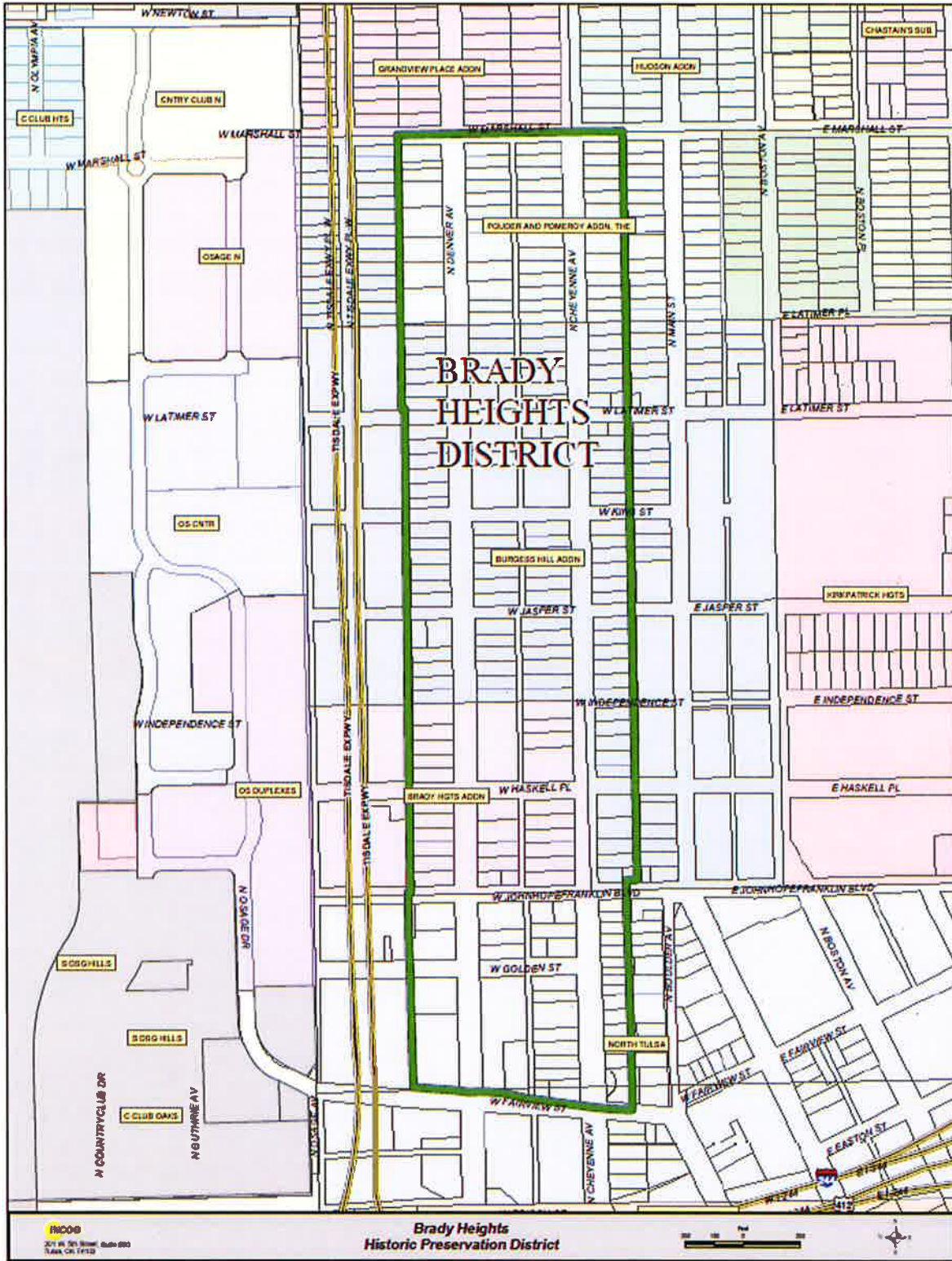


YORKTOWN AND GILLETTE HISTORIC DISTRICTS



15.80

BRADY HEIGHTS HISTORIC DISTRICT



ELMWOOD, PATRICK J. HURLEY MANSION HISTORIC DISTRICT



ELMWOOD, PATRICK J. HURLEY MANSION

TMAPC Public Hearing Staff Report
November 16, 2016
ZCA-2, Chapter 30 & Chapter 55, Driveway Width

Item: Public hearing to provide a recommendation to City Council regarding adoption of amendments to the City of Tulsa Zoning Code Section 30.010-I 2 c (9) (Minor amendments of Planned Unit Developments) and Section 55.090-F 3 (Maximum width of residential driveways in RE and RS Districts)

A. Background: The new Zoning Code became effective for the City of Tulsa on January 1, 2016. The new code included different provisions for driveway width than existed in the previous code. The new code prescribes maximum width of driveways both in the right of way and on the lot. The only relief from those dimensional requirements is provided through the special exception process at the Board of Adjustment. Public feedback indicates that in PUDs, relief should be available through the amendment process. The following proposed revisions permit increases in maximum allowed driveway width to be approved as an amendment to a PUD.

In addition, the proposed amendment states that the maximum driveway widths prescribed in the new code do not apply if a variance of maximum driveway coverage measured by width, square footage or percentage of the yard was granted and in instances where development standards in PUDs specify maximum driveway coverage.

The proposed amendments to the Tulsa Zoning Code, Title 42 Tulsa Revised Ordinances (the Zoning Code), include: **(See Attachment I for ~~strike through~~/underline version of changes)**

1. Amendment of Section 30.010-I 2 c (9) of the Zoning Code to provide that within a Planned Unit Development (PUD) certain amendments pertaining to driveway width and coverage may be processed as minor amendments.
2. Amendment of Section 55.090-F 3 of the Zoning Code to exempt certain properties from the maximum driveway width regulations established by that section.

B. Staff recommends APPROVAL of proposed amendments to the City of Tulsa Zoning Code Section 30.010-I 2 c (9) (Minor amendments of Planned Unit Developments) and Section 55.090-F 3 (Maximum width of residential driveways in RE and RS Districts) as attached.

Attachment I

Chapter 30 | Legacy Districts

Section 30.010 PUD, Planned Unit Development (Legacy) District

30.010-I Amendment to Approved Plans

2. Minor Amendments

- c. The following may be processed as minor amendments:

- (9) Changes in structure heights, building setbacks, yards, driveway coverage measured by width, square footage or percentage of the yard, open spaces, building coverage and lot widths or frontages, provided the approved PUD development plan, the approved PUD standards and the character of the development are not substantially altered;

Chapter 55 | Parking

Section 55.090 Parking Area Design

55.090-F Surfacing

3. In RE and RS zoning districts, driveways serving residential dwelling units may not exceed the following maximum widths unless a greater width is approved in accordance with the special exception procedures of **Section 70.120**:

Maximum Driveway Width	RE	RS-1	RS-2	RS-3	RS-4	RS-5
Within Right-of-Way (feet)	20	20	20	20	20	12
On the Lot (Outside ROW) (feet)	30	30	30	30	20	12

In instances where a variance of maximum driveway coverage measured by width, square footage or percentage of the yard has been granted, and in PUDs where development standards specify such maximum driveway coverage, the foregoing maximums do not apply.
