



Monday, February 26, 2024

12:00 PM

Historic Preservation Resource Commission (Certified Local Government)
City Hall Commission-Court Room

I. CALL TO ORDER

II. MINUTES

- a. Consider approval of the January 22, 2024, meeting minutes.

III. ACTION ITEMS

- a. Consider a sign application at 223 N. Pennsylvania Avenue.
- b. Consider a certificate of appropriateness and sign permit for 224 West Main Street or the former O'Reilly building.

IV. DISCUSSION

- a. Uncle Jack's certificate of appropriateness at 100 N. Pennsylvania Ave.
- b. SHPO is asking the committee to consider some grant opportunities.

V. ADJOURNMENT



**REQUEST FOR HISTORIC PRESERVATION RESOURCE
COMMISSION (CERTIFIED LOCAL GOVERNMENT)
ACTION
CITY OF INDEPENDENCE
FEBRUARY 26, 2024**

Department Admin

Prepared By David Cowan

AGENDA ITEM Consider approval of the January 22, 2024, meeting minutes.

SUMMARY RECOMMENDATION City Staff recommends approval of the minutes.

BACKGROUND Secretary Brea Sanford has prepared minutes from the January 22, 2024, meeting for the board's review and approval.

SUGGESTED MOTION I move to approve the January 22, 2024, minutes.

SUPPORTING DOCUMENTS

1. January 22, 2024 Meeting Minutes

Thursday, February 1, 2024
Historic Preservation Resource Commission
Meeting Minutes

Members Present: Darin Axthelm, Brea Sanford, Tim White, Jason Rutledge, Bill Gour
City Staff: David Cowan
Ex Officio: Tabatha Snodgrass, Lisa Wilson
Absent: Gary Hoggsett, Brett Richards
Special Guest: Miranda Bruening, Hali Shultheis, Donna and Ron Nutt, Matt Turner

Darin called the meeting to order.

Brea Sanford motioned to accept the minutes of the September 25, 2023 and October 23, 2023 meetings. Bill Gour seconded the motion and it was approved.

Reorganization:

Tim White motioned to keep the same officers for 2024 as they were in 2023. Jason Rutledge seconded the motion and all were in favor.

Discussion:

Indy Vape Shop installed a sign without a permit. Owners have submitted the sign permit. The sign was thought to cover a transom. The owners claim the previous owner said that there was always a board that covered where the transom would be. They are unsure what is under the board. It was determined by Miranda that there used to be transoms in place where the wood presently is.

Discussion was had regarding the various steps the owner could take in this situation. It was suggested that the matter of the transoms be tabled until more research could be done. No decisions on the sign were made. Jason Rutledge motioned table the item until more research could be done. Tim White seconded the motion and it carried.

Matt Turner, owner of Uncle Jack's wants to paint the base under the front windows to spruce up the area. If the base is constructed of concrete, it needs to be painted with a permeable paint. It was suggested that the owner power wash the concrete to clean it. Lisa Wilson suggested to ask Skylar Estes about power washing the concrete to see what the results were. Turner is worried about damaging the concrete. No action was taken at this time until more research is done.

Turner also wants to apply perforated vinyl signs to the lower half of the front windows. It was suggested that the vinyl could be placed on the inside of the windows instead of the outside, as if it is placed on the outside, it could be construed as a sign.

Turner also mentioned the condition of the kitchen access door that faces Pennsylvania Avenue. He asks that a steel plate to be installed where the door is damaged and to paint the door. Brea motioned to allow the door to be fixed and painted. Bill seconded the motion and all were in favor.

Downtown Apartment Update

Miranda shared that construction was going to go out for bids in March on the bookstore. Once it is finished, it will be structurally intact and sound. All demolition trash and debris will be removed. They will also be bidding out the Stanford building. Waiting on NPS and SHIPO to accept the architect's layout on the Hairplus building. Contractor will be working 18 months to two years on these projects.

Brio Medspa

Hali has received funding to do work on the outside of the building. Nothing has changed in regarding what will be done on the outside that was previously discussed. She has asked to replace the metal. SHIPO says no, as you have to restore the historical significance. So instead, she is wanting to paint the metal black, to fit her design theme. Miranda pointed out that in a previous meeting it was suggested that Hali could present different colors for consideration. Tim White motioned to allow the painting of the metal if she can present different choices to the Commission. Bill seconded the motion. All were in favor but Darin, who voted in the negative.

Discussion

6th and Main Land Bank

David shared that a new, unnamed business is currently looking into moving into the area and the piece of land they are interested in is in the historical district. David was just letting the Commission know.

101 East Main H&R Block

There is talk about an out-of-state investor taking interest in the H&R Block building to develop into apartments.



**REQUEST FOR HISTORIC PRESERVATION RESOURCE
COMMISSION (CERTIFIED LOCAL GOVERNMENT)
ACTION
CITY OF INDEPENDENCE
FEBRUARY 26, 2024**

Department Admin

Prepared By David Cowan

AGENDA ITEM Consider a sign application at 223 N. Pennsylvania Avenue.

SUMMARY RECOMMENDATION City Staff does not recommend approval of the sign permit as submitted.

BACKGROUND The City of Independence Building Department received a complaint regarding a sign installation at Indy Vapes. Upon receiving the complaint, the City contacted Indy Vapes, who subsequently submitted the attached sign permit application and certificate of appropriateness for review by the IHPRC committee. The IHPRC reviewed the application at their meeting on January 22, 2024, and decided to table a decision pending further review by staff and SHPO. Following this, a review by SHPO provided staff with the following information: Katrina Ringler responded, advising that the IHPRC should ensure the decision is based on the Secretary of the Interior's Standards for Rehabilitation. SHPO believes that standards 2, 5, 6, and 9 are applicable in this case. Those standards are as follows:

(2) The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.

(5) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

(6) Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

(9) New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

SHPO review of photos from 1987 shows a storefront's transom was covered with some solid/opaque material. That same material appears to be in place up to 2021, when there was a change to a new opaque material with vertical dark strips to suggest the look of a glass transom. Does this project "damage or destroy" the historic building? Likely not physically, since there does not appear to be any historic materials existing in that area. Does the sign "damage or destroy" the character of the building or district? Potentially. Please see Standard #9, exterior alterations should be compatible with the historic property. Please refer to the attached Signs and Awning pdf provided by SHPO. We (SHPO) see that it's not uncommon for signage to be located in the transom area of a storefront when the transom glass is missing, but the signage should be compatible with the overall character of the building and the surrounding district. If the preservation commission does not think that this

signage is compatible with the building/district, then they should issue a "damage or destroy" determination.

After reviewing the sign applications, city staff have determined that the proposed sign does not comply with the C-3 regulations. According to the code, signage is permitted up to either 50 square feet or 5% of the total area, whichever is smaller. The frontage of 223 N. Penn is approximately 978 square feet, thus allowing for a maximum sign size of 50 square feet. However, the requested sign exceeds this limit at 84.33 square feet. Additionally, staff believe that the proposed signage is not in harmony with the overall character of the building and the surrounding district.

If the IHPRC denies the sign permit request, the owner shall be given 30 days to remove the sign or file an appeal to the City Commission for final determination of their request.

SUGGESTED MOTION IHPRC Motion Options:

(1) I move to deny the sign application based on the determination that it damages or destroys the character of the building and district.

(2) I move to approve the design of the sign but the owner must file a variance request with Planning & Zoning and come into compliance with the C-3 sign regulations for the size of the sign.

SUPPORTING DOCUMENTS

1. INDY VAPES LLC - SIGN PERMIT APPLICATION 01052024
2. Indy Vape - EMAIL - 01082024
3. Sign Violation - 12222023
4. SHPO Comments
5. Signs and Awnings - SHPO
6. Historical Pamphlet - Signs
7. 802.0. ___District_sign_regulations.

**APPLICATION FOR SIGN PERMIT
CITY OF INDEPENDENCE, KS
620-332-2504**

BUSINESS Indy Vapes, LLC
ADDRESS 223 N. Penn Ave
CONTACT NAME [Business Owner] Dominette Celli - Ron Nickle
PHONE 6203300500 City License # 4217
SIGN COMPANY Wright Signs (Parsons)
CONTACT NAME Nathan - 620-421-1011
Location of sign or advertising structure, be specific in detail: 44" high x 23' long
aluminum, mounted to wooden frame which is
already attached to building facade
Color red/wh/blue Dimensions 44" x 23' sq ft per face
Construction Material Aluminum Lit Internally? Y/N N
ELECTRICIAN N/A
COMPANY NAME _____
PHONE _____ City License # _____

ADDITIONAL INFORMATION & REQUIREMENTS

Does this design fit the guidelines of the historical district?

One set of detailed scale drawings and specifications [dimensions] showing proposed structure, method of construction and attachment to building or ground must accompany this application.

Stress and design calculation [if applicable] showing dead load and wind design must accompany this application.

Evidence that sign will comply with National Electric Code must accompany this application [if applicable].

Application submitted by _____

PERMIT APPROVAL

A \$25.00 fee must be paid and permit must be signed before work is started on installation of sign.

Zoning Administration Date _____ Permit Number _____

City of Independence Kansas
Independence Historic Preservation and Resource Commission

A. APPLICANT INFORMATION

Name of Applicant: Ronald Nickle & Domineette Celi
Mailing Address: 223 N. Penn Indy KS 67301
(Street) (City) (State) (Zip)
Telephone Number: 620 330 0500 Email: indyvapes1@gmail.com

Is the Applicant an: ☐ Individual, ☐ Corporation, ☐ Partnership, ☒ Other LLC

If the Applicant is a corporation or partnership, a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership must be attached.

Relationship of the applicant to the property: ☒ Owner, ☐ Tenant or Lessee, ☐ Purchaser under contract
(with consent of owner, ☐ Other (please specify) _____)

If the applicant is not the owner of the property in question, the applicant must submit an affidavit with the owner(s) authorization to proceed with this process.

B. PROPERTY OWNER INFORMATION

☒ Check here if same as applicant. If the owner is not the applicant, please complete the following:

Owner's Name: _____

Address: _____

Telephone Number: (____) _____ Email: _____

C. PROPERTY INFORMATION

Street Address: 223 N. Penn

Block Number(s): _____; Lot Number(s): _____

Zone of Property: _____

Have all municipal taxes due as of the date of this Application been paid? ☒ Yes ☐ No

If no, please explain: _____

[This Space for Official Use Only]

DATE THIS APPLICATION WAS FILED WITH THE CITY _____

DATE THE REPORT OF THE COMMISSION WAS SUBMITTED TO THE CITY _____

THE APPLICATION IS DETERMINED TO BE COMPLETE THIS _____ DAY OF _____

INDEPENDENCE HISTORIC PRESERVATION OFFICER

D. CONSULTANT INFORMATION

Name, profession, complete address, telephone and email address of attorney, architect or other consultant representing applicant:

Wright Signs - Nathan

604 Main St - Parsons 67357

620-421-1011

sales@thewrightsign.com

E. CHANGES PLANNED

Is a change of use planned for this property? If yes, indicate old and new uses. ☐ Yes ☒ No

Indicate the category of work contemplated [check each appropriate description]:

Demolition ☐

Relocation ☐

Change to exterior appearance ☐

Addition or new construction ☐

Describe in narrative form the nature of the work contemplated. Use additional sheets if necessary:

Erecting a sign to front of building (as the photo sent w/ this application) by affixing to the wood facade above the awning - Wright Sign advised this wood is a frame from a previous sign.

Please attach to this application any additional materials that pertain to the nature of the intended work, such as photographs, diagrams, architectural drawings, or specifications. Also, please include, where available, any historical documentation or photographs that supports the planned restoration and/or rehabilitation activity.

F. CERTIFICATION BY APPLICANT

I hereby certify that, as of the date I signed this application, I am a legal or equitable owner of the property described herein, or I am an authorized officer or principal of said owner. I further certify that if there are other legal or equitable owners of said property, I have identified them herein. I further certify that the contents of this Application are complete, accurate and true.

Applicant's Signature: [Signature]
Printed Name: Domineth Celii
Title: Co-Owner
Date: 29 Dec, 2023 [If signing for Applicant]

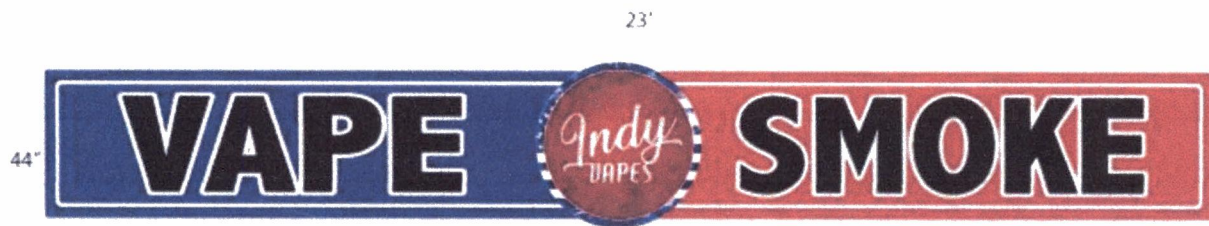
NOTE: SEE INSTRUCTIONS TO APPLICATIONS, PARAGRAPH 9, FOR IMPORTANT NOTIFICATION REQUIREMENT THAT APPLIES TO ALL APPLICATIONS.

The IHPRC shall review the application for a certificate of appropriateness and determine whether issuance of a certificate of appropriateness should be approved or denied within 45 days of receipt of the application.

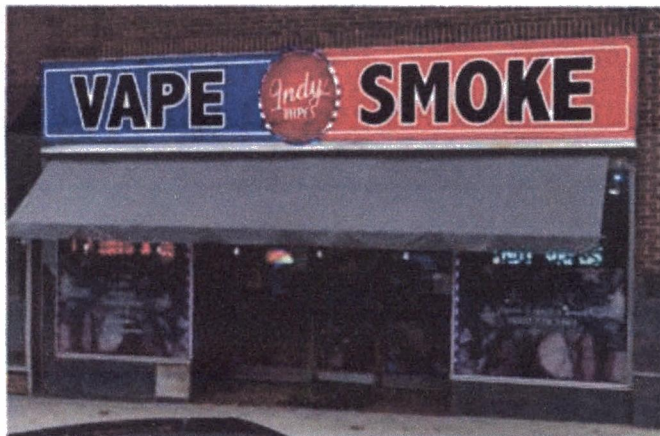
[This Space for Official Use Only]

APPLICATION TIMETABLE

1. Date application submitted	_____
2. Date application is deemed complete	_____
3. Date by which applicant must be notified that application is complete and that hearing has been scheduled	_____
4. Hearing date	_____
5. Date Commission's decision is due (within 45 days of App)	_____



Aluminum sign installed with metal machine screws onto existing wood



Wright
SIGNS
& Graphics

COREY WRIGHT
620.421.1011
WRIGHTSIGNS@GMAIL.COM

Customer Name: Indy Vapes

Approval Signature:

Date:

All original artwork remains the sole property of The Wright Signs, LLC and will not be reproduced, copied, or exhibited in whole or in part without first obtaining written consent from The Wright Signs, LLC.

**ARTWORK
PROOF ONLY**

1/4/24, 12:34 PM

Indy Vapes signage layout - theparsonsvapeshop@gmail.com - Gmail



 Search mail



Compose



Inbox 5

Starred

Snoozed

Sent

Drafts 1

More

Labels

ID and Tax Dox 5

Invoices 26

Indy Vapes signage layout [Inbox x](#)

Sales

Dominette, Let us know your thoughts on something like this. Thanks!!



Sales

to me

Dominette,

Hopefully this helps.

They were really nice the last time I met with them to get a permit. Hopefully they won't be bitter that one wasn't gotten before.

Sorry about all this.

Thanks!!

One attachment • Scanned by Gmail



Dominette Celli <theparsonsvapeshop@gmail.com>

to Sales

Fingers crossed

Thank you so much

From: [David Cowan](#)
To: INDYVAPES1@GMAIL.COM
Subject: RE: City of Independence - Building & Zoning Dept.
Date: Monday, January 8, 2024 7:30:00 AM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image002.png](#)

Dear Ronald & Dominette,

I misread your sign measurement. It is 44"x23' or 3.6' x 23' which is 84.3 sq feet. So you are currently in violation of the sign size. This is a P&Z issue and will be addressed after the IHPRC decision.

https://library.municode.com/ks/independence/codes/code_of_ordinances?nodeId=APXBZO_ARTVIIIISIRE_802.0DISIRE Please go to 802.6 District C-3 (a. #2) for the sign regulations for your building.

- An approved sign can be 50 sq feet or 5% of the total area, whichever is smaller
 - The applicant sign is 84.3 sq feet - Sq Ft of frontage is 956. - 5% is 47.8 sq ft.

Thanks,
David Cowan

David Cowan
Asst. City Manager

davidc@independenceks.gov

P +1.620.332.2528 | M +1.620.330.0056 | F + 1.620.331.1628

City of Independence | 120 N. 6th Street | Independence, Kansas 67301



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dissemination, forwarding, printing, or copying of this e-mail and/or any files are prohibited. Please immediately delete it from your computer and any servers or other locations where it might be stored and e-mail davidc@independenceks.gov or call David Cowan, Asst. City Manager, at 620-332-2528 advising you have done so.

From: David Cowan
Sent: Monday, January 8, 2024 6:53 AM
To: INDYVAPES1@GMAIL.COM
Subject: City of Independence - Building & Zoning Dept.

Dear Ronald & Dominette,

The City of Independence has received your sign permit & IHPRC application to install a sign at 223 N. Penn.

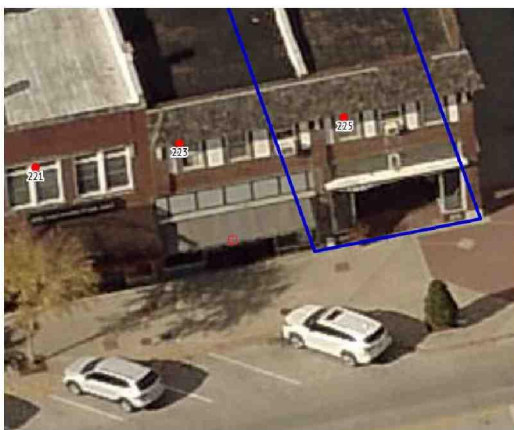
The IHPRC meeting will be on Monday, **January 22, 2024**.

- Location - 410 N. Penn Ave - Memorial Hall
- Room - Veteran's Room inside the Civic Center - Enter on the North side circle drive.
- Time: 12:00 PM

On January 19th, I will send out an IHPRC packet and copy you on the agenda and staff report for the IHPRC review and meeting.

Items that will be discussed at the meeting and you will need to be prepared to answer questions are:

- Transom covered
 - It appears there is a transom on the building that the sign has covered.
 - Transoms can represent a historic feature of the building and you will need to be prepared to discuss the reasoning for covering it and any potential damage that could occur by covering the transom of the building. IHPRC will consider your request and make a decision. Just so you know, decisions by the IHPRC can be appealed to the City Commission.
- Sign Design and Color
 - The IHPRC follows the guidelines set forth by the Department of Interior and SHPO - State Historic Preservation Office in the design and color of signs in the historic district. I will provide them with a picture of the current sign you have installed for the discussion.



- Sign Regulations
 - https://library.municode.com/ks/independence/codes/code_of_ordinances?nodeId=APXBZO_ARTVIIIISIRE (link to the sign code)
 - An approved sign can be 50 sq feet or 5% of the total area, whichever is smaller
 - The applicant sign is 6.84 sq feet - Sq Ft of frontage is 956. - 5% is 47.8 sq ft.



If you have any questions or concerns regarding the process, don't hesitate to contact me at davidc@independenceks.gov or 620.332.2528.

Sincerely,
David Cowan, Building Inspector



David Cowan
Asst. City Manager
davidc@independenceks.gov

P +1.620.332.2528 | M +1.620.330.0056 | F + 1.620.331.1628
City of Independence | 120 N. 6th Street | Independence, Kansas 67301



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"Delivering Excellence"

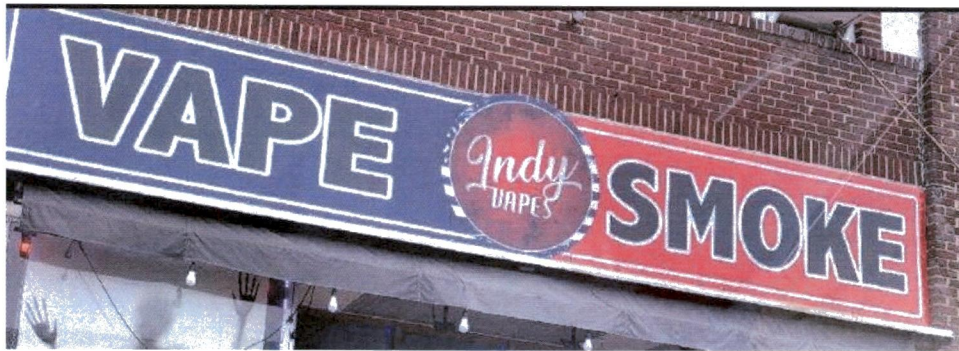
Notice of Code Violation

December 22, 2023

Indy Vape and Smoke Shop
223 N. Pennsylvania Ave
Independence, Kansas 67301

Dear Sir,

The City of Independence Building Department received a complaint regarding a sign installation in the Downtown Historic District of Independence, Kansas without a sign permit.



The City of Independence Sign Regulations for the C-3 Central District require the submission of a sign permit and approval of the Historic Preservation and Resource Commission.

Following Regulations exist:

- 803.10 - No sign can be installed until a sign permit has been issued by the City of Independence
- 802.6 - The sign cannot exceed 5% or 50 sq feet of the total surface area, whichever is smaller.
- The IHPRC must approve the sign based on the Secretary of Interior Standards.
 - Harmonious with the character of the building in size, scale and design
 - Distinctive, creative and simple
 - Pedestrian-oriented that respects neighboring buildings
 - Mounted in such a way not to damage, alter, or obscure historical architectural features.
- Once a sign permit application is approved by the IHPRC and City a sign permit can be issued.

STRATEGIC VISION: *Customer Service Excellence – Continuous Improvement – Teamwork*
P +1.620.332.2528 | M +1.620.330.0056 | F + 1.620.331.1628 | davidc@independenceks.gov
City of Independence | 811 W. Laurel Street | Independence, Kansas 67301



"Delivering Excellence"

The owner is hereby given (14) days or January 5, 2024, to submit a sign permit application and Certificate of Appropriateness application to the Building Department. Applicant will then present at the January 22, 2024, IHPRC meeting for approval of the sign.

Failure to make applications for the sign permit by January 5, 2024, t 5, 2024, the owner shall immediately remove the sign. Failure to apply or remove the sign by this date will result in a summons to municipal court for violation of the sign code.

Please feel free to contact the building department with any questions or concerns. I've attached the necessary applications needed to start the process.

Sincerely,

David Cowan

STRATEGIC VISION: *Customer Service Excellence – Continuous Improvement – Teamwork*
P +1.620.332.2528 | **M** +1.620.330.0056 | **F** + 1.620.331.1628 | davidc@independenceks.gov
City of Independence | 811 W. Laurel Street | Independence, Kansas 67301

City of Independence Kansas
Independence Historic Preservation and Resource Commission

A. APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____

(Street) (City) (State) (Zip)

Telephone Number: _____ Email: _____

Is the Applicant an: ☐ Individual, ☐ Corporation, ☐ Partnership, ☐ Other _____

If the Applicant is a corporation or partnership, a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership must be attached.

Relationship of the applicant to the property: ☐ Owner, ☐ Tenant or Lessee, ☐ Purchaser under contract

(with consent of owner, ☐ Other (please specify) _____

If the applicant is not the owner of the property in question, the applicant must submit an affidavit with the owner(s) authorization to proceed with this process.

B. PROPERTY OWNER INFORMATION

☐ Check here if same as applicant. If the owner is not the applicant, please complete the following:

Owner's Name: _____

Address: _____

Telephone Number: (____) _____ Email: _____

C. PROPERTY INFORMATION

Street Address: _____

Block Number(s): _____; Lot Number(s): _____

Zone of Property: _____

Have all municipal taxes due as of the date of this Application been paid? ☐ Yes ☐ No

If no, please explain: _____

[This Space for Official Use Only]

DATE THIS APPLICATION WAS FILED WITH THE CITY _____

DATE THE REPORT OF THE COMMISSION WAS SUBMITTED TO THE CITY _____

THE APPLICATION IS DETERMINED TO BE COMPLETE THIS ____ DAY OF _____

INDEPENDENCE HISTORIC PRESERVATION OFFICER

D. CONSULTANT INFORMATION

Name, profession, complete address, telephone and email address of attorney, architect or other consultant representing applicant:

E. CHANGES PLANNED

Is a change of use planned for this property? If yes, indicate old and new uses. ☐ Yes ☐ No

Indicate the category of work contemplated [check each appropriate description]:

Demolition ☐

Relocation ☐

Change to exterior appearance ☐

Addition or new construction ☐

Describe in narrative form the nature of the work contemplated. Use additional sheets if necessary:

Please attach to this application any additional materials that pertain to the nature of the intended work, such as photographs, diagrams, architectural drawings, or specifications. Also, please include, where available, any historical documentation or photographs that supports the planned restoration and/or rehabilitation activity.

F. CERTIFICATION BY APPLICANT

I hereby certify that, as of the date I signed this application, I am a legal or equitable owner of the property described herein, or I am an authorized officer or principal of said owner. I further certify that if there are other legal or equitable owners of said property, I have identified them herein. I further certify that the contents of this Application are complete, accurate and true.

Applicant's Signature: _____

Printed Name: _____

Title: _____
[If signing for Applicant]

Date: _____

NOTE: SEE INSTRUCTIONS TO APPLICATIONS, PARAGRAPH 9, FOR IMPORTANT NOTIFICATION REQUIREMENT THAT APPLIES TO ALL APPLICATIONS.

The IHPRC shall review the application for a certificate of appropriateness and determine whether issuance of a certificate of appropriateness should be approved or denied within 45 days of receipt of the application.

[This Space for Official Use Only]

APPLICATION TIMETABLE

[This Space for Official Use Only]	
APPLICATION TIMETABLE	
1. Date application submitted	_____
2. Date application is deemed complete	_____
3. Date by which applicant must be notified that application is complete and that hearing has been scheduled	_____
4. Hearing date	_____
5. Date Commission's decision is due (within 45 days of App)	_____

**APPLICATION FOR SIGN PERMIT
CITY OF INDEPENDENCE, KS
620-332-2504**

BUSINESS _____

ADDRESS _____

CONTACT NAME [Business Owner] _____

PHONE _____ City License # _____

SIGN COMPANY _____

CONTACT NAME _____

Location of sign or advertising structure, be specific in detail: _____

Color _____ Dimensions _____ sq ft per face

Construction Material _____ Lit Internally? Y/N _____

ELECTRICIAN _____

COMPANY NAME _____

PHONE _____ City License # _____

ADDITIONAL INFORMATION & REQUIREMENTS

Does this design fit the guidelines of the historical district?

One set of detailed scale drawings and specifications [dimensions] showing proposed structure, method of construction and attachment to building or ground must accompany this application.

Stress and design calculation [if applicable] showing dead load and wind design must accompany this application.

Evidence that sign will comply with National Electric Code must accompany this application [if applicable].

Application submitted by _____

PERMIT APPROVAL

A \$25.00 fee must be paid and permit must be signed before work is started on installation of sign.

Zoning Administration Date _____ Permit Number _____



"Delivering Excellence"

We want to make sure the decision is based in the Secretary of the Interior's Standards for Rehabilitation - <https://www.nps.gov/articles/000/treatment-standards-rehabilitation.htm>. What Standard(s) are applicable in this case? Probably 2, 5, and maybe 6, and probably 9. We also want to look at what was the condition of the property before work started and how did the work impact the building/district. Our KHRI record has a photo from 1987 showing that this storefront's transom was covered with some solid/opaque material at that time. Looking at Google Streetview, that same material appears to have been in place with various signs and paint until 2021 when there was change to a new opaque material with vertical dark strips to suggest the look of a glass transom. I don't think it was an actual glass transom. Does this project "damage or destroy" the historic building? Likely not physically since there does not appear to be any historic materials existing in that area. Does the sign "damage or destroy" the character of the building or district? Potentially. Looking at Standard #9, exterior alterations should be compatible with the historic property. We have used this set of Guidelines for a few years now to help us and CLGs review projects for signage and awnings - [!\[\]\(919a2cb85b99741a73c0c31a427236a8_img.jpg\) signs and awnings.pdf](#). Using those guidelines, we see that it's not uncommon for there to be signage located in the transom area of a storefront when the transom glass is missing, but the signage should be compatible with the overall character of the building and the surrounding district. If the preservation commission does not think that this signage is compatible with the building/district then they should issue a "damage or destroy" determination. I encourage Independence to maybe use HPF grant funds to develop Design Guidelines for the downtown to help property owners and the commission with these kinds of review. There are some good examples of Design Guidelines at <https://www.napcommissions.org/design-guidelines>. They have one example from Newton, KS at https://drive.google.com/file/d/1nEP1jNitCdioX_VrsZ2sNGVmRSHr0W76/view?usp=sharing.

Guidelines for Signs and Awnings in Historic Districts and on Individually Listed properties in accordance with KSA 75-2724, Kansas State Historic Preservation Law

According to the state preservation law (KSA 75-2724), new signs and awnings (that require a local permit) installed on buildings individually listed in the state or national register or those within a historic district are subject to review in accordance with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. This document is intended to illustrate the *Standards* and provide specific examples of signs and awnings that do and do not meet the *Standards*.

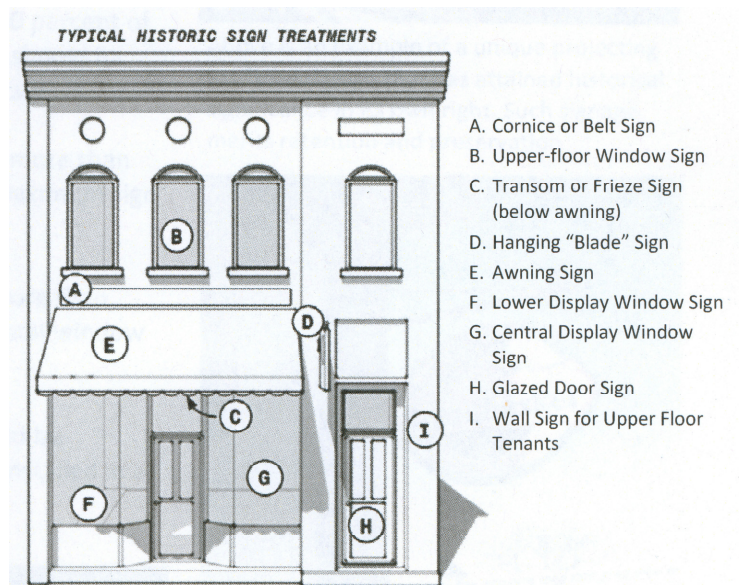
Historic Background: Signs

Historically, signs were placed in various locations on commercial buildings. The most common location was directly above the transom. They were often installed flush against the façade and featured simple lettering identifying the name or nature of the business. Blade signs, perpendicular to the façade, were also common.



700 block of South Kansas Avenue, Topeka 1930-1939, Note placement of signs (Kansas Memory)

While it is always preferable to retain historic signs if they are present, they are often missing or the business has changed and a new sign needs to be created. The appropriate new design for a sign will be one that is compatible with a sign that would have been in use during the period of significance of the building or district. Sometimes it is possible to locate a historic photo of the building or district to determine what would have been used historically. If there is no historical evidence, it is appropriate to install a sign that is compatible with the building in terms of representative size, scale, and materials. Illuminated signs were not common until the introduction of neon in the 1920s; however, illuminated signs are often desired. These guidelines are intended to provide guidance for signs that are appropriate in historic settings.



Use this diagram as a reference for locating signs on historic commercial buildings.

Every building is different and each sign must be reviewed with respect to the individual characteristics of the building. Guidance for appropriate new signs on commercial buildings in historic districts is found in the Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings: Storefronts* (located on the National Park Service website: http://www.nps.gov/hps/tps/standguide/rehab/rehab_storefronts.htm) and also *Preservation Brief #25: The Preservation of Historic Signs* (located on the National Park Service website: <http://www.nps.gov/hps/tps/briefs/brief25.htm>). According to the *Standards and Guidelines*,

“Using new illuminated signs; inappropriately scaled signs and logos; signs that project over the sidewalk unless they were a characteristic feature of the historic building; or other types of signs that obscure, damage, or destroy remaining character-defining features of the historic building” **is not recommended.**

When creating a new sign for a historic building or district refer to the following examples:

Signs that are compatible with historic buildings and districts:

- Channel letters with or without internal illumination
- Neon signs that are compatible in size, scale and placement
- Interior illuminated shaped logo signs
- Reverse-lit channel letters
- Non-illuminated signs that are compatible in size, scale, and placement
- Decal signs/window signs

Non-illuminated



Examples of compatible signs on historic commercial buildings l-r, decal sign in transom; channel letters above second story windows; flush panel sign over transoms.

Illuminated



Examples of compatible illuminated signs; shaped logo sign attached perpendicular to the building (left) and non-illuminated flush sign with multiple spotlight fixtures (right).

Signs that are not compatible with historic buildings and districts:

- Interior illuminated plastic box signs
- LED text signs unless on a theater marquis
- Signs that inappropriately extend across more than one storefront
- Signs that obscure or damage character-defining features
- Signs that are inappropriately scaled or are too large for the building



This sign would be compatible if it did not span two buildings.



This internally illuminated plastic box sign is incompatible in size, placement and materials.

Historic Background: Awnings

The primary purpose of historic awnings was to function as cover for inclement weather and shade for high sun exposure. Historically, awnings were covered with canvas. Early awnings were the typical shed type and were often retractable. Later in the 19th century, awnings could be shaped to fit arched openings. Over time, awnings became more than just climate control devices; they were used as decorative details and featured scalloped edges, multiple colors, and lettering. Beginning in the 1940s, metal awnings appeared in downtowns as well as on residential buildings, but for the most part, awnings have not changed as drastically as signs have. Canvas awnings are still widely used today and are very appropriate for a historic building.

When creating a new awning for a historic building or within a historic district consult the following: **Preservation Brief #44: The Use of Awnings on Historic Buildings: Repair, Replacement, and New Design** (located on the National Park Service website: <http://www.nps.gov/history/hps/tps/briefs/brief44.htm>) and refer to the following examples:



Downtown Ottawa 1898 (Kansas Memory) Note awning shapes and placement

Awnings that are compatible with historic buildings and districts:

Shape:

- Shed shaped awnings that are fixed or operable with fixed or free-hanging valances
- Awnings that are shaped to the window opening

Material:

- Canvas
- Synthetic fabrics such as acrylic or polyester coated canvas

Placement:

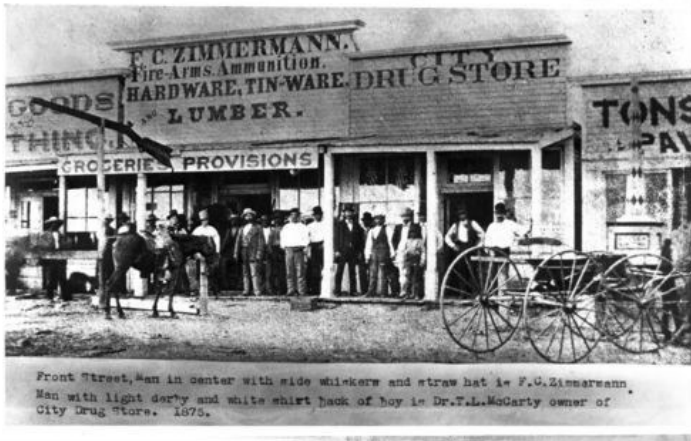
- Awnings that reflect the storefront openings and structural bays; one awning for each bay
- Awnings that do not obscure or damage historic features



Compatible new operable canvas shed awnings. This building on the left features a separate awning for each storefront. The design and fabric are the same resulting in a unifying theme on this segmented building. The building on the right features different types of coordinating awnings for different storefront configurations.

Awnings that are not compatible with historic buildings and districts:

- Inappropriately placed awnings that obscure historic features such as windows
- Vinyl awnings
- Internally illuminated awnings
- Inappropriately sized awnings; awnings spanning more than one storefront
- Dome or spherical awnings
- Pent or mansard roof additions



There is precedence for wood frame awnings that extend over the sidewalk on mid-19th century downtown buildings (photo at left); however, the photo at right illustrates a wood frame awning on an early 20th century (1930) building that is incompatible: The awning stretches across multiple buildings, is too large, and partially covers second story windows which detracts from the architectural significance.



Both the sign and the awning inappropriately span two storefronts. One awning for each separate building would be appropriate. The sign is also too large, obscuring historic features.



This internally illuminated vinyl awning functions more as a sign and is not appropriate for a historic building or district.



There is no historic precedent for a pent roof or a mansard roof on the front of a historic commercial building. Roof additions require more material than a typical awning and are often much too large resulting in damage to the storefront and obscured historic features.



SIGNAGE EXAMPLES



STEPS TO GET A SIGN OR AWNING APPROVED

1. Study the Zoning Regulations- the Zoning Administrator must adhere to these restrictions:

- PERMIT** (803.10) No sign can be installed until a sign permit has been issued by the City of Independence.
- WALL SIGNS** (802.6) The sign cannot exceed 5% or 50 square feet of the total surface area, whichever is smaller.
- CORNER BUILDINGS** (802.6) Allowed one sign per wall. Must also follow "Wall Sign" regulations.
- AWNINGS, CANOPIES, AND MARQUEES** (802.6) The sign shall not exceed more than 10% of the total surface area of the awning, canopy or marquee.

2. The Independence Historic Preservation and Resource Commission (IHPRC) must base their decisions on the Secretary of Interior Standards. Consider these suggestions that signs and awnings should be:

- Harmonious with the character of the building in size, scale and design.
- Distinctive, creative (with images and graphics) and simple (4-6 words).
- Pedestrian-oriented that respects neighboring buildings
- Mounted in such a way not to damage, alter or obscure historic architectural features. (Both the Independence Main Street Office and the IHPRC are more than willing to assist with designing appropriate signs and awnings for historic buildings.)

3. With the assistance of a professional, provide a detailed sketch with dimensions, colors and placement of the proposed sign or awning, along with the application, to the City of Independence.

4. Both the Zoning Administrator and the IHPRC must approve the sign or awning. Once approved by both, a permit will be issued. Then go to a company to have the approved sign or awning constructed and installed.

If you have any questions regarding signs and awnings, the application process, or ordinances, please contact:

City of Independence
(620) 332-2500

Independence Main Street Office
(620)331-2300

“Preservation is not about longing for the past or resisting progress. It’s about building on the past toward the future.”

-Sharon Shea Miller
San Antonio Historic Preservation Officer

Need Ideas on Signs?
Check these websites for helpful ideas!

www.pinterest.com

www.thesignchef.com

www.designshack.net

www.fastsigns.com

Look at these cities for examples:

Salt Lake City, Utah

Saratoga Springs, New York

San Antonio, Texas

Iowa City, Iowa



Illustrations: Tom Frost of Frost Hurff Architects

**GUIDELINES FOR
SIGNS & AWNINGS
IN HISTORIC
DOWNTOWN**

802.0. District sign regulations.

802.1. A-1, agricultural district:

- a. *Home occupation sign:* One nonilluminated sign, not larger than five square feet, mounted on the building indicating a permitted home occupation.
- b. *Identification sign:* Each farm or agricultural establishment shall be permitted not more than one nonilluminated or illuminated detached identification sign located at the main entrance to the farm or establishment. Such sign shall not exceed 20 square feet in area.

802.2. Residential districts including R-1, R-2, R-3, R-4 and R-5:

- a. *Developed project identification signs:* For any one ownership containing a multifamily use, there shall be permitted only one nonilluminated or illuminated detached sign for each 20,000 square feet of land area, identifying the use and ownership, not more than 20 square feet in area and not more than six feet high overall, and such sign shall be located no closer than ten feet to any property line. Such signs shall bear no advertising.
- b. *Church signs:*
 - (1) One illuminated or nonilluminated detached sign per church, no more than 16 square feet in area, on church premises, indicating activities and services therein provided. Source of illumination shall be so shielded as to not be visible from residential areas.
 - (2) One illuminated or nonilluminated detached sign per church, no more than 40 square feet in area, on church premises abutting United States Highways 160 and 75, indicating activities and services therein provided. Source of illumination shall be so shielded as to not be visible from residential areas.
- c. *Construction signs:* One nonilluminated sign per building, not more than 32 square feet in area, showing names of architects, engineers, builders, or contractors on the premises of a building being constructed, at a minimum distance of ten feet from the property line, provided such sign shall be removed upon completion of the building and provided further that such sign shall carry no other advertising. The mounting of said sign be prohibited on any vehicle or portion of any vehicle.
- d. *For sale/rent signs:* There shall be allowed one nonilluminated temporary "for sale" or "for rent" sign per lot, not to exceed eight square feet in area. (See section 803.3, "Temporary Signs," for additional requirements.)

802.3. O&P, office and professional district:

- a. *Project identification signs:* Not more than two nonilluminated or illuminated wall signs shall be permitted on each office building, provided such signs shall indicate only the name of the building or establishments housed therein. No such sign shall have an overall area exceeding five percent of the area of the wall upon which it is mounted.
- b. *Shielding:* The source of light for any illuminated signs shall be so shielded as to not be visible from residential areas.

802.4. District C-1, neighborhood commercial district:

- a. *Wall signs:* Each business or commercial establishment shall be permitted not more than two nonilluminated or illuminated wall signs, not more than one on a facade, provided the area of each sign shall not exceed five percent of the total area of the facade upon which it is placed. In lieu of one of the above wall signs, one projecting sign of the same type of illumination and same area shall be permitted, provided no projecting sign shall extend more than three feet from the face of the building.

In addition, one nonilluminated wall sign, not more than nine square feet in area, may be placed at each major entrance to the building. Such signs shall not extend above the height of the wall upon which they are mounted and any signs painted directly upon wall surfaces shall not be larger than ten square feet in area.

- b. *Shielding*: The source of light for any illuminated signs shall be shielded as to not be visible from residential areas.

802.5. District C-2, general business district and District C-4, highway commercial district:

- a. *Wall and marquee sign*: Each business or commercial establishment shall be permitted not more than three illuminated or nonilluminated wall or marquee signs, not more than one on a facade, the total area of which sign shall not exceed 20 percent of the total area of the facade upon which it is placed. Such signs shall not extend above the average roof level of a one-story building more than five feet, and shall not extend above the average level of a two or more story building. Any signs painted directly upon wall surfaces shall not exceed 20 square feet in area.
- b. *Projecting and detached sign*: In lieu of one of the above attached signs, one projecting sign or one detached sign shall be permitted for each establishment, provided such projecting sign shall not exceed the area or height requirements of paragraph "a." above; and such detached sign shall not exceed 30 feet in height, nor shall it exceed 150 square feet in area per face nor more than 300 square feet total of all faces. Such detached and projecting signs shall be located not less than three feet from the property line providing it does not interfere with traffic view or other signs as might be obstructed from view. In the case of a shopping center, only one detached sign shall be allowed for the center, and one detached sign will be allowed for any service station which is part of the center.
- c. *Electronic sign*: Electronic signs consisting of LED/Reader board electronic changeable copy) or electronic display center (video display sign) as defined in this ordinance are permitted and must meet the following requirements:
 - 1. *Detached sign*: The sign must be a detached sign and the electronic portion may not exceed more than 20 percent of the allowable square footage per face of said detached sign.
 - 2. *Duration*: Any portion of the message or image must have a minimum duration of eight seconds.
 - 3. *Off-premises advertising*: All messages displayed shall be directly related to the business for which the sign was constructed.
 - 4. *Setback*: The leading edge of the sign must be a minimum of 100 feet from an abutting residential district boundary.
 - 5. LED/Reader board (electronic changeable copy) signs shall have the following additional restrictions:
 - i. *Limited text*: The text of the sign must be limited to ten words to allow passing motorists to read the entire copy with minimal distraction.
 - 6. Electronic display center (video display) signs shall have the following additional restrictions:
 - i. *Brightness*: The sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum of 500 nits (candelas per square meter) between dusk and dawn.
 - ii. *Dimmer control*: The sign must have an automatic dimmer control to produce a distinct illumination change as required.
 - iii. *Audio or pyrotechnics*: Audio speakers or any form of pyrotechnics are prohibited.

-
- d. *Billboards:* Poster panels and billboards as defined in this ordinance are permitted and must meet the following requirements:
1. *Conditional use permit required:* Poster panels and billboards as defined in this ordinance shall be permitted only upon issuance of a conditional use permit.
 2. *Setback from residential:* Poster panels and billboards shall not be permitted if less than 1,000 feet from a residential district.
 3. *Separation requirement:* Poster panels and billboards must be a minimum of 1,000 feet from any other poster panel or billboard.

802.6. District C-3, central commercial district:

- a. *Permitted signs:*
1. *[Generally:]* Signs permitted in the C-3 district shall be illuminated signs, nonilluminated signs, marquee signs, temporary signs, wall signs and projecting signs with the exception that no sign shall be mounted, painted or affixed to any surface extending above the transom or storefront beam whichever is higher.
 2. *Wall signs:* One sign per face of building not to exceed 50 square feet or five percent of the total area, whichever is smaller.
 3. *Corner buildings:* One sign equal to standards above for each wall.
 4. *Multiuse signs:* Total sign area for all uses not to exceed above standards.
 5. *[Signs hanging from awnings or mounted to storefronts:]* Signs hanging from awnings or mounted to storefronts may not exceed five square feet per face.
 6. *[Freestanding buildings:]* Freestanding buildings shall be permitted one freestanding sign not to exceed 80 square feet per face or 160 square feet total of all faces in the sign area. The top of the sign shall not be higher than 25 feet above ground level.
 7. *Historical restorations or reproductions:* Historically significant or reproduced signs shall be referred to the Main Street Committee for recommendation to the city commission who may authorize such installation.
 8. *[Rear wall signs:]* One rear wall mounted sign not to exceed 18 inches by 36 inches for business identification.
- b. *[Poster panels and billboards:]* Poster panels and billboards shall not be permitted in the C-3 zone.
- c. *Signs on awnings, canopies, and marquees:*
1. There shall not be more than one sign exceeding an aggregate gross surface area of such awning, canopy or marquee of ten percent of the gross area for each principal building.
 2. The gross surface area of a sign shall not exceed 50 percent of the gross surface area of the awning, canopy or marquee to which the sign is fixed.
- d. *General standards:*
1. Any awning, canopy, marquee or projecting sign shall not be less than seven feet above the surface of the grade of any street or sidewalk.
 2. Awnings and canopies shall be no closer than four feet from the public street curb and in no case extend more than 12 feet from the property line.
 3. Marquees shall be no closer than two feet from the property line.

802.7. District M-1 and M-2, light and heavy industrial districts:

- a. *[Permitted signs:]* Signs shall be permitted as provided in district C-2.
- b. *Projecting, marquee, detached and roof signs:* In addition, industrial establishments having one or more permanent buildings may provide illuminated or nonilluminated signs, including projecting, marquee, detached or roof types, in any location on the premises or on the building, providing such signs shall not exceed height or yard requirements as set out herein for buildings in that district.
- c. *Billboards:* Poster panels and billboards as defined in this ordinance shall be permitted in an industrial district only upon issuance of a conditional use permit.

(Ord. No. 3567, § 1, 2-15-89; Ord. No. 3684, § 1, 2-23-95; Ord. No. 4009, § 1, 5-15-08; Ord. No. 4180, §§ 1—3, 8-13-14)

Editor's note(s)—Ord. No. 4180, §§ 1—3, adopted August 13, 2014, set out the following provisions imposing a moratorium on the enforcement of the city's sign permit fee:

"A moratorium is hereby imposed on the enforcement of the city's sign permit fee. During the moratorium, the city will not charge a sign permit fee for signs hanging from storefronts or awnings in the C-3 zone.

The moratorium imposed by this ordinance shall expire 12 months from the effective date of this ordinance.

Upon expiration of the moratorium, a sign permit fee will be required."



**REQUEST FOR HISTORIC PRESERVATION RESOURCE
COMMISSION (CERTIFIED LOCAL GOVERNMENT)
ACTION
CITY OF INDEPENDENCE
FEBRUARY 26, 2024**

Department Admin

Prepared By David Cowan

AGENDA ITEM Consider a certificate of appropriateness and sign permit for 224 West Main Street or the former O'Reilly building.

SUMMARY RECOMMENDATION City Staff recommends approval of the Certificate of appropriateness and sign permit.

BACKGROUND Phillip Fienen has submitted a certificate of appropriateness application for 224 W. Main Street, the former O'Reilly Auto Parts store. Phillip intends to relocate his business from N. Penn Ave to W. Main Street to accommodate his growing business's need for more space.

While the building is situated within the Historic Downtown district, it is not considered a contributing building to the district. Therefore, the IHPRC Board's consideration pertains to the exterior renovations proposed by Phillip for the building. In evaluating this request, the IHPRC should base their decision on the Secretary of the Interior's Standards for Rehabilitation.

The applicable standards in this case are as follows:

(9) New additions, exterior alterations, or related new construction should not compromise the historic materials, features, and spatial relationships that characterize the property. The new work should be distinguishable from the old and should harmonize with the historic materials, features, size, scale, proportion, and massing to preserve the integrity of the property and its surroundings. Although the building itself lacks historical significance, the IHPRC should consider the historic district and ensure that the design and colors remain compatible with the district's aesthetic.

The staff has provided images depicting the current condition of the building, along with proposed exterior alterations, which include:

1. Extending the exterior awning to the alley on the west side of the building.
2. Replacing two doors with a garage door and an additional entry door into the storage area of the facility at the front.
3. Repainting the exterior of the building in neutral colors such as grays, browns, and red.
4. Repairs and painting of the east wall, owned by Messenger Furniture, to match the building.
5. Adding a flagpole, similar to the design implemented at the current location in the southwest corner of the parking lot, where the O'Reilly sign post and sign were previously located.

Sign Request. Phillip has submitted a sign request for IHPRC review and approval. Phillip

has not hired a sign company yet, but the design and location will not change.

City Staff review of this request feels this design is compatible with the building and district and will not damage or destroy the historical district.

SUGGESTED MOTION IHPRC has two options.

(1) I move to approve the certificate of appropriateness and sign request for MPAC for 224 W. Main Street.

(2) I move to deny the certificate of appropriateness for 224 W. Main and request the following items to be reconsidered and brought back to the IHPRC for consideration.

SUPPORTING DOCUMENTS

1. Certificate of Appropriateness - 224 W. Main Street
2. 224 W. Main Pictures
3. 2024 Sign Application
4. Sign Picture
5. Sign Locations

City of Independence Kansas
Independence Historic Preservation and Resource Commission

A. APPLICANT INFORMATION

Name of Applicant: Phillip D Fienen

Mailing Address: 4045 CR 3745 Independence KS 67301
(Street) (City) (State) (Zip)

Telephone Number: 620-779-3210 Email: pfienen@mpacaviation.com

Is the Applicant an: ☒ Individual, ☐ Corporation, ☐ Partnership, ☐ Other _____

If the Applicant is a corporation or partnership, a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership must be attached.

Relationship of the applicant to the property: ☒ Owner, ☐ Tenant or Lessee, ☐ Purchaser under contract
(with consent of owner, ☐ Other (please specify) _____

If the applicant is not the owner of the property in question, the applicant must submit an affidavit with the owner(s) authorization to proceed with this process.

B. PROPERTY OWNER INFORMATION

☒ Check here if same as applicant. If the owner is not the applicant, please complete the following:

Owner's Name: _____

Address: _____

Telephone Number: (____) _____

Email: _____

C. PROPERTY INFORMATION

Street Address: 224 West Main Independence KS 67301

Block Number(s): 41; Lot Number(s): 6, 7, 8 and 9

Zone of Property: C-3

Have all municipal taxes due as of the date of this Application been paid? ☒ Yes ☐ No

If no, please explain: _____

[This Space for Official Use Only]

DATE THIS APPLICATION WAS FILED WITH THE CITY _____

DATE THE REPORT OF THE COMMISSION WAS SUBMITTED TO THE CITY _____

THE APPLICATION IS DETERMINED TO BE COMPLETE THIS _____ DAY OF _____

INDEPENDENCE HISTORIC PRESERVATION OFFICER

D. CONSULTANT INFORMATION

Name, profession, complete address, telephone and email address of attorney, architect or other consultant representing applicant:

Erin Bardon BNB design 115 N Nettleton Bonner Springs Ks 913-422-5762
ebardon@bnbdesign.com

Brandon Kochen Kochen Construction 1111 N 2nd Fredonia Ks 620-378-3002
brandon@kochenks.com

E. CHANGES PLANNED

Is a change of use planned for this property? If yes, indicate old and new uses. ☐ Yes ☒ No

Indicate the category of work contemplated [check each appropriate description]:

Demolition ☐

Relocation ☐

Change to exterior appearance ☒

Addition or new construction ☐

Describe in narrative form the nature of the work contemplated. Use additional sheets if necessary:

Addition of Overhead door
Painting of Exterior brick
Renewal of Soffit and Fascia on South and West elevations
Addition of lighting to soffit area
Addition of design enhancements to corners and mid-way
of West and South elevation

Please attach to this application any additional materials that pertain to the nature of the intended work, such as photographs, diagrams, architectural drawings, or specifications. Also, please include, where available, any historical documentation or photographs that supports the planned restoration and/or rehabilitation activity.

F. CERTIFICATION BY APPLICANT

I hereby certify that, as of the date I signed this application, I am a legal or equitable owner of the property described herein, or I am an authorized officer or principal of said owner. I further certify that if there are other legal or equitable owners of said property, I have identified them herein. I further certify that the contents of this Application are complete, accurate and true.

Applicant's Signature: 

Printed Name: Phillip D Fienen

Title: _____

Date: 2-21-24 [If signing for Applicant]

NOTE: SEE INSTRUCTIONS TO APPLICATIONS, PARAGRAPH 9, FOR IMPORTANT NOTIFICATION REQUIREMENT THAT APPLIES TO ALL APPLICATIONS.

The IHPRC shall review the application for a certificate of appropriateness and determine whether issuance of a certificate of appropriateness should be approved or denied within 45 days of receipt of the application.

[This Space for Official Use Only]

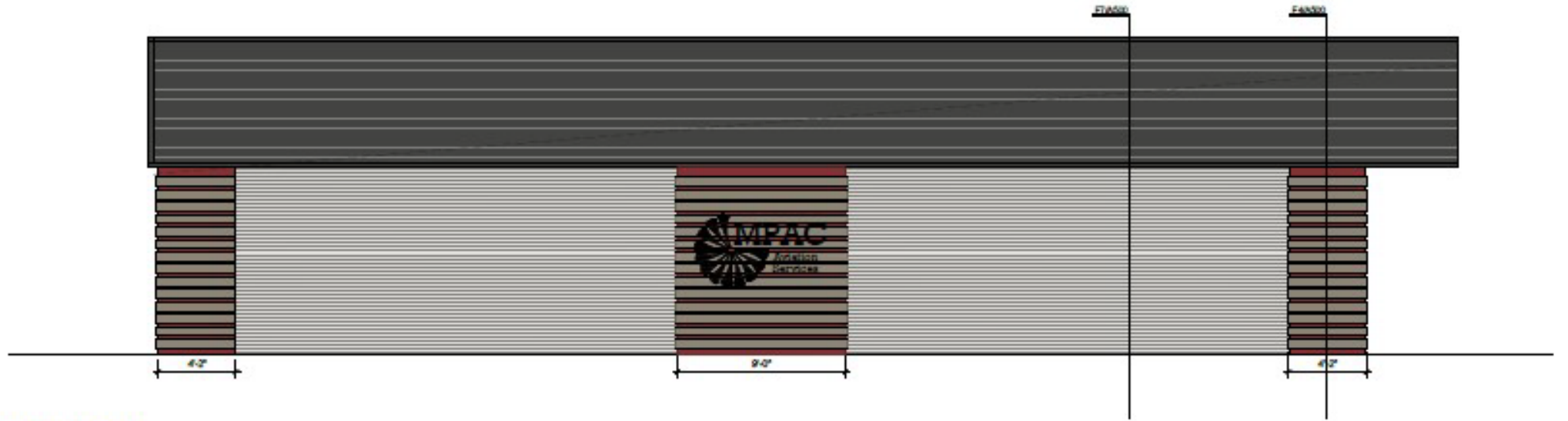
APPLICATION TIMETABLE

1. Date application submitted
2. Date application is deemed complete
3. Date by which applicant must be notified that application is complete and that hearing has been scheduled
4. Hearing date
5. Date Commission's decision is due (within 45 days of App)



224 W. MAIN STREET





F1 west elevation







APPLICATION FOR SIGN PERMIT
CITY OF INDEPENDENCE, KS
620-332-2504

BUSINESS MPAC Aviation Services LLC

ADDRESS 224 West Main St. Independence Ks 67301

CONTACT NAME [Business Owner] Phillip D. Fienen

PHONE 620-779-3210

City License # _____

SIGN COMPANY Contractor hasn't been determined yet

CONTACT NAME _____

Location of sign or advertising structure, be specific in detail: _____

Signage will be located on South and west elevation fastened to architectural detail as in drawing

Color _____ Dimensions Approx. 5x7 (35 sq ft) sq ft per face

Construction Material _____ Lit Internally? Y/N No

ELECTRICIAN _____

COMPANY NAME _____

PHONE _____ City License # _____

ADDITIONAL INFORMATION & REQUIREMENTS

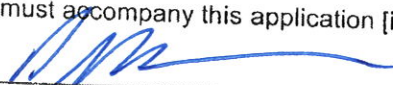
Does this design fit the guidelines of the historical district?

One set of detailed scale drawings and specifications [dimensions] showing proposed structure, method of construction and attachment to building or ground must accompany this application.

Stress and design calculation [if applicable] showing dead load and wind design must accompany this application.

Evidence that sign will comply with National Electric Code must accompany this application [if applicable].

Application submitted by Phillip D Fienen



PERMIT APPROVAL

A \$25.00 fee must be paid and permit must be signed before work is started on installation of sign.

Zoning Administration

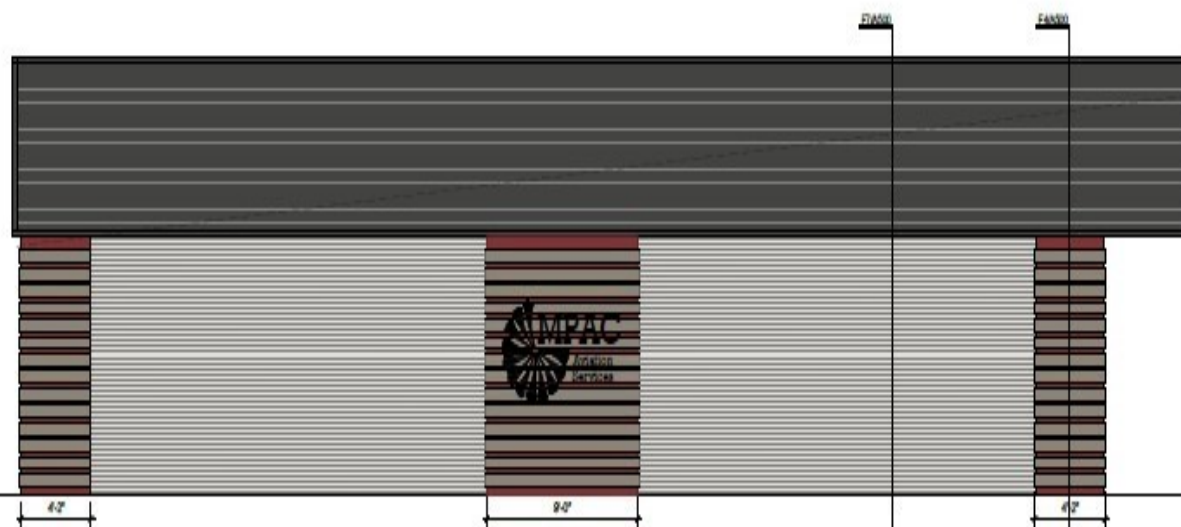
Date _____

Permit Number _____





n elevation





**REQUEST FOR HISTORIC PRESERVATION RESOURCE
COMMISSION (CERTIFIED LOCAL GOVERNMENT)
ACTION
CITY OF INDEPENDENCE
FEBRUARY 26, 2024**

Department Admin

Prepared By David Cowan

AGENDA ITEM Uncle Jack's certificate of appropriateness at 100 N. Pennsylvania Ave.

SUMMARY RECOMMENDATION City staff would like to update the IHPRC on discussions with SHPO and Matt Turner regarding his request that was tabled by the IHPRC.

BACKGROUND At the January 22, 2024, IHPRC meeting, the committee tabled a portion of the Matt Turner request while staff did further research. The staff made contact with SHPO and Katrina Ringler responded with the following comments regarding Uncle Jack's.

1. Power washing is never a recommended treatment on historic buildings. Gentle washing with a light rinse could be used to remove some dirt and dust, but if the stains are in the material, that would take something more like product from Prosoco to treat.
2. We do not dictate paint colors. Unless there are Design Guidelines that specify a color palette in a historic district (not usually recommended, but advisable in some cases) the color is not the main concern. The concern lies more with painting a historic material that historically was never painted. At best it creates a new maintenance issue that has to be kept up in the coming years. At worst, the paint traps moisture in the masonry and can lead to paint failure or masonry spalling and cracking. All that being said, let's start with understanding what this material really is and figuring out "is it historic". The nomination says that the building is constructed of tan brick with a "concrete foundation
3. Has anyone gone to the building and visually looked at the material? If not, I recommend that. The thin metal mullions on the display windows suggest to me that this storefront dates from the early 20th century when the building as a clothing store; the bulkheads are likely from that era too. If the material really is concrete then paint won't necessarily hurt it so the project would meet the Standards. If the bulkhead is stone, then paint can hurt it and that would not meet the Standards. Alternative options would be 1) seek out some cleaning treatments from Prosoco or a similar company, and/or 2) seek out a silica-based paint that won't damage the bulkhead whether or not it is stone/concrete.
4. Side note: This building has a glass transom that has been painted white. Ideally, we would love to see the glass cleaned and restored, but if someone wanted to put a sign in that area they could 1) paint a sign on the glass, or 2) install a sign so that it doesn't damage the glass like on hangers from above. The sign would still need to be in proportion, color, design, etc. to be compatible with the district.

During the past week, Darin and I had a meeting with Matt Turner at Uncle Jack's where we determined that the masonry consists of stone. However, we are uncertain about the specific type of stone, and there are sections where a skim coat is peeling off. Additionally, we noticed a section that seems to have been replaced with a concrete slab, possibly as a repair in the past.

It's evident that the stone requires repair and restoration, a sentiment that Matt agrees with. He acknowledges the need to seek professional assistance to determine the appropriate restoration process.

Darin is inclined to move forward with the sign request and intends to open discussions with zoning on this matter. However, Darin has decided to withdraw the request to paint the bottom stone area black for the time being.

SUGGESTED MOTION N/A

SUPPORTING DOCUMENTS

1. Prior Plan -- Discontinued





**REQUEST FOR HISTORIC PRESERVATION RESOURCE
COMMISSION (CERTIFIED LOCAL GOVERNMENT)
ACTION
CITY OF INDEPENDENCE
FEBRUARY 26, 2024**

Department Admin

Prepared By David Cowan

AGENDA ITEM SHPO is asking the committee to consider some grant opportunities.

SUMMARY RECOMMENDATION City Staff is seeking some direction from the IHPRC committee on grant suggestions from Katrina Ringler.

BACKGROUND The City Staff recently discussed several items in the downtown historic district with Katrina. Katrina noted that the district should consider a couple of grant opportunities offered by the SHPO.

1. Resurvey and photos of the district
2. Creation of design guidelines

Since we are a CLG, we would need to submit a description of the project, timeline and proposed budget.

SUGGESTED MOTION N/A

SUPPORTING DOCUMENTS

1. New Mexico_Old Town Design Guidelines
2. Oklahoma_Tulsa
3. Grant Update

Historic Old Town Development Standards & Guidelines



Guidelines

1. Retain and preserve exterior wall materials and details.
 - It is not appropriate to cover or replace historic wall materials, including shingles, stucco, brick and stonework with coatings or contemporary substitute materials. Synthetic materials such as stucco, brick panels, Masonite, vinyl, aluminum or other composite siding materials should not be applied as a covering over, or in place of, historic masonry materials or over any significant architectural feature.
2. It is not appropriate to cover any detail associated with exterior walls, including decorative shingles, panels, brackets, bargeboards and corner boards.
3. If replacement of deteriorated wall materials or details is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original in design, dimension, detail, texture, pattern and material. Consider a compatible substitute material only if using the original is not feasible.
4. Synthetic siding may be appropriate if:
 - The substitute materials are installed on a new addition
 - The substitute material is similar to the original material in design, dimension, detail, texture and pattern.
5. The LC does not permit painting previously unpainted historic brick or stone because the paint can: damage the historic masonry; alter the visual characteristic of the building and obscure the craftsmanship of the masonry, including colors, texture, masonry, and joint patterns; and paint on masonry is not easily removed. Under special circumstances painting will be allowed and a Certificate of Appropriateness required if:
 - A building was first painted prior to the establishment of the Historic Preservation Overlay Zone.
 - An instance where a building has poorly matched additions or repair work and the painting is designed to unify the disparate parts of the building.
6. When a stuccoed building is to be re-stuccoed, the original textures, if known, are recommended. The final appearance should duplicate the existing as closely as possible in strength, composition, color, and texture.
7. Stucco colors shall be brown, tan, natural local earth tones, but not to include chocolate brown or white.
8. Exterior paint colors should be of a color pallet used at the period of significance for the district. This applies to new construction as well as all existing buildings. (See attachment A)



ATTACHMENT A

9. Exterior wall murals are not appropriate for the Old Town District.
10. Adobe deterioration and any resulting structural damage should be repaired, followed by careful restoration of the adobe building.
 - Careful attention should be given to replace, repair, and/or reproduce all damaged materials with traditional or original materials.
 - In patching and replacing adobe brick, every reasonable effort should be made to find clay with a texture and color similar to the original fabric.
 - In repairing loose and deteriorated adobe mortar, care should also be taken to match the original material, color, and texture. Most important, never replace adobe mud mortar with lime mortar or Portland cement mortar.

- When adobe coatings deteriorate, they need to be replaced. Every effort should be made to recoat the surface with the same material that originally coated the surface.
 - When the coating has been mud plaster, the process requires that the deteriorated mud plaster be scraped off and replaced with like materials and similar techniques, attempting in all cases to match the repair work as closely as possible to the original. It is always better to cover adobe with mud plaster even though the mud plaster must be renewed more frequently.
 - While cement stucco is suitable for fired adobe bricks, it should not be used on (typically older) unfired adobe.
11. If masonry requires repair or repointing, any new units or mortar shall match the original as closely as possible in strength and appearance. The bricks and mortar used should be the same size, color, texture, appearance, profile and hardness as the adjacent bricks. It is recommended that repointing projects be limited to areas of deterioration rather than an entire wall or building.
12. Because of the potential damage to surfaces, cleaning should be completed only when absolutely necessary using the gentlest means possible. If masonry requires cleaning, the gentlest possible method shall be used to it. Sandblasting is not appropriate as it is likely to cause damage to the masonry.

POLICY - Foundations

Where the foundation is a character defining feature of a building, this should continue. Exposed materials should remain exposed.

Guidelines

1. Retain and preserve original foundations.
 - To prevent weakening of the structural system, it is not appropriate to remove or alter the original foundation.
 - It is not appropriate to enclose or infill between original pier foundations with any material that would not have been used historically. If solid infill is necessary, it should be recessed at least four (4) inches from the front of the pier, have a smooth finish and be painted a dark color to diminish its visual impact.
 - Consider lattice panels as infill between piers. Wood lattice should not touch the ground. Vinyl or composite lattice may be considered as alternatives.

2. Protect and maintain original foundations.

- Vines and plant materials should not be allowed to grow on foundation walls since plants tend to retain moisture and keep the wall from properly drying.
- Soil or pavement next to a foundation should slope away from the wall.
- Gutters and downspouts should carry water away from the foundation.
- Masonry foundation systems should be inspected, cleaned and re-pointed as needed according to masonry guidelines.

3. Repair deteriorated or damaged foundations through recognized maintenance and preservation methods.

- Repair deteriorated materials in kind, matching the original in scale, configuration, detail and material.

POLICY - Roofs

The character of a historical roof should be preserved, including its form. Materials should be preserved whenever feasible.

Guidelines

1. Retain and preserve the original roof forms.

- It is not appropriate altering the pitch of a historic roof.
- Preserve the original eave depth. It is not appropriate to alter, cover, or remove the traditional roof overhang.
- Retain and preserve original details, features and materials.
- It is not appropriate to remove character-defining roof features such as dormers, gables, vents, turrets and chimneys.
- Chimneys should be retained, particularly on primary facades. Approval for the demolition of unstable or damaged chimneys located behind the roof peak and not visible from the street may be granted in some cases.
- Original roof materials should be retained and preserved when feasible. If replacement of a roof feature or material is unavoidable, the new material shall be similar to the original material in appearance and consistent with the architectural style of the building. Asphalt shingles may be an acceptable replacement for wood shingles in some cases.
- Corrugated metal roofs should be replaced with the same material. Standing seam or V channel metal panels may be used in some instances.

2. It is not appropriate introducing new roof features or details to a historic building that may result in creating a false sense of history. New features may be approved if historically appropriate to a building's style.

3. Introduce new gutters and downspouts as needed, with care so that no architectural features are damaged or lost. When installing or reinstalling gutters, property owners should reproduce any special molding, strap or bracket used to support or attach a gutter to a building.
 - Routinely clear clogged gutters and downspouts to prevent moisture damage to the building. Design downspouts so that water is diverted away from the building.
4. Skylights and other roof top devices.
 - It is not appropriate to introduce new roof features and roof top devices in locations that compromise the architectural integrity of the building.
 - Skylights must be flat or flush mounted and discretely located so they are barely visible from the street. Minimize the overall number of skylights. The installation should minimize alteration of the roof structure with the long dimension oriented down the slope.
 - Solar panels and accessory components must preserve the roof profile and be discretely located so they are barely visible from the street.(See site Features: Solar Panels for additional guidance.)

POLICY - Porches and Entrances

Where a porch is a primary character-defining feature of a front facade, it should be retained in its original form. If a new (replacement) porch is proposed, it should be in character with the historic building in terms of scale, materials and detailing.

Guidelines

1. Retain and preserve porches and related entrances.
 - Existing materials, location, configuration, and dimensions of porches and entrances should not be altered, covered, or removed.
 - Deteriorated materials should be replaced to match the original in design, dimension and material. Consider a compatible substitute material only if using the original material is not feasible.
 - If replacement of an entire porch or entrance is necessary because of deterioration, replace it in kind, matching the original in design, form, dimension, details, texture and material. Consider a compatible substitute material only if using the original material is not feasible.
 - Where a historic porch does not meet current code requirements and alterations are required, sensitive modifications can be considered. Do not replace an original porch that can otherwise be modified to meet code requirements.

- Consider the enclosure of a historic porch to accommodate a new use only if the enclosure can be designed to preserve the historic character of the porch and façade. All porch enclosures should be plausibly reversible.
 - Porches were meant to be open exterior spaces. Enclosing a porch with opaque materials that destroy the openness and transparency of the porch is inappropriate. If a porch is to be enclosed or screened, transparent materials must be used so that the original roof and supporting structures must remain visible and continue to define the enclosure. The new material must be placed behind the supporting structure and have a minimum number of new framing members.
 - New porches, galleries or balconies are not permitted at street elevations where they did not exist previously or where they are historically inappropriate.
 - The LC does not permit new porches, galleries or balconies that destroy or conceal important architectural features or details.
 - Decks are not permitted that are visible from the public right-of-way.
2. Retain and preserve functional and decorative details, such as porch columns, balustrades, brackets, steps, piers, rails, ceilings, floors, entrance sidelights, transoms, pilasters and pediments.
 - Original decorative elements such as spindle work, latticework, or bead board should not be altered or removed unless accurate restoration requires it.
 - If replacement of a deteriorated detail of an entrance or porch is necessary, replace only the deteriorated detail in kind. New details should match the original in design, material, dimension and historic placement on the building.
 - It is not appropriate to introduce new features or details that do not complement the historic architectural style or may result in creating a false sense of history.
 3. Protect and maintain historic materials.
 - Porches and entrances should be inspected regularly for signs of moisture damage, rust, structural damage or settlement and fungal or insect infestation.
 - Porches and entrances should be adequately maintained through recognized preservation methods.
 4. A rear porch may be a significant feature. Historically, these served a variety of utilitarian functions and helped define the scale of a back yard. Preservation of a rear porch should be considered as an option, when feasible; at the same time, it is recognized that such a location is often the preferred position for an addition.
 5. When no documentation of a historic porch or entrance exists, a new feature may be considered that is similar in character to those found on comparable buildings.
 - Design and materials of the new feature should complement the original building.
 - Buildings that historically did not have porches or pronounced entrance, should not introduce a new feature on a primary or secondary façade that may result in creating a false sense of history.
 6. New features such as ramps to facilitate accessibility must be of simple design and complementary materials. The new element should be independently structured so that it is entirely reversible and can be removed without harm to historic building fabric.

POLICY – Windows and Doors Guidelines

Whenever possible, historic windows should be repaired rather than replaced.

Guidelines

1. Retain and preserve the position, number, size and arrangement of historic windows and doors.
 - It is not appropriate to enclose, cover or fill in a historic window or door opening.
 - If additional openings are necessary for a new use, install them on a rear or non-character defining façade of the building.
 - New window and door openings on front facades shall be permitted only in locations where there is evidence that original openings have been filled with other material.
 - New openings must never compromise the architectural integrity of the building. The design of new window units shall be compatible with the overall character of the building, but should be distinguished as a later feature.
2. Replacement of windows and doors that have been altered and no longer match the historic character of the building is recommended.
 - If a window or a door is completely missing, replace it with a new unit based on accurate documentation or a new design to fit the original opening and compatible with the historic and architectural character of the building.
3. Retain and preserve functional and decorative features such as transoms and sidelights.
4. Retention and repair of original windows is the preferred option. If replacement of a historic window or door feature is unavoidable, consider replacing only the deteriorated feature in kind rather than the entire unit. However, if a property owner wishes to pursue historic window replacement, they will be required to demonstrate that the existing windows are beyond repair and replacements are warranted.
 - If replacement of a historic window or door feature is unavoidable, the replacement window or door shall match the original as closely as possible in size, proportion, operation (i.e. sash or casement) mullion pattern and material. The size of the opening shall not be altered.

- Snap-in muntins and mullions may be acceptable for new or replacement window units on facades not visible from the public right-of-way. Snap in features should convey the scale and finish of true muntins and mullions, and be used on both the interior and exterior of the window.
 - The use of plastic, vinyl, metal or other unsympathetic materials is discouraged; excepting that wood windows with exterior aluminum cladding may be approved in some cases. Metal window frames may be used when replacing historic steel windows.
 - Re-glazing and adding additional layers of glass is acceptable, provided the glazing is within the profile of the original window.
5. Storm windows and doors are appropriate for energy conservation, provided that the existing window or door remains visible from the exterior.
- Protective features should be made of wood (painted or unpainted) or anodized metal. Metal screen, storm or security doors without paint or an anodized finish are not appropriate.
6. Exterior shutters, operable or otherwise, shall not be added unless appropriate to the style of the building. They must be sized and placed to fit the window openings they flank.

POLICY - Details and Ornamentation

Details are important because they contribute to a historic building's distinct visual character and should be preserved whenever feasible. If ornamental or architectural details are damaged beyond repair, replacement matching the original detailing is recommended.

Guidelines

1. Protect and maintain significant stylistic elements.
 - Distinctive stylistic features and examples of skilled craftsmanship should be treated with sensitivity. The best preservation procedure is to maintain historic features from the outset so that intervention is not required. Protection includes maintenance through rust removal, caulking, limited paint removal and reapplication of paint.
2. If replacement is necessary, design the new element using accurate information about original features.
 - The design should be substantiated by physical or pictorial evidence. In historic districts, intact structures of similar age may offer clues about the appearance of

specific architectural details or features. Replacement details should match the original in scale, proportion, finish and appearance.

3. Develop a new design for the replacement feature that is a simplified interpretation when the original element is missing and cannot be documented.
 - The new element should relate to comparable features in general size, shape, scale and finish. Such a replacement should be identifiable as being new. Use materials similar to those that were used historically, if feasible.

POLICY - Additions

Additions to contributing historic buildings have a responsibility to complement the original structure, ensuring that the original character is maintained. They should reflect the design, scale and style of the original building. Older additions that have significance in their own right should be considered for preservation.

Guidelines

1. Retain and preserve original features and elements.
 - Minimize damage to the historic building by constructing additions to be structurally self-supporting and attach the addition to the original building carefully to minimize the loss of historic fabric.
 - Consider the reuse of original features and elements in the new construction where removal was required to accommodate an addition.
2. Design new additions to be in proportion, but subordinate to, the original building.
 - Additions should be constructed on secondary facades and to the rear of the original building. Additions constructed on secondary facades should be set back.
 - The addition's height, mass and scale shall maintain an overall relationship to other contributing buildings on the block.
 - Additions should not visually overpower the original building.
 - Additions should not exceed 50% of the original building's square footage.
 - Design an addition to complement existing elements and features, such as roof shape and slope. Shed roofs may be appropriate on some additions.
 - Additions should not convert a secondary façade into a primary façade.
 - Roof additions, such as dormers, should be added to rear and secondary facades.
3. Design new additions to be compatible yet discernible from the original building.

- Additions should have similar materials and details, however; there should be a clear distinction between the historic building and new addition; consider simplifying details or slightly changing materials.
 - Additions should not reflect historic styles that pre-date the original building.
4. Exterior materials used on new additions should complement those materials found on contributing buildings in the neighborhood.
 5. New windows should be similar in character to those of the historic building.
 - On primary facades of an addition, the solid to void ratio (percentage of windows to walls) should be similar to that of the historic building.
 6. Existing additions to historic buildings may be removed if not associated with the period of significance, or if they detract from the architectural character of the building.

POLICY - New Buildings

New construction should add visual interest and a sense of scale to the streetscape and be compatible with the general characteristics of contributing buildings in the vicinity. New buildings should reflect designs traditionally used in the area.

Guidelines

1. Design new buildings to appear similar in scale to other buildings on the block. The LC recognizes that when new construction is compatible, it has a positive and revitalizing impact on a neighborhood and the city as a whole. Compatible new construction can preserve the neighborhood by enhancing the historic, architectural, and cultural features of a property.
2. Building height, maximum: 26 feet, unless the Landmarks Commission (LC) requires a lower height to protect the historic character of the area.
3. Design a new building to reinforce a sense of human scale. This can be achieved with the use of:
 - Building materials of traditional dimensions
 - One-story porches
 - Solid to void ratios that are similar to traditional buildings
 - Windows should be recessed and similar in size and style to surrounding historic buildings.

4. Design the front elevation to appear similar in scale to neighboring contributing buildings.
 - On a two-story building there should be a one-story element such as a porch.
 - Building height is limited to 26 feet per the IDO.
5. Infill construction should enhance the pedestrian character of the district.
 - Entrances to new buildings shall be oriented towards the street
 - Maintain patterns of window and door proportions and placement found in the vicinity
 - Maintain the front setback most common on the block
 - The space between adjacent buildings should be the same as the average space between other buildings on the block.
 - Parking and garages should be located towards the rear of the property.
6. Use building forms that are similar to those of contributing buildings on the block.
7. Use roof forms that are similar to contributing buildings on the block.
 - Flat roofs with parapets are appropriate in most Old Town settings
 - Hipped and gabled roofs should be used only where appropriate to the context.
8. Exterior materials used on new buildings should complement those materials found on contributing buildings in the neighborhood.
 - The use of stucco is the most common material for Old Town.
 - Wood is the preferred choice for windows and doors, although metal window frames may be appropriate in some contexts
 - Roofing materials shall be similar in appearance to other buildings in the street.
9. Imitation of older historic styles is discouraged.
 - Interpretations of historic styles may be appropriate if they are subtly distinguishable as new buildings.
 - Incorporate details and ornamentation found on historic buildings within the context of new construction.
10. Simplified interpretations of traditional detail are encouraged.
 - New designs for details such as window and door trim, porch railings, columns add interest while remaining compatible with historic buildings.

POLICY – Accessory Buildings

Historic accessory buildings should be preserved when feasible. This may include preserving the structure in its present condition, rehabilitating it or adapting it to a new use.

Guidelines

1. Contributing accessory buildings should be preserved when feasible. The Landmarks Commission recognizes that these buildings may be inadequate to serve the needs of today's families and businesses. Rehabilitation and adaptive use to serve a new function is encouraged. A Certificate of Appropriateness is required for demolition (see demolition section).
2. Alterations to contributing accessory buildings must follow guidelines for historic buildings.
3. New garages and accessory buildings should complement the historic resource.
 - Accessory buildings must be subordinate to the main building.
 - The main building should inspire design for new garages with building details derived from the main building.
 - Building materials and finishes should be compatible with the main building, although some contemporary materials are acceptable substitutes for wood siding.
 - Unfinished concrete block and plywood are not appropriate materials for new accessory buildings.
4. New accessory buildings should be sited towards the rear of the property and should not be located in front or side yards
5. Access to these structures such as driveways shall be consistent with other existing driveways in the neighborhood.
6. Garage doors that are substantially visible from the public street must be of a style and material appropriate to the main building and the district.
7. Prefabricated storage sheds should be located in the rear yard in locations where they are not substantially visible from any street.
8. Shading devices shall be historically appropriate to the period of historic significance for a district. Shade sails are not permitted.

POLICY - Site features and Streetscapes

Historic site features should be retained and new site features should be compatible with the architectural character of the historic district.

Guidelines

1. Preserve historically significant site features which may include:
 - Historic retaining walls, gardens, driveways and walkways, some fences and street trees are examples of original site features that should be preserved.
 - Sidewalks, planting strips, street trees and street lighting are examples of historic streetscape elements that should be considered in all civic projects.
 - Street medians and other landscaped, public rights-of-way shall be maintained by the City of Albuquerque. Routine maintenance and repair do not require a Certificate of Appropriateness. Any alteration of the public rights-of-way is subject to approval by the Landmarks Commission.
2. The historic lot pattern creates a rhythm of buildings and the spaces between them and should be maintained.
 - Lots should not be consolidated or subdivided except, where lots have been consolidated in the past; re-platting to traditional lot size is desirable.
3. Preserve the historic grading design of the site.
 - Altering the overall appearance of the historic grading is not appropriate. While some changes may be considered, these should remain subordinate and the overall historic grading character shall be preserved.
 - Any change of more than one foot in existing grade at any point within the front yard setback requires a Certificate of Appropriateness. In cases where a site's grading is a character-defining feature that establishes the visual shape and visual appearance of the historic district, significantly altering or removing the grade is prohibited.
4. Grading and drainage plans required for new construction shall show both existing and proposed grades.
5. Maintain the planting strip.
 - Impervious materials such as concrete and brick or concrete pavers are prohibited.
 - City Ordinance prohibits the planting or removal of street trees in the parking strip or other public right-of-way without a permit from the City Forester.
6. Preserve historic fences and yard walls. Replace only those portions that are deteriorated beyond repair.
7. Materials for new fences must appear similar to those used historically.
 - Simple designs consistent with historic iron fencing, coyote fencing, stucco walls and other historic types are recommended over more contemporary styles. In all cases, the fence components should be similar in scale to those seen historically in the neighborhood.

- Where an ornate style of fencing can be documented as having been present at the property, that historic fencing may be replicated.
 - Split rail fencing and chain link fencing are not appropriate materials for the historic district and are prohibited.
 - Vinyl and other synthetic fencing are reviewed on a case-by-case basis. In some instances, it may be allowed if it is not seen from the street.
 - Chain link fencing is not permitted.
8. Fences taller than three feet may be appropriate in side or rear yard; however, fences higher than 3 feet in a front yard will require a variance.
 9. CMU block walls shall be stuccoed and architecturally integrated into the building.
 10. Any existing retaining wall within the front yard setback area that faces a public right-of-way shall be maintained, repaired or restored in place. Retaining walls constructed of materials not common to the period of construction may be replaced with more appropriate materials. Railroad ties are not an appropriate material for new retaining walls or fencing.
 11. Maintain the historic height of a retaining wall.
 - Increasing the height of a wall is not appropriate. If a fence is needed for security, consider using a wrought iron one that is mounted on top of the wall. This will preserve the wall, allow views into the yard and minimize the overall visual impact of the new fence.
 12. Preserve the materials and the historic finish of a historic masonry boundary or retaining wall when feasible
 - If portions of the wall are deteriorated, consider replacing only those portions that are beyond repair if a suitable material is available. Any replacement material shall match the original in color, texture and finish. Masonry units of a size similar to that used historically shall be employed.
 - If repointing is necessary, use a mortar mix that is similar to that used historically and apply it in a joint design that matches the original.
 - Painting a historic masonry retaining wall, or covering it with stucco or other cementous coating, is not appropriate. Painting of previously unpainted masonry requires a Certificate of Appropriateness.
 13. Parking areas and driveways.
 - Avoid large expanses of parking.
 - Divide large parking lots (five or more spaces) with planting areas.
 - Locate parking areas to the rear of the property when physical conditions permit.
 - Parking shall not be located in the front yard, except in driveways. Existing driveways should not be widened or expanded. Paving in the front yard setback other than for driveways is prohibited.
 - An alley should serve as the primary access to parking when conditions permit.

14. Screen parking areas from view of the street.

- Automobile headlight illumination should be screened from adjacent lots and the street.
- Fences, walls and planting, or a combination of these should be used to screen parking.
- At least 15 percent of the parking lot area shall be landscaped. Landscaping shall consist primarily of shade trees distributed throughout the parking area.
- Trees shall be planted so that no parking space is more than 50 feet in any direction from a tree.
- Parking lots for new mixed-use or non-residential development shall not be located between buildings and the street. On lots less than 200 feet deep, parking may be located behind or beside non-residential buildings.

15. Trellises and decks.

- A new trellis or deck should be located at the side or rear of the house and be compatible with the historic resource in material and design. Decks are not permitted that are visible from the public right-of-way.
- It is not appropriate to introduce a new feature that may result a false sense of history. New features should be easily distinguished.

16. Play equipment constructed for use by children does not require a Certificate of Appropriateness.

17. When accessibility accommodations are contemplated for contributing buildings, the new work shall be designed and installed to compliment to the existing structure.

- Designs for new ramps or other structures should be simple.
- Design should be sensitive to the character and massing of the existing building, however; it should not mimic the historic design.
- Landscaping, choice of building materials and compatible color choices are ways of minimizing the visual impact of a new feature.
- Installation of new ramps or other structures should be done in a manner that is reversible, and the work should be removed when the need is passed.
- Extensive modification of existing porches and stoops should be avoided.

18. Accessibility requirements for commercial and multi-family buildings shall be of complementary materials and style. Commercial quality landscaping may be required.

19. Mechanical equipment such as HVAC systems.

- Rear yards are the preferred location for mechanical units.
- Mechanical units are not allowed in the front yards of residential buildings unless the LC determines that there is no feasible alternative and screening from the street is provided.
- Mechanical units are permitted in side yards, but only if screened from the street and adjoining properties.

20. Satellite Dishes

- Dishes must be inconspicuously located to the rear of the property.
- If locating a dish to the side of the property is the only viable option, it must be set well back from the building frontage so that it is not clearly visible from the public right-of-way.
- Property owners should utilize the smallest dish possible to meet their needs.

21. Solar Panels and Equipment

- The use of ground based solar arrays is encouraged. Consider solutions that respect the building's historic setting yet provide solar access in the present and over time.
- Arrays should be located in an inconspicuous location such as a rear or side yard, be low to the ground, and screened to limit visibility. Care should be taken to respect historic landscape, including materials and grading.
- The primary façade of a historic building is generally the most distinctive and thus most important elevation. Placing panels on street-facing facades and roofs, including front and side street elevations, is not permitted.
- Place solar panels in areas that minimize their visibility from the public right-of-way such as below a parapet, behind a dormer or on a rear facing roof.
- Installations must not result in the permanent loss of significant character-defining features on historic buildings. Solar panels should not be located in areas that require alteration to character-defining features, such as changing an existing roof line or dormer. Avoid solutions that obstruct views of significant features, such as windows and decorative detailing, or views of neighboring historic properties in a historic district.
- Installations should not require or result in the permanent alteration of historic fabric. Solar panel installations should be reversible. Use of solar roof tiles, laminates, glazing and other technologies that require the removal of historic fabric or would permanently damage such fabric should be avoided. Consider the type and or condition of the material upon which installation is proposed as well as the method of installation and removal later on. It may also be possible, through the use of brackets, to minimize the points of attachment to a structure.
- Low profile panels are encouraged. Solar panels should be flush or mounted no higher than a few inches above the roofing surface and should not be visible above the roof line of a primary facade.
- Flat roofs provide an ideal surface for solar arrays. To minimize visibility, set the panels back from the edge and adjust the angle and height of the panels as necessary.
- Disjointed and multi-roof solutions are not appropriate. Panels should be set at angles consistent with the slope of the supporting roof; e.g., avoid solutions that would set panels at 70-degree angles when the roof slopes at a 45-degree angle.
- Panels should be located on a single roof and arranged in a pattern that matches the configuration of the roof upon which they are mounted.
- Ensure that panels, support structures and conduits blend into the resource. The visibility of solar panels and support structures can be substantially reduced if the color matches the historic building and reflectivity is minimized.

22. Lighting

- For a historic house, outdoor lighting should highlight the architecture and be of a style appropriate for the historic building. A wide range of wall-mounted or free-standing, replica historic lighting is available to complement a variety of historic properties and their lighting needs.
- Residential lighting should be installed to illuminate pathways and access routes, limiting spillage onto adjacent properties and the public way. Lighting on one property should not extend onto the neighboring lots or into the night sky. To minimize light spillage, many lights are available that cast light downward where it is needed to illuminate walking surfaces.
- If security lighting is desired, it is generally best when it is located as discretely as possible, generally limited to side and rear elevations. The number of security lights should be limited, and they should be activated by motion sensors when possible.

Demolition

The Landmarks and Urban Conservation Ordinance Chapter 14-12-8 (B)(7) states that demolition of any building exceeding 50 years old within a historic overlay zone requires a Certificate of Appropriateness, unless exempted by the specific development guidelines.

There is a strong presumption for the retention and rehabilitation of the late 19th and early 20th century buildings in the Old Town Historic Zone. Vernacular buildings of this period originally typified the area and their gradual loss erodes the locally distinctive qualities of the Historic Preservation Overlay Zone and diminishes its significance.

The following standards apply to the demolition of buildings in the Overlay Zone:

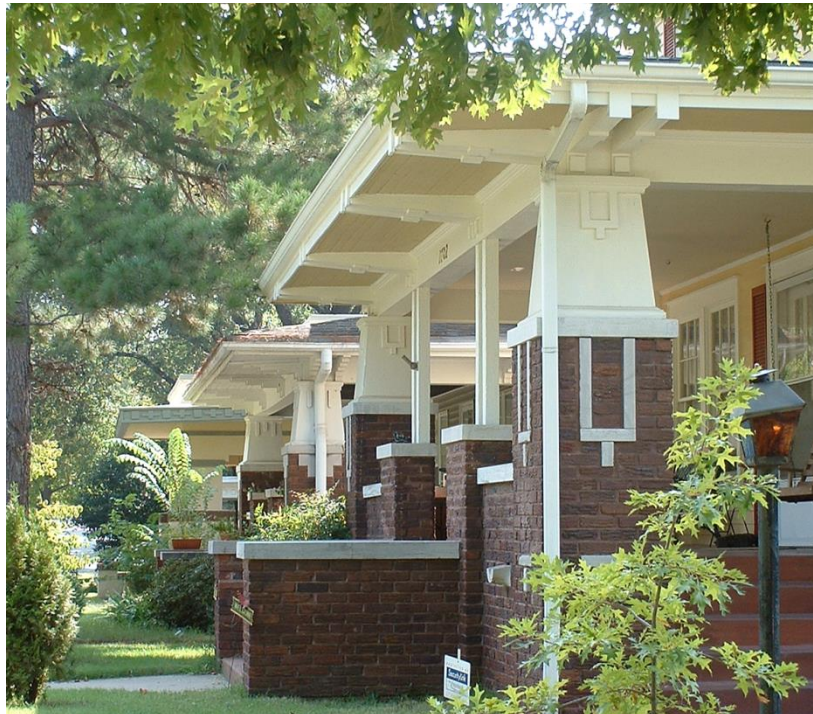
- Demolition of contributing buildings shall only be permitted if the LC determines, based on evidence from the property owner, that the property is incapable of producing a reasonable economic return as presently controlled and that no means of preserving the structure has been found.
- In making a determination on reasonable economic return, the LC may consider the estimated market value of the building, land and any proposed replacement structures, and financial details of the property as cited in the Ordinance.
- Demolition of non-contributing primary buildings is permitted without a Certificate of Appropriateness if plans for a replacement building have been approved by the LC and a building permit has been issued for the new construction.
- Demolition of a non-contributing accessory building (as defined in the glossary of terms) requires a Certificate of Appropriateness Minor.

Cross-references in the Integrated Development Ordinance (IDO)

- 1-1(A)(1)(a) Subsection 14-16-3-4(J) (Old Town HPO-5).
- 1-1(A)(1)(b) Subsection 14-16-3-3(J) (Rio Grande Boulevard – CPO-9).
- 1-1(A)(1)(c) Subsection 14-16-4-3(D)(33) (Outdoor Retailing and Display).
- 1-1(A)(1)(d) Subsection 14-16-5-5(B)(2) (Parking and Loading Exemptions and Reductions).
- 1-1(A)(1)(e) Subsection 14-16-5-5(F)(4) (Parking Location and Design in HPOs).
- 1-1(A)(1)(f) Subsection 14-16-5-12(F)(4)(a) (Neon Signs along Central Avenue).
- 1-1(A)(1)(g) Subsection 14-16-5-12(H)(3) (Type and Maximum Number of Electronic Signs).
- 1-1(A)(1)(h) Subsection 14-16-5-12(F)(4)(b) (Portable Signs Prohibited).
- 1-1(A)(1)(i) Subsection 14-16-6-5(J)(3) (Sign Review in HPOs)



TULSA PRESERVATION COMMISSION



Unified Design Guidelines

RESIDENTIAL STRUCTURES

within

Historic Preservation Overlay Zoning Districts

ADOPTED: **INSERT DATE**

Tulsa Preservation Commission, 2017

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Ted Reeds, II, TMAPC, Vice-Chair
David Schoell, Secretary
David Pounds
Peter Grant
John Snyder
Jim Turner
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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** 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.

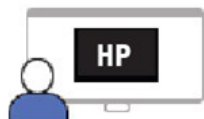
4. Develop a plan to carry out your work, including drawings of what you want your property to look like upon completion.
5. At this point, you are ready to submit a simple ~~one-page~~ application form describing the proposed work.
6. Your application will go through the ~~COA~~ **HP Permit** review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



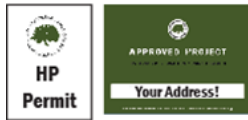
*(New construction, additions **and complex projects**)* ~~COA~~ **HP Permit** Subcommittee votes on a recommendation to the full Commission.



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.

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

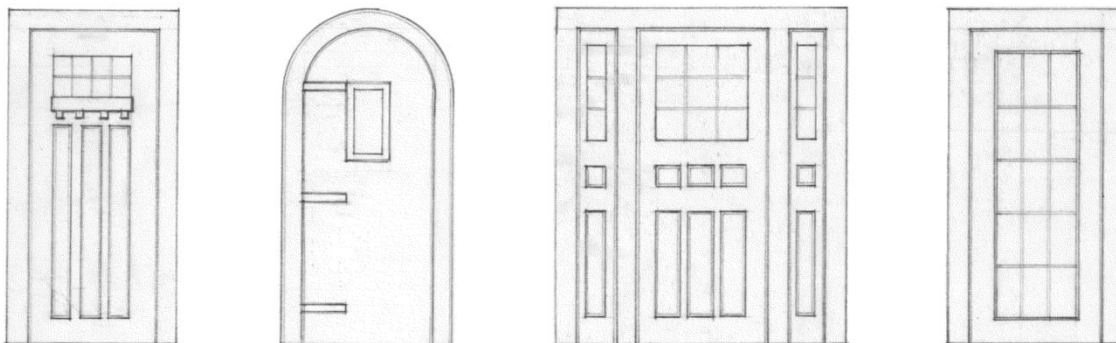
How to Gently Remove Paint from Brick or Stone

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.

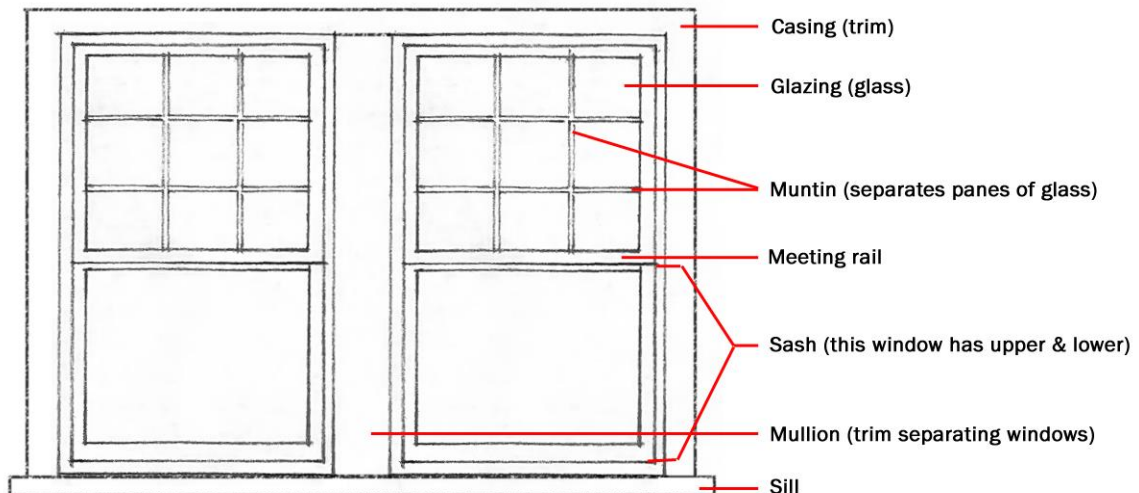


A.3.3 / A.3.5 Examples of door styles common to historic homes in Tulsa. From left to right, Craftsman door with dentil shelf, Tudor arched door, Colonial door with sidelights, 15-light French door appropriate for a variety of architectural styles.

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. Align the headers of new windows with the existing windows.
- A.4.8 Exterior security bars and grilles are discouraged.

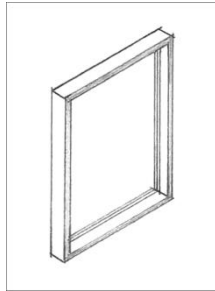


A.4.1 Parts of the window. With nine panes of glass in the upper sash and one pane in the lower sash, these windows are referred to as “nine over one”.

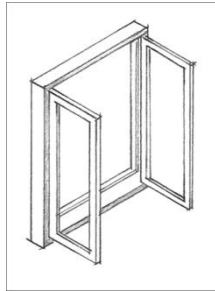
SECTION A – GUIDELINES FOR REHABILITATION OF EXISTING STRUCTURES

A.4 Windows and Window Trim

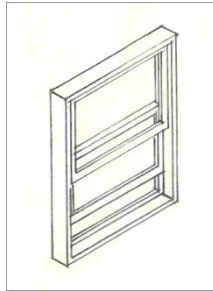
Types of Window Designs



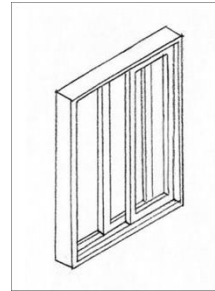
Fixed



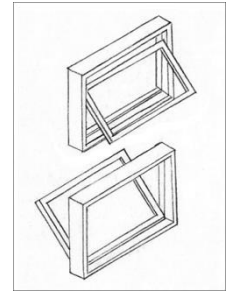
Casement



Double Hung



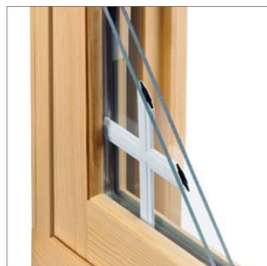
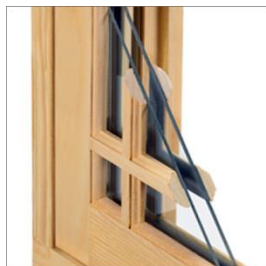
Sliding



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!

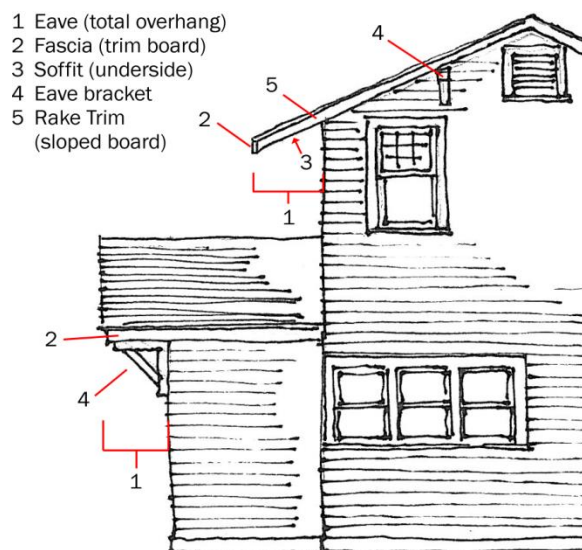
*R-value is the measure of resistance to heat gain/loss

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.

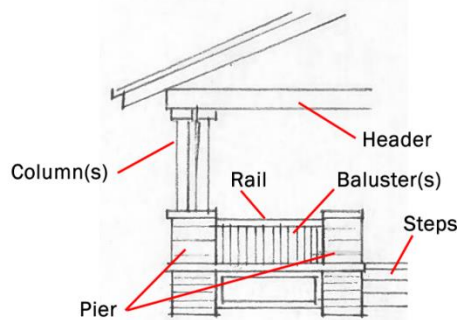
The term “architectural shingles” can also refer to shingles that are made to simulate shake, slate, or other historic roof materials.

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



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.

Good / Bad Examples of Railing Design



Traditional design with railing lower than piers.



Decorative railing



Inappropriate design – balusters too far apart.

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 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

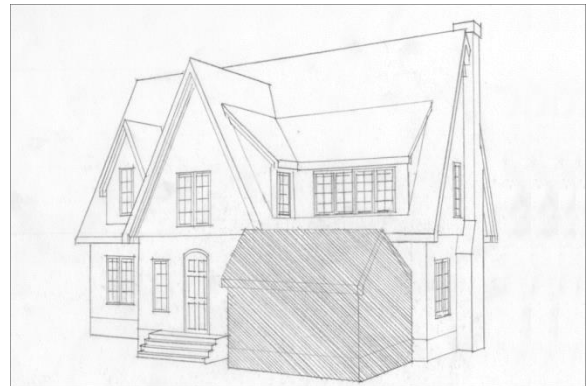
B.1 General Requirements

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

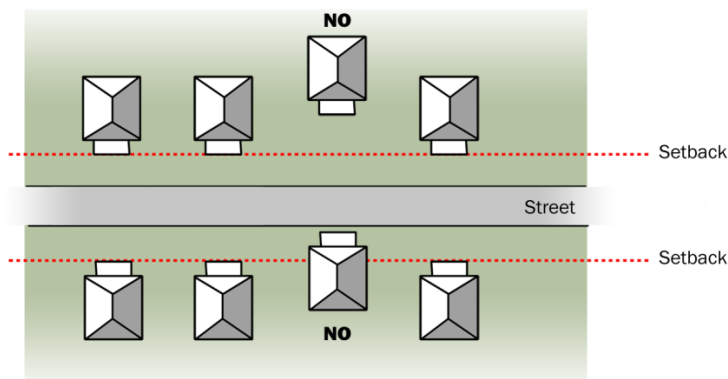


B.1.4 On the left, an example of an addition that doesn't respect the height of structures on the same street. On the right, an example of an addition that matches the rhythm and character-defining features of the original structure. Offsetting or recessing additions behind the original building show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

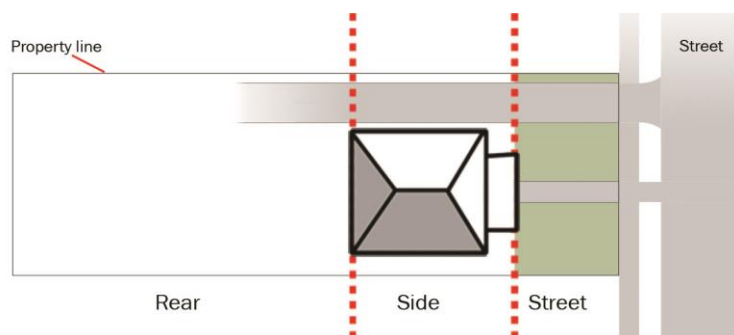
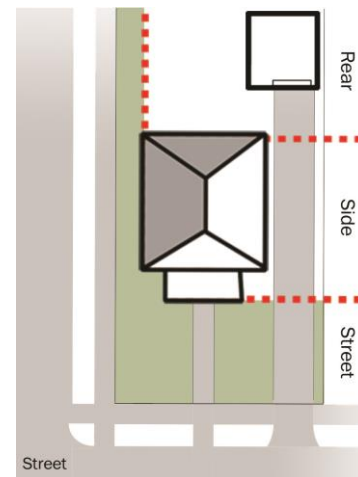
SECTION B – GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

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.

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.

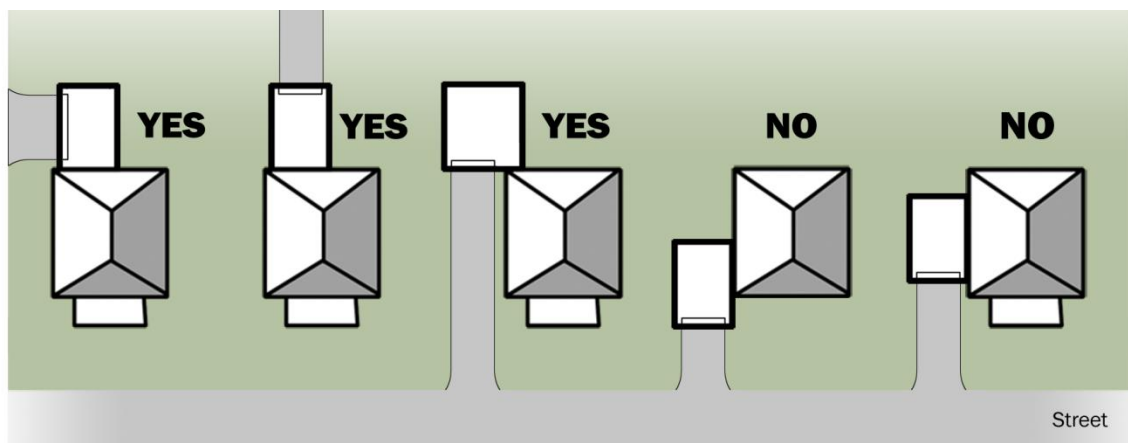
Enclosing Front Porches

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

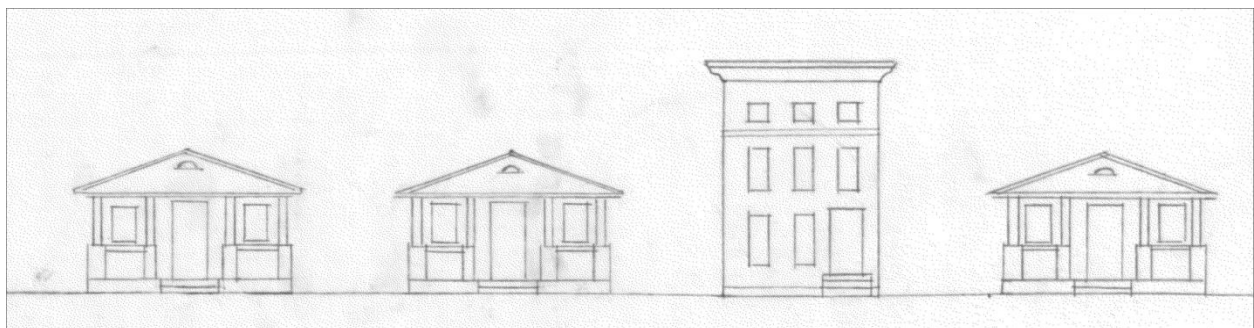
- C.1.1 Designs for new construction shall not duplicate existing structures within the district. Ensure that each new structure is unique within the district.
- C.1.2 When designing new structures, provide consistency and continuity by drawing upon common characteristics of historic structures in the 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.

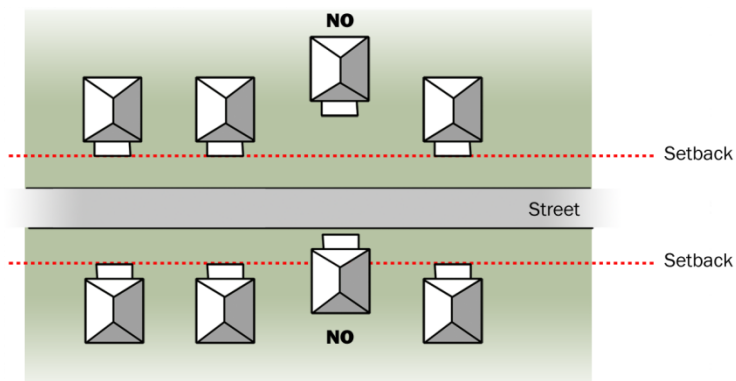


C.1.5 Example of infill that doesn't respect the height of structures on the same street.

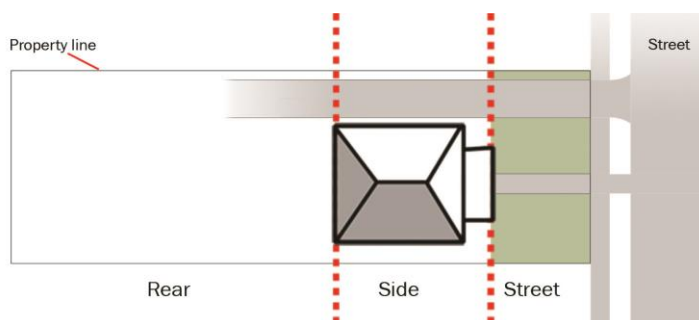
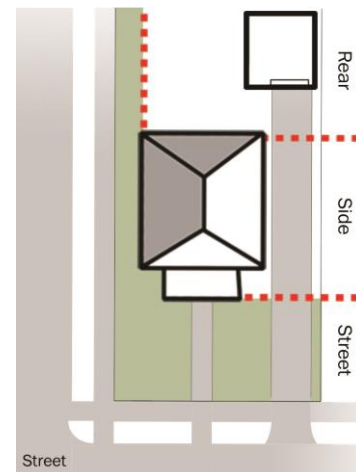
SECTION C – GUIDELINES FOR NEW CONSTRUCTION

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~~ on 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

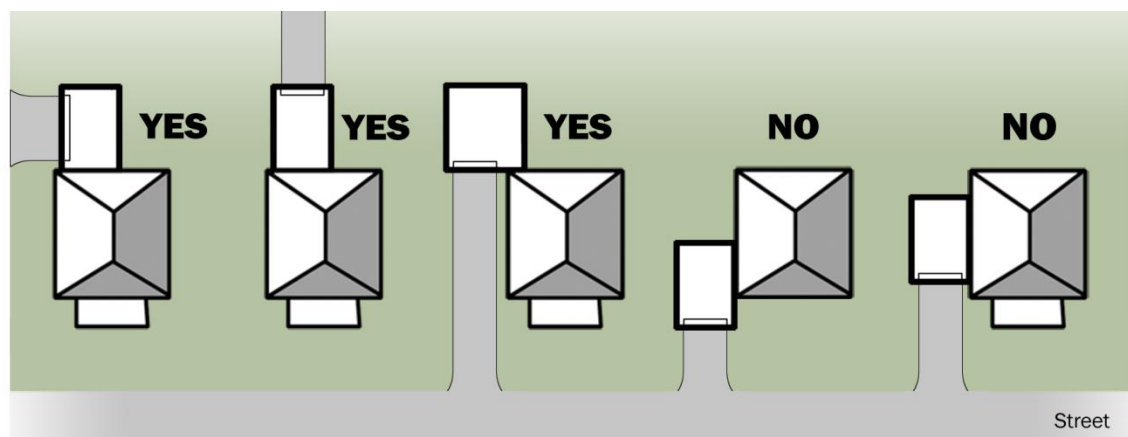
C.3 Building Materials

- 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.

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

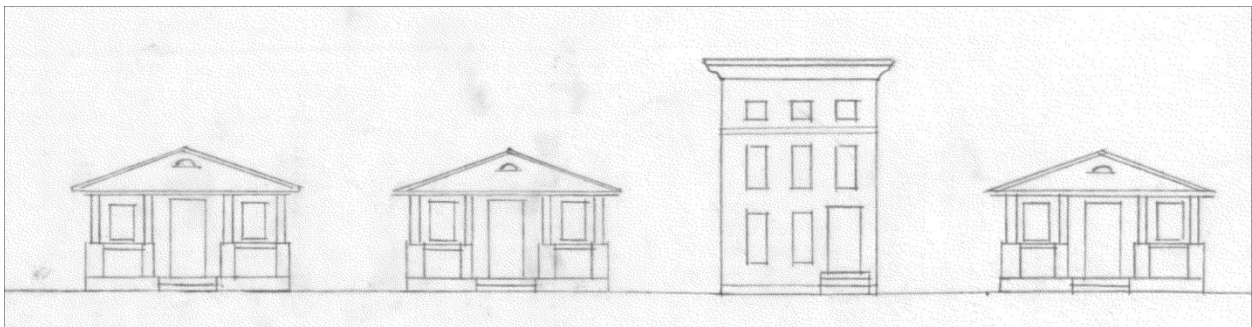
C.5 Mechanical Systems, Etc.

- 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.

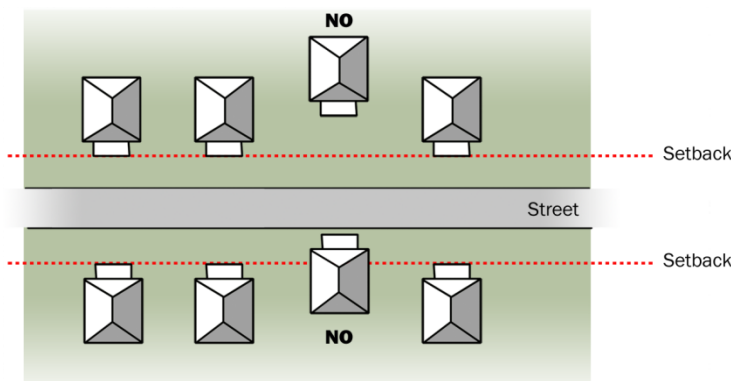


D.1.3 Example of infill that doesn't respect the height of structures on the same street.

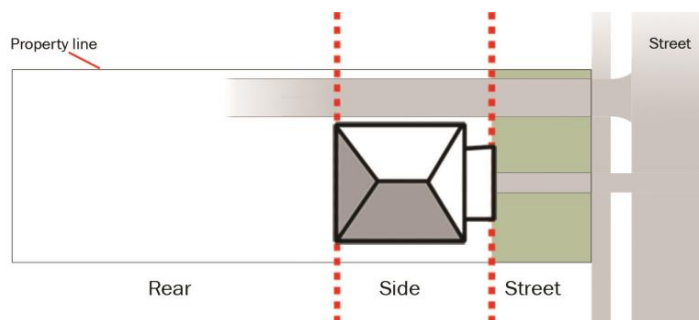
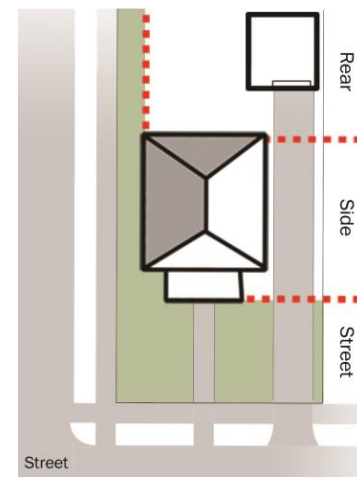
SECTION D – GUIDELINES FOR RELOCATED STRUCTURES

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~~ **left**, defining the ~~front~~ **street** yard lot area (green) ~~of on~~ interior lots. ~~On the left~~ **Above**, 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.

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

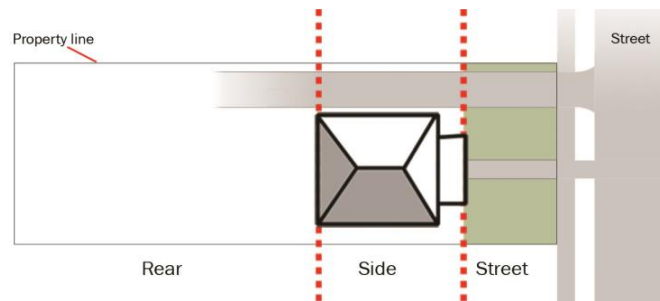
G.1 Landscape Features

- 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.

Great update, thank you for that! For the grant request, we are drafting on our grant application forms for the spring competitive grant round right now, but the following link has a couple examples of applications from the past that you can use as reference -  [HPF grant examples](#). Grants awarded from the 2024 competitive grant round would ideally be completed by September 2025, but could be extended into early 2026 if necessary.

Ultimately, even if you are not able to put together a grant application for the formal grant round, we also have funding from last year that still needs to be allocated and spent before September 2025. To apply for that funding we really just need a scope of work for the project and a budget. Match is supposed to be 40% of the total project costs including volunteer services, paid staff salaries, hired consultant fees, etc., but as a CLG we are allowed to grant you a waiver of that requirement if you are unable to provide the full 40%. Let Gwen and I know if you have any other questions about the grant or if you'd like to proceed with a non-competitive grant request.