

Historic Preservation Standards and Guidelines

A quick reference guide for HP and HL zoned properties in the Capitol-Medical Center Improvement and Zoning District.

The *Historic Preservation Standards and Guidelines* listed in the Oklahoma Administrative Code, Title 120, Chapter 10, Appendix E.1., apply to all HP and HL zoned properties in the Capitol-Medical Center Improvement and Zoning District. The current version of the *Historic Preservation Standards and Guidelines* is available on the commission’s website at <https://oklahoma.gov/omes.html> > About > Boards & Commissions > Capitol-Medical Center Improvement and Zoning Commission.

Applicable Properties

The *Historic Preservation Standards and Guidelines* must be followed anytime **exterior work** is proposed to a structure or property designated as an **HL (Historical Landmark) District** or **HP (Historic Preservation) District** on the commission’s official zoning map. To determine the zoning designation for a property, view the official zoning map on the commission’s website.

Applicable historic districts (HP zoning):	Applicable historic landmarks (HL zoning):
Capitol-Lincoln Terrace Historic District Lincoln Terrace East Historic District Wilson-Harn Historic District	Governor’s Mansion Maywood Presbyterian Church (Oklahoma Department of Commerce)

What is considered *exterior work*?

Exterior work involves new construction, replacement of exterior materials, maintenance, repairs, improvements or alterations to the exterior of any structure or site. All exterior work must follow the <i>Historic Preservation Standards and Guidelines</i> . The following items are considered exterior:	
Windows and window components. Exterior doors. Garage doors. Siding and foundation walls. Brick or stone walls; mortar replacement. Painting of previously unpainted surfaces. Basement windows and foundation vents. Soffit and fascia. Roofs, shingles, drip caps. Gutters, downspouts, chimneys, chimney pots. Decks and pergolas.	Porches and balconies (flooring, ceiling, railing, columns and steps). Porch lights. Fences; driveway gates. Retaining walls. Yard contours. Sidewalks. Driveways. Accessory structures (garages, sheds, gazebos, outdoor kitchens, mailboxes, ponds, fountains, pools, pool houses, etc.).

What are the requirements for completing a project on the exterior of my home or building?

Review by the Historical Preservation and Landmark Board of Review (HP Board) may be required to ensure that the proposed work complies with the district's *Historic Preservation Standards and Guidelines*. The standards and guidelines provide rules and guidance to property owners and decision-makers on how to preserve and rehabilitate architectural elements of properties located in the historic district. The board's review results in the issuing a Certificate of Appropriateness stating that the work complies with the standards and guidelines. There are no fees for obtaining a Certificate of Appropriateness. Ordinary maintenance and repairs, as defined by the Capitol-Medical Center Improvement and Zoning Commission, do not require a Certificate of Appropriateness and can be completed without a permit from the commission.

Three types of review and approval

<i>Type of review</i>	<i>Examples of work</i>
1. Maintenance: No review required. Work that can be completed without review.	Replacing a composition roof with composition shingles, repainting previously painted surfaces, maintenance and repair that involves in-kind replacement of less than 50% of any one feature or component on any one side of a building (work must exactly match the original design, details and materials of the historic feature or component).
2. Administrative review: Work that requires a Certificate of Appropriateness and can be approved by the commission's staff.	Driveway and sidewalk replacement, replacement of any exterior entry door or garage door, replacement of historic roofing materials, replacement of more than 50% of a feature or component on any one side of the building (such as siding, wood trim and foundations in a manner that clearly meets the standards and guidelines and results in little or no visual change).
3. HP Board review: Work that requires a Certificate of Appropriateness and requires approval by the HP Board.	Removal or replacement of windows, installation of new door openings, modifications to existing door and window openings, construction or replacement of porches and balconies, construction of additions and garages, exterior alterations that result in visual change to historic materials, painting exterior surfaces that were not historically painted, demolition of a structure.

How to obtain a Certificate of Appropriateness

Obtain an application form from the commission's website:

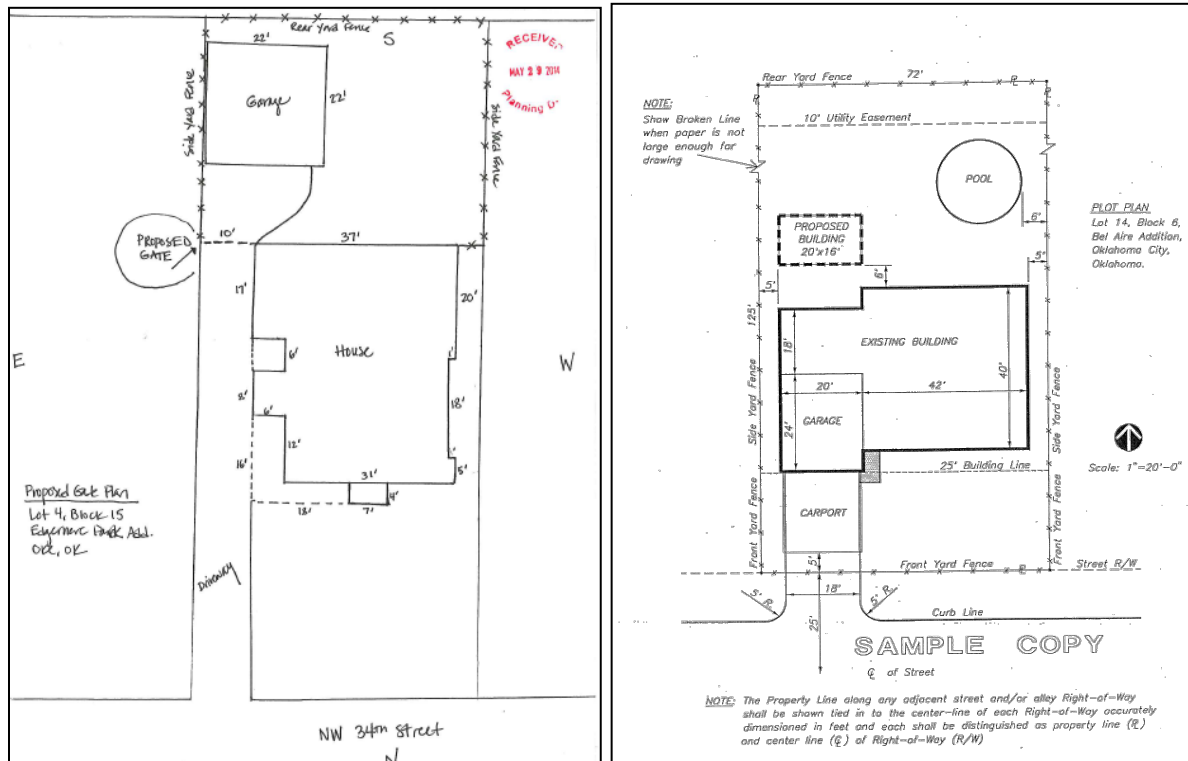
<https://oklahoma.gov/omes.html> > About > Boards & Commissions > Capitol-Medical Center Improvement and Zoning Commission.

Submit completed application and supporting plans, specifications, photographs and documentation to the Capitol-Medical Center Improvement and Zoning Commission Office. Follow instructions listed on the application form.

Applications for Certificates of Appropriateness must include the following items depending on the proposed scope of work:

- Signature of the owner or authorized representative.
- Scope of work. (Describe each proposed work item.)
- Photographs showing the condition of any materials to be removed, replaced or altered.
- Drawings or labeled photographs showing existing dimensions and materials.
- Site plan drawn to scale with dimensions showing property lines, existing and proposed structures, location of proposed work, sidewalks, driveways, landscaping, fences, walls, decks and other features.
- Elevations and floor plan, including existing and proposed features and elements. Exterior materials and architectural elements; doors, windows, awnings and light fixtures; porches, stoops, steps, ramps and railings.
- Roof plan showing ridgelines, chimneys, vents and gutters.
- Plans of proposed work showing proposed dimensions and materials.
- Product specifications (cut sheet or brochure of any commercial product to be used, with dimensions, materials and color).
- Photographs or drawings of custom products to be used, with dimensions, materials and color.
- For additions and new construction, provide: A floor plan, elevation drawings, floor height and total height with comparison to neighboring properties and the primary structure, site plan with setbacks and siting of neighboring properties, and topographical information for the existing site and any proposed changes.
- **Windows:** Provide photographs and a description showing that windows are beyond repair or an explanation that existing windows are not historic; drawings or measured photographs illustrating dimensions and profile of components of existing windows, including the head, jamb, sill and muntins. Provide wall section drawings illustrating the horizontal and vertical sections of all existing and proposed windows. Provide manufacturer's specifications for proposed windows, including materials, glass treatments, levels of reflectivity and visible light transmittance.

Example site plans:



What are the requirements for completing a project on the interior of my home or building?

Projects on the interior of a building do not require historic preservation review. Interior work that will result in a change of use, an additional use or an increase in the number of dwelling units requires written zoning approval from the commission's office. City of Oklahoma City permits may be required for interior projects. For more information on projects that require a city-issued permit, please visit the City of Oklahoma City Development Center website at: <https://www.okc.gov/departments/development-services/development-center>.

Sidewalks and driveways (2.3)

Historic sidewalks and driveways should be preserved and repaired with concrete that is consistent in pattern, dimensions, texture and color. New concrete shall not be bright white in color and should be tinted to match the color of existing, adjacent concrete.

Fences and walls (2.8)

Fences in front yards are only permitted where a fence existed historically.

Fences in rear yards can be no taller than eight feet.

Fences inside yards can be no taller than six feet, must be set back a minimum of six feet from the front exterior wall of the house or principal building, and cannot be located nearer to the front yard than the front exterior wall of an adjacent house or principal building. Fences inside yards cannot be located within the front 40% of the side yard of the house or principal building unless the fence is a minimum of 75% transparent, with posts separated by eight feet or more.

Maintenance, preservation and rehabilitation of exterior building materials (3.1)

Historic preservation review applies to exterior projects. First, maintain and preserve. Second, rehabilitate and repair. Third, replace in-kind. If replacing more than 50% of any one material or feature on any one elevation, a Certificate of Appropriateness must be obtained. If replacing more than 66% of a non-historic material (vinyl siding, for example) on any one elevation, all such non-historic material on that elevation must be replaced with an appropriate material.

Paint for exterior painted surfaces (3.2)

Paint color is not subject to review. Surfaces that are already painted can be repainted. Painting exterior brick and stone that is not currently painted is generally not permitted, and a Certificate of Appropriateness is required prior to painting such unpainted surfaces.

Porches, canopies, porte cocheres and balconies (3.3)

Historic porches, canopies, porte cocheres (carports attached to the home) and balconies visible from the street should be maintained and not altered. Steps, railing, floors, ceilings and columns must be preserved. Damaged materials must be repaired or replaced in-kind with like materials. A Certificate of Appropriateness is required when 50% or more of an element or feature on any one side of the building is replaced.

Pergolas and freestanding trellises (3.4)

Historic pergolas and trellises must be retained and preserved. New pergolas and trellises require a Certificate of Appropriateness and should not be visible from the street.

Doors (3.5)

Historic doors and sidelights should be preserved and repaired. If repair is not possible, a Certificate of Appropriateness must be obtained prior to replacing a door. Replacement doors must match the dimensions of the original door and must be compatible with the architectural style of the building. Doors on the front elevation must be made of solid wood. Doors on side and rear elevations may be made of smooth composite wood, aluminum clad wood or smooth fiberglass. Painted aluminum or wood storm doors are permitted and require a Certificate of Appropriateness.

Windows (3.6)

Windows are an important character-defining feature on historic buildings. Historic windows should be retained and kept in good repair. Replacement or alteration of windows and window openings requires a Certificate of Appropriateness. Replacement of windows is only permitted where repair is not feasible. Replacement windows must match the materials, dimensions, divided light pattern and profile of the original windows. If the original windows were made of wood, the replacement windows must be made of wood or aluminum clad wood. Vinyl and vinyl clad wood windows are not permitted on existing historic buildings. On windows with divided light, the muntins must either be true muntins or simulated, divided light muntins in three parts (affixed to the exterior and interior glass surfaces and with spacer bars between glass panes). New window openings and altered window openings should only be considered in locations not visible from the street and require a Certificate of Appropriateness. Painted aluminum or wood storm windows are permitted and require a Certificate of Appropriateness.

Roofs (3.7)

Composition shingles can be replaced with architectural grade composition shingles of any color or pattern without a Certificate of Appropriateness. Replacement of historic roofing materials, such as clay tile, requires a Certificate of Appropriateness. Metal roofs are not permitted.

The original roof shape, line, pitch, overhang, dormers, chimneys, rafter tails, soffit and fascia materials must be preserved. New dormers can only be located on rear or side elevations not facing a street.

Existing gutters, downspouts and roof vents can be replaced in kind without a Certificate of Appropriateness. Installation of new gutters, downspouts and roof vents where none currently exist requires a Certificate of Appropriateness. Gutters must match existing paint colors on the building or can be copper. New roof vents must be located out of view on rear sloping roofs.

Foundations (3.8)

Foundation walls must be preserved. Replacement foundation vents require a Certificate of Appropriateness and must be compatible with the age and style of the building.

Existing accessory buildings and garages (3.9)

Historic garages and storage sheds should be preserved and maintained. Repairs must be made with the same types of materials that were used on the original structure. Replacement of 50% or more of a material, component or feature on any one side of a structure requires a Certificate of Appropriateness.

Prefabricated sheds less than six feet in height and having no metal siding or metal roofing can be placed in back yards without a Certificate of Appropriateness.

Replacement of garage vehicle doors requires a Certificate of Appropriateness. Garage vehicle doors must have a smooth texture and must be made of solid wood, wood veneer over a concealed metal frame, composite wood, fiberglass or hardboard. Paneled doors are typically appropriate. All-metal garage vehicle doors are not permitted. Garage vehicle doors should be single-vehicle doors. Wide doors are typically not approved.

Garage pedestrian entry doors and door frames visible from the street must be made of solid wood. Entry doors on side and rear elevations must be made of wood, aluminum-clad wood or smooth fiberglass. The design of a door must be compatible with the architectural style and age of the building.

Signs (3.10)

Signs require a Certificate of Appropriateness and are only permitted for multiple family dwellings and non-residential uses. Signs installed on buildings must be made of painted wood or metal.

Lighting (3.11)

Historic exterior light fixtures should be retained if possible. A Certificate of Appropriateness is required for new and replacement light fixtures. All replacement lighting must be appropriate for the style and age of the building. New light fixtures installed where they previously did not exist must be unobtrusive and must conceal the light source and direct light toward the building.

New construction of principal structures and additions to existing buildings (4.1–4.3)

In the Historic Preservation District, the construction of a new building or an addition to an existing building requires a Certificate of Appropriateness. Applicants are encouraged to schedule a pre-application conference with the commission's staff to review the proposed work, the applicable standards and guidelines, and the plans and approvals that would be required.

A new building, or an addition to an existing building, should be designed to a compatible scale and proportion using exterior materials that complement but do not replicate existing historical materials on the existing structure or adjacent properties. An addition cannot exceed 50% of the enclosed footprint of the main building or 750 square feet, whichever is larger, and cannot be any taller, wider or deeper than the main building. An addition should be located at the back of a building or on a non-character-defining elevation, preferably not visible from the street. Vertical additions are not permitted on corner lots. Still, they can be considered on interior lots where the addition would not be visible from the street.

Garages (4.4)

Existing historic garages should be repaired and rehabilitated rather than replaced. Demolition and replacement with a new garage should only be considered if the existing garage is structurally unsound and damaged to the point that repairs would be impossible or cost-prohibitive.

New garages are limited to only 450 square feet or 5% of the lot, whichever is greater. Garages should be similar in height to garages on surrounding properties. Larger garages can only be considered when replacing an existing garage of similar size or where there are larger existing garages on adjacent properties. A garage should be placed to the rear of the main building at the end of a concrete driveway and should typically have vehicle doors facing the street.

Garage vehicle doors must be designed for single cars, and double-wide doors are not typically permitted. Garage vehicle doors must be made of solid wood, smooth composite wood, smooth fiberglass or smooth wood veneer over a metal frame. Flush or paneled-style doors are usually appropriate. All-metal garage vehicle doors are not permitted.

Garage pedestrian doors must be made of wood, aluminum-clad wood, smooth composite wood or smooth fiberglass. All-metal doors are not recommended and will not be approved in most cases.

Garage siding should be a material such as brick, smooth wood lap siding, smooth composite wood lap siding, smooth fiber cement board lap siding, stucco or board-and-batten that complements the main building. Metal and vinyl siding is prohibited.

Garage windows should typically be made of wood or aluminum-clad wood. Vinyl-clad wood windows can be used on new garages where a new home is being constructed. All-vinyl and all-aluminum windows are not permitted on any garage.

Garage roofing material should match the roofing material on the main building. Metal roofs are not permitted.