

City of Sapulpa

Downtown Code and Standards



Acknowledgements

City of Sapulpa

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Introduction



The purpose of this document is to define and explain changes to the zoning code of Downtown Sapulpa, as well as provide a set of guidelines for property owners and developers for certain visual and structural aspects of their property. The city has developed guidelines and a local historic zoning district to preserve the unique character of downtown Sapulpa while streamlining the process of new development and redevelopment. Having consistent design guidelines throughout the district will also create a sense of cohesion for citizens and visitors, ensuring that downtown Sapulpa remains a distinctive and memorable place. Lastly, the local historic zoning district will ensure that land and building uses will be complimentary to existing uses and create an active and vibrant downtown.

Document Development Approach

In June 2021 the City of Sapulpa approved the Downtown Sapulpa Master Plan which contained the following action items:

- Conduct a thorough review of the existing Zoning Code to compile a comprehensive list of changes (with exact policy text) necessary to align city zoning with the intent of this Plan adoption hearings (Table 7.1 Measure 2 Task 1)
- Create a downtown overlay district that formalizes the recommended subareas and includes design guidelines (Table 7.1 Measure 9)

In August of 2022, TSW was hired by the City of Sapulpa to develop a new design code and complimentary historic guidelines for the downtown area. Working in collaboration with the city, a steering committee of local property owner and community leaders was assembled to ensure the document would meet their needs. After a period of outreach, research, and exploration, a preliminary draft of the code and standards was presented to the Steering Committee for feedback in November 2022. The committee's feedback was incorporated and a new draft of the plan was then presented to the larger downtown property and business owner community in January 2023. After final revisions were made, the final draft of the document was presented to the public for review in March 2023.

District Boundaries

The map on page 6 depicts the boundaries of the district governed by this document. The original historic zoning boundaries, established by the 1989 ordinance, stretches several blocks further north and one block further west than the area for this code update, including several blocks of industrial and industrial properties, and a portion of now vacant land near the train tracks that once held a large historic structure, now demolished. The boundaries of the National Historic District trace the edges of buildings found to be a contributing historic resource. The boundaries radiate out from the intersection of Dewey

Ave. and Elm St., stretching north and south to include parts of Hobson Ave. and Lee Ave., and east and west to Main St. and Oak St.

The area included in this code update and design guidelines is shown within the bounds of the thick black line shown on the District Boundary Map on page 6. The new boundary line established goes beyond the historic district, though not quite as far as previous historic zoning boundaries. To the north and east, the project area ends at the train tracks, to the south at Thompson Ave. To the west, the boundaries are mid-block between Poplar Ave. and Mounds St., so as to include buildings on both sides of Poplar Ave.

These boundaries are designed to encourage structures adjacent to downtown to have complimentary use and appearances to the historic core, without enforcing unrealistic expectations on property owners beyond the core.

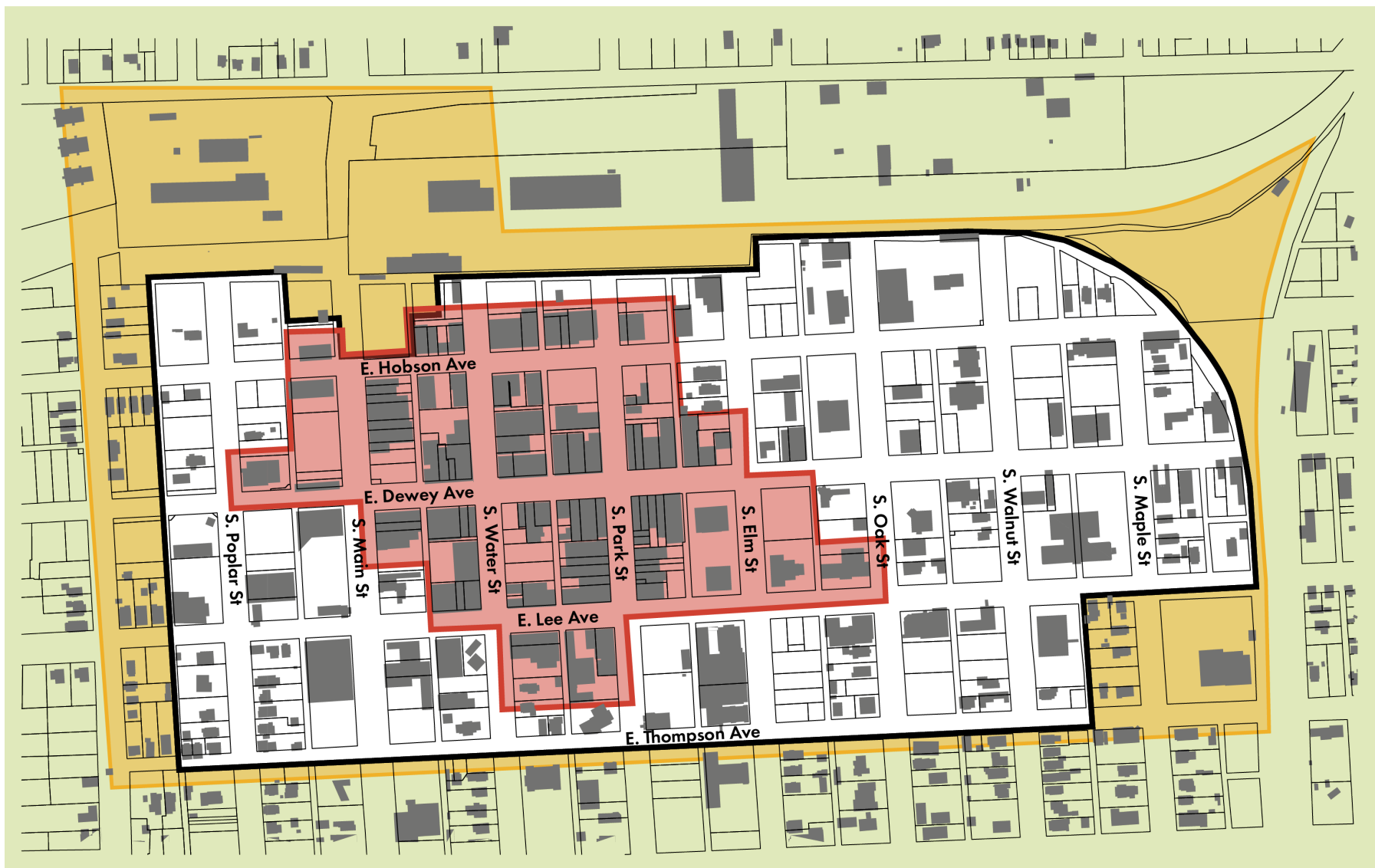
Subareas

The district has been divided into three subareas, which can further support the natural flow of development out from the historic core and integrate the district into the urban fabric. The subareas allow the codes and guidelines to be applied contextually as structures and uses diversify towards the edges of the district.

Each subarea has a unique set of circumstances and character.

Subarea 1 (SA-1) contains the traditional downtown core. All historically contributing structures are contained within this subarea. Though much of this subarea is already built up or preserved, the boundaries extend to the east to encompass the less developed areas along Dewey and north to Hobson, to encourage the same type of development; mixed use with active street-walls. By including all these areas under the same subarea, new development of the downtown core will be streamlined, and can better fulfill its role as a focal point for the city.

District Boundaries



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Local Historic Zoning Boundaries		Project Boundaries	
National Historic Preservation Boundaries			



Subarea 2 (SA-2) contains more residential areas. These boundaries are drawn with the hopes of creating a transitional zone between the surrounding neighborhoods and the core. Though commercial and mixed-use are now and will continue to be allowed, buildings are scaled slightly smaller and less dense, with a higher amount of residential forms.

Subarea 3 (SA-3) contains greater opportunity for redevelopment. This area will also serve as a transitional area, from the industrial uses along the rail line. The scale here can be somewhat higher, accommodating larger structures of various types, including apartments, offices, or parking structures. The area will still be subject to similar codes and guidelines, but there will be accommodations for the unique needs of this section of downtown.

U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties

The United States Secretary of the Interior has created a set of standards for maintaining and repairing historic structures, as well as designing new additions or making alterations. They have also created a series of Guidelines to assist in applying those Standards which include technical and design recommendations. These Standards and Guidelines create a framework that Federal and state agencies use when carrying out historic preservation duties. Communities like Sapulpa can follow these when making decisions regarding work or changes to historic properties, as well as draw from them when creating less stringent design guidelines for larger areas containing a variety of historic structures, like downtown.

The Standards offer four distinct approaches to the treatment of historic properties—preservation, rehabilitation, restoration, and reconstruction, with corresponding Guidelines for each approach. Work in Sapulpa

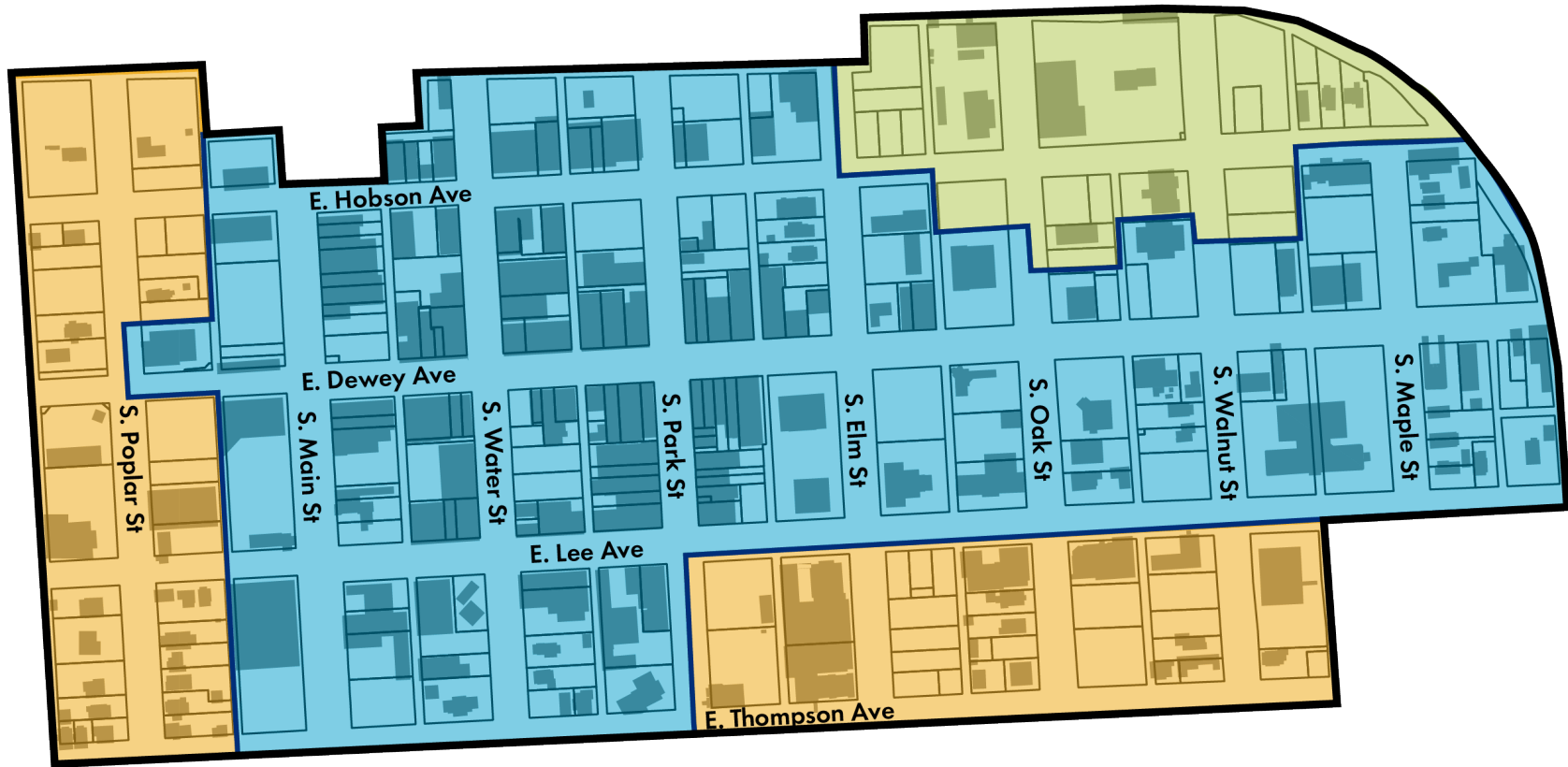
will center around preservation and rehabilitation efforts.

Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character (Note: This does not encompass all preservation standards for properties wishing to utilize historic tax credits. See further resources for more information.) Both approaches require the property be used in such a way that aligns with its historic use and doesn't require significant changes to its distinctive materials, features, spaces, and spatial relationships. All maintenance must attempt to repair rather than replace and use compatible materials when new additions or replacements must be undertaken. In a rehabilitation approach, any new construction must also take care not to destroy any existing historic material, and must be built in such a way that, if removed in the future, would leave the essential form and integrity of the historic property intact.

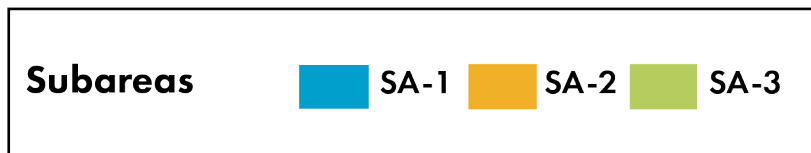
Further Resources

- General information: <https://www.nps.gov/tps/standards.htm>
- Full text of the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings: <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>
- Information on preservation standards for historic tax credits: <https://www.nps.gov/tps/standards/rehabilitation.htm>

Subareas



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Existing Conditions



Before developing new zoning and design standards for a project, it's important to have a firm understanding of the existing environmental conditions, regulatory framework and the historical context of the place.

Historic Context

The city of Sapulpa was founded in 1850 as a trading post near the confluence of Polecata and Rock Creeks by a Creek Native American named Chief Sapulpa, whose name would go on to grace the town itself. The railroad reached Sapulpa in 1886, and a post office was established there in 1889. The city was officially incorporated in 1898.

In 1905, a major oil strike was made to the southeast of Sapulpa, in what would become the town of Glenpool. This was the beginning of the oil boom in Oklahoma, and the copious amounts of money made in the oilfields would be used to fund the development of Sapulpa's downtown. The oil trade helped drive rail traffic through Sapulpa as well, and it became a major rail hub until 1927 when the railyard was purchased and moved to nearby growing Tulsa. However, at the same time, the interstate highway system was being established and Route 66 was planned to go through the center of town, allowing Sapulpa to remain connected to regional opportunities for growth. Route 66 has been a defining element of Sapulpa since its inception. The road was under local control until 1937, when it transferred to federal jurisdiction. At that time, where the route coincided with Dewey Avenue, the road was widened, and street parking reduced. Route 66 remained an important part of Sapulpa's regional connectivity until 1966, when it was bypassed by a new interstate highway. In more recent years, as Route 66 history and culture has become a popular interest, Sapulpa has been able to leverage their inclusion on the route as a tourist destination and incorporate those interests in marketing and civic identity.

Oklahoma's oil boom also helped to fund the establishment of several manufacturing fields in Sapulpa. Pottery, glass, and bricks became the community's major outputs, with several companies such as Schramm Glass and Frankoma Pottery continuing to be employers through the 1990s. The diverse economic base of Sapulpa would prove to stabilize the community after the oil boom settled down and ensure economic stability through the Great Depression and WWII.



Looking north on Main Street, 1896



Looking east on Dewey Ave, 1939

Existing Conditions

Sapulpa experienced much of its growth in this earlier part of its history, especially the downtown core. Of the 208 buildings within the area affected by the code update and design guidelines, 68% of the existing buildings predate the Great Depression, and 75% were built before 1952, which is the year that defines the end of the period of historic significance.

In recent years, Sapulpa has been working to capitalize on their uniquely intact historical downtown, as well as their location along historic Route 66 with a variety of efforts. In 2002 they successfully applied for National Historic District status, and there are several individual buildings on the National Historic Registry. Sapulpa has a thriving Main Street office which works closely with the Chamber of Commerce to support local businesses, attract development, and activate their public spaces. In 2021, the city approved a downtown master plan which calls for the creation of a variety of new public spaces, development opportunities, and civic tools and improvements like this code and design guidelines document.

Landmarks and Cultural Resources

The project area contains many important local landmarks and cultural resources (see the map on page 10 for a full list.) Most of Sapulpa's institutional uses are located within the project boundaries, including city hall and the library. In addition, Sapulpa is the county seat of Creek County and much of those facilities are here as well, including the courthouse and sheriff's office, which are housed in contributing structures. The project area also holds several of Sapulpa's museums, a theater, a park, and examples of public art.



Crossroads sign and mural at Main and Dewey



Creek County Courthouse



Sapulpa Historical Museum

Landmarks and Cultural Resources



LEGEND

1 Heritage Park	7 Sapulpa Parks and Recreation/Senior Center	16 First Baptist of Sapulpa
2 Sapulpa Public Library	8 Sapulpa School District	17 First Christian Church
3 Crossroads Sign and Mural	9 Lee and Walnut Church of Christ	18 Sapulpa Fire Museum
4 Creek County Election Board	10 Full Gospel Baptist Church	19 Sapulpa Historical Museum
5 City Hall	11 First Presbyterian Church	20 Waite Phillips-Barnsdall Filling Station Museum
6 Sapulpa Police Department	12-15 Creek County Complex	21 Sapulpa Community Theater

Regulatory Framework

Zoning

The current zoning code was adopted in 2020 and is a use-based code. The map on page 12 shows, in it, much of the project area is defined as Central Business District or (CBD). Though many of the requirements of CBD zoning do align with the priorities of this document, those requirements don't apply to the areas of downtown that fall outside that zoning. Other zoning categories that apply with in the district include Commercial General, Commercial Shopping, Residential Multifamily, Residential Duplex/Townhome, Residential Single Family, and Office. Each of these district definitions prioritize those land use designations, rather than district cohesion, harmonious street interactions, or historic preservation. A design-based code, like the one that follows, will allow the city to ensure downtown Sapulpa maintains it's character and attracts appropriate development.

Historic Preservation

The boundaries of the current historic preservation district were drawn in 2002 when the area received National Historic District status. The boundaries include all contributing structures recognized by the US Department of the Interior. A contributing historic structure is a property which retains a high degree of historic integrity with few alterations outside of the period of significance.

Of the 208 parcels that fall within the project area 46 percent contain historic structures that contribute to the National Historic District status. The remaining structures, defined as non-contributing, were either built after the date of significance or have been altered to a degree that they no longer qualify as contributing to the district.

The regulations for this district were created in 1990 and are enforced by the Historic Preservation Commission. The current regulations are either excessively vague, or overly strict. Additionally, they are not easily accessible to the public and has been unevenly enforced.

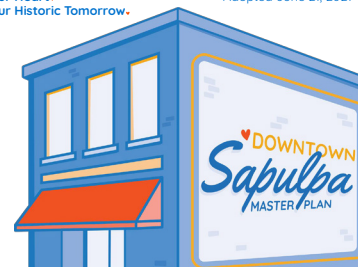
The Historic Preservation Commission additionally has not had clear expectations for their meetings, or the system by which projects need to be or can be approved. Updated guidelines are needed to provide clarity of expectations both for property owners, as well as the governing bodies. Updated boundaries are also needed, to ensure the entire area can be well-maintained.

Other Projects

Several projects are underway in downtown Sapulpa, many born from the Downtown Sapulpa Master Plan that called for the creation of this document. Much of the work done on this document was informed by the Downtown Master Plan, such as redefining the boundaries of the district, the creation of shopfront streets, and developing the subareas.

Two other major projects born out of the Downtown Master Plan are the Alley District, stretching from Dewey to Lee Ave. between Park and Water St., and the streetscape update to the Dewey St. corridor, beginning at Main Street on the west and stretching to Maple St. on the east. The streetscape update will include new street sections, modifications to the street lanes, on-street parking, sidewalks, lighting, and more. The Alley District project is underway, with the renovation of multiple alleys in downtown into pedestrian thoroughfares, terminating in new public squares and pocket parks. At the time of this writing, phase one is complete and has helped support new downtown events such as the Route 66 Christmas Chute.

Our Heart. Our Historic Tomorrow. Adopted June 21, 2021

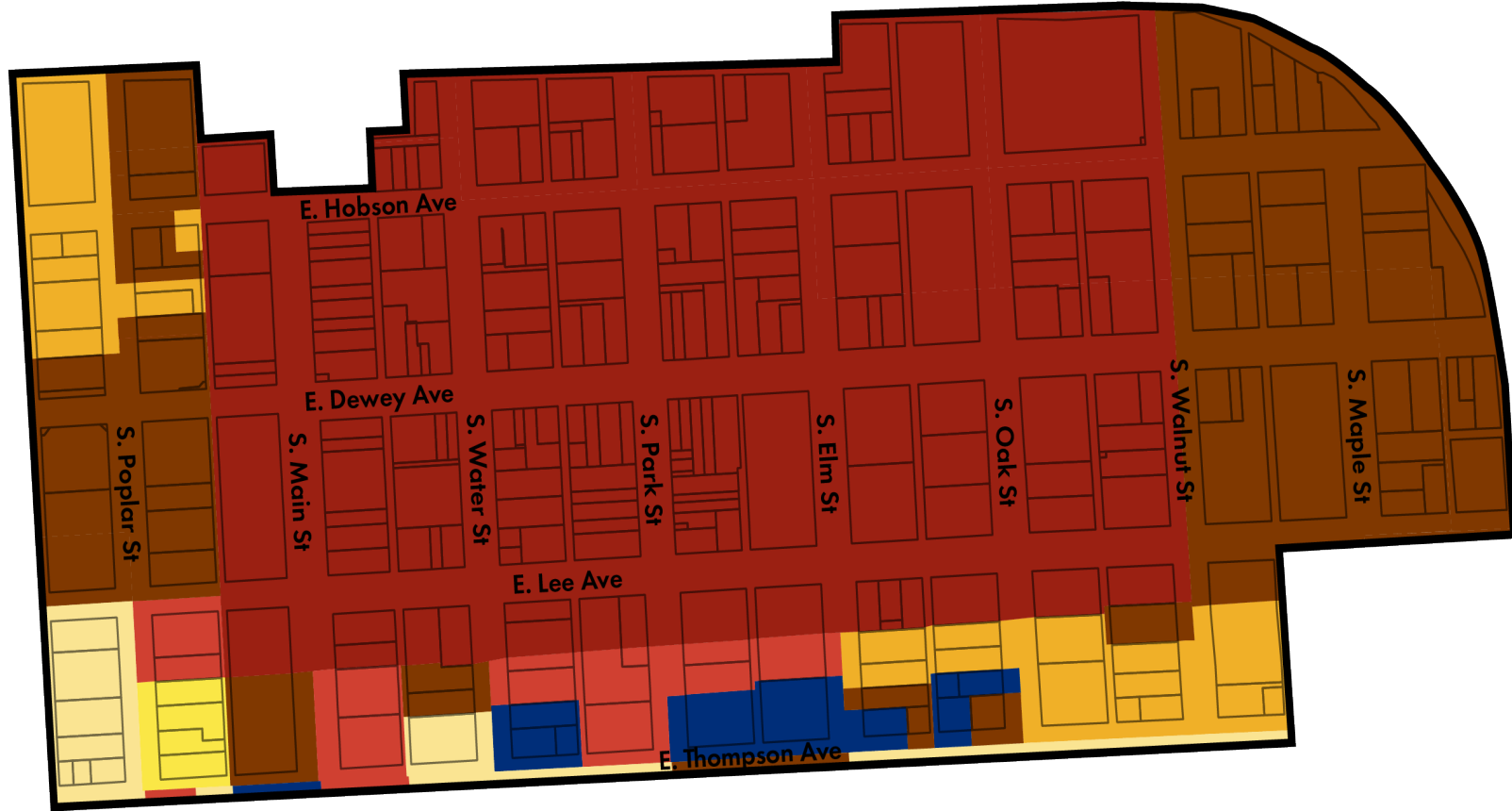


Cover of the Downtown Master Plan



The new Alley District

Current Zoning



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Central Business District	Residential Duplex/Townhome	Residential Multifamily
Commercial General	Residential Single Family	Office
Commercial Shopping	Office	District boundaries
Residential Multifamily	District boundaries	



Historic Preservation District



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Project Boundaries		Contributing Structure	
National Historic Preservation Boundaries		Non-contributing Structure	



Zoning Code



The following section outlines the zoning requirements for the downtown district. Zoning determines the types of buildings that can be built in a given area, as well as their use and form. Many zoning codes focus primarily on the use categories, and while this code places an emphasis of building form that either maintain the existing character or ensure new development form is compatible with the existing building character.

1. Zoning Compliance

1A. Title

1. These regulations and standards are part of the Sapulpa Downtown Design Code & Standards, which will be referred to as “the downtown code”, “this code”, or “these standards”.

1B. Findings

In approving this Downtown Design Code & Standards application, the Mayor and City Council find that:

1. This application supports various City of Sapulpa policies and plans encouraging planned growth and redevelopment in and around the Downtown; and
2. When a standard contained in this code varies from a standard contained elsewhere in the City Code, the alternate standard in this code is justified by item “1” above and has been found to promote the public health, safety, and general welfare.

2. General Provisions

2A. Applicability

1. These standards and the downtown code apply to all properties in the boundaries identified in the Downtown Regulating Plan, which is shown on page 20 of this code book and is herein incorporated by reference.

2B. Purpose

1. The Downtown Code regulations were developed for the purpose of promoting the appropriate redevelopment of land and buildings within the downtown core of Sapulpa and to

encourage and attract new retail, commercial, office, and higher density residential uses.

2. The Downtown Code helps to foster predictable results and a high-quality public realm by prescribing the physical form of buildings and other elements and addressing the relationship between building facades and the public realm, the form and mass of buildings in relation to one another, and the scale and types of streets and blocks.

2C. Intent

The Downtown Code is intended to achieve design excellence in the built environment by:

1. Facilitating residential and mixed-use development that is visually interesting, pedestrian friendly, and of a quality that benefits the downtown experience and its design character.
2. Providing building and site design standards that address the public aspects of private development and how building form, placement, and uses contribute to the quality of the public realm.
3. Providing design standards that promote appropriate and complimentary development and/or redevelopment within the existing historic fabric of the downtown.
4. Providing clear regulations and processes that result in predictable, efficient, and coordinated review and approval.

2D. Administration

1. All applications for development within the downtown code boundary shall submit site plans, building elevations, and all other evidence needed to sufficiently demonstrate conformance with this code.

2. Authority

a. The administration of the Downtown Code will be overseen by the Sapulpa Urban Development Department. A designated staff member will be known as the Downtown Code Administrator and is responsible for the day-to-day administration of this code and the regulations provided within.

3. Delegation of Authority

a. The Downtown Code Administrator may designate any staff member to represent them in any function assigned by this code. The Downtown Code Administrator remains responsible for any final action.

2E. Approval Process

1. Applicability

a. All private construction projects are subject to review by the Downtown Code Administrator. All buildings, streets, and public spaces by public entities are also subject to review.

2. Administrative vs. Historic Preservation Commission Review

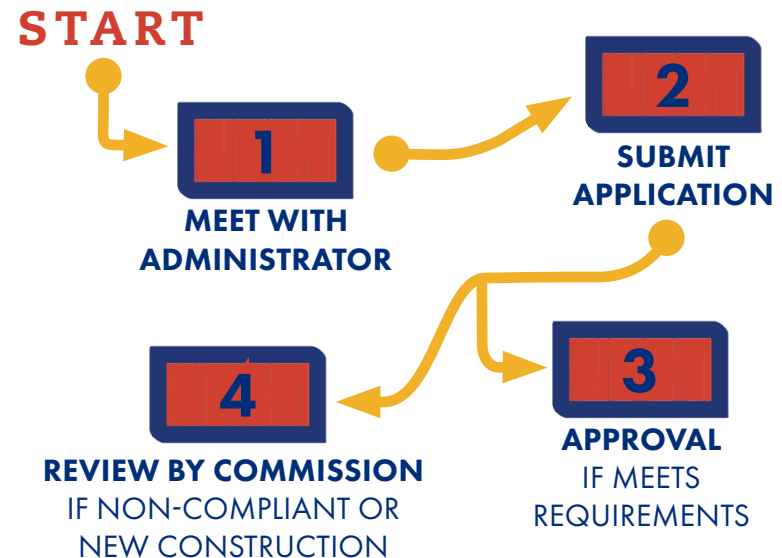
a. Projects that conform to all standards of this Code may be approved administratively by the Downtown Code Administrator without review by the Historic Preservation Committee. The Historic Preservation Committee will review applications that require major modifications as well as all new construction projects even if new construction projects are meeting all the code requirements.

2F. Review Process

1. Before submitting an application for review, applicants are required to schedule a meeting with the Downtown Code Administrator to discuss the review procedures and applicable standards for approval. This meeting is not intended for approval, but to provide

the applicant with an overview of the application requirements and to identify issues or opportunities relating to compliance with the requirements of this Code.

2. Applications must be submitted to the Downtown Code Administrator and shall provide all the site plan requirements outlined in the Sapulpa Zoning code, Section 660.3 Site Plan Shall Contain.
3. All applications must be complete for processing before the Downtown Code Administrator is required to review the application. The Downtown Code Administrator will notify the applicant whether the application is complete or whether additional information is required.
4. An application is sufficient for processing when it contains information necessary to determine whether or not the development as proposed will comply with the Downtown Code standards.
5. Upon determination of a complete application, the Downtown Code Administrator will distribute the application for review to applicable City departments and external agencies as needed.



6. The Downtown Code Administrator will determine whether the application conforms to all applicable requirements of the Code.
7. Final action on an application will be based solely on compliance with all applicable provisions of this Code and other applicable technical requirements.
8. If an application is denied, the reasons for denial must be stated in writing, specifying the provisions of the Downtown Code that are not in compliance. A revised application may be submitted for further consideration.

2G. District Code Modifications

1. Purpose

- a. This section establishes the procedure for considering requests for modifications to the District Code standards.
- b. It is the applicant's responsibility to adequately demonstrate reasons for the requested modification and to illustrate how the requested modification is a legitimate site constraint and/or how the modification would equal or exceed the established standards.

2. Guiding Principles

Legitimacy for modifications to the Downtown Code shall be weighed against the following guiding principles:

- a. Supports the Sapulpa Downtown Master Plan and policy recommendations contained herein for the Downtown's long-term development vision.
- b. Maintains or creates a safe, walkable, and attractive environment along the street edge.
- c. Maximizes opportunities for redevelopment and investment.
- d. Require excellence in the design of the public realm and of buildings that front public spaces.

3. New Construction

- a. All new development projects are subject to review and approval by the Historic Preservation Commission.

4. Minor Modifications

- a. During the review process, the Downtown Code Administrator is authorized to approve the following minor code modifications at the request of the applicant.
- b. When the administrative variance is granted, it must be justified by the Downtown Master Plan and this downtown code's purpose and intent.
 - i. Increase up to 5 feet of a maximum front yard setback.
 - ii. Increase of up to 10 feet of the maximum building height.
 - iii. Increase of up to 10 feet of the maximum building length required.
 - iv. Decrease of up to 5% of the minimum transparency required along street facing facades.
 - v. Increase of up to 5 square feet of a maximum allowed blank wall area on street-facing facades.

5. Major Modifications/Variances

- a. Variances to a standard in this district code, other than identified in "4. Minor Modifications" above, shall be reviewed and approved by the Sapulpa Historic Preservation Commission.
- b. Variances requested for approval or denial shall be based on the following considerations:
 - i. The modification will not result in a substantial departure from the basic urban design principles and vision established by the Downtown Master Plan and design guidelines contained herein.
 - ii. The applicant meets the burden of presenting alternative means of compliance that demonstrate how the variance would equal or exceed the existing standards in terms of

achieving the guiding principles stated above in Section 2. Guiding Principles.

- iii. The physical conditions of the property (ie: steep slopes, floodplain, lot shape, utilities, existing trees, or easements, etc.) that make compliance impossible.
 - iv. That this hardship is not created by the applicant or financial in nature.
- c. Variances to citywide standards not identified in “4. Minor Modifications & 5. Major Modifications” above shall be processed according to their usual procedures.
 - d. Variances granted within this downtown code shall only apply to the specific lot seeking such variance, not to the overall downtown. No variance that applies to all lots in this downtown code may be granted except as a downtown code modification to this regulation document.

6. Appeals

- a. Applicants have the right to appeal to the Board of Adjustment a decision given by the Historic Preservation Commission.
- b. The Board of Adjustment must consider Section 2G.2 Guiding Principles and 2G.5 Major Modifications/Variances when making their determination on the case.

2H. Exceptions

- 1. All development authorized by these standards must conform to all other requirements of the City of Sapulpa Zoning Ordinance, except as specifically stated to the contrary in this. When a conflict exists between these standards and the Sapulpa Zoning Code, these standards shall prevail.

2I. Redevelopment Thresholds

- 1. All exterior renovations, modifications and/or additions to existing structures are subject to review by the Downtown Code

Part of these standards	30% or more destruction	Expansion	Site disturbance
7. Fenestration	M	M	X
9. Pedestrian Access	M	M	M

Administrator. The following table outlines redevelopment thresholds that trigger conformance with the downtown code.

M = Mandatory conformance

X = No mandatory conformance.

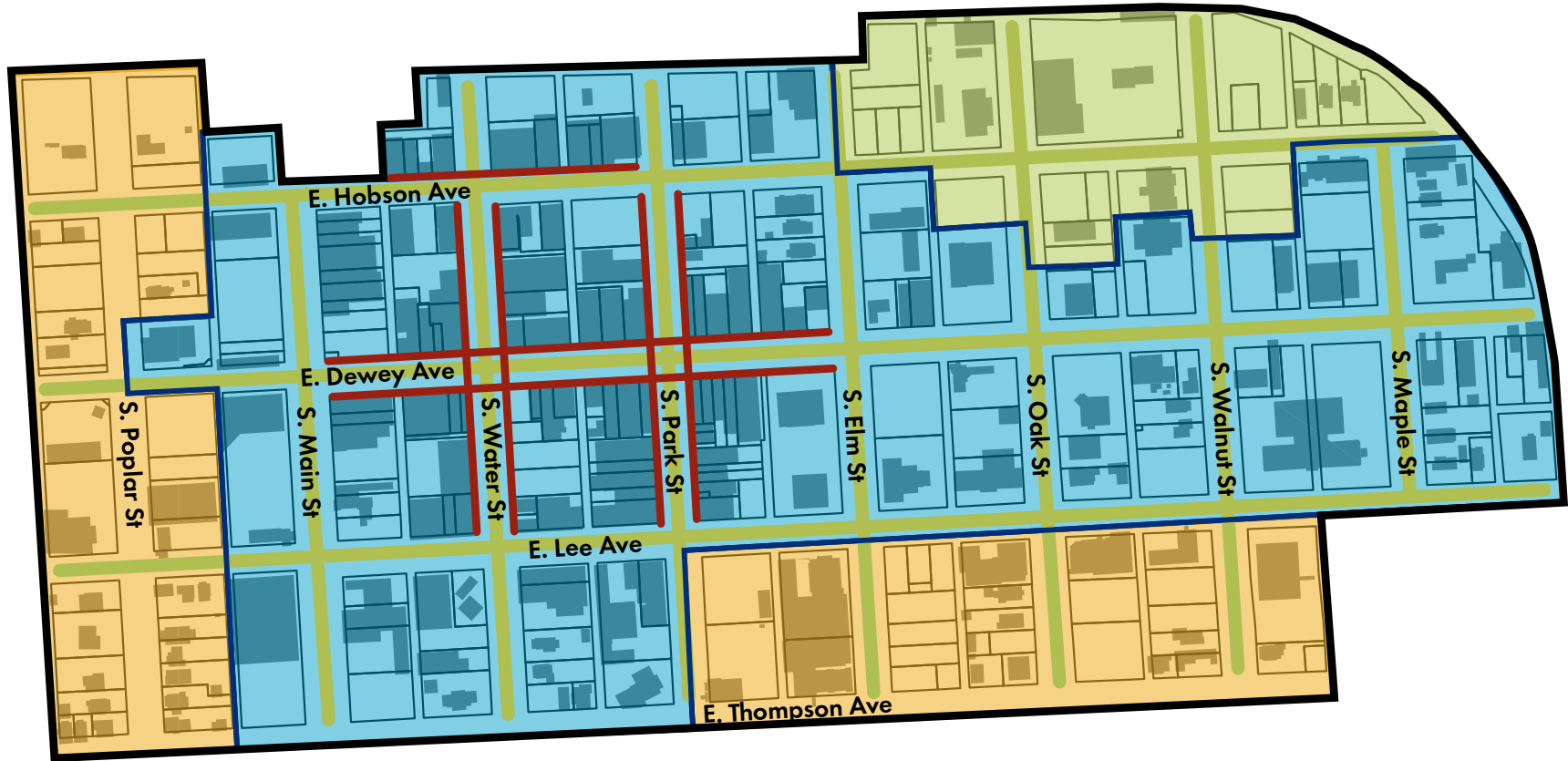
2J. Regulating Plan

- 1. The Downtown Code Regulating Plan (the “Regulating Plan”) on page 20 of this document shows the location of the following:
 - a. Subareas
 - b. Shopfront Streets

2L. Subareas Established

- 1. The following subareas are established in the regulating plan and regulated by this code:
 - a. Subarea 1 (SA-1), is intended to provide mixed use development in Sapulpa’s downtown core that supports its role as a focal point for the city.
 - b. Subarea 2 (SA-2), is intended to serve as a transition into the downtown and allow for appropriately scaled and designed higher density residential with some supporting retail and commercial uses.
 - c. Subarea 3 (SA-3) is intended to serve as a primary area for redevelopment and new development adjacent to the existing rail line and industrial uses.

Regulating Plan



LEGEND

Shopfront Streets	
Subareas	SA-1
	SA-2
	SA-3



2M. Text and Graphics

1. Illustrations, photos, and graphics are included in this code to illustrate the intent and requirements of the text. In the case of a conflict between the text and any illustrations, photos, or graphics otherwise found in these standards or other parts of this code, the text of the code and standards govern.

2N. References to Specific Brands

1. These standards and the downtown code include specific products and brands for illustrative purposes only. The use of specific products and brands is not required. Visually similar designs and material quality may be used when approved by the Downtown Code Administrator.

3. Use Standards

3A. Permitted Uses

1. The table on the following page states the permitted principal uses authorized within all the subareas of the downtown code. Symbols used in the table have the following meanings:

P = Permitted as a principal use and subject to any use standards of this district code

A = Permitted as an accessory use and subject to Section XX of the Sapulpa Zoning Code.

S = Indicates a Specific Use Permit is Required

T = Permitted as a Temporary Use

2. When a use is permitted in the following table, the use standards of Chapter 9: Use Units of the Sapulpa Code also apply, except when otherwise stated in these standards.
3. The Downtown Code Administrator is authorized to prepare a written interpretation whether a proposed use not specifically listed in this table is so similar in nature to a permitted use that it is also

intended to be permitted. Such determination shall be made in conformance with Chapter 1, Section 110 Purpose, interpretation, and jurisdiction of the Sapulpa Zoning Code

4. Any use not listed in the table as permitted and not determined by the Downtown Code Administrator to be similar in nature to a listed use, is prohibited.

3B. Live-Work Unit Standards

1. Live-work units shall be mixed-use dwellings that are fire separated from adjacent units as attached dwellings, such as townhouses or as part of a larger mixed-use building.
2. The owner-proprietor of the business shall be the occupant of the residential portion of the unit.
3. An occupational tax certificate shall be required for operation of a business. The business shall not be considered a home occupation.
4. The business use or activity shall not employ more than three persons other than the owner-proprietor.
5. All permitted businesses allowed in the district are allowed in the live-work unit.

3C. Multi-Family Development Standards

1. Multi-family development is only permitted in Subarea 1, if it is part of a larger mixed-use development or redevelopment.
2. Redevelopment of existing buildings in Subarea 1 with upper story residential units are not subject to parking requirements.
3. Multi-family development must be located above an active ground floor use when located along a shopfront street identified in the regulating plan.
4. New multi-family development projects located in Subarea 2 & 3 are subject to parking requirements, see section 10A.
5. Quad/Tri-plex developments are permitted in subarea 1 but shall not be developed on a shopfront street.

3D. General Standards for all Parking Facades

1. All pedestrian level parking structure facades that face a public space shall be designed to incorporate architectural elements and materials that complement the adjacent building or buildings in the area.
 - a. Landscaping (trees, shrubs, and green screens) may be utilized for screening purposes but must screen all pedestrian level parking garage facades immediately upon instillation.

- b. The property owner is responsible for maintaining all required landscaping in good health and condition and the removal of any litter that has accumulated in landscaped areas.

3E. Mixed-Use Standards

1. In Subarea 2, Mixed-Use development is only allowed on parcels that front E. Lee Ave.

Land Use	SA-1	SA-2	SA-3
Residential			
Single-family detached, one dwelling unit per lot		P	
Two-family attached (duplexes)		P	
Townhouse (single-family attached)	P	P	P
Cottage Cluster		P	
Accessory Dwelling Unit (attached or detached)	A	A	A
Multi-family Residences			
Multi-family development subject to Part 3C herein	P	P	P
Tri-Plex (3 attached units) subject to Part 3C herein	P	P	
Quad-Plex (4 attached units) subject to Part 3C herein	P	P	
Live-work units subject to Part 3B herein	P	P	
Mixed Use			
Mixed Use Development subject to Part 3E herein *	P	P*	P
Live Work Units	P	P	
Home Occupation	P	P	P
Institutional residence or care of confinement facilities			

P = Permitted as a principal use and subject to any use standards of this district code
A = Permitted as an accessory use and subject to Section XX of the Sapulpa Zoning Code.
S = Indicates a Specific Use Permit is Required **T** = Permitted as a Temporary Use

Zoning Code

Land Use	SA-1	SA-2	SA-3
Short-term rentals (including bed and breakfast)	S	S	S
Hotels and similar businesses institutions providing overnight accommodations.	P		P
Extended-stay hotels	P		P
Institutional Uses			
Church	S	S	S
School	S	S	S
Library	S	S	S
Museum	S	S	S
Sales & rental of goods, merchandise, or equipment			
Bicycle sales and repair shop	P		P
Food stores and groceries	P		P
Office equipment and supplies, sales, and service, including accessory printing shops	P		P
Alcoholic Beverage Retail Sales	P		P
Public and private postal and delivery service	P		P
Shopping Center	P		P
Tobacco products shop	P		P
Restaurants			
Restaurant with NO drive-in or drive-through service	P		P
Restaurants with outdoor dining	P	P	
Restaurants with carry-out and delivery service, no consumption on the premise	P	P	
Brew Pubs	P		
Winery	P		P
Services – office, clerical, repair, research and personal, not primarily related to the sale of goods or merchandise.			
General office	P		P
Veterinary Animal Sales and Services			P

P = Permitted as a principal use and subject to any use standards of this district code
A = Permitted as an accessory use and subject to Section XX of the Sapulpa Zoning Code.
S = Indicates a Specific Use Permit is Required **T** = Permitted as a Temporary Use

Land Use	SA-1	SA-2	SA-3
Child Care Center and Adult Day Care Center		P	P
Communication Services: Towers/Antennas	S	S	S
Craft brewery	P		P
Craft distillery	P		P
Craft manufacturing	P		P
Drinking Establishments: Sit-Down, Alcoholic Beverages Permitted	P		P
Eating Establishments: Sit-Down, Alcoholic Beverages not Permitted	P	P	P
Food and Beverage Retail Sales	P		P
Food Truck/Food Truck Court	T	T	T
Health Clubs	P		
Laundry Services	P	P	
Medical offices and services	P		
Retail Sales and Services: General	P	P	
Community Garden		P	
Event Center	P	P	
Urban Grocer	P	P	
Parking (all subject to Section 10 herein)			
Parking Structure subject to Section 3D	P		P
Surface Parking	P	P	P

P = Permitted as a principal use and subject to any use standards of this district code
A = Permitted as an accessory use and subject to Section XX of the Sapulpa Zoning Code.
S = Indicates a Specific Use Permit is Required **T** = Permitted as a Temporary Use

4. Building Types

Building types regulate the design of buildings in this downtown code. Each building type and standards are described below. All buildings must conform to the applicable standards. A building's type is determined by the Downtown Code Administrator. Building types are for zoning purposes only and not linked to the Building Code.

Note 1: Parking structures are not considered a building type. See Section 3D above for parking structure standards.

Note 2: Accessory Dwelling units do not have specialized design standards unless otherwise noted. They are subject to the design standards in which they are permitted.

4A. Single-Family

A building type that is a single, detached house on a single lot. This building form may include building details such as a front porch, front stoops, and an attached or detached garage.



Site	
Unit per lot	1 max.
Accessory dwelling unit per lot:	1 max.
Fenestration (see Section 7)	
Ground floor:	15% min.
Uppers story:	15% min.
Blank wall area:	20 ft. max. (per story)
Pedestrian Access (See Section 9)	
Entrance facing street:	1 min. required for each unit along street
Walkway width:	4 ft. min.
Parking Location (See Section 12)	
No off-street parking is allowed between the building and the street.	

4B. Duplex

A Duplex is a residential building occupied by two (2) dwelling units, both which are located on a single lot that is not occupied by other principal residential buildings. Duplex can be designed in a number of configurations:

- Two side-by-side units
- Split form with one unit facing the primary street and the other facing a secondary street or side yard.
- A front to back configuration with one unit located directly behind the other unit.
- A split level unit with one unit on the ground-level and the other on the upper level.

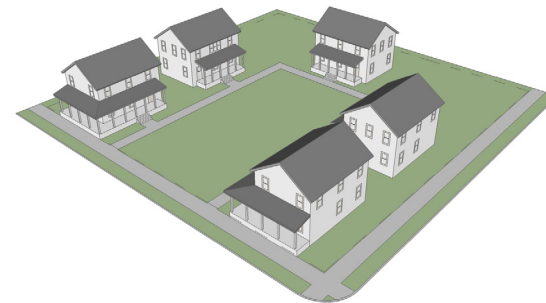


Site	
Unit per lot	2 max.
Fenestration (see Section 7)	
Ground floor:	15% min.
Uppers story:	15% min.
Blank wall area:	20 ft. max. (per story)
Pedestrian Access (See Section 9)	
Entrance facing street:	1 min. required for each unit along street
Walkway width:	4 ft. min.
Parking Location (See Section 12)	
No off-street parking is allowed between the building and the street. Front facing garages on duplex units are prohibited. Garages shall be located to the side or rear of the primary structure.	

4C. Cottage Court

A building type that is a small detached structure that is clustered around a common open space or courtyard, which is oriented perpendicular to the street. The common open space becomes an important gathering space. This building type fits within single-family and medium density neighborhoods. Parking can occur in many configurations:

- Rear attached or detached garages tied to individual homes
- Rear attached carport.
- Rear detached communal garages within scattered surface parking lots.



Site	
Unit per lot	3 min. / 8 max.
Fenestration (see Section 7)	
Ground floor:	15% min.
Uppers story:	15% min.
Blank wall area:	20 ft. max. (per story)
Pedestrian Access (See Section 9)	
Entrance facing street:	1 min. per unit. Street oriented units may have a door that faces the street, while back units may face either the street or the common green.
Walkway width:	4 ft. min.
Parking Location (See Section 12)	
No off-street parking is allowed between the building and the street or common green.	

4D. Townhouse

A building type that accommodates 3 or more dwelling units where each unit is separated by a common side wall. Units cannot be vertically mixed. Not for non-residential use, except live-work. May be located on individual lots or on a single lot.



Site	
Townhouse units per building	3 min. / 8 max.
Fenestration	
Ground floor	15% min
Uppers story	15% min/35% max
Blank wall area	20 ft max (per story)
Pedestrian Access	
Entrance facing street	1 min required for each unit along street
Walkway width	4 ft min.
Parking Location (See Section 12)	
All garages shall be placed entirely to the rear of the primary structure and accessed via a rear driveway or alley. Garage doors must face the rear driveway or alley.	

4E. Multi-family

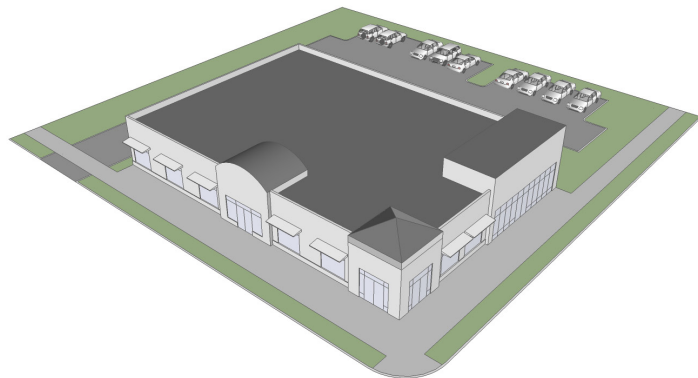
A building type that accommodates 3 or more dwelling units vertically and horizontally integrated, not including the townhouse building type. Not for non-residential use, except live-work.



Site	
Stacked units per building	3 min.
Building Massing (See Section 6)	
Street-facing facade width	200 ft. max.
Floor to Ceiling Height	
All stories	9 ft. min/ 16 ft. max.
Fenestration	
Ground floor	20% min
Uppers story	20% min/40% max
Blank wall area	20 ft max (per story)
Pedestrian Access	
Entrance facing street	1 min. required for lobby OR 1 min. for each ground floor unit along the street
Walkway width	4 min.
Parking Location (See Section 12)	
No off-street parking is allowed between the building and the street.	

4F. Shopfront

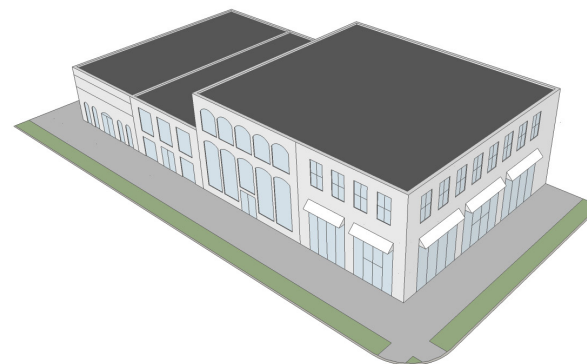
A single-story building type that accommodates retail or other commercial activity. Not for residential uses.



Building Massing (See Section 6)	
Street-facing façade width:	300 ft. max.
Fenestration	
Ground floor, fronting street	50% min
Ground floor, fronting park/plaza	70% min.
Blank wall area	20 ft max
Pedestrian Access	
Entrance facing street	1 min. required per tenant along street
Walkway width	4 ft. min.
Parking Location (See Section 12)	
No off-street parking is allowed between the building and the street.	

4G. Mixed-Use Building

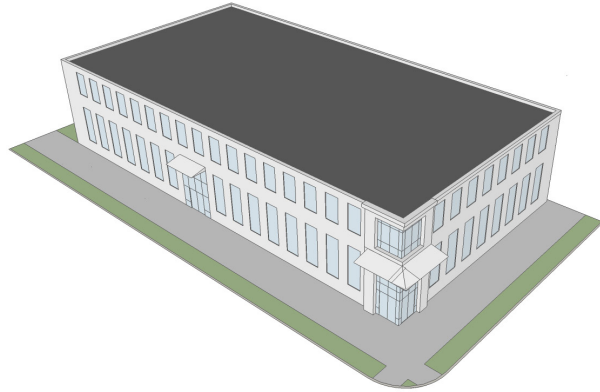
A multi-story building type that accommodates ground floor retail, office, convertible, or commercial uses with upper-story residential or office uses.



Building Massing (See Section 6)	
Street-facing façade width:	300 ft. max.
Fenestration	
Ground floor, fronting street	70% min
Blank wall area	20 ft max.
Upper story	20% min./40% max.
Pedestrian Access	
Entrance facing street	Required for businesses along street
Walkway width	4 ft. min.
Parking Location (See Section 12)	
No off-street parking is allowed between the building and the street.	

4H. General Building

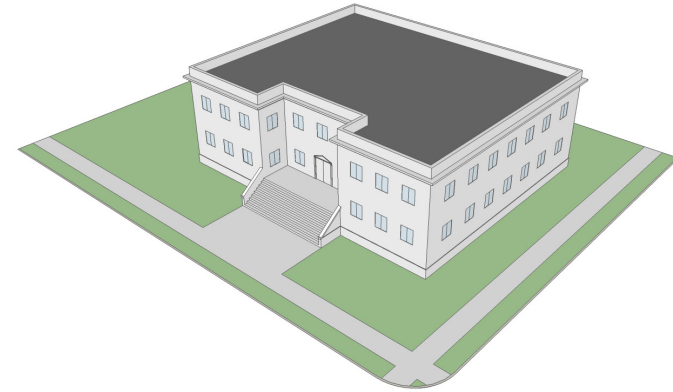
A multi-story building type that typically accommodates non-residential uses, such as hotel, office, or medical uses on all stories.



Building Massing (See Section 6)	
Street-facing façade width:	325 ft. max.
Fenestration	
Ground floor, fronting street	50% min
Blank wall area	20 ft max.
Upper story	20% min.
Pedestrian Access	
Entrance facing street	Required
Walkway width	6 ft. min.
Parking Location (See Section 12)	
No off-street parking is allowed between the building and the street.	

4I. Civic Building

A building type that typically accommodates civic, institutional, or public uses. Not intended for commercial, retail, office or residential uses



Fenestration	
Ground floor, fronting street	30% min
Blank wall area	50 ft max.
Upper story	15% min.
Pedestrian Access	
Entrance facing street	Required
Walkway width	6 ft. min.
Parking Location (See Section 12)	
No off-street parking is allowed between the building and the street.	

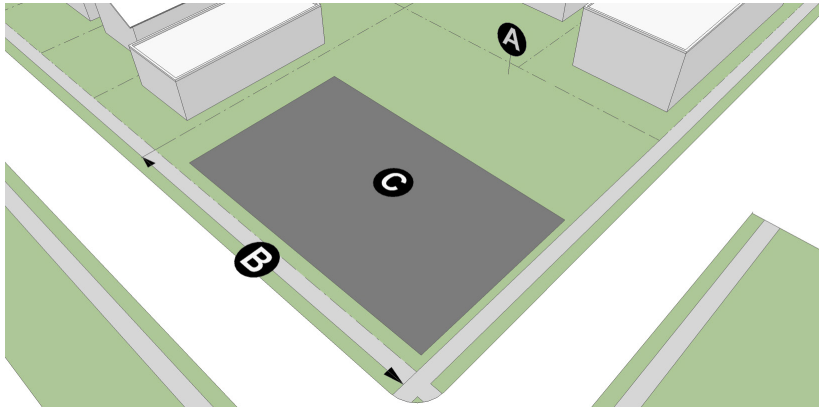
4J. Active Uses

The following applies to all building types located in Subarea 1:

1. No building facade that abuts a street may contain storage or equipment rooms along such street.
2. All buildings that front a designated shopfront street identified in the Regulating Plan, shall provide active, high pedestrian foot traffic uses.

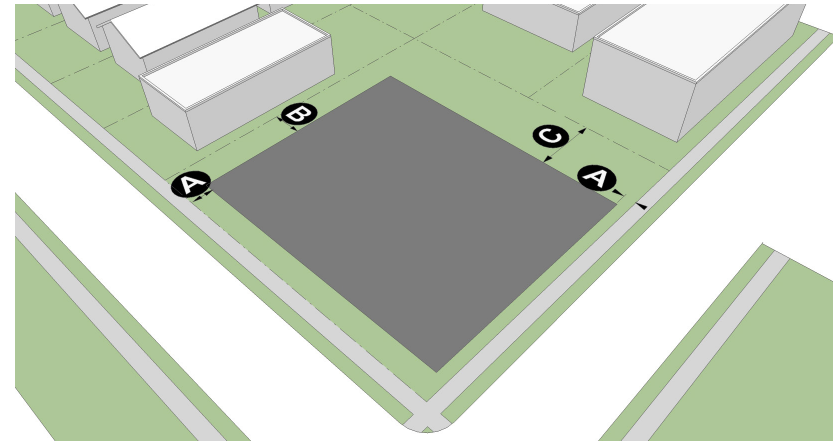
5. Dimensional Standards

5A. Site and Lot Standards



Site Standards		
Min. open space requirement (sites less than 1 acre)	10% of site	
Min. open space requirement (sites 1 acre or larger)	20% of site	
Note: Rooftop decks and green roofs may be used to satisfy open space requirements.		
Lot Standards	A Min Area	B Min. Width
Single-Family	5,000 sf.	25 ft.
Duplex	7,500 sf.	55 ft.
Cottage Court	10,000 sf.	100 ft.
Townhouse	1,6000 sf.	20 ft.
All other building types	No min.	No min.
Building Coverage		
C Single-family, duplex, Cottage Court	80% max.	
C All townhouses	95% max.	
C All other building types:	90% max.	
Note: Building coverage does not include paved areas such as driveways, surface parking, uncovered porches or patios, decks, swimming pools, porte cochete, or roof overhangs of two feet or less.		

5B. Building Placement



Principal and Accessory Structure Setbacks	
A All front yards in Subareas 1 & 3	0 ft. min./10 ft. max.
A All front yards Subarea 2	5 ft. min./ 20 ft. max.
B Side yard	5 ft. min
B Mixed Use, Commercial, Office, or Multi-Family Side Yard abutting existing single-family residential	10 ft. min.
C Rear yard	5 ft. min
C Mixed Use, Commercial, Office, or Multi-Family Rear Yard abutting existing single-family residential	10 ft. min.
Note: Greater side setbacks, greater rear setbacks, and greater building separation may be required as established by the applicable Building or Fire Codes.	

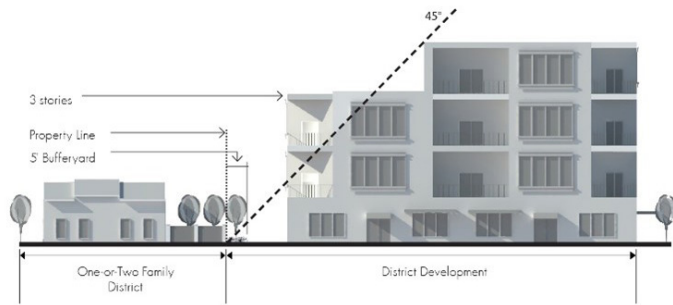
5C. Transitional Height Plane Setback

This standard is intended to establish an appropriate transition in height between established residential dwellings and new buildings.

1. No transitional height plane is required between Subarea 1,2 and 3.
2. A transitional height plane setback is required when Subarea 2

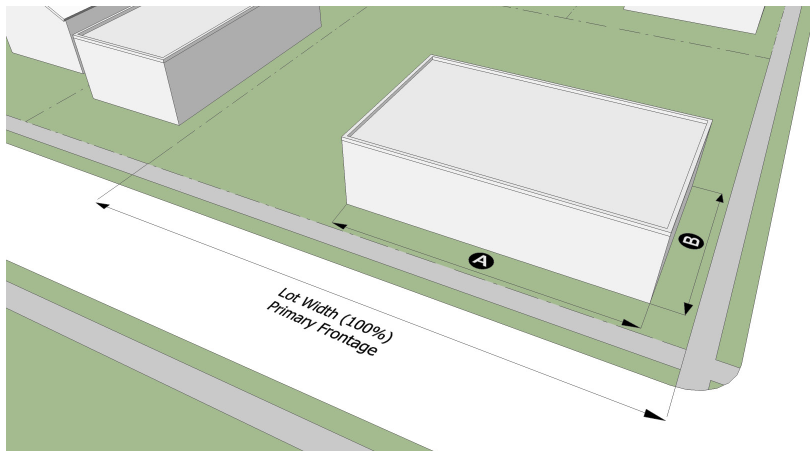
or 3 property is abutting an established one-or two-family zoned property that falls outside Subarea 2 or Subarea 3.

3. A transitional height plane of 45 degrees shall apply to portions of a building above 3 stories starting from the property line of the one-or-two-family zoned property. Any portion of the building above 3 stories shall be set back so that the building does not encroach the transitional height plane.
4. The transitional height plane setback shall not apply to buildings adjacent to one-or-two-family zoned property that serves as public open space, such as parks, streets, and drainage ways.



5D. Build-To Zone

The build-to zone is the area on the lot where a certain percentage of the front building facade must be located, within the setback range from the edge of the right-of-way. Build-to zones shall apply only to the ground floor of the building.



Build-To Percentage

Ⓐ All primary frontage in Subarea 1	50% min.
Ⓑ All side frontage in Subarea 1*	30% min.

Note: All structures and uses (including outdoor dining) allowed on the lot are allowed in the build-to zone. Vehicle drive-through lanes or facilities are not permitted within the build-to zone.

5E. Non-Conforming Build-to Zone

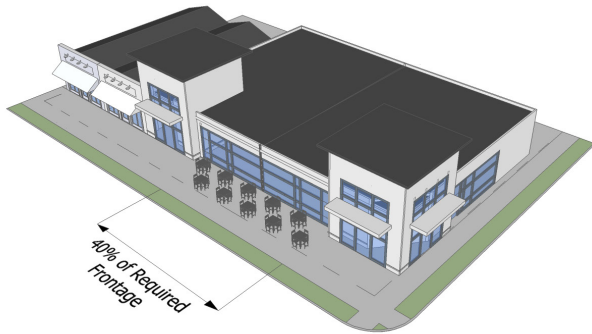
1. Expansion of an existing building which is unable to meet the build-to requirements must comply with the following nonconforming provisions:
2. Front Addition: Any addition to the front of the building must be placed in the build-to-zone; however, the addition does not have to meet the build-to percentage for the lot.
3. Rear Addition: Rear additions are allowed because the extension does not increase the degree of nonconformity.
4. Side Addition: Side additions not located within the build-to-zone are not allowed because the extension increases the width of the building outside the build-to-zone.

5F. Building Frontage Alternatives

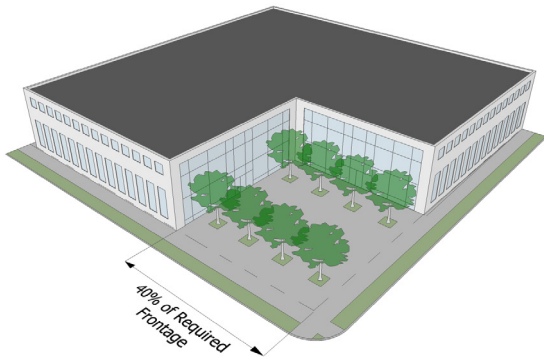
1. Residential Garden court; 40% of required frontage.



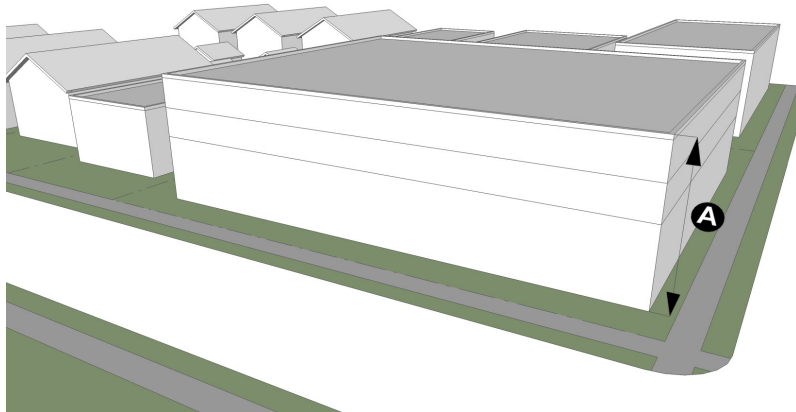
2. Outdoor Seating: 40% of required frontage



3. Plaza: 40% of required frontage



5G. Bulk and Mass



Building Height	
Ⓐ Max. height in stories (Subarea 1)	5 stories/60 ft.
Ⓐ Max. height in stories (Subarea 2)	3 stories/35 ft.
The maximum permitted building height is whichever is less.	
Note: Building height measurement is defined in the Sapulpa Zoning Code.	

6. Building Massing

6A. General

- Building massing standards apply to the following building types which include a maximum street-facing façade width:
 - Multi-family;
 - Shopfront;
 - Mixed-use; and
 - General

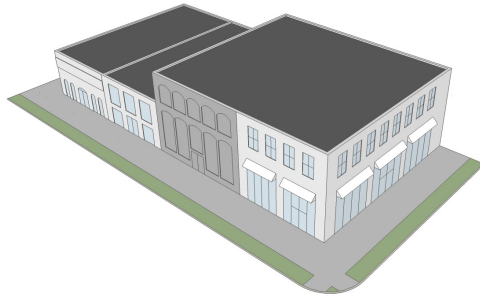
6B. Submittal Requirements

- All building massing standards with calculations verifying that the building elevations meet the requirements shall be submitted with building facade elevation plans and a site plan for review by the Downtown Code Administrator.

6C. Standards

- Street-facing building façades must use one of the following to divide the façade into vertical divisions at increments no greater than the maximum width dimension shown for building type, as measured along the base of the façade:
- A change of façade material and window systems from grade to roof, and change of building height of at least one story; or
- A change in façade composition from grade to the roof; or

4. Similar means intended to convey the impression of separate buildings.



Appropriate building massing

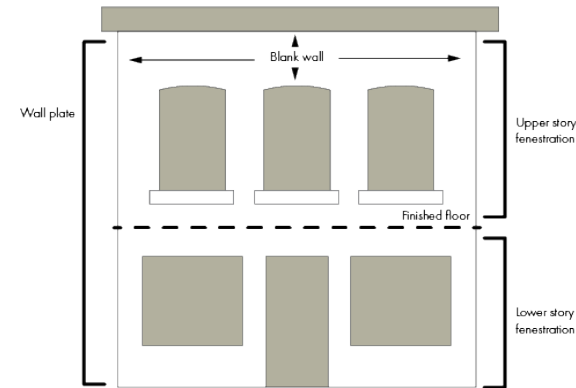
7. Fenestration

7A. Standards

1. Fenestration shall conform to the requirements for the particular building type established in Section 2: Building Types.
2. Fenestration is the minimum percentage of window and door glass that must cover a façade. It is calculated based on façade area and by floor.
3. Fenestration requirements apply to façades that abut a street (not including an alley).
4. Glass used to satisfy fenestration requirements shall be unpainted, shall have a transparency (visible light transmission) higher than 70%, and shall have an external reflectance of less than 15%. Transparency and external light reflectance shall be established using the manufacturer's specifications.
5. Window frames, sashes, mullions, and similar features that are integral to the window system count towards fenestration requirements. Opaque doors do not.
6. The façade area used to determine fenestration is measured from the top of the finished floor to the top of the finished floor above.
7. When there is no floor above, fenestration is measured from the top

of the finished floor to the top of the wall plate.

8. Blank wall area is measured in linear feet applied in both a vertical and horizontal direction.
9. Blank wall area applies to ground and upper story façades that face a street (not including an alley).



7B. Submittal Requirements

1. All fenestration and blank wall standards with calculations verifying that the building elevations meet the requirements shall be submitted with building facade elevation plans and a site plan for review by the Downtown Code Administrator.

8. Required Materials

1. Not less than 80% of all new building facades facing publicly accessible streets or open space shall be constructed of the following masonry materials:
 - a. Stone
 - b. Brick
 - c. Terra cotta
 - d. Patterned pre-cast concrete
 - e. Cement plaster stucco

- f. Cement board siding (Hardie board)
- g. Cast stone or prefabricated brick panels
- h. Architectural metal
- i. Other staff approved materials. Applicant must provide manufacturers product information to show proof that the alternative material meets the same level and design standard of quality, durability, and longevity as other approved masonry materials.

8A. Exceptions

- 1. Masonry requirements do not apply to trim work such as gables and soffits. The masonry coverage calculation does not include doors, windows, window box outs, eaves, or bay windows that do not extend to the foundation.

8B. Temporary Construction Buildings

- 1. Temporary building and temporary building material storage areas to be used for construction purposes may be permitted for a specific period of time in accordance with a permit issued by the city and subject to periodic renewal.

8C. Submittal Requirements

- 1. All building material standards with calculations verifying that the building elevations meet the requirements shall be submitted with building facade elevation plans and a site plan for review by the Downtown Code Administrator.

9. Pedestrian Access

9A. Required

- 1. An entrance providing both ingress and egress, operable to residents at all times, or customers during business hours, is required

to meet the street-facing entrance requirements outline in Section 2: Building Types. Additional entrances off another street, pedestrian area, or internal parking area are permitted and encouraged.

- 2. When a building type includes a maximum street-facing facade width, the entrance requirements must be met on each required vertical division.
- 3. Required walkways must be paved surfaces that connect the pedestrian entrance to the closest public sidewalk.

9B. Submittal Requirements

- 1. All pedestrian access standards with access locations verifying that the building elevations meet the requirements shall be submitted with building facade elevation plans and a site plan for review by the Downtown Code Administrator.

9C. Streetscapes

- 1. Both new and proposed streetscapes located within Subareas 1, 2 & 3 shall conform to the standards shown in Chapter 4 of the Sapulpa Downtown Master Plan & the Historic Downtown Design Standards & Guidelines included herein, except when an official City plan or project uses an alternate design.
- 2. Streetscapes not identified in “1” above” must conform to The City of Sapulpa Street Engineering requirements, except when an official City plan or project uses an alternate design.

10. Vehicular Parking

10A. Vehicular Parking

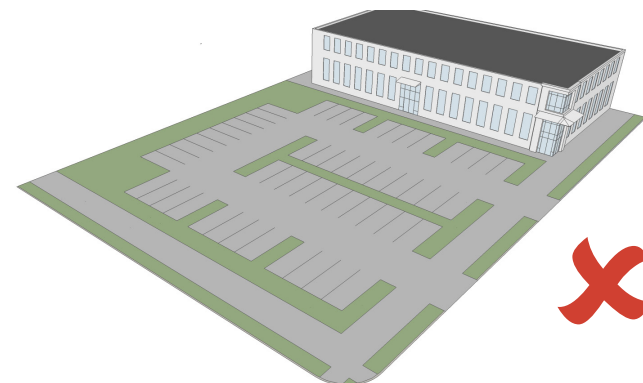
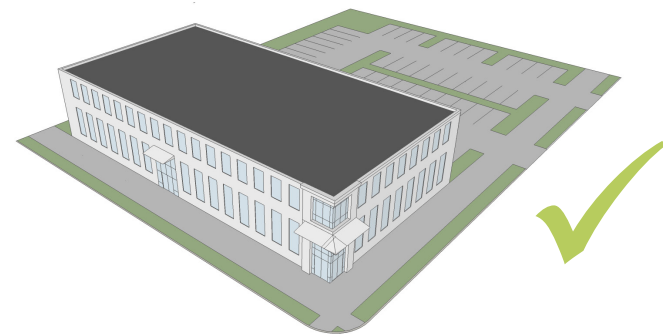
- 1. General Requirements
 - a. Off-street parking and loading requirements are subject to Chapter 10 Off-street Parking and Loading of the Sapulpa Zoning Code unless otherwise stated in this district code.

2. Minimum Requirement:
 - a. There are no minimum parking requirements for Subarea 1.
 - b. Subareas 2 & 3 are subject to Chapter 10 Off-street Parking and Loading of the Sapulpa Zoning Code.
3. Reduced Parking
 - a. New mixed-use development projects located in Subarea 2 & 3 are eligible for a 20% reduction in parking requirements.
4. Shared Parking
 - a. Shared use parking facilities may be used to meet minimum parking requirements. The total number of spaces shall not exceed the sum of the maximum spaces allowed for all individual uses sharing the facility.
 - b. Shared parking spaces is allowed if the following documentation is submitted in writing as part of the building permit application or site plan review:
 - i. The names and addresses of the uses and of the owners or tenants that are sharing the parking;
 - ii. The location and number of parking spaces that are being shared;
 - iii. An analysis showing that the peak parking demands for the different uses occur at different times, and that the parking area will supply at least the minimum number of required spaces for each use during its respective peak parking times.
 - iv. A legal instrument such as an easement or deed restriction that guarantees access to the shared parking for all uses.
5. Maximum Allowed
 - a. For a mixed-use building and mixed use development projects, the maximum parking allowed shall be the sum of the individual requirements for each use.

6. Structured Parking, General
 - a. All structured parking, regardless of whether or not it is a principal use, accessory use, freestanding, or part of a building, shall conform to the requirements of Section 3D: General Standards for all Parking Structure Standards.

10B. Location of Parking

1. Off-street parking lots, driveways, or drive through shall not be permitted between a building front and the street. Surface parking lots shall be located behind the building.
2. If accommodating all parking behind the building is infeasible, parking may be located to the side of the building and shall meet the parking screening requirements outlined in this code.



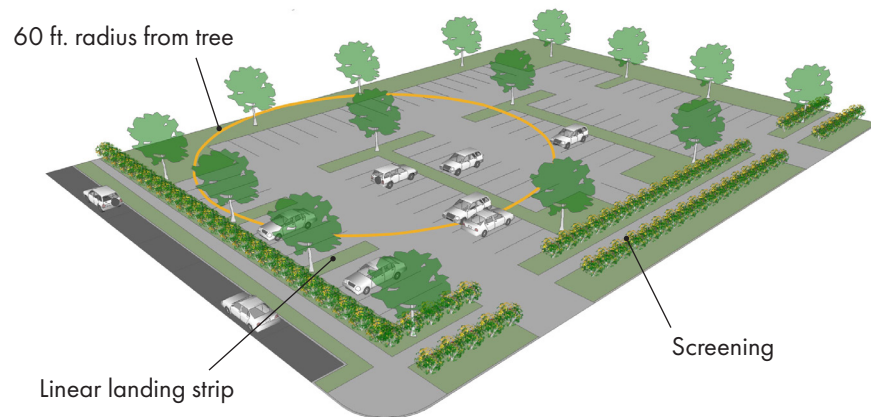
3. Townhouses: Townhouse garages shall only be accessed through a rear alley or shared driveway and shall not face a public street.
4. Garage & Carport Location: Buildings shall locate garages behind primary buildings where rear alleys or driveways are provided. If a rear alley or driveway is not provided, all parking for single-family detached shall be located behind the front building line. Garage doors that face the street must be located a min. of 15' behind the front wall plane of the building.

11. Parking Screening

11A. General Requirements

1. Parking lots and driveways that are located adjacent and parallel to a public street shall be screened from the public right-of-way with landscaping, berms, and/or walls up to 3 feet in height.
2. Landscape islands, linear landing strips, bio-swales, and/or rain gardens shall be required in parking lots with 12 or more spaces.
3. Every parking space is required to be not more than 60 feet from a large canopy tree, planted within a median, strip or island, as measured from the trunk at planting.

11B. Required Size of Landscape Islands and Linear

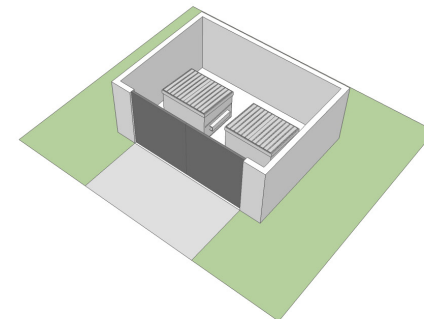


Landscaping Strips Containing Trees

1. Within parking lots with impervious surfaces such as asphalt or concrete: 130 square feet; 8 feet minimum width.
2. Planted in structural soil: 64 square feet; 8 feet minimum width. The use of approved structural soil shall be limited to landscape islands and adjacent walkways and parking area necessary for proper tree growth.
3. Within parking lots with approved pervious surfaces such as decomposed granite or pervious pavers and for parking areas excluding fire lanes: 16 square feet. Tree trunks should be protected by wheel stops or other physical barriers excluding curbs.
4. Linear landscaping strips are encouraged in lieu of landscaping islands where possible.

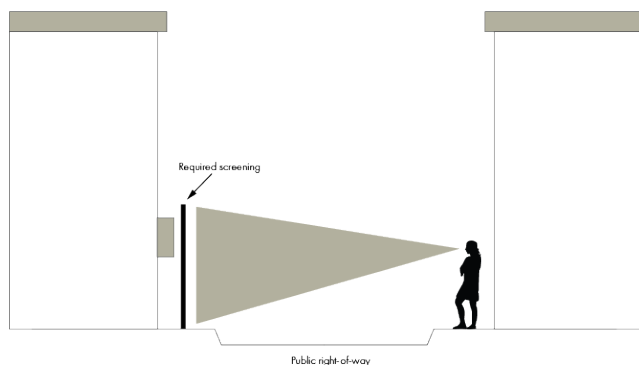
12. Dumpsters

1. Dumpsters serving residential and non-residential uses and other similar service areas, must be located to the side or rear of buildings and behind the primary structures on street frontages.
2. All dumpster and recycling collection containers shall be located on a concrete pad and shall be screened on 3 sides by a fence or wall.
3. The design, colors, and materials of screening elements shall be architecturally compatible with the character of the building.

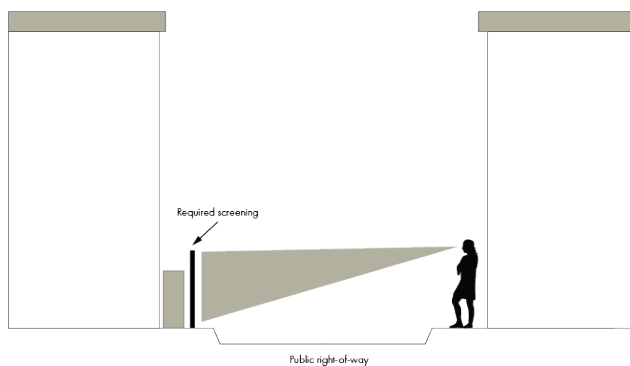


13. Equipment Screening

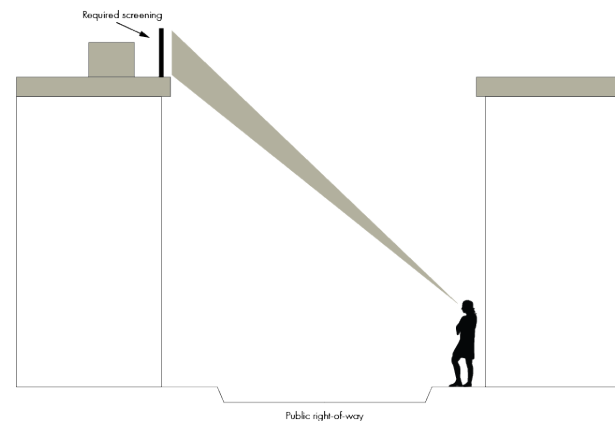
1. Wall-mounted equipment located on any surface that is visible from a public street (not including an alley) must be fully screened by landscaping or an opaque wall or fence that is compatible with the principle building in terms of texture, quality, material and color.
2. Architectural screening elements of sufficient height shall conceal roof top mechanical equipment from ground level view from abutting property or abutting public street (not including an alley).
3. Ground mounted mechanical equipment that is visible from a public street (not including an alley) must be fully screened by landscaping or an opaque wall or fence that is compatible with the principle building in terms of texture, quality, material and color.



Wall mounted equipment screening



Ground mounted equipment screening



Roof mounted equipment screening

15. Fences and Walls

15A. Design

1. All fences and walls located along a public street edge shall be a maximum of 4 feet tall and must be open style. Single-family and two-family developments located on corner lots with side or rear yards may use maximum of 6-foot-tall opaque fence to provide backyard privacy.
2. All fences and railings shall be architecturally compatible with the character of the building and be constructed of high-quality materials including: wrought iron, composite fencing, treated wood, aluminum, or metal. Chain link, barbed wire, and concertina wire material is prohibited.
3. All screening walls shall be architecturally compatible with the character of the building and constructed of high-quality materials including stone, decorative blocks, brick, cast stone, or stucco over standard concrete masonry blocks.
4. For private residential patios, yards, or outdoor dining patios, a front yard fence, railing, or low walls may extend beyond the building facade if the following requirements are met:
 - a. Fences, railings, and walls shall not exceed 3 feet (36") in total

height as measured from the ground to the top of the fence, railing and/or the wall however;

- b. For elevated residential stoops the total fence, railing and/or wall height shall not exceed 5 feet (60") total.

16. Signage

1. All signage in Subareas 1, 2, & 3 are subject to Section 921 of the Sapulpa zoning code, in addition to the requirements listed herein.
2. The following signs are prohibited in Subarea 1, 2, & 3:
 - a. Internally illuminated signs, except neon signs.
 - b. Electronic message boards, moving electronic signs, and video signs.
 - c. Internally-illuminated awnings (awnings may be illuminated by an exterior light source).
 - d. Monopole/pylon signs
 - e. Illuminated signs that flash.
3. Ground signs are prohibited in Subarea 1.
4. Ground signs in Subarea 2 & 3 are not allowed between a building and the street. Ground signs may be placed on the side of the building within 50' of the right-of-way.
5. Roof signs in Subarea 2 are prohibited.
6. Roof signs in Subarea 1 & 3 shall not extend more than twelve (12) feet above the mean roof level of the structure to which it is affixed.
7. Windows painted with promotional, or advertising signage are permitted as a temporary use. Permits for a temporary window painting sign shall be good for a period of thirty (30) days, not to exceed two (2) permits in a six (6) month period on a given site.
8. Neon signs are permitted in Subarea 1 & 3.
9. Temporary flag signs used for promotional or advertising are not allowed within the public right-of-way.

10. Chalkboard signs are permitted but shall not block pedestrian movement and must be moved inside at the end of each business day.
11. Rooftop decks, and green roofs may be used to satisfy open space requirements.

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Commercial Design Guidelines

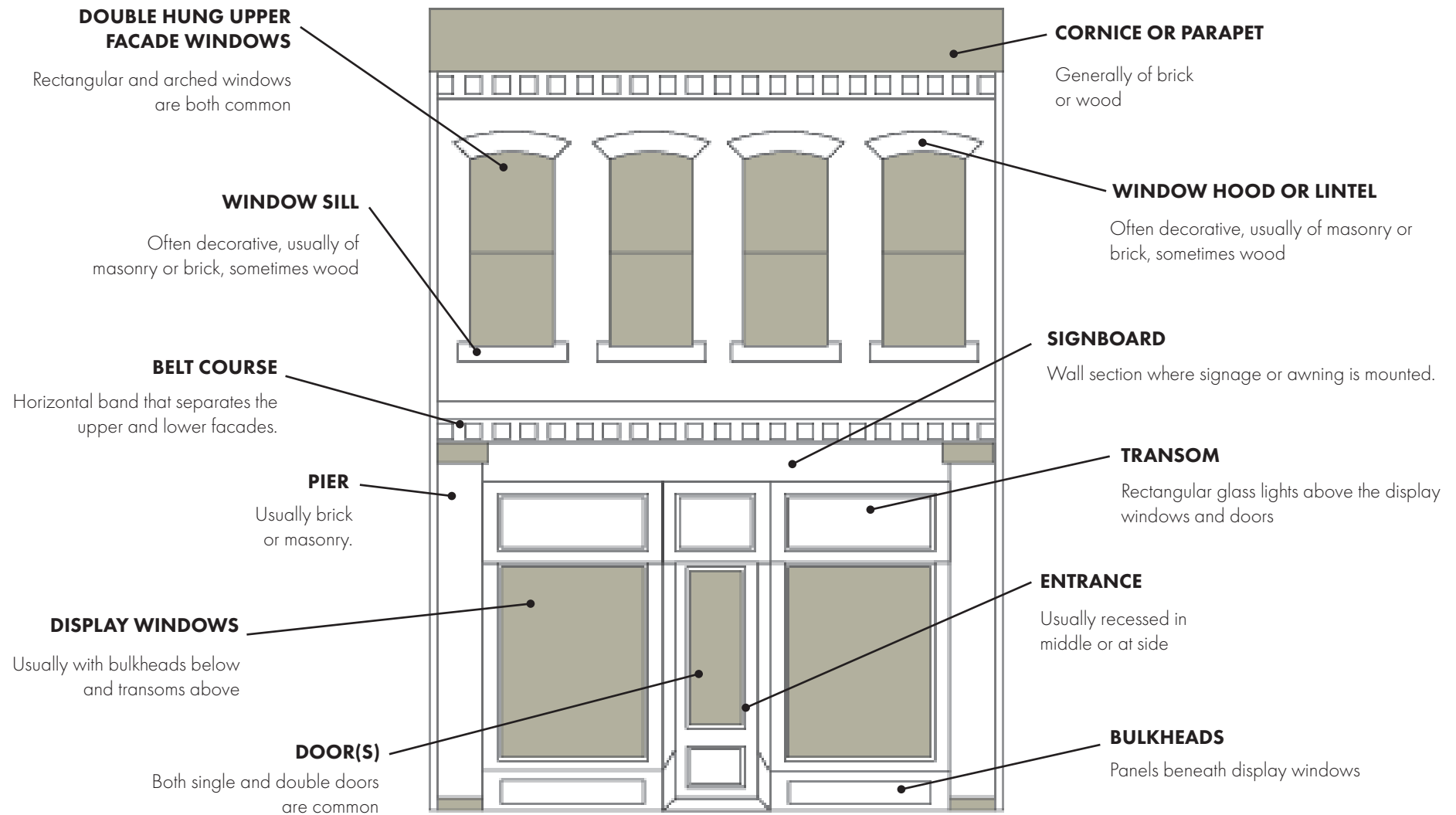


Commercial buildings in Sapulpa can generally be defined by building types and often by a specific architectural style or style influence. Building types can be categorized by form, massing, door and window openings, and other features that shape the overall arrangement of the façade. Building types may then be embellished to reflect architectural detailing and styles popular at the time of their construction or renovation. The intent of these guidelines are to provide an understanding of appropriate building forms and not focus on particular building styles. It is also important to note that some exterior renovations may have gained historic significance.

By referencing Richard Longstreet's work *Main Street: A Guide to American Commercial Architecture* this document highlights four common commercial building types found in downtown Sapulpa.

Components of a Commercial Building

The following diagram is intended to provide a general understanding of commercial building components and vocabulary.



Commercial Building Types

One-Part Commercial Block

Similar to the ground floor segment of the two-part commercial block, one-part commercial building types are simple one floor commercial spaces. Not many of these building type survive as it was typical for them to be replaced with buildings that offered more useable space or stories were added to transform them into a two-part building type. Characteristics include:

- One story in height,
- Abuts sidewalk with 100% lot frontage,
- And consist of storefront with standard elements (as reviewed in diagram on page 43)



Example of a one-part commercial block in downtown Sapulpa



Examples of a two-part commercial block in downtown Sapulpa

Two-Part Commercial Block

The two-part commercial block is the predominant building type found in downtown Sapulpa. This building type is defined by having two primary components including a lower zone or storefront (the public zone) and upper zone or shaft (the private zone). The upper zone may include 1-3 floors atop the lower zone. Characteristics include:

- Two to four stories in height,
- Abuts sidewalk with 100% lot frontage,

- A belt course provides horizontal division between first and second stories creating two zones
- Noticeable parapet and cornice.

Enframed Window Wall - One-Story

Another common building type is the enframed window wall. The type is visually unified by enframing the large center section with a wide single composition border. The center section is often comprised of a large, glazed area for display of merchandise creating an openness; however, this sometimes varies based on the original use as this aspect is absent with banks. Characteristics include:

- Wide continuous boarder around the center section,
- Simple surround/boarder,
- Decorative elements tend to be modest.

Two-Part Vertical Block

Similar to the Two-Part Commercial Block, except this type places greater emphasis on the verticality of the upper zone. The lower zone may be 1-2 stories in height and serves as the base for the upper zone. The upper zone provides the verticality that defines this building



Above: Example of an enframed window wall in downtown Sapulpa



Right: Examples of two-part vertical commercial structures in downtown Sapulpa

type. The upper zone floors repeat the design on each floor and then terminate at the cornice or parapet. Characteristics include:

- 4 or more stories,
- Façade divided into two major zones,
- Predominant unified upper zone.

As previously stated, there are other building types within downtown Sapulpa, however, the above are the most common. Other types may be defined by their original use such as corner gas station, county courthouse, historic post office (current occupant Creek County Sheriff's office), former lodge (current occupant Creek County Clerk's Office), and buildings of worship to name a few.



Historic post office current occupant Creek County Sheriff's office



1st Church of Sapulpa (First Presbyterian Church).

Guidelines for Commercial Rehabilitation

Commercial buildings that are not within a locally designated historic district or subarea are not held to the following guidelines; however, all property owners are encouraged to reference this document when working on historic commercial structures within the City of Sapulpa.

For each of the following categories staff may approve non-traditional materials that emulate traditional materials but provide advantages relative to maintenance, durability, and cost.



Examples of well-preserved facades in downtown Sapulpa



Examples of facades with historically mismatched details

Facades

- Architectural and decorative features original to a building should be preserved, maintained, and repaired. Architectural features should not be removed or concealed.
- If original façade or façade features cannot be repaired or is missing, replacement should closely match original in design and material.
- Lower facade/Storefront floor(s) often evolved over time. These changes typically acquire significance of their own and should be carefully evaluated before any contemporary alteration occurs.
- Decorative façade features should not be added to a building where none originally existed.
- Reliable imagery or physical evidence should be used to reconstruct historic facades.
- If no reliable information exists, replacement or reconstruction should be based on compatible forms existing on contributing structures found within the same subarea.

Display Windows and Bulkheads

- When feasible display windows and bulkheads should be repaired rather than replaced.
- Replacement or repaired display windows and bulkheads should match the original in location,



Example of well-preserved bulkheads and display windows in downtown Sapulpa



Example of inappropriate bulkheads and windows

design, size, configuration, and materials.

- Retain non-original display windows and bulkheads that are from significant modern storefronts having important retail history or those using quality modern materials.

Display Windows

- Windows tint, smoked, or mirrored film or glass should not be used.
- Should not remove, cover, reduce or alter original storefront display windows.

Bulkheads

- Replacement may be constructed of wood or brick panels. Other materials may be used for replacement if consistent with architectural style of building and found to be consistent with other contributing structures in the district.
- Replacements should align at roughly the same height as those of other storefronts on the block.

Windows and Doors

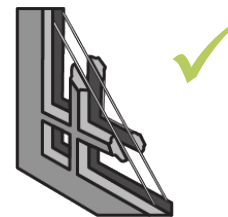
- Windows and doors should be repaired rather than replaced.
- Original window and door locations should be preserved in their design, location, size, materials, and arrangement.
- Original windows and doors should not be concealed, enclosed, moved, or covered.
- Alteration to original door openings is appropriate only for purposes of ADA access.
- If the original window type or door is unknown, replacements should maintain the original opening and be of a style appropriate to the building.



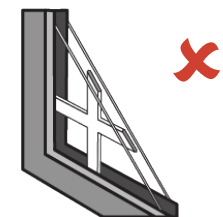
Examples of well-preserved historic windows and appropriately restored windows in downtown Sapulpa



Examples of unrestored and boarded up windows



Appropriate simulated divided windows with muntins attached to both sides



Inappropriate grid-between-glass windows

Windows

- Missing windows should be replaced with windows that match the original in size, number and arrangement of glazing, and materials.
- Wood is preferred for replacement windows. If other contemporary materials are approved, the surfaces must be paintable.
- Vinyl, plastic or fiberglass parts for windows are not recommended. [These materials degrade quickly in UV light.]
- Original window detailing should be preserved including lintels and sills.
- Simulated divided windows with muntins that attached to both sides of the window are preferred. Grid-between glass or single sided snap-on grilles are not appropriate.
- For additional weather seal the use of interior storm windows is preferred.
- Shutters should not be used unless there is physical or documented evidence that they were original to the building.

Doors

- Door glazing should be sized appropriate to the display window glass.
- Kickplate panel height should equal that of the display bulkhead panels.



Example of an appropriate door in downtown Sapulpa



Examples of an inappropriate door with mismatched style and opaque screening

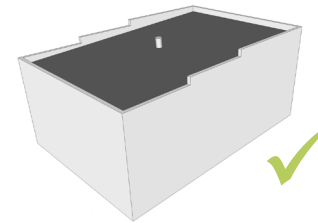
- Door hardware if missing should be of same architectural style for the building.
- Retain later-period doors that match significant modern styles of storefronts with important retail history or those using quality modern materials.
- Wood is preferred for replacement doors, but metal doors may also be approved by staff.
- Residential style doors are not appropriate on commercial structures.

Roofs and Parapets

Most of Sapulpa's historic commercial structures have flat or gently sloping roofs and a masonry parapet wall. The parapet wall screens the roof from the street level.

Roofs

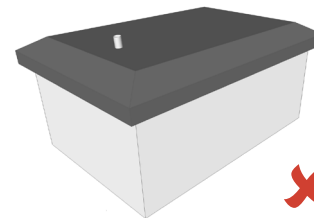
- Original roof pitch and orientation should be maintained.
- If a new roof is installed, it should match the original pitch and



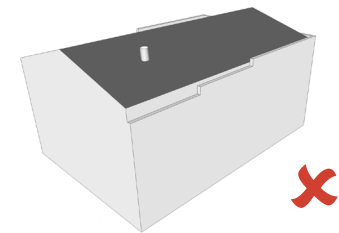
Example of an appropriately rehabilitated roofline



Examples of well-preserved rooflines and parapets in downtown Sapulpa



Examples of inappropriately rehabilitated rooflines



orientation.

- Unless otherwise documented, roofs should be constructed below the original parapet wall. [This allows the building owner a variety of options for repair, replacement, as well as additional screening for utilities so long as replacement material and utilities are not visible from street level.]
- Rooftop mechanical equipment and utilities should not be visible from the street level.

Parapets

- Preserve original parapet walls where they exist.
- Do not cover parapet walls with new roof system.

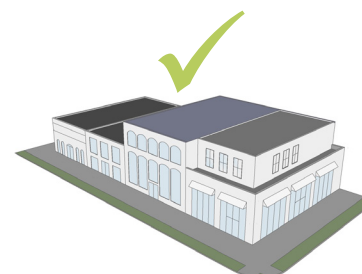
Additions

Additions require consideration and sensitivity to the existing structure and the neighboring buildings/spaces. Additions should respect the character of the building and district in the way of scale, massing, form, proportion, rhythm, materials, and details of adjacent contributing structures. Approved additions should be seen as a product of their own time and not an exact duplication. [Exact duplication of a historic style creates a false sense of history for the addition and the existing structure.]

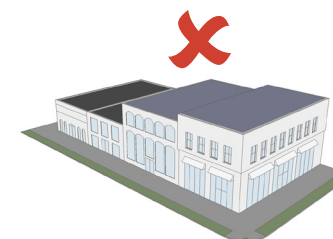
- Additions should be secondary in scale and design to the original structure.
- Additions should be designed and placed so not to detract from the original structure and should not overpower, obscure, obstruct, damage, or destroy character defining features of the original structure.
- If the addition under review is removed later, it should still be possible to rehabilitate the building to its original form.
- New ground floor additions should be placed at the rear or side of original structure and not extend from the primary façade.
- Upper story additions (new floors) should be setback a minimum of 6 feet from the street facing façade.
- Setbacks of upper floor additions may be used for outdoor space so long as railing and other building code requirements for such

spaces are appropriately integrated into the design and not detract from the overall character of the original buildings primary facade.

- Upper story additions should not exceed two stories in height unless approved by staff.
- Relate roof lines for additions to the original structure.
- Original facade elements such as moldings, cornices, upper story windows, and decorative elements should not be removed or altered to accommodate building additions.
- New window and door openings that have no relationship in size or proportion to the openings in the original building should not be allowed.
- Design additions to be subtly distinguishable as new. Use similar materials as found on the original building but change the color, texture, design, or detail slightly to differentiate new from old.



Example of an appropriately executed addition



Example of an inappropriately executed addition

Guidelines for Commercial New Construction

New construction within the district should require no specific architectural style; however, the following criteria should be used in determining whether the proposed design of a new structure is compatible with the collective characteristics of the structures located within the district.

- Sapulpa historic district has three distinct subareas. New construction within each of these areas should acknowledge the immediate context in which the new construction is located.
- New buildings should be seen as a product of their own time and not an exact duplication of a historic architectural style so to avoid creating a false sense of history.
- New buildings in the district should be compatible with contributing buildings on the same block face in scale, height, orientation, shape, placement, rhythm and proportion of openings.

Building Type (Mass and Composition)

Uniformity of façade proportions and the spacing of contributing buildings must be considered in new construction so to achieve a cohesive streetscape.

Large infill buildings create facades that reflect existing building widths



Vertical divisions create appropriate rhythm in the street wall

- The massing and composition of new construction should be similar to the contributing buildings on the block face.
- New buildings should have 100% lot frontage to form a continuous street façade.
- Elements such as roof forms, parapet lines, openings, towers, bays, balconies, corner turrets, chimneys and other characteristics commonly found in the character area should be allowed when compatible with the proposed architectural style.
- Buildings should have vertical divisions to maintain traditional building widths. This is particularly important for larger infill buildings.
- New buildings should provide architectural separation between storefronts and upper facades. This separation should be in alignment with contributing buildings on the block face.

Height

Building heights shall conform to the Zoning Ordinance while respecting contributing buildings on the block face. Generally, new construction should not be more than one story taller than the established historic building height on the same block face.

- Building height should relate to contributing structures on the same block face.
- Generally, new construction should not be more than 1 story taller than the established building height on the same block face. Additional stories may be considered if the following are met:



Display windows, banding, rooflines should generally align with neighboring structures, despite slope

Commercial Design Guidelines

- Upper floors are setback a minimum of 6' from the primary façade parapet (balconies may extend up to 2' into the 6' setback),
- Appear secondary in architectural design to the primary street façade.
- Every effort should be made to align floor levels with adjacent contributing structure(s).

Setback and Orientation

New construction should respect established setbacks and orientation of contributing buildings on the block face. Maintaining uniform setbacks and orientation promotes the compatibility of the new buildings within the character area.

- Corner conditions should respect the prevailing pattern of the intersection with corner entries or entry plazas if present at the intersection.
- Street facing facades should be aligned with adjacent contributing buildings and conform to established setbacks.
- When not visible from the public right-of-way, the alignment of rear and side additions shall be regulated by the zoning ordinance.
- The primary façade should be oriented parallel to street on which it is sited.



Appropriate setback and orientation



Inappropriate setback and orientation

Facades

Storefronts

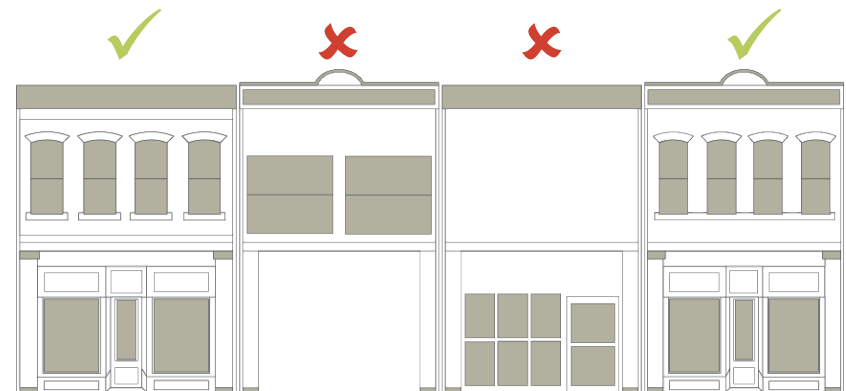
- Should have storefronts of size and proportion consistent with the prevailing block face pattern.

Doors

- Enhance primary entries with architectural surrounds, porticos, or other design features appropriate to the architectural style of the building.
- The main entry should be parallel to the primary street unless it is an approved corner condition.
- Should create visual hierarchy among multiple entrances if intended for different uses.

Windows and Window Systems

- Should have a minimum of 60% glazing of the storefront.
- Should have windows of size and proportion consistent with contributing buildings on the block face.
- Generally window proportions should be larger at the base and gradually decrease in size with the height of building.
- Upper façade windows should have true or simulated divided glazing or be one-over-one.
- Grid-between-glass windows are not appropriate.



Examples of good and bad facade proportions

Materials and Colors

Should have exterior primary wall construction of materials consistent with those found in the district. To allow for appropriate contemporary architecture style, staff may approve material not found in the subarea on a case-by-case basis.

Certain non-traditional materials that emulate traditional materials but provide advantages relative to maintenance, durability, and cost should be considered.



An example of a well-executed corner return in downtown Sapulpa

Corner Returns

Street-facing façade materials and details should return at least one architectural bay along an alley or block break before transitioning to secondary materials and details. As used in this context, “return” means to carry an architectural material or detail past a corner and onto an adjacent façade.



An appropriate mix of materials in downtown Sapulpa



An example of an excessive number of colors and materials on one facade

Varying Material

Buildings facades should be constructed of no more than three primary materials and or colors. Additional materials may be used as trim or accent materials; however, the use of an excessive number of materials risks creating a building that is inconsistent with the character of the district.

Color

All exterior wall finishes, foundations, windows, and door material colors should use hues or equivalent to any historic palettes from any major paint manufacturer, except that primary and florescent colors should not be allowed.

General

Architectural Lighting

- Original light fixtures should be preserved, maintained, and repaired.
- Concealed architectural up-lighting to highlight facade elements is encouraged.
- The lighting should be steady and not rotate or change color.
- Prominent fixtures should reflect the appropriate architectural style of the building.
- Secondary fixtures should be simple in design.

Awnings

The application of new awnings is appropriate so long as they are of traditional awning designs and placement. Awnings may be applied to both storefront and upper façade windows of commercial buildings as well as to windows of residential buildings.

- Should fit the opening to which they are applied. I.E. Shed awnings are appropriate for rectangular openings and arched awnings are appropriate for arched openings.
- Should be straight sided or have shed designs,

Commercial Design Guidelines

The use of bubble, concave, or convex forms is appropriate only for round arched openings.

- Internally lit awnings should not be used.
- Awnings may be retractable or fixed.
- Should not cover or conceal significant decorative elements. The only exception should be for storefront level awnings.
- The following awning material is discouraged vinyl (of any kind/application), fixed metal, or wood.



Appropriate signage, lighting, and awnings



Inappropriate signage, lighting, and awnings


brackets or similar hardware is used.

- Should not exceed three different locations on one storefront for the same business.

Signage

- The identity of Sapulpa may be enhanced through signage that is appropriately placed and uses materials that complement the building in which the district it is located.
- Signs shall conform to Section 921 of the Sapulpa zoning code, and section 16 of the zoning code recommendations listed herein except as follows:
 - Monopole/pylon signs should not be allowed unless historically appropriate to the building.
 - Should have simple lighting, if lit. Spot or up lighting for signs is recommended.
 - Should be placed at traditional sign locations including storefront belt courses, upper façade walls, hanging or mounted inside windows, printed on storefront awning, or projecting from the face of the building.
 - Should be anchored into mortar, not masonry, if mounting

Residential Design Guidelines

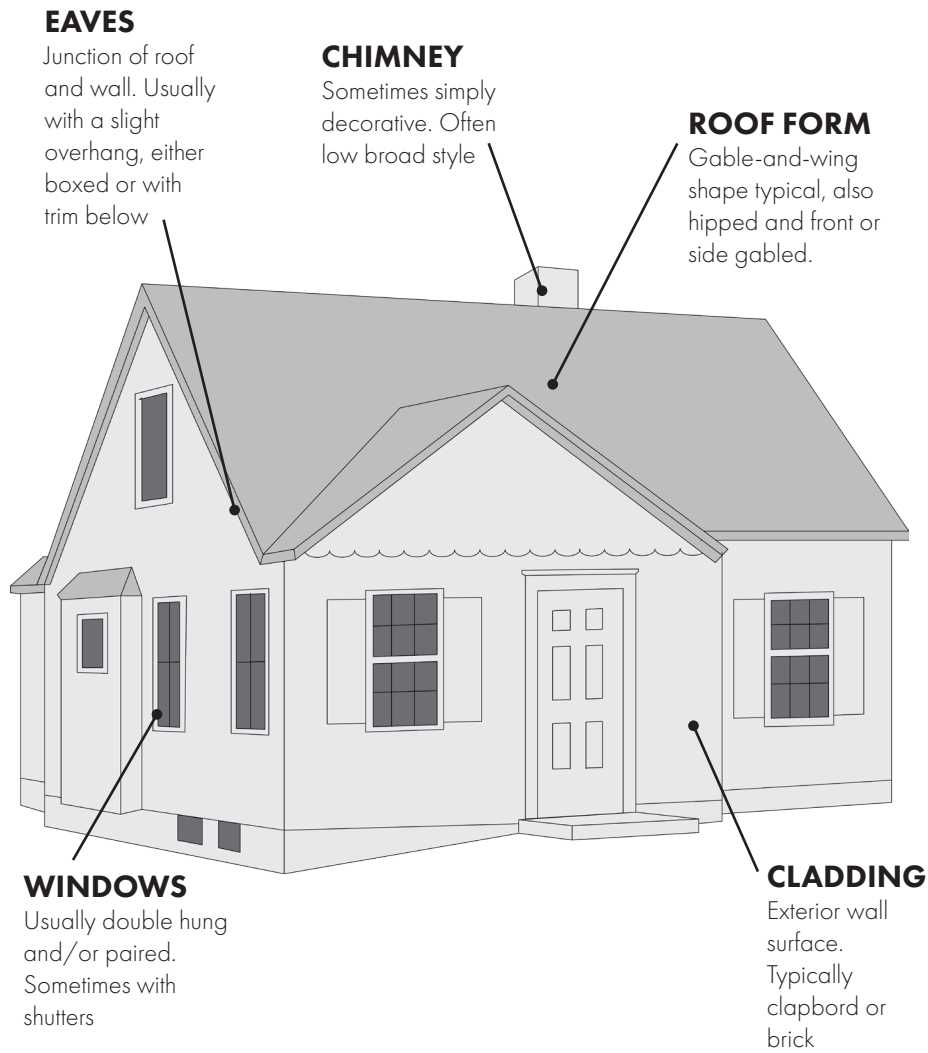


This chapter provides general guidelines for the rehabilitation and new construction of single family detached houses located within the historic district, to ensure they relate appropriately to the historic district. The guidelines for rehabilitation are primarily intended for residences; however, they also apply to single family detached dwellings that have been converted for commercial use. New residential buildings should be compatible with contributing structures and not a reproduction or literal copy of a historic style. To accomplish this the following guidelines are focused on size, scale, rhythm, directional emphasis, materials, and building elements. These guidelines also apply to infill residential structures including multi-family, townhouse, and single family detached.

Note: Multifamily buildings proposed on “shopfront streets” shall follow Commercial Guidelines for New Construction.

Components of a Residential Building

The following diagram is intended to provide a general understanding of residential building components and vocabulary.



Guidelines for Residential Rehabilitation

The following should be used to assist in the appropriate rehabilitation of contributing single family detached dwellings within the historic district.

For the following categories staff may approve non-traditional materials and architectural detail reproductions that provide advantages relative to maintenance, durability, and cost.

Architectural Details

- Architectural Details original to the building should be preserved, maintained, and repaired. Original details should not be removed or concealed.
- If original details cannot be repaired or are missing, replacement should closely match the original in design and material.
- Reliable documentation or physical evidence should be used to reconstruct/replace details when replacement is needed.
- If no reliable documentation exists, replacement or reconstruction of the architectural detail should be based on compatible forms existing on contributing structures within the same subarea.
- Architectural Details should not be added to a building where none originally existed.
- Note: Architectural Details include, but are not limited to brackets, dentils, cornices, molding, shingles, clapboard, balusters, columns, rafter tails, etc.

Exterior Materials

- Preserve, maintain, or restore original cladding material on walls and on gables when visible from the public right-of-way.
- If replacement of original masonry or wood is necessary, a new material that matches the original in size, shape, surface finish, and color should be used.

Doors & Windows

Doors

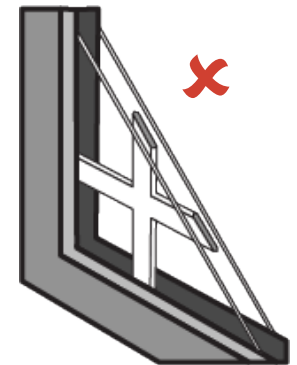
- Should be repaired rather than replaced.
- Original doors and door openings should not be removed, concealed, or altered in shape or form.
- Alteration to original door openings is appropriate only for purposes of ADA access.
- New door opening locations should not be allowed on the primary façade or street facing side façade.
- When replacement is necessary, doors should maintain the original opening and be of a style appropriate to the building and similar in design to the original door in style, glazing and pane configuration.



Windows

- Should be repaired rather than replaced.
- Original windows and window openings should not be removed, concealed, or altered in size, shape, or form.
- New windows locations should not be allowed on the primary façade.
- When new or replacement windows are allowed, the following should be met:

- Grid-between-glass mullions should not be used.
- Wood is preferred for replacement and new windows. If other contemporary materials are approved, the surfaces must be paintable.
- Should match the original in size and design.
- For additional weather seal the use of interior storm windows is preferred.
- Shutters should not be used unless there is physical or documented evidence that they were original to the building.



Inappropriate grid-between-glass mullions

Lighting

- Should be preserved and maintained if original.
- If the original light fixtures are missing, contemporary light fixtures with simple designs and detailing are preferred to typical colonial style fixtures.
- Flood lights should be mounted on the rear or side facades of dwellings rather than on the front/primary façade.

Mechanical Systems

- Location of air conditioners, satellite dishes, and similar mechanical systems should be placed so not to distract from the historical integrity of a building.
- No mechanical systems should be placed on or adjacent to the front façade.

Gutters

- Should be repaired rather than replaced if possible.

- The addition of gutters should not result in the removal of existing eave features.
- Should be sized appropriately to the building. Gutters and downspouts should not exceed 6".
- Vinyl materials should not be used.

Chimneys

- Preserve, maintain, or restore original chimneys.
- Chimneys should be reconstructed if removal of original chimney(s) is necessary and approved by Staff due to safety concerns.
- Chimneys that are reconstructed should match the original in form, massing, and material; reconstructed chimneys are not required to be functional.

Porches

- Should be maintained in their original design with original materials and detailing.
- May be screened only if the structural framework for the screen panels is minimal and the open appearance of the porch is maintained.
- Should not be enclosed with wood, glass, or other materials which would alter the porch's open appearance.
- Should not be added to the front façade or street facing side façade unless physical or historical documentation is provided illustrating such porch location were original to the house.



Example of lattice panel foundation enclosure

Roofs

- Should be retained in their original shape and pitch, with original features (such as chimneys), and roof material when feasible.
- Should be re-roofed with substitute materials such as asphalt shingles if the original materials are no longer present or if the retention of the original roof material is no longer feasible.
- Earthtone colors are preferred.
- Dormers, roof decks, balconies, or other additions (where none existed originally) should not be added where visible from the public right-of-way.

Skylights

- Should be flat or flush with the roofline, not convex or bubble designs.
- Should not be placed where visible from the public right-of-way.

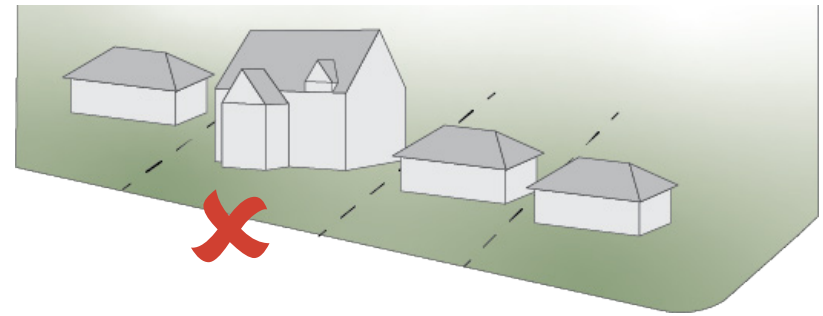
Foundations

- Preserve, maintain, or restore house foundation materials and design.
- Foundation enclosure between piers may be acceptable if materials and methods used allow for ventilation beneath the structure and is reversible.
- The preferred method is lattice panels made of wood. Lattice should be fitted within a frame.

Additions

- Should design new additions to preserve the established massing, scale and orientation of the buildings and character of the block.
- Design additions to be subtly distinguishable as new. Use similar materials as found on the original building but change the color, texture, design, or detail slightly to differentiate new from old.
- Additions should not cover, obstruct, overpower, or remove historically significant architectural or character defining features such as windows, doors, porches, and rooflines.
- Retain compatibility with the original foundation by maintaining similar height and materials.

- Relate roof pitch and roof orientation of the new addition to the primary building.
- Dormer additions should be designed in proportional scale to the original roof and should not compete visually. Dormer additions should be restricted to side and rear elevations.
- Additions should not create an appearance inconsistent with the historic character of the building.
- Additions should not extend off the primary façade.
- Should not change the street facing yard areas by completely paving them for uses such as parking or courtyards/plazas.



Inappropriate height and width based on the compatibility rule.

Guidelines for Residential New Construction

The compatibility rule is used to determine the appropriateness of many items in this chapter. The compatibility rule is based on the existing conditions of contributing structures along the same block face. When applying this rule, a proposed condition may be no greater or less than what is found existing in the contributing historic form. If no contributing structures exist on a block face staff may identify an adjacent block face that is similar in form and use to apply this rule.

Height

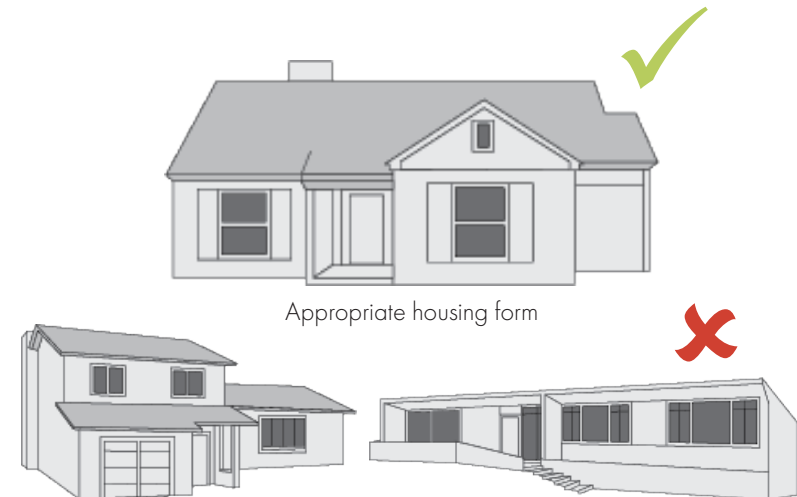
- Single Family Detached, Townhouse, and small multifamily (up to 6 units) should be based on the compatibility rule.
- Multifamily greater than 6 units should be held to zoning standards.

Width

- Building width for Single Family Detached, Townhouse, and small multifamily (up to 6 units) should be based on the compatibility rule.
- Building width for Multifamily greater than 6 units should be proportional to the width of the lot.

Building and Roof Form

- Should utilize forms that relate to existing contributing structures within the same subarea.
- Should follow the existing roof type and pitches found within the same subarea.
- Should utilize similar roofing material found of contributing structures within the same subarea.

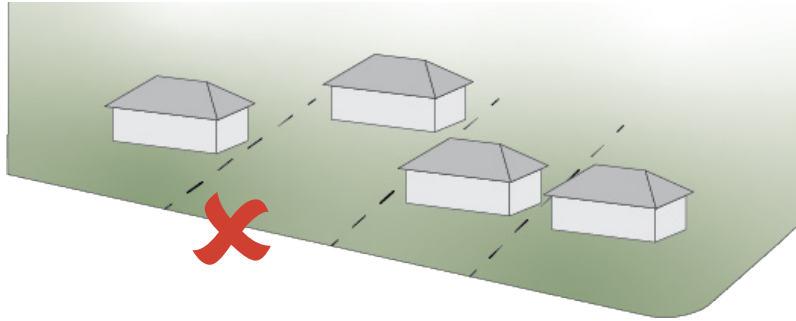


Appropriate housing form

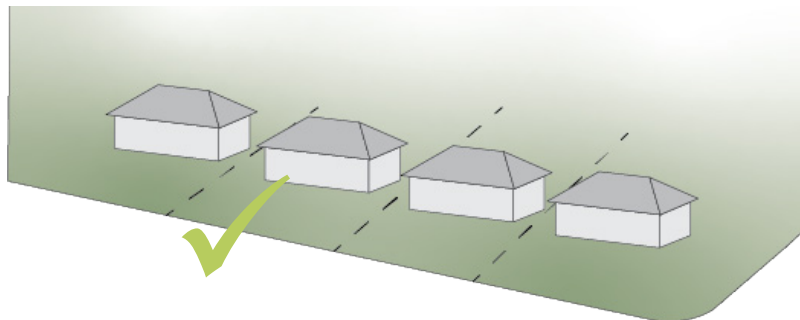
Inappropriate housing forms

Setback and Orientation

- The compatibility rule should be applied to determine appropriate building orientation.
- The compatibility rule should be applied to determine appropriate building setbacks.



Inappropriate setback based on the compatibility rule.



Appropriate setbacks, massing, forms based on the compatibility rule.

Facades

Doors

- The main entry should be parallel to the primary street unless the compatibility rule allows for a corner condition.
- Multifamily buildings should create visual hierarchy between multiple entry points.

- Enhance primary entries with architectural surrounds, porticos, or other design features appropriate to the architectural style of the building.

Windows

- Should have windows of size and proportion compatible with other buildings on the block face.
- Generally, window proportions should be larger at the base and gradually decrease in size with the height of the buildings.
- Windows that provide advantages relative to maintenance, durability, and cost may be considered by Staff so long as the following is met.
- Grid-between-glass mullions should not be used.
- Should be faced with painted or unpainted wood.
- On-site painted synthetic materials may be approved by Staff when they are visually indistinguishable from an otherwise allowed painted material.

Mechanical Systems

- Location of air conditioners, satellite dishes, and similar mechanical systems should be placed so not to distract from the historical integrity of a building.
- No mechanical systems should be placed on or adjacent to the front façade.

Materials and Colors

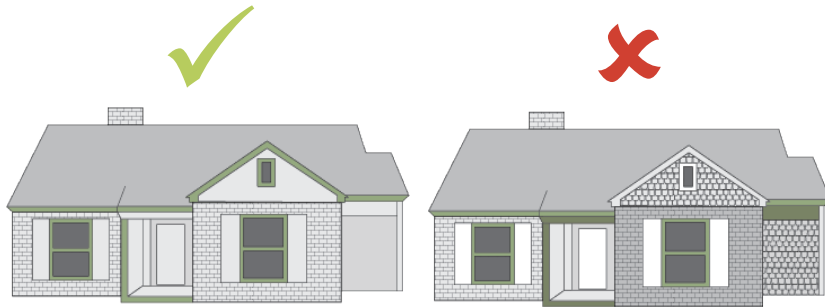
- Should have exterior primary wall construction of materials consistent with those found in the district. To allow for appropriate contemporary architecture, staff may approve material not found in the Character Area on a case-by-case basis.
- Certain non-traditional materials that emulate traditional materials but provide advantages relative to maintenance, durability, and cost should be considered.
- Buildings facades should be constructed of no more than three primary materials and or colors. Additional materials may be used as trim or accent materials; however, the use of an excessive

number of materials risks creating a building that is inconsistent with the character of the district.

- All exterior wall finishes, foundations, windows, and door material colors should use hues or equivalent to any historic palettes from any major paint manufacturer, except that primary and florescent colors should not be allowed.

Porches, Porticos, and Stoops

- Single Family Detached, Townhouse, and small multifamily (up to 6 units) should incorporate porches, porticos, or stoops appropriate to the designated subarea.
- Porches, porticos, and stoops should respect the setbacks established by contributing structures along the block face.



Appropriate mix of materials and hues.

Excessive number of hues and materials.