

The Brady Heights Historic Preservation Zoning District



DESIGN GUIDELINES

Adopted _____ 1999 by the Tulsa _____

BRADY HEIGHTS

NEIGHBORHOOD ASSOCIATION, INC.

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Design Guidelines for Tulsa's Historic Brady Heights Neighborhood Circa 1900-1945

Dear Brady Heights Property Owners:

The Brady Heights Neighborhood Association is pleased to present the first edition of Design Guidelines for Tulsa's historic Brady Heights neighborhood. These guidelines pertain only to the parts of buildings visible from the street. Through these guidelines, the Neighborhood hopes to assist property owners in planning changes and making repairs that are visible from the street and planning compatible designs for new construction on lots that are available for infill housing. The Neighborhood Association will help residents in finding both financial and architectural assistance, if needed.

The Brady Heights Neighborhood Association recognizes that homeowners' needs change over time and understands that buildings may need to be altered so that they can continue to accommodate and serve contemporary lifestyles. The Guidelines are intended to provide Brady Heights property owners with guidance in planning, designing, and renovating their properties. It will also serve as a guide for new construction, and/or relocating an existing structure into Brady Heights.

These guidelines have been prepared by your neighbors and have been written specifically for Brady Heights. The following group of 14 residents contributed many hours of personal time in developing guidelines that are not only appropriate for Brady Heights but easy to use.

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Brady Heights—The Neighborhood

From territorial days until the 1920s, Brady Heights was an important part of the fashionable north side of Tulsa. Known as the "Silk Stocking District," the area was home to many Tulsans who were active in Tulsa's growth and development in the 1910s and 1920s. These included Tate Brady, merchant and entrepreneur for whom the district was named, Joseph S. Hopping, founder of the Fourth National Bank with his neighbor and brother-in-law Thomas Hartman, George Winkler, a leading local architect, I. S. Mincks, original owner of the Mincks-Adams Hotel, and other important community leaders including Judge Gubser, Postmaster J.M. Crutchfield, and Zenia Loughton, photographer.

Brady Heights developed after the 1901 oil strike in Red Fork. The area set the architectural standard for other early middle and upper class residential development in Tulsa. Architects and builders used elements of Craftsman or bungalow style, Prairie School, Victorian, and post-Victorian styles including Queen Anne, Georgian Revival, Dutch Colonial and others. Wood and brick are the most common exterior materials. Bay windows with leaded glass, servants' quarters, and broad porches reflect the elegance of earlier days.

The Brady Heights Historic Preservation Zoning District includes all structures and sidestreets between Fairview to the south and Marshall to the north, on both Denver and Cheyenne Avenues. On June 27, 1980, Brady Heights neighborhood was the first Tulsa neighborhood to be placed on the National Register of Historic Places.¹



¹ Language taken from "A Neighborhood History of Tulsa's Historic Brady Heights," *Tulsa's Historic Neighborhood Series*, September 1998, prepared by the city of Tulsa's Preservation Commission.

*Why Have a Historic Preservation Zoning District?*²

The purpose of a historic preservation zoning district is to:

1. Preserve and protect the distinctive characteristics of buildings and places significant to the history of the City of Tulsa and the State of Oklahoma.
2. Maintain and improve the streetscapes of those buildings and places.
3. Assure that new and relocated construction is architecturally compatible with existing buildings in the district.

The goal of the Brady Heights Historic Preservation Zoning District is to maintain the integrity of the individual structures and their settings. These Design Guidelines are intended to:

1. Encourage restoration and preservation, and
2. Encourage architecturally appropriate restoration to existing and relocated structures.
3. Encourage architecturally appropriate new construction.

CLARIFICATION NOTE:

Historic preservation zoning is technically referred to by city planners as “overlay” zoning. The historic preservation zoning is “overlaid” on top of the existing zoning. Thus the existing zoning restrictions and conditions are not changed, rather they are supplemented by the conditions of the historic preservation overlay zoning. The existing zoning requirements control such issues as land use, building setbacks, parking requirements, lot coverage by structures, etc.

² List taken from City ordinance No. 17021, Approved July 12, 1988, Page 9.

What can Brady Heights property owners do to preserve and protect the historic nature of the Brady Heights neighborhood?

The Brady Heights Historic Preservation District Design Guidelines apply to all structures, including homes and buildings currently used for single- and multi-family residential, office, commercial, religious, and other institutional uses.

The Brady Heights Historic Preservation District Design Guidelines encourage the neighborhood to retain its predominant residential character and to resist converting homes to office or commercial use. New construction should be single family homes (one residence per standard lot), not multi-family residences including but not limited to apartments, condos, garden units, patio houses, townhouse, etc. or non-residential structures. Owners are encouraged to avoid demolishing any existing structures—particularly to build commercial ones or parking lots. Of the approximately 150 properties in Brady Heights, only seven are not residential. Within Brady Heights, commercial endeavors are encouraged on properties that are zoned commercial, such as the two commercial buildings that were built in the 1920's on Latimer Street.

It is important to remember that the original style of each structure should determine the type of materials to be included in plans to repair, restore, or add-on to an existing structure. These Guidelines encourages property owners to use materials commonly used when the structures were built. Throughout the District, exteriors are most often wood and brick, roofs are predominately shingle, and windows are double or single hung style with true divided light panes.

Designs for new construction need not duplicate existing structures within the district, but should draw upon common characteristics of styles within that block's streetscape, or within the Brady Heights Historic Preservation District to provide continuity and consistency among the new and historic structures.

Brady Heights property owners are strongly encouraged to:

- Repair and maintain (before replacing) existing historical elements of your property;
- When replacing historical elements, try to use the same or similar materials, if possible.
- Return the structure to its original historic appearance from photographs or with architectural features that are appropriate to your style home (ask Urban Development staff for documents showing typical features for your style home); and
- Include structural details from the historic architectural style and period when rehabilitating existing structures, adding on to existing structures, relocating structures into the neighborhood, and constructing new ones.

How does Historic Preservation Zoning affect property owners?

Each structure in Brady Heights and its setting is unique. Therefore, each proposed change in appearance of an existing structure or the visual streetscape line —such as new construction —must be reviewed and considered on its own merit. Proposed changes in the exterior appearance of a structure must first be reviewed by the Tulsa Preservation Commission’s Certificate of Appropriateness (COA) Subcommittee.

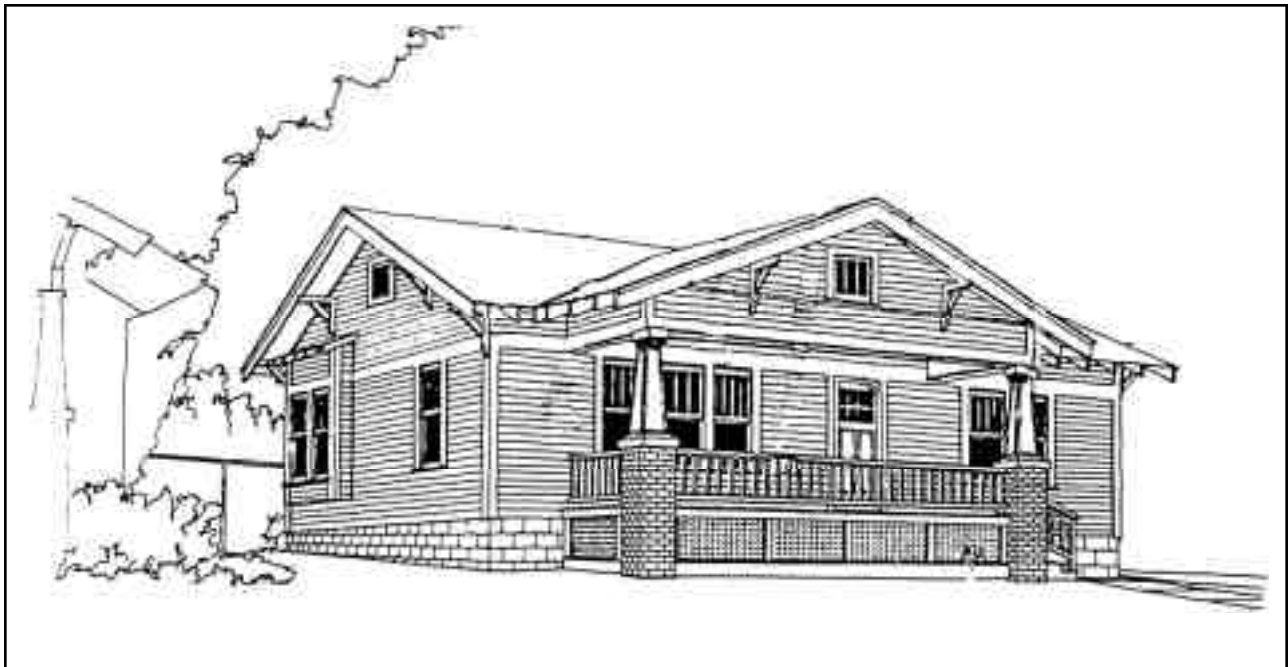
The COA Subcommittee uses the Brady Heights Historic Preservation District Design Guidelines to determine if the proposed work is in keeping with the style of the original structure, compatible with the neighborhood and its historic zoning, and if the changes are consistent with the Guidelines. The COA Subcommittee makes recommendations to the Tulsa Preservation Commission, which then reviews the proposed changes. All decisions for both the COA Subcommittee and the Tulsa Preservation Commission are based on the Brady Heights Historic Preservation District Design Guidelines.



PROCEDURES FOR “CERTIFICATE OF APPROPRIATENESS” (COA) REVIEW PROCESS

*What can owners do to their properties without review?*³

- Ordinary maintenance and repair, limited to replacement of guttering, roofs with similar material, and painting (any color) to non-masonry surfaces.
- Anything you want on the inside of your house.
- Anything you want to the parts of structures that are not visible from the street.
- Anything you want to accessory structures, such as storage sheds, garages, decks, patios, fencing, swimming pools and pool houses that are not part of the primary structure—provided that those structures are not located in the front yard.
- Install a radio or television antenna.
- Landscape maintenance and planting of new organic materials.
- Work required to temporarily stabilize a structure due to damage.



³List taken from City Ordinance No. 17021, Approved July 12, 1988, Page 9.

When are owners required to go through the review process?

Owners are required to go through the review process when changes visible from the street are made to the exterior of a structure (the appearance), such as:

- Enclosing porches
- Changing the positions of existing windows and doors
- Adding window and door openings
- Replacing windows, doors, siding or roof with materials that are different from existing materials
- Changing the roof line of your structure
- Bringing the structure back to its original design if it has been remodeled

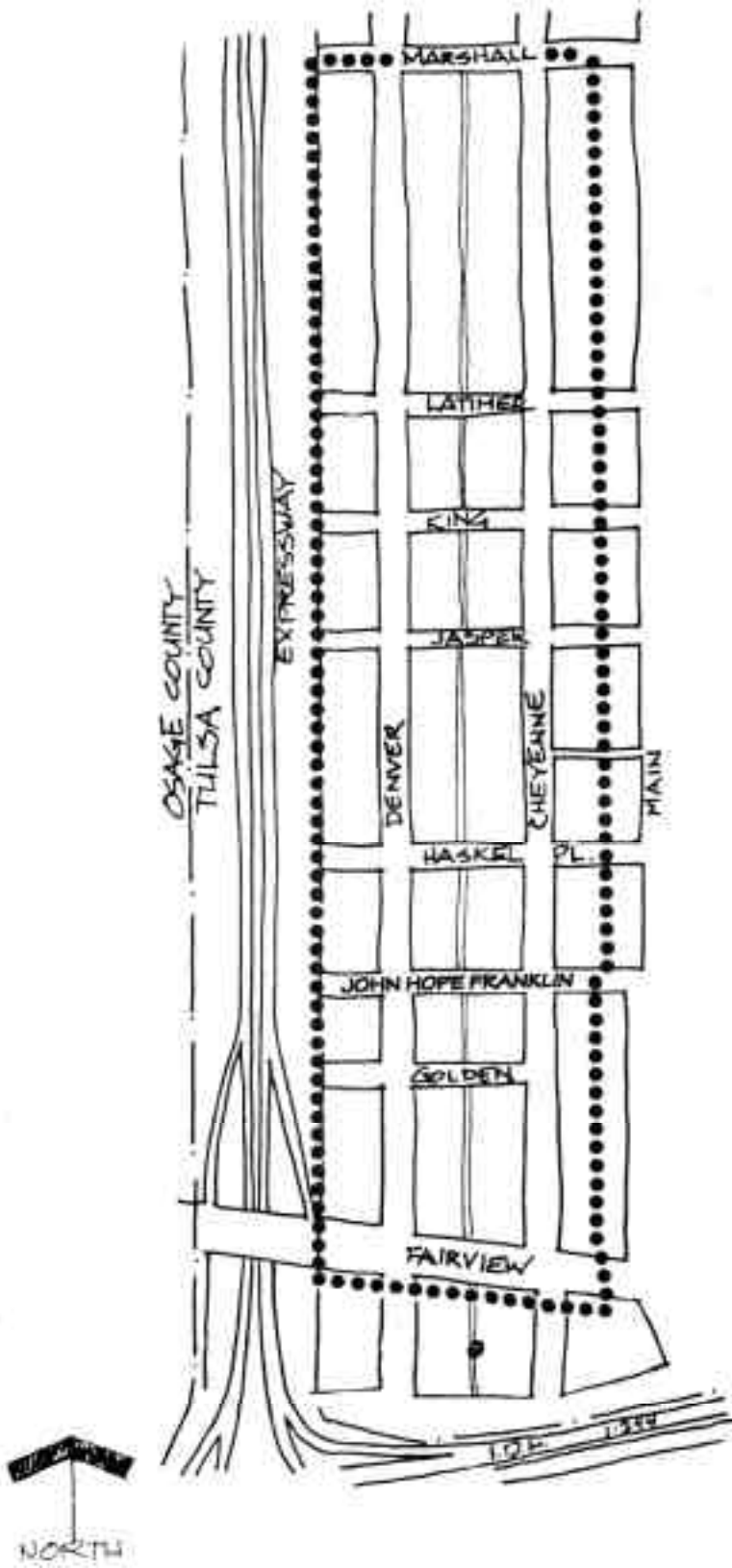
This list is not all inclusive, but provides examples of when a property owner should develop a plan, complete an application with assistance from the Tulsa Preservation Commission staff, and have it reviewed by the COA Subcommittee and the Tulsa Preservation Commission.

What are the steps for going through the review process?

- Decide on what work you want to do on your property.
- Review the Brady Heights Historic Preservation District Design Guidelines to determine appropriate design and materials.
- You are welcome to ask the Brady Heights Neighborhood Association for guidance in getting architectural design assistance when planning restoration or rehabilitation, additions, or new construction and financial assistance, if needed.
- Develop a plan to carry out your work that includes drawings of what you want your property to look like upon completion. Architectural renderings will be necessary for new construction or additions, while hand drawings may be adequate to picture changes resulting from restoration or rehabilitation.
- Contact the Tulsa Preservation Commission staff in the City of Tulsa's Urban Development at (918) 592-2600. They will assist you in completing a simple application form.
- Your application will be reviewed by the Certificate of Appropriateness (COA) Subcommittee of the Tulsa Preservation Commission within two weeks of submission and it will be approved or denied at the Tulsa Preservation Commission within a month of application.

Applicants who are denied can reapply. No fees are involved.

A Tulsa Preservation Commission-approved COA is needed before a building permit can be issued.



*Brady Heights
Historic
Preservation
Zoning District*

Guidelines for Restoring Existing Structures for the Brady Heights Historic District

Brady Heights property owners are strongly encouraged, in order of preference, to:

- Repair and maintain existing historical elements of your property.
- Using photographic documents, return the structure to its original historic appearance or use architectural features that are appropriate to your style home (ask Urban Development staff for documents showing typical features for your style home).
- When replacing historical elements, use the same or similar materials. Include historic architectural details of the style, date and period of your structure when restoring and landscaping existing structures.

Building Wall Materials

Preferred Option—Retain and maintain the original wall materials.

1. To recreate the original appearance of the structure, removing artificial siding and replacing it with the original historic material is strongly encouraged. Character defining details and elements such as, but not limited to, window/door trim and detailing, eave brackets, and porch columns and tailings, and other special elements and details which give the structure its character and appearance should be retained.
2. Masonry walls should maintain their original or present appearance. Paint may be removed from masonry surfaces to return to the original appearance. Paint should be removed in a way that does not damage the masonry. (Refer to the Department of Interior Guidelines available at the Urban Development Department.)

Second Preference—Replace wall materials that retain the original historic appearance:

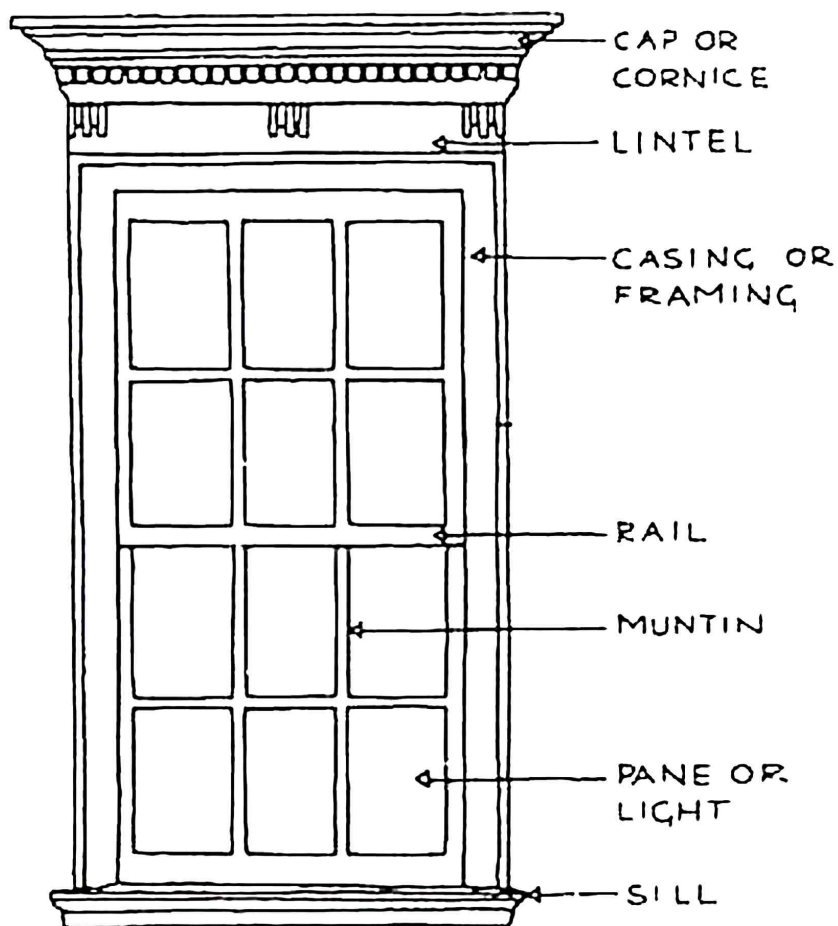
1. If the existing materials and details have deteriorated beyond reasonable repair, the replacement materials should be similar in type (wood, stone, brick, etc.) and appearance, maintaining the materials' original size, shape, pattern, texture, and historic decorative patterns of the structure.
2. The use of steel, aluminum, vinyl or other synthetic siding as a replacement material is strongly discouraged. They may be approved if these materials maintain the character of the structure and the original siding's shape, pattern, texture, and directional orientation.

Character defining details and elements such as, but not limited to, window/door trim and detailing, eave brackets, and porch columns and tailings, and other special elements and details which give the structure its character and appearance should be retained.

Windows and Doors

Preferred Option—Repair and restore original windows and doors to preserve the historic appearance.

1. Retain the original or existing windows and doors, their glazing, trim, and the character-defining elements through repair.
2. Retain existing window and door locations—not removing, covering or enclosing them.



Second Preference—Replace windows and doors that retain the original historic appearance:

1. If the existing materials and details have deteriorated beyond reasonable repair, both should be similar in sash design and appearance, maintaining the material original to the structure, size, shape, muntin pattern, glazing area and tint, and placement locations.
2. Replacement windows having thermal and maintenance-reducing qualities may be used, but must maintain the appearance, character, and defining elements of the original window pattern.
3. Replacement trim should be of materials original to the structure, similar in type, appearance, size, shape, pattern, texture, and detailing.
4. New window and door openings should maintain the building's facade proportions and historical patterns, and should match the existing window and door design.

Accessories

1. Exterior window features and accessories, such as storm windows, screens, awnings, and shutters should maintain the appearance of and allow maximum visibility of the original window pattern and the building's facade proportions and historical patterns. Unfinished aluminum is strongly discouraged.
2. Door features and accessories, such as storm doors, screens, sidelights, and transoms should maintain the appearance of and allow maximum visibility of the original door and the building's facade proportions and historical patterns. Unfinished aluminum is strongly discouraged.
3. Exterior security bars and grills on doors and windows are strongly discouraged.

Roofs

Preferred Option—Repair and restore the roof to its original historical appearance and materials:

1. Retain the roof form, materials, and architectural features such as, but not limited to, dormers, chimneys, overhangs, eaves, eave brackets or lookouts, fascia, and cupolas, which give the roof its essential character through repair when reasonably possible.
2. When replacing the roof, use materials original to the structure.
3. Repair and maintain existing roof.

Second Option—Replace the roof in a way that retains it historical appearance:

1. If the existing materials and details have deteriorated beyond reasonable repair, use similar materials that maintain the size, shape, pattern, texture and directional orientation of the original roof when installing a new one.
2. When repairing roofs, replace an entire roof section, if it is visible from the street.

Porches

Preferred Option—Repair original porches to maintain the structure's historical appearance:

1. Retain existing front porches and their architectural elements such as, but not limited to, railings, columns, brackets, tailings, and through repair when reasonably possible.
2. Return enclosed porches to original open design.

Second Preference—Replace porch materials that preserve the historical appearance.

1. If the existing materials and details have deteriorated beyond reasonable repair, use original or similar materials in size, shape, pattern, texture and directional orientation of installation.

Mailboxes

1. Attach mailboxes to the front of the porch or structure, which is traditional in this neighborhood.

Engineering Systems – Mechanical, Electrical and Plumbing

1. Engineering systems and their associated elements such as, but not limited to, air conditioning and heating units, conduits, cables, electrical boxes, meter, and ventilators should be placed on the side or rear facades of the structure. Exterior flues should be located on the rear of the structure.
2. Large satellite dishes (over 18"), solar collectors or other added systems requiring exterior components should be placed in the back yard or on the rear of the structure.

Guidelines for Additions to Existing Structures for the Brady Heights Historic District

Preferred Option—Additions to existing structures need to complement the historical architectural design of the existing structure.

1. Additions should be located on side or rear facades where the character defining elements and visual appearance of the front facade of the structure will not be obscured, damaged or destroyed, when reasonably possible.
2. Additions to existing structures that are visible from the street should maintain and not detract from the appearance and character defining elements of the existing structure, their scale, and proportions.
3. Additions should provide consistency and continuity through the use of similar materials, style, forms, massing, historical patterns, details, height, and directional orientation of the existing structure's lines and materials.
4. Vertical height of additions should not exceed the established height of the structures along the same street. These additions should maintain the established historical patterns and proportions that are established by the primary structure, and should maintain the structure's architectural integrity.
5. Additions to non-residential structures should be consistent in materials, size, mass, scale and height to the original structure.
6. Additions may require some renovation to the original structure as part of the work, which shall be governed by the GUIDELINES FOR RENOVATING EXISTING STRUCTURES.

Building Site

1. Curb-cuts are strongly discouraged for properties that have access from the alley. Exemptions may be granted for properties without alley access providing the surface area of driveways and sidewalks do not exceed 50% of front yard lot area on interior lots or 30% of the front and side yard lot area on corner lots.
2. Non-residential parking lots may be constructed on not more than TWO adjoining lots (100 total frontage feet) adjacent to the primary structure. The lot should include landscaping that is consistent with the general character and appearance of the neighborhood. Parking lots will be subject to setbacks for front yards as established by other properties along same street. Lighting should be sensitive and respectful to the neighbors. Non-residential parking areas should be screened by a wall, fence, or landscaped berm or

combination thereof that is 3 feet in height along the property line across from or next to residences. When possible, parking lots should be accessed from the alley. The lots should be constructed of impervious materials,

3. Landscape features such as, but not limited to, walls, retaining walls, lighting, planters, fences, and statues should be consistent with the general character, appearance, scale, materials, and proportion as those historic elements that exist along the street and neighborhood. Chain link fencing or any fences that block the view of structures are strongly discouraged.
4. Signage should be appropriate in design and character to the historic and residential character of the neighborhood. Signs should be constructed of materials similar to building materials used for existing historic structures such as wood, stone, or brick and should not be constructed of steel, aluminum, plastics, etc. unless similar in appearance to historic building materials. No signage should be painted or lettered directly to the walls of a structure. Signs should be of a scale, height, and placement to provide continuity and consistency with the existing setback and features of the block. Detached signs should be placed at a similar elevation to the doors and windows of the ground floor of existing structures on the block.

Building Materials and Elements

1. Building materials should create a visual consistency and continuity between the primary structure and the addition. This may be achieved through the continued use of materials that are present on the primary structure or through the use of different materials that maintain the same scale, proportions, historical patterns, and directional orientation as those present on the primary structure.
2. Building elements, their location and the sight lines that they establish should be continued to the addition to create a visual consistency and continuity with the primary structure. This may be achieved through maintaining such elements, details, and building lines as: the established height of windows and doors, the repetition of windows, window glazing patterns, the continuance of the roof forms, eave lines and overhangs, and the continuance of special detailing present on the primary structure.
3. Unfinished aluminum is strongly discouraged.

Roofs

1. New roof features such as dormers or cupolas may be added to the existing roof if such elements maintain the structure's established historic pattern, scale, proportions, and architectural appearance and character.

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2. Roof forms on additions should maintain the existing structure's appearance and character through similar roof material, form, slope, and detailing.

Porches

1. The addition to existing porches and entries should maintain the structure's existing historical patterns, scale, proportions, appearance and character. Hard wall enclosure of porches is discouraged.
2. When required to achieve access to the first floor level, handicapped ramps may be installed and should be constructed so that in the future, the ramp may be removed without significantly altering the original structure.

Garages

1. In general, garages should be located within the rear yard of the site and detached from the primary residential structure. The addition of garages to the primary residential structure should be avoided.
2. If the configuration of the lot makes a detached garage in the rear yard impossible due to the lot's size, shape, set-back requirements, and/or lack of an alley, the attachment of a new garage to the rear side of the primary residential structure may be allowed, provided that the garage front facade is not located forward of the rear wall of the primary structure.
3. Historically appropriate garage doors, such as carriage house doors are encouraged.

Engineering Systems – Mechanical, Electrical and Plumbing

1. Engineering systems and their associated elements such as, but not limited to, air conditioning and heating units, conduits, cables, electrical boxes, meters, and ventilators should be placed on the side or rear facades of the structure. Exterior flues should be located on the rear of the structure.
2. Large satellite dishes (over 18"), solar collectors, or other added systems requiring exterior components should be placed in the back yard or on the rear of the structure.

Guidelines for New Construction or Moving Structures into the Brady Heights Historic District

General Requirements

1. New construction should be single family homes (one residence per standard lot) not multi-family residences including but not limited to apartments, condos, garden units, patio houses, townhouse, etc. or non-residential structures.
2. Designs for new construction and relocated structures need not duplicate existing styles within the district, but should draw upon common characteristics of historic structures in the district, with particular emphasis on the structures on the same street, to provide a continuity and consistency. Characteristics, such as, but not limited to, porches, entries, roof slope and form, and window/door styles, should maintain the continuity and consistency of original historic structures within the district. Each new or relocated structure should be unique within the neighborhood.
3. New construction and relocated structures should respect the established area's scale, proportions, historic patterns, and relationships of both principal and accessory structures.
4. New construction and relocated structures should maintain the established height and setback of those structures along the same street.

Building Site

1. New construction and relocated structures should maintain the setbacks for the front and side yards as established by the other buildings along the same street.
2. New construction and relocated structures should maintain the structure orientation of placement on the site that is present among the other structures along the same street.
3. Where secondary structures exist, such as garages, new construction and relocated structures should maintain the dominant relationship of the primary to secondary structure.
4. Curb-cuts are strongly discouraged for properties that have access from the alley. Exemptions may be granted for properties without alley access providing the surface area of driveways and sidewalks do not exceed 50% of front yard lot area on interior lots or 30% of the front and side yard lot area on corner lots.

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5. Non-residential parking lots may be constructed on not more than two (2) adjoining lots (100 total frontage feet) adjacent to the primary structure. The lot should include landscaping that is consistent with the general character and appearance of the neighborhood. Parking lots will be subject to setbacks for front yards as established by other properties along the same street. Non-residential parking areas shall be screened by a wall, fence, or landscaped berm or combination thereof that is 3 feet in height along the property line across from or next to residences. When possible, parking lots should be accessed from the alley. The lots should be constructed of impervious materials. Lighting should be sensitive and respectful to the neighbors.
 6. Landscape features such as, but not limited to, walls, retaining walls, lighting, planters, fences, and statues should be consistent with the general character, appearance, scale, materials, and proportion as those historic elements that exist along the street and neighborhood. Chain link fencing and any fences that block the view of structures are strongly discouraged.
 7. Signage should be appropriate in design and character to the historic and residential character of the neighborhood. Signs should be constructed of materials similar to building materials used for existing historic structures such as wood, stone, or brick and should not be constructed of steel, aluminum, plastics, etc. No signage should be painted or lettered directly to the walls of a structure. Signs should be of a scale, high, and placement to provide continuity and consistency with the existing setback and features of the block. Signs should be placed at a similar elevation to the doors and windows of the ground floor of existing structures on the block.

Building Materials

1. Materials and elements should maintain the visual characteristics, scale, proportions, directional orientation, and historical patterns that are created by the materials on existing structures on the block or in the district, and should always maintain the district's overall appearance and character. Unfinished aluminum is strongly discouraged.

Garages

1. In general, garages should be located within the rear yard of the site and detached from the primary residential structure. The addition of garages to the primary residential structure should be avoided.
2. If the configuration of the lot makes a detached garage in the rear yard impossible due to the lot's size, shape, set-back requirements, and/or lack of an alley, the attachment of a new garage to the rear side of the primary residential structure may be allowed, provided that the garage front facade is not located forward of the rear wall of the primary structure.
3. Historically appropriate garage doors, such as carriage house doors are encouraged.

Engineering Systems – Mechanical, Electrical and Plumbing

1. Engineering systems and their associated elements such as, but not limited to, air conditioning and heating units, conduits, cables, electrical boxes, meters, and ventilators should be placed on the side or rear facades of the structure. Exterior flues should be located on the rear of the structure.
2. Large satellite dishes (over 18"), solar collectors or other added systems requiring exterior components should be placed in the back yard or on the rear of the structure.

Guidelines for Demolishing Existing Structures for the Brady Heights Historic District

General Requirements

1. Structures should first be restored or rehabilitated, modified, or altered to achieve a continued, useful state, when reasonably possible. Demolition should be utilized only upon determining that the use of the property cannot be achieved through the above methods.
2. Demolition may be approved upon determining that the structure was built after World War II (1945) and does not contribute to the district's historic character.
3. Demolition may be approved to remedy an emergency condition determined to be dangerous to life, health, or property, and/or has been condemned by the City of Tulsa or City-County Health Department.