

Downtown

Design Review



City of
bartlesville
CONNECTED / CREATIVE / VIBRANT



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Bartlesville's citizens and visitors alike enjoy the rich, diverse heritage of a town built by the oil industry. Roaming herds of exotic animals on an oil baron's vast ranch, a chic hotel in Frank Lloyd Wright's only skyscraper, plus a wealth of Western art, culture and history, make the Bartlesville area a treasured place to live. Since its early days in Indian Territory, Bartlesville's history has been told by the architecture still proudly on display.

The rich architectural display found within the Central Business District led to Downtown Bartlesville's listing as a Historic District in 1991 with the National Register of Historic Places. In 2006, the National Trust for Historic Preservation named Bartlesville to its list of America's Dozen Distinctive Destinations as a top example of unique and lovingly preserved communities in the United States.

All of these attributes and distinctions set Bartlesville apart from "Anywhere, USA." It is with this in mind that Bartlesville's Design Review process strives to protect the Downtown's unique qualities and strong sense of place by carrying out development and design objectives. The purpose of this Design Review Guide is to help applicants in preparing projects to be reviewed by the Bartlesville Planning Department. Through materials such as this, the City seeks to make information available well before the final design of a project, saving the applicant, and the City, time and money.

What is Design Review?

The purpose of Design Review is to further the goals and objectives of the Downtown Master Plan to promote harmonious development, redevelopment, and rehabilitation of uses in and around the Downtown Central Business District and the adjacent Residential areas. It is the desire of the Bartlesville City Council, Bartlesville Redevelopment Trust Authority (BRTA), and local residents that all proposed development in the Downtown Redevelopment District protects and enhances Downtown Bartlesville's distinct identity and sense of place within the community and ensures that new development or changes to existing development are compatible with the surrounding neighborhood.

To that end, the Design Review process applies design criteria contained within this Guide. These criteria attempt to: (1) maintain and enhance historically significant facades and features on existing structures; (2) encourage new development that is aesthetically compatible with surrounding buildings and infrastructure, and; (3) encourage originality and creativity in the design and remodeling of Downtown buildings and structures.

Design Review evaluations will be guided by the following general criteria:

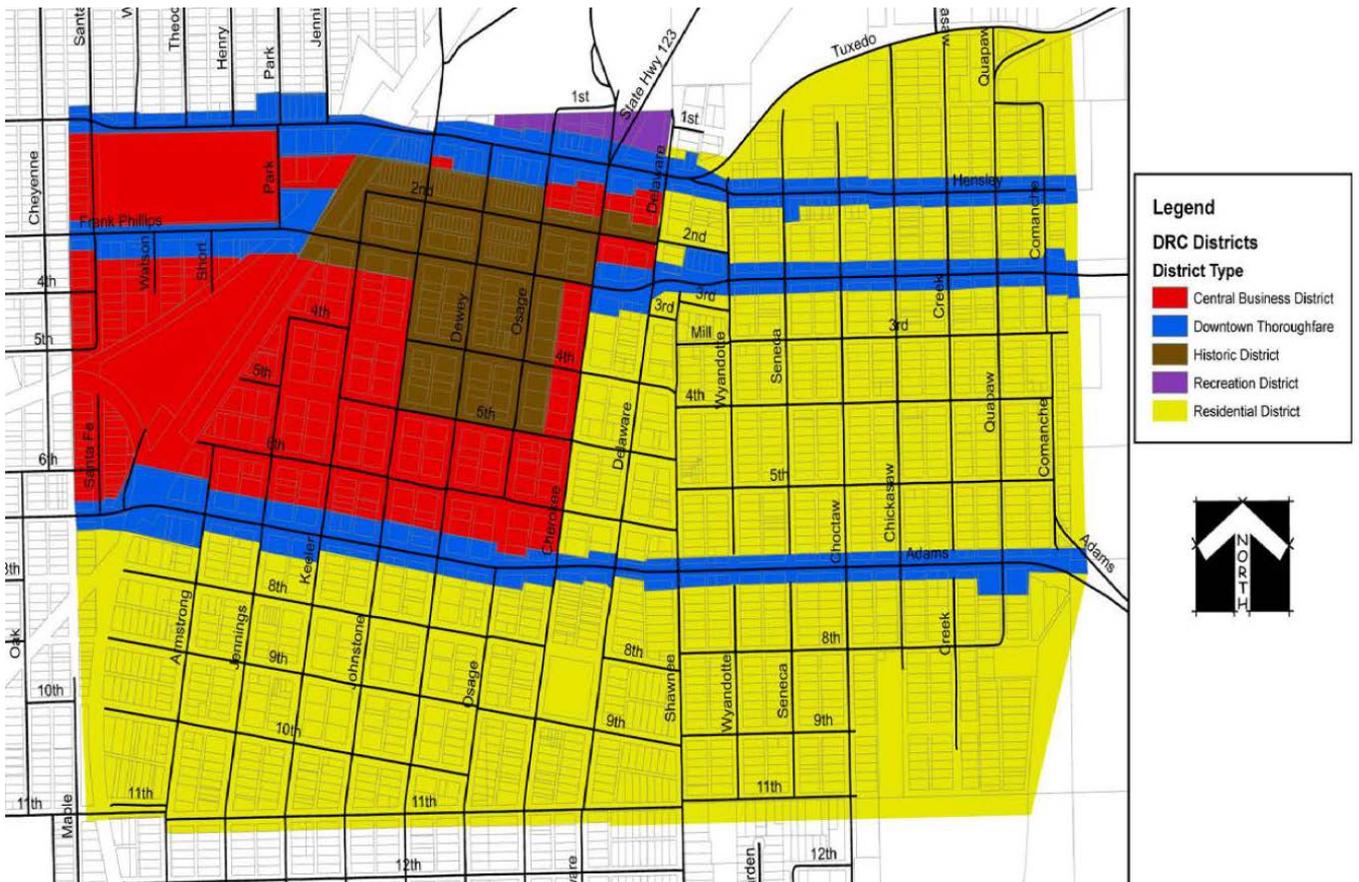
1. The design is visually interesting and compatible with its surroundings and the neighborhood.
2. If the project is unusually large or if it is located so as to become part of an introduction/transition to the Downtown area, the design acknowledges this impact by addressing these design criteria in an exemplary and standard-setting manner.
3. The design avoids either monotonous similarity or excessive dissimilarity with existing structures.
4. The design preserves the distinguishing original qualities or character of the building or structure when feasible.
5. Whenever feasible, deteriorating architectural features should be repaired rather than replaced. In the event replacement is necessary, modern materials and methods of construction may be used as long as design is in keeping with the context of the existing building and the surrounding area.
6. The proposed materials and colors are compatible with the character of the immediate neighborhood and surrounding area.
7. Where appropriate, the design creates or maintains pedestrian accessibility and orientation.
8. Architecturally appropriate awning styles and designs are encouraged.
9. Signs are of an appropriate size and projection and are integrated within the architecture of the building or landscaping of the site. Signs should be indirectly lit whenever possible.
10. External lighting fixtures are compatible with existing architecture.
11. Existing trees and other vegetation are retained where appropriate.
12. The design gives attention to the placement of storage or mechanical equipment so as to screen it from view.

Projects Requiring Design Review

All proposed developments within the boundaries of the Bartlesville Downtown Redevelopment District will be subject to Design Review, according to City Ordinances # 3131, # 3152, # 3246, and #3335 as adopted by the City of Bartlesville City Council. No project will be permitted to proceed without design approval from the Bartlesville Planning Department or Bartlesville Redevelopment Trust Authority. Per City Ordinance # 3335, Design Review shall be required for the following activities within the Downtown Redevelopment District:

- New construction
- Exterior renovations of existing structures
- New accessory structures
- Exterior renovations to accessory structures
- Any permanent sign
- Parking lots
- Fencing
- Screening
- Permanent use of a public sidewalk
- Planting or Removal of any landscaping which is visible from a public right-of-way
- Repair, remodel, or replacement of any exterior building materials.

The Bartlesville Downtown Redevelopment District is bounded by the following roadways: Hensley Blvd. to the north, 11th Street to the south, Santa Fe Ave. to the west, and Comanche Ave. to the east



Design Review IS NOT required for ordinary repairs, including re-painting, re-shingling, or re-siding, temporary signs or structures as approved by the City of Bartlesville, and emergency safety repairs.

Standard Design Review Process

The Design Review process starts at the Bartlesville Community Development Department. Design Review applications and supporting materials are submitted as part of the City permit process. The Community Development Director will review the application package for compliance with the Downtown Design Guidelines. If the applicant is requesting financial incentives, the application will be forwarded to the BRTA for review and approval.

Depending on the complexity of the proposed project, it may be necessary to submit some or all of the following materials as required by the Community Development Director:

1. Site Photographs depicting the site and its relationship to the surrounding neighborhood.
2. Site Plans showing building or structures footprint and dimensions, including all points of access.
3. Exterior Artistic Drawings/Architectural Renderings depicting the final building or structure in context with its surroundings and the neighborhood.
4. Exterior Building Elevations showing finish materials and colors, windows, doors, light fixtures, signage, stairways, balconies, decks, and architectural details. Elevations shall be provided for all affected exterior surfaces.
5. Colors and Textures of Finish Materials noted on drawings, plus samples of materials and colors.
6. Exterior Lighting on the proposed building, structure or site, including photographs or drawings, location, size, material and method of illumination.
7. Landscaping Plan.
8. Signage Plans with drawings showing materials and colors, dimensions, type/source of illumination, and location on site or building.

Enough materials should be included with the application so that an informed decision can be made about the visual aspects of the project and its relationship to the surrounding area. The following checklist is provided to help the applicant understand the major components of a project that are subject to review. Depending upon the project, other components not listed below may require review if they meet the criteria of being visible from any public street or alley.

- | | |
|---|---|
| ➤ Buildings & Structures | ➤ Landscape areas |
| ➤ Detailing | ➤ Plazas |
| ➤ Façade openings, including windows and doors | ➤ Outdoor recreation areas and open space |
| ➤ Building materials | ➤ Outdoor storage areas and utilities |
| ➤ Signs & Awnings | ➤ Service and delivery areas |
| ➤ Lighting, both attached and detached | ➤ Trash areas and receptacles |
| ➤ Roofs | ➤ Buffering and screening measures |
| ➤ Parking and circulation areas, including carports and garages | |
| ➤ Pedestrian walkways, including entranceways and sidewalks | |

All applications and all supporting materials must be submitted to the Community Development Department. The Community Development Director requires a minimum of three (3) business days in order to examine the application package for completeness and obtain additional materials if needed. Applications are available for public inspection through the City of Bartlesville Community Development Department.

Any changes to an approved plan must be submitted to the Community Development Director for further review and approval, prior to construction.

Any decision by the Community Development Director or BRTA is subject to appeal to the Bartlesville City Council, whose determination shall be final and binding. Any such appeal must be filed with the Community Development Director within ten (10) calendar days of the decision being appealed.

Who Can Answer My Questions About Design Review?

For questions, contact Holly Mayhew, City of Bartlesville Community Development Department, at (918) 338-4286 or hjmayhew@cityofbartlesville.org.

You may also contact the Community Development Director, Lisa Beeman, at (918) 338-4237 or lbeeman@cityofbartlesville.org.

Downtown Design Review Application

Please note: Incomplete applications or applications without sufficient project description will be sent back without review and may delay your project.

1. Review Category

Will the Applicant be applying for a financial incentive from the Bartlesville
Redevelopment Trust Authority? Yes* No

*If Yes, the Incentive Application or Letter of Intent must be submitted with this application.

2. Project Address

Street and number: _____ Suite #: _____

3. Applicant Information

Property Owner: _____ Phone: _____

Business Owner: _____ Phone: _____

Applicant: _____ Phone: _____

Street & number: _____

City: _____ State: _____ Zip Code: _____

e-mail: _____

Applicant is: (Check One)

- | | |
|---|---|
| <input type="checkbox"/> Property Owner | <input type="checkbox"/> Business Owner |
| <input type="checkbox"/> Agent for Owner | <input type="checkbox"/> Contractor |
| <input type="checkbox"/> Architect/Designer | <input type="checkbox"/> Other: _____ |

4. Project Category

Please check the Categories that best describes the proposed work.

- | | | |
|---|--|---|
| <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Fence/Wall | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Repair/Replacement | <input type="checkbox"/> New Construction | <input type="checkbox"/> Sidewalk Café |
| <input type="checkbox"/> Sign/Awning | <input type="checkbox"/> New Addition | <input type="checkbox"/> Street Furniture |
| <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Exterior Alteration | <input type="checkbox"/> Other: |

5. Project Description

Completely describe ALL exterior changes being proposed for the property. Include changes to architectural details such as windows, doors, siding, railings, steps, trim, roof, foundation or porches. Attach specifications for doors, windows, lighting, signage, and other feature, including color, dimensions, AND material samples. (Additional pages may be added as needed)

I, the undersigned, understand that the Design Review Application is limited to the aforementioned work to the affected property. I further understand that any additional exterior work to be done under my ownership must be submitted by application to the City of Bartlesville Planning Department. Any unauthorized work will be required to be removed.

Signature of Applicant: _____ Date: _____

Signature of Owner (Required): _____ Date: _____

OFFICE USE ONLY

Date Received: _____ Case #: _____

- Requires Staff Review
- Requires BRTA Review

- Approved
- Approved with Conditions
- Denied

Community Development
Director, BRTA Chair, or
Designee: _____ Date: _____

Conditions (Additional pages may be added):