



MISTLETOE HEIGHTS  
HISTORIC AND CULTURAL  
DISTRICT GUIDELINES

## **PURPOSE AND ADOPTION OF GUIDELINES**

The purpose of these guidelines is to discourage demolition of the District's historic buildings and to serve as a guide for rehabilitation of existing buildings, construction of new buildings and additions and relocation of buildings so as to preserve the historic and cultural character and the visual identity of the District. The purpose of design review is not to prohibit additions, new construction and other alterations but to ensure that the overall integrity of the District is preserved. Design review will focus on the front facade and sides because they are most important in preserving the integrity of the District. These guidelines shall not apply, and shall not be interpreted as applying, to the interiors of the following: existing buildings, new construction, additions and relocations.

The vote on the historic overlay shall also include a vote on these guidelines. Upon adoption of the historic overlay by the District, these guidelines shall likewise be adopted.

Upon adoption, all existing buildings in the District will be adopted as they exist and remain subject to all applicable ordinances of the City of Fort Worth. In addition, these guidelines and the Secretary of the Interior's Standards for Rehabilitation shall apply to an existing building in the District at such time as a change in materials, design, configuration or outward appearance, visible from a public right-of-way, is proposed or made.

Upon adoption, these guidelines, all applicable ordinances of the City of Fort Worth and the Secretary of the Interior's Standards for Rehabilitation shall apply to all new construction, additions, relocations and demolition, both residential and commercial, in the District.

## **LANDMARKS COMMISSION**

The Historic and Cultural Landmarks Commission ("Landmarks Commission") was created in 1981 and currently consists of nine members appointed by the Mayor and City Council of Fort Worth. During the planning stages of a project, regardless of whether a building permit is or is not necessary, contact the Historic Preservation Officer of the City of Fort Worth ("Preservation Officer") to determine if a certificate of appropriateness is necessary. A building permit will not be issued until such determination has been made and, if required, a certification of appropriateness has been approved.

The Preservation Officer can be contacted through the Planning Department of the City of Fort Worth, 1000 Throckmorton Street, Fort Worth, Texas 76102, (817) 871-8012, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

## **REHABILITATION OF AND ADDITIONS TO EXISTING BUILDINGS**

The following guidelines shall apply to work done on any existing building in the District:

## **Additions**

Additions shall be clearly differentiated from the existing building and shall be visually compatible in character with the existing building.

Additions shall not overpower the existing building.

In order to minimize the visual impact of an addition, it shall be located at the rear or side of the existing building.

## **Driveways/Parking**

Circular driveways shall be allowed only on lots that are at least 70 feet wide. Such driveways shall not be wider than 12 feet and shall be proportionate in width to the size of the front yard.

With the exception of driveways, the paving or graveling of front yard areas to allow for parking shall not be allowed.

Except for parking on circular driveways or driveways that run from the street to the garage or to the rear of the primary building, no vehicular parking shall be allowed in front yards.

## **Fences**

All fences shall strictly comply with the applicable ordinances of the City of Fort Worth.

Fences in front yards shall be permitted and shall be reviewed by the Landmarks Commission.

Fences in front yards shall be architecturally compatible with the style and period of the primary building and adjacent buildings.

Fences in the back and side yards that do not require a variance do not need to be reviewed by the Landmarks Commission.

All fences requiring a variance shall be reviewed by the Landmarks Commission.

## **Landscaping**

Since landscaping in the District is primarily botanical in nature, no all-rock or all-gravel (or a combination thereof) front yards shall be permitted in the District.

## **Materials**

The two primary building materials used in the District are masonry and wood. Masonry includes brick, stone, terra cotta, concrete, tile, mortar and stucco.

Original materials shall be maintained, retained, repaired and/or reused when possible. When necessary, original materials shall be replaced with same or similar materials that convey the same visual appearance.

## **Painting**

Fluorescent, luminescent, iridescent, prismatic, opalescent, incandescent, metallic or like paint shall not be used to paint the exterior of any building in the District.

## **Patios and Decks**

Patios and decks shall not be constructed on the main facade of the primary building.

Patios and decks can be constructed in areas where they are not visible, or are shielded from view, from the public right-of-way, but they shall not obscure or require the removal of significant architectural features from the building.

## **Porches and Entrances**

Porches and entrances are often the primary focal points of historic buildings and help define the style of the primary building.

Porches and entrances that can be seen from a public right-of-way shall not be made larger or smaller, removed, covered up or changed in a manner that would adversely change the overall character or visual appearance of the primary building.

## **Roofs**

The existing roof line and the architectural features that give the roof its essential character shall be preserved.

Fireplace chimneys, skylights and other elements that contribute to the style and character of the primary building shall be retained.

Existing roofing materials shall be replaced with the same type of roofing materials (for example, composition to composition).

Any change in roofing materials (for example, tile to composition) shall be reviewed by the Landmarks Commission.

Attic space can be ventilated to prevent condensation. Attic fans or turbines shall be positioned on a side or rear roof away from the main facade of the primary building.

### **Windows/Doors**

Original windows and doors shall be repaired, reused and/or retained when possible and shall be replaced only when necessary.

All replacement windows and doors shall be compatible with the character of the primary building and be the same size as those being replaced so they will match the openings and fit securely.

Metal, storm and energy-efficient windows and doors shall be painted. Existing metal, storm and energy-efficient windows can be painted.

### **SITE ORIENTATION FOR NEW CONSTRUCTION, ADDITIONS AND RELOCATIONS**

The following site orientation guidelines shall apply to all new construction, additions and relocations in the District. As used herein, "site orientation" shall mean and refer to the rhythm of setback, spacing, mass, scale, height and width.

### **Rhythm of Setback and Spacing**

Setback is defined generally as the area between the front wall of the primary building and the property line at the street. An overall rhythm is established along a street if the primary buildings have similar setbacks. That line shall be respected. Relocations and new construction of primary buildings shall have a setback within 15% of the average front setback distance from the street established by the existing buildings on the block.

Spacing refers to the side yard distances between buildings. Consistent spacing between buildings helps to establish an overall rhythm along a street. Spacing shall likewise be respected on all relocations, additions and new construction and shall be within 15% of the average distance between existing buildings on the block.

The site orientation for garages and storage buildings in the District has historically been at the rear and to the side of the property at the lot lines. This configuration shall continue to be appropriate for such buildings in the District.

### **Mass and Scale**

Mass refers to the overall bulk of a building. Scale relates to the relationship of the size of a building to adjacent buildings and of a building to its site. New construction, additions and relocations visible from a public right-of-way shall respect the scale and mass of existing buildings on the block.

## **Height and Width**

Height and width also create scale. Relocations, additions and new construction shall respect the average height and width of existing buildings on the block and adjacent blocks.

No relocation, addition and/or new construction shall be more than 35 feet in height.

## **NEW CONSTRUCTION**

In addition to the above site orientation guidelines, the following guidelines shall apply to all new construction in the District.

### **Design**

New construction shall be comparable to and compatible with existing buildings, if any, on the construction site and existing buildings on the block.

New construction shall be of the appropriate style and period of existing buildings on the block and in the District.

New construction shall not detract from the character or appearance of the block or the District and shall respect the site orientation of existing buildings on the block.

New construction shall orient its facade in the same direction as existing buildings on the block.

### **Materials**

The two primary building materials for new construction and additions in the District shall be masonry and wood. Masonry includes brick, stone, terra cotta, concrete, tile, mortar and stucco.

Aluminum or vinyl siding, fiberboard, artificial stone, artificial brick veneer and other similar materials shall not be used on the exterior of new construction.

### **Painting**

Fluorescent, luminescent, iridescent, prismatic, opalescent, incandescent, metallic or like paint shall not be used to paint the exterior of any new construction.

## **Roof**

In general, the roof pitch of historic buildings is an important architectural feature. When designing and building new construction, the character of roof types and pitches on existing buildings on the block and in the District shall be respected.

Roof design, materials, textures and orientation shall be consistent with existing buildings in the District.

Roofing materials shall be visually compatible with those used on other buildings in the District.

## **Windows/Doors**

Windows are important to the visual identity of the District. The patterns of and the rhythm and ratio of walls to windows and doors of new construction shall relate to and be compatible with existing buildings on the block.

The size and proportion (ratio of width to height) of window and door openings of the primary building shall be similar to and compatible with those of existing buildings on the block.

Windows and doors shall be typical of the style and period of the new construction and compatible with existing buildings on the block.

Metal, storm and energy-efficient windows and doors shall be painted.

## **COMMERCIAL CONSTRUCTION AND REHABILITATION OF EXISTING BUILDINGS**

Any new commercial construction or rehabilitation of existing buildings for commercial use shall follow all applicable guidelines of the District. In addition, the following guidelines shall apply:

### **Orientation**

Any new commercial building shall not be oriented toward a residential block face. "Residential block face" as used in this provision shall mean a block face consisting of at least 50% residential use at the time the new construction is proposed.

Commercial buildings shall be screened from adjacent residential properties by the use of walls and fences in conjunction with berms, trees, shrubs and/or other plants of a height and type appropriate to reduce the visual impact of such commercial buildings on adjacent residential buildings and existing residential buildings on the block.

## **Mechanical Equipment and Service Areas**

Loading and service entrances and trash containers shall be located at the rear of buildings whenever possible. Such areas shall be screened to the greatest extent possible from public rights-of-way, sidewalks and adjacent properties.

Mechanical, electrical and plumbing systems shall be concealed from view from the public right-of-way and sidewalk. If such equipment cannot be concealed, its visual impact shall be minimized to the greatest extent possible.

Rooftop equipment shall be located where it cannot be seen, or it shall be screened so that it is not visible, from the public right-of-way.

Utility connections and service boxes shall be located at the rear or on secondary walls rather than primary facades.

## **Parking**

Historic buildings shall not be demolished to provide areas for parking.

If a new parking area is necessary, it shall be designed so as to complement the view from the public right-of-way. Parking areas shall be built to the side or rear of the building when possible.

Parking areas shall be screened from the public right-of-way, sidewalk and adjacent residential buildings by using walls and fences in conjunction with berms, trees, shrubs and/or other plants of a height and type appropriate to reduce the visual impact of the parking area.

The design of the parking area and required screening shall ensure that a driver's vision of vehicular and pedestrian traffic at the entrance and exit to the parking area is not diminished or obscured.

Pedestrian walkways on large parking areas and interior landscaping shall be provided when possible.

Adequate lighting to provide security in the evenings shall be provided.

Floodlights and bright lights shall not cast a light pattern onto a residential building and shall not glare onto public rights-of-way.

## **Lighting**

Exterior lighting shall highlight building elements, signs or other distinctive features rather than attract attention to the light fixture itself.

Exterior building lighting shall be appropriate to the building's architectural style.

Exterior building lighting shall provide an even illumination level.

Exterior building lights shall not cast a light pattern onto a residential building and shall not glare onto public rights-of-way.

Flood lights, bright, flashing, pulsating and similar lighting shall not be permitted.

## **Signs**

Signs shall be developed with the overall context of the building and of the area in mind and shall be compatible with the architectural character of the District.

Sign materials shall be compatible with building facade materials and coordinated with the overall facade composition.

Signs shall appear to be subordinate to the overall building composition and shall be in proportion to the building.

Signs attached to the building (for example, wall signs, awning signs, etc.) shall be placed no higher on the building than the top of the first story of such building.

A sign placed on a historic building shall not obscure any architectural details of the building.

Flashing and animated signs and signs with moving parts shall not be permitted.

Monument signs shall be permitted and shall be appropriately sized in relation to placement on the lot and in proportion to the building.

## **DEMOLITION**

When a building is demolished, it is gone forever. The purpose of historic zoning is to protect historic properties. The demolition of a building which contributes historically or architecturally to the character of the District shall be avoided.

### **Demolition Not Allowed**

Demolition of a building in the District shall not be permitted under the following circumstances:

- (a) The building proposed for demolition is historically significant or is of architectural or historic interest;

- (b) The building contributes significantly to the historic character of the District and demolition would create a detrimental view or adversely affect the existing buildings on the block;
- (c) The demolition of the building would be detrimental to the public interest;
- (d) The building is of an old, unusual or uncommon design that could not be reproduced without great difficulty and expense;
- (e) The proposed replacement would not have a positive visual effect or be compatible with existing buildings on the block and would not respect the historic character and site orientation of the existing buildings on the block.

### **Criteria for Demolition**

Demolition of an existing building shall be permitted if such demolition has been ordered by the appropriate department of the City of Fort Worth for reasons of public health and safety.

With the consideration and approval of the Landmarks Commission, demolition can be allowed under any of the following conditions:

- (a) The demolition request is for a garage, addition or building that is not the primary building and the demolition of said building will not adversely affect the primary facade; or
- (b) The building has lost its original architectural integrity or does not preserve or contribute to the historic character of the District.

### **CRITERIA FOR RELOCATION**

The following guidelines shall apply to the relocation of buildings within the District and into the District from a location outside the boundaries of the District:

A building may be moved from one site to another site within the District under the following conditions:

- (a) The building is seriously threatened at its original location;
- (b) The integrity and structural soundness of the building will be maintained;
- (c) The building will be compatible with the overall character, visual appearance and site orientation of existing buildings on the block at the new location;

- (d) The removal of the building from its original site will not create a detrimental view or loss of integrity of such block;
- (e) Any proposed replacement on the original site will result in a more positive visual effect on such block.

Any relocated building in the District shall be rehabilitated (i.e., repaired and/or remodeled) in accordance with the applicable sections of these guidelines so as to retain the original character and architectural details, design and materials of the building.

All applicable guidelines, including site orientation of the block at the new location, shall apply to such relocation and rehabilitation.

**AMENDMENT OF GUIDELINES**

Once adopted by the District, these guidelines shall not be amended, changed or revised in any manner without the affirmative vote of the owners of 66-2/3 percent of the land contained in the District.

\* \* \* \* \*