

HISTORIC DOWNTOWN PONCA CITY DESIGN GUIDELINES MANUAL



Figure 1: Grand Avenue, looking east from 1st Street. May 26, 1950. Bill Johnson, photographer [Gateway to Oklahoma History].



PREPARED FOR:
The City of Ponca City, OK

First Draft, May 2019

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INTRODUCTION

The City of Ponca City (City) actively endeavors to preserve and protect significant historic places within its city limits. The City solidified its commitment to historic preservation in 1989 when it became one of the first Certified Local Governments (CLG) in Oklahoma and adopted its Historic Preservation Ordinance. The CLG program is a partnership between a local government, the state historic preservation office (SHPO), and the National Park Service (NPS) that focuses on promoting historic preservation. One major player of a CLG is a citizen advisory board that promotes historic preservation and advises about how best to preserve historic places within its municipality. Ponca City’s preservation ordinance created the mechanism for designating local historic landmarks and districts (zoning overlays) and established the Ponca City [Historic Preservation Advisory Panel](#) (HPAP).¹

Among the duties assigned to the HPAP is the review of proposed physical [alterations](#) to properties that are designated local landmarks or within [designated local districts](#). The Ordinance allows the HPAP to develop guidelines to define proper techniques and [best practices](#) for reviewing the proposed alterations. In 2014 the City adopted design guidelines for its historic local residential districts.² In January 2019, the City contracted with Rosin Preservation, LLC to prepare a Design Guideline Manual for all properties located within the Downtown Ponca City Historic District. Although not yet a local historic district, the downtown historic district was listed in the National Register of Historic Places in 2010.

1.1 Purpose of Design Guidelines. Design Guidelines serve business owners, property owners, and developers in their pursuit of rehabilitation of historic buildings and new construction within a designated local historic district. They also serve City staff and the HPAP in their review of proposed work. Design Guidelines are not intended to inhibit change, new construction, or new architectural styles. Rather, they are meant to guide changes to complement the existing buildings and streetscapes through the following goals:

1. Support the principles set forth in *The Secretary of the Interior’s Standards for the Treatment of Historic Properties* (see [4.2](#)).
2. Promote and preserve the historic and cultural integrity of the district.
3. Provide advisory recommendations of the best way to reinforce and protect the unique historic pattern and character of the district.
4. Ensure visual, physical, and functional compatibility of the exterior, publicly-visible portions of the buildings, landscape, and context. These guidelines do not affect how interior space is utilized or designed.
5. Encourage new quality design and construction within a district to be compatible with its historic context. This tool for designers promotes creative and sensitive new designs, while preventing designs that would weaken the integrity of the district through inappropriate or non-compatible designs that do not relate to the historic context, regardless of their quality.

¹ Ponca City, Oklahoma City Code, Title 11 “Zoning Regulations,” Chapter 11 “Special Districts,” Section 2 “HP Historical Preservation District” available at https://www.sterlingcodifiers.com/codebook/index.php?book_id=647.

² Terry L. Foley, “The Historic Residential Design Guidelines for Ponca City,” 2014. As of this writing, Ponca City has two local historic residential districts, the Gateway and Whitworth districts.

6. Protect the value of public and private investment, which might otherwise be threatened by the undesirable consequences of poorly managed growth.

1.2 Targeted Users. This manual is intended to outline appropriate alterations and updates to the historic built environment of downtown Ponca City. If and when the downtown is designated a local historic district, this manual will aid several user groups. This manual will be used by *property owners* within the downtown district to help them understand what techniques, materials, and alterations are best for their historic buildings as they apply for Certificates of Appropriateness and building permits. The City’s *Development Services Department* will use this manual to advise owners on best practices for their historic property that will uphold the historic and architectural integrity of the entire historic district. The *Historic Preservation Advisory Panel* will use this manual to contextualize alterations proposed by building owners in order to approve, deny, or continue a Certificate of Appropriateness. Owners of historic buildings outside of the downtown district also may use this manual as an educational resource for properly maintaining their properties.

1.3 Methodology. Rosin Preservation prepared this document in consultation with the Development Services Department of the City of Ponca City. Initial background research included the perusal of several Ponca City-specific documents to gain an understanding of current conditions within the City and a familiarity of the historic and architectural contexts of the downtown. These documents include the current Municipal Code,³ the downtown intensive level survey reports and photographs (2008 and 2018), “Historic Residential Design Guidelines for Ponca City” (2014), the National Register of Historic Places nomination for “Downtown Ponca City Historic District” (2010), the City’s comprehensive plan (2009), and the historic preservation plan (2007). Other documents consulted included downtown design guidelines for similarly sized towns and downtown historic districts, including Ardmore, Oklahoma (2000, rev. 2010) and Lawrence, Kansas (2008).

Two information-gathering sessions were held prior to the development of this manual in order to discuss goals and concerns for downtown design guidelines. The first included an initial conference call with Rhonda Skrapke, Ponca City Development Services grant administrator and Ponca City Main Street Director, and Chris Henderson, Ponca City Development Services Director. The second was a public meeting held in the Ponca City Commission Chamber on 8 March 2019 (Appendix 6.1). Additional public meetings are to be held after this draft is submitted.

Photographs and notes were taken of downtown on 9 May 2019 to gather current architectural context to include and specific conditions to address in the design guidelines.

³ Specifically, Title 2 “Departments,” Chapter 5 “Community Development Department” and Title 11 “Zoning Regulations,” Chapter 3 “Zoning Districts and Map,” Chapter 7 “Commercial Districts,” and Chapter 11 “Special Districts,” Section 2 “HP Historical Preservation District.”

PONCA CITY DOWNTOWN

2.1 Downtown Ponca City Historic District. *Downtown Ponca City is not a local historic district.* The Downtown Ponca City Historic District (District) was listed in the National Register of Historic Places in 2010. The nomination was based upon a 2008 intensive-level survey of the downtown area that documented the history and architectural integrity of each building within the downtown area. According to its nomination, the District is listed for its association with commercial activities in Ponca City and for its architectural significance. The District contains a concentration of historic commercial architecture built between 1895 and 1960 that reflects the commercial growth of Ponca City “spurred by agricultural prosperity and the discovery of oil and natural gas.”⁴ Construction within downtown after 1960 tended to be in the form of renovation. Most buildings within the district were built for commercial functions such as specialty stores, professional offices, and businesses. At the east end of the district are government buildings, a school, and a religious facility.

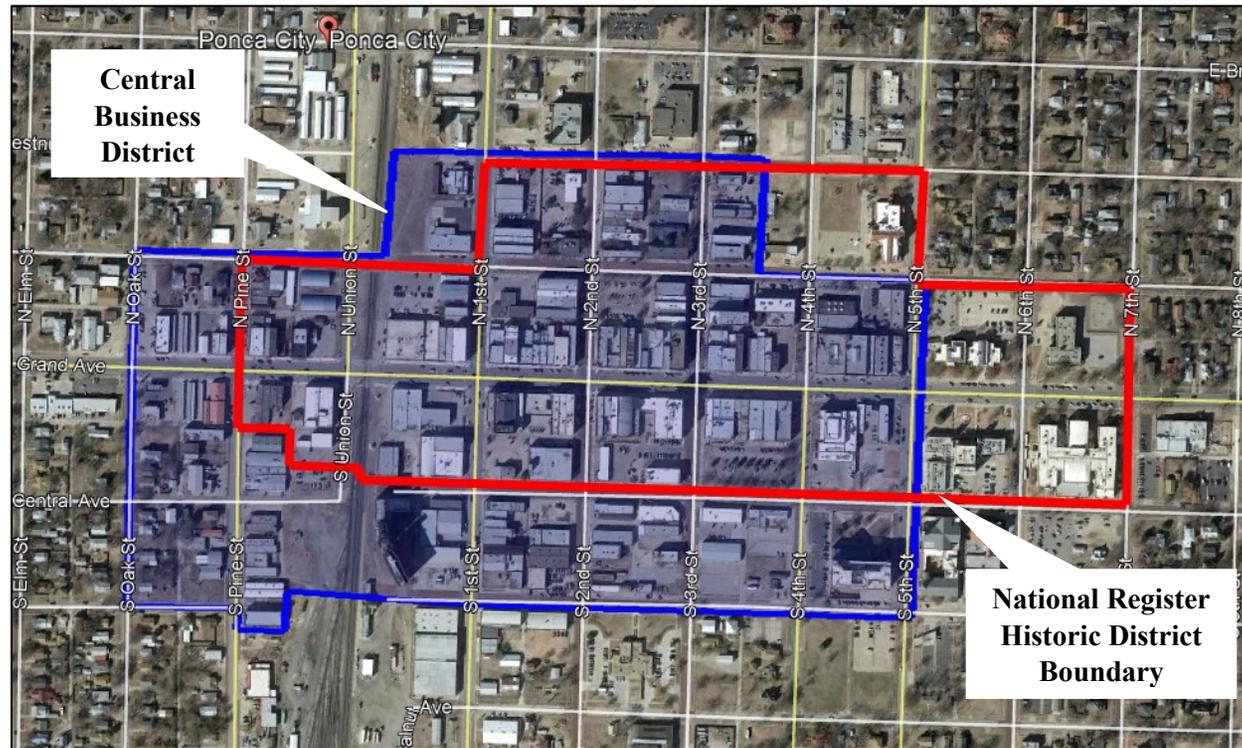


Figure 2: Map of downtown Ponca City showing the extent of the Central Business District (CBD) and the boundaries of the National Register of Historic Places Downtown Ponca City Historic District [Google Earth].

⁴ Kelli E. Gaston, “Downtown Ponca City Historic District,” National Register of Historic Places nomination form (June 2010): 31.

Boundaries

The current National Register boundaries cover twenty-two blocks, most of which are within the Central Business District (*Figure 2*). The district composes the historic core of downtown development and is centered along Grand Avenue, Ponca City's "Main Street." The District is roughly bounded by Pine Street on the west, Chestnut Avenue on the north, Seventh Street on the east, and Central Avenue on the south.

Contributing/Noncontributing

Districts contain buildings, sites, structures, and objects. Each resource is evaluated on an individual basis to determine if it contributes to the historic district. Those that help to define the historic significance and retain historic integrity are considered contributing resources to the district. Conversely, those resources that are not associated with the history of the district or that no longer contain integrity are noncontributing. Districts must contain a majority of contributing resources. When listed in the National Register of Historic Places, the Downtown Ponca City Historic District contained 110 contributing buildings (including the individually listed Ponca Theater) and 33 noncontributing buildings. According to the 2018 survey of downtown, one contributing building in the district was demolished for a parking lot (114 South 5th Street); one contributing building lost its integrity by being insensitively altered (215 North 3rd Street), and four noncontributing buildings should now be considered contributing: 200 South 4th Street, 116-120 North 2nd Street, 121 South 2nd Street, and 120-122 North 3rd Street.

- The District has 112 contributing buildings, including one individually listed building, and 30 noncontributing buildings.

Architectural Forms and Styles

Commercial architecture is distinguished first by building form and second by its architectural style. In *The Buildings of Main Street: A Guide to American Commercial Architecture*, Richard Longstreth identifies and categorizes buildings common to central business districts and neighborhood commercial areas according to the composition of their façades. Despite intricate detailing and stylistic treatments or the lack thereof, the organization of the commercial façade can be reduced to simple patterns that reveal major divisions or zones. Due to their functional nature, many commercial buildings exhibit restrained architectural details. The cornice area followed by the first-story storefront are the most prominent and distinctive features of a commercial building. In addition to the storefront, cornice, and parapet, important character-defining elements of commercial buildings include bulkheads, transoms, signs, and doors (*Figure X*).

The buildings of downtown Ponca City reflect a range of architectural trends common between 1895 and 1960. High-style examples of architectural trends coexist with humble constructions, but together, the buildings define the historic aesthetic qualities that are uniquely Ponca City. The National Register nomination explains the overall character of downtown, "Stylistically, a predominance of the buildings in the district belongs to the generic twentieth century commercial style characterized by its metal skeletal framing and wall of windows. But there are numerous buildings representative of the most popular architectural styles of the late nineteenth and early twentieth century," including Classical Revival and Mission/Spanish Colonial Revival.⁵

⁵ Gaston, "Downtown Ponca City Historic District," 3.

The nomination further summarizes the character of the downtown buildings. “The buildings are generally brick with flat roofs, although there are several examples of stone, stucco, or siding clad buildings, or the combination of two or more of these materials. The degree of ornamentation ranges significantly and generally reflects the time period and economic conditions present during construction.”⁶ Close to 60 percent of the district is comprised of two story buildings; 40 percent are single story buildings, and a few buildings are over two stories.⁷ The following summarizes the most common commercial forms and architectural styles found in downtown Ponca City. These are arranged first by commercial form then by style.

One-Part Commercial Block. The One-Part Commercial Block building is a simple one-story building often with a decorated façade. In many examples, the façade comprises little more than plate glass windows and an entrance with a cornice or parapet spanning the width of the façade.



Figure 4: 118 N 3rd (1930). One-Part Commercial Block, Twentieth Century Commercial Style [2018 Survey].



Figure 4: 105 West Grand (c. 1940). One-part Commercial Block, Minimal Commercial Style [2018 Survey].

Two-Part Commercial Block. Two-Part Commercial Block buildings are typically two- to four- stories in height. They have a clear visual separation of use between the first-story customer service/retail space and the upper-story office, meeting room, or residential uses. The styling of the first story focuses on the storefront glazing and entrance(s). The design of the upper stories identifies the building’s architectural influences. Sometimes these influences are substantial enough to discern a specific style.



Figure 5: 105-109 North 2nd Street (c. 1925). Two-Part Commercial Block, Twentieth Century Commercial Style [2018 Survey].

⁶ Gaston, “Downtown Ponca City Historic District,” 3.

⁷ Gaston, “Downtown Ponca City Historic District,” 3.

Two Part Vertical Block. The Two-Part Vertical Block is a taller version of the Two-Part Commercial Block (over four stories) with a clear visual separation between the first story, or the “base,” and the upper stories, or the “shaft.” The design of the upper stories identifies the building’s architectural influences and often uses decorative or structural elements to emphasize the verticality of the building. Ponca City has one example of the Two-Part Vertical Block: 222 East Grand (Masonic Building/Equity Bank).

Central Block with Wings. The Central Block with Wings are two to four stories in height with a centralized, projecting portion between two smaller units. Banks and government buildings frequently used this form. In Ponca City, there are two examples of this commercial form, and both are government buildings: 402 E Grand (US Post Office and Federal Building) and 500 E Grand (Municipal Complex).



Figure 6: 222 East Grand (1924), Two-Part Vertical Block, Classical Revival [Rosin Preservation].

Figure 7: 402 East Grand (1935), Central Block with Wings, WPA Moderne [2018 Survey].



Late Nineteenth to Early Twentieth Century Commercial Style

- Prevalence: Most common style, especially intact in upper facades.
- Dates: circa 1895 to circa 1940
- Plan Shape: Rectangular. When located on a corner, the entrance will sometimes be canted to face the intersection.
- Height: One to two stories
- Roof type: Flat (low-slope) with parapet.
- Non-Storefront Windows: Wood double hung, typically 1/1 but some historic examples remain with divided upper sashes (vertical muntins); some examples of steel industrial units with centered awning window
- Exterior materials: Mostly red brick; some examples in stone.
- Details: Transoms (prismatic glass; clear glass; or divided panes); ornamental brickwork in the parapet; stepped or shaped parapets; cornice level often castellated; cast stone accents; symmetrical facades (although storefronts may now be asymmetrical).



Figure 8: At right, 201 North 1st Street (1930), Two-Part Commercial Block, Commercial Style; at left, 203 North 1st Street (c. 1930), One-Part Commercial Block, Commercial Style [Rosin Preservation].

Mission/Spanish Colonial Revival

- Prevalence: Fewer than 10 examples from simple to high style.
- Dates: circa 1915 to circa 1930
- Plan Shape: Rectangular when adjacent to other buildings; irregular when free-standing
- Height: One to three stories; some buildings have one-to-three stories themselves.
- Roof type: On commercial buildings, these are flat with ornamented/decorated parapets often containing clay tile; free-standing examples have gabled roofs (with or without parapets), prominent domed towers
- Non-Storefront Windows: Wood double hung, typically 1/1 but some historic examples remain with divided upper sashes (vertical muntins); at least one example of steel casements.
- Exterior materials: Stucco; brick (polychrome; yellow/tan).
- Details: Clay tile roofs/parapets; terra cotta and cast stone details; shaped parapets; decorative brackets; balconettes; series of arched windows/masonry openings; decorative tile work accents; prismatic glass transoms; colorful.

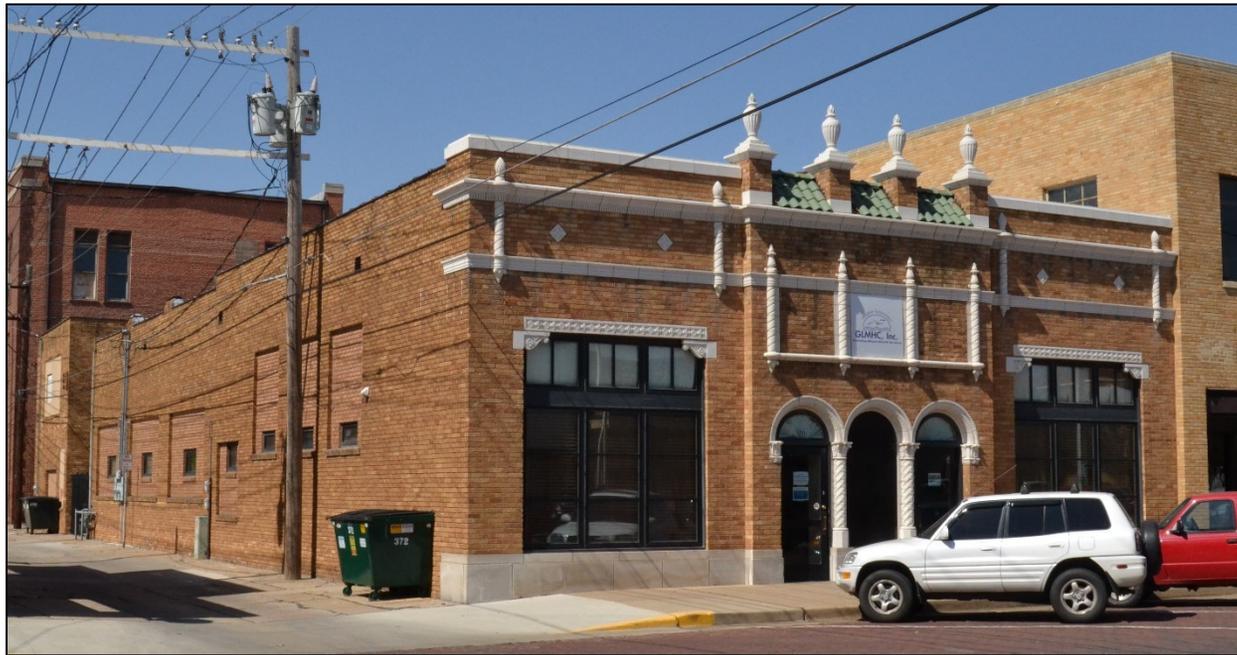


Figure 9: 110-114 North 4th Street (1927), One-Part Commercial Block, Spanish Colonial Revival [2018 Survey].

Classical Revival

- Prevalence: Fewer than 10 examples; this style is most common on department stores and traditional businesses such as banks.
- Dates: circa 1910 to circa 1930
- Plan Shape: Rectangular.
- Height: Two to six stories
- Roof type: Flat (low-slope) with parapet.
- Non-Storefront Windows:
- Exterior materials: Brick
- Details: Cornices (metal or stone); dentils; columns and pilasters with Doric and Ionic capitals; bullseye accents, especially at windows; festoons/swag details; stepped parapets.



Figure 11: 200 East Grand (1928), Two-Part Commercial Block, Classical Revival details in upper level [2018 Survey].



Figure 11: 105 East Grand (1928), Two-Part Commercial Block, Classical Revival details in upper level [2018 Survey].

Minimal Commercial

- Prevalence: Common
- Dates: circa 1915 to circa 1950
- Plan Shape: Rectangular.
- Height: One to two stories
- Roof type: Flat (low-slope) with parapet.
- Non-Storefront Windows: Commonly, wood double hung, typically 1/1; although, not consistent to style due to date range.
- Exterior materials: Brick; less common are concrete block and stucco
- Details: Large plate glass displays and angled storefronts common; little to no decoration or ornamentation; parapet may have a simple pattern.



Figure 12: 212 North 3rd Street (1930). One-part Commercial Block, Minimal Commercial Style [2018 Survey].

Modern Movement.

- Prevalence: Common, especially as overall design changes of old buildings.
- Dates: 1950s to 1970s
- Plan Shape: Rectangular.
- Height: One to two stories
- Roof type: Flat (no parapet); flat with parapet (when building is updated)
- Non-Storefront Windows: Aluminum (design can vary); commonly covered
- Exterior materials: Varies. Polished stone veneer common; metal (slipcovers); some brick.
- Storefronts: Modern era storefronts have large plate glass windows with small bulkheads, often angled display windows/entry, narrow metal framing; flat canopies over storefronts; visually textured surfaces; storefronts of later modern era buildings are obscured either by opaque materials or by deep insets.
- Details: Simple forms; metal storefronts; slipcovers



Figure 13: 120 South 3rd Street (1956), Modern Movement [2018 Survey].

Art Deco

- Prevalence: Uncommon. Ponca City East Middle School (612 East Grand) and 417 East Grand are two restrained examples.
- Dates: 1929-1939
- Height: Two stories
- Roof type: Flat (low-slope) with parapet.
- Exterior materials: Brick, cast stone
- Details: Stylized plant designs for pilaster capitals and parapet details; starbursts



Figure 14: 612 East Grand (1939), Art Deco [2018 Survey].

2.2 Central Business District. The buildings within the District each have underlying zoning regulations as defined in the Municipal Code. With the exception of a few properties at the east end of the District, most parcels are part of the [Central Business District](#) (CBD) (*Figure 15*). The CBD promotes pedestrian oriented uses (commercial, residential, offices) with a focus on retail development. The reuse of existing, historic buildings is highly encouraged within the CBD regulations, which would be strengthened by a Historical Preservation District (HP) overlay. The goals of the CBD are promoted by the City and [Ponca City Main Street](#). New construction and all demolitions within the CBD are reviewed by the Design Committee of the Ponca City Main Street (See [3.4](#)); these actions plus other projects involving properties within the historic district also would be reviewed by the Ponca City Historic Preservation Advisory Panel.

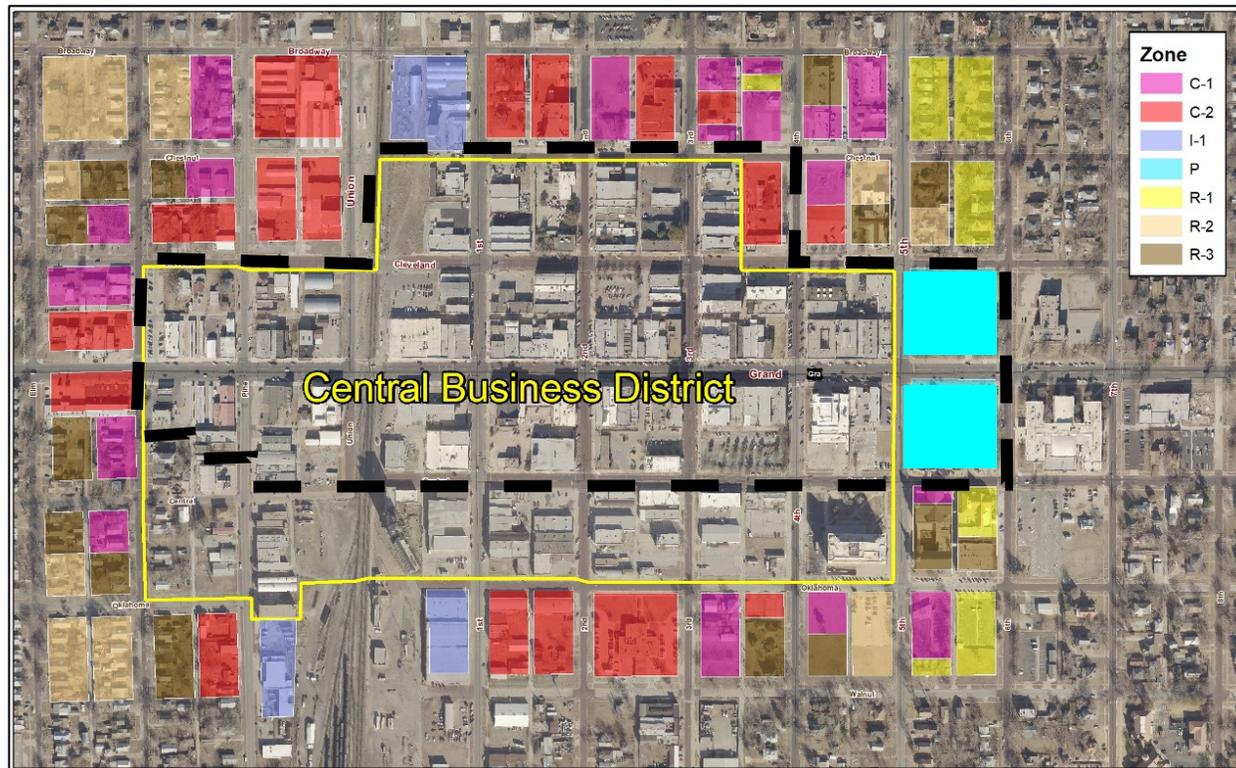


Figure 15: Downtown zoning map, provided by the City Development Services. Bold, dashed line indicates the boundary of the National Register historic district.

2.3 Grand Arts District. Ponca City is in the process of establishing an Arts and Culture District within downtown. In 2017, the Oklahoma Art Council awarded Ponca City Main Street a five-year grant to form the district. The Grand Arts District, named for Grand Avenue, is a mixed-use concentration of the city’s arts and cultural facilities and activities that is intended to be an “anchor of attraction” for the city (*Figure 16*). The historic buildings of downtown Ponca City act as an ideal background to showcase area artists and cultural traditions.

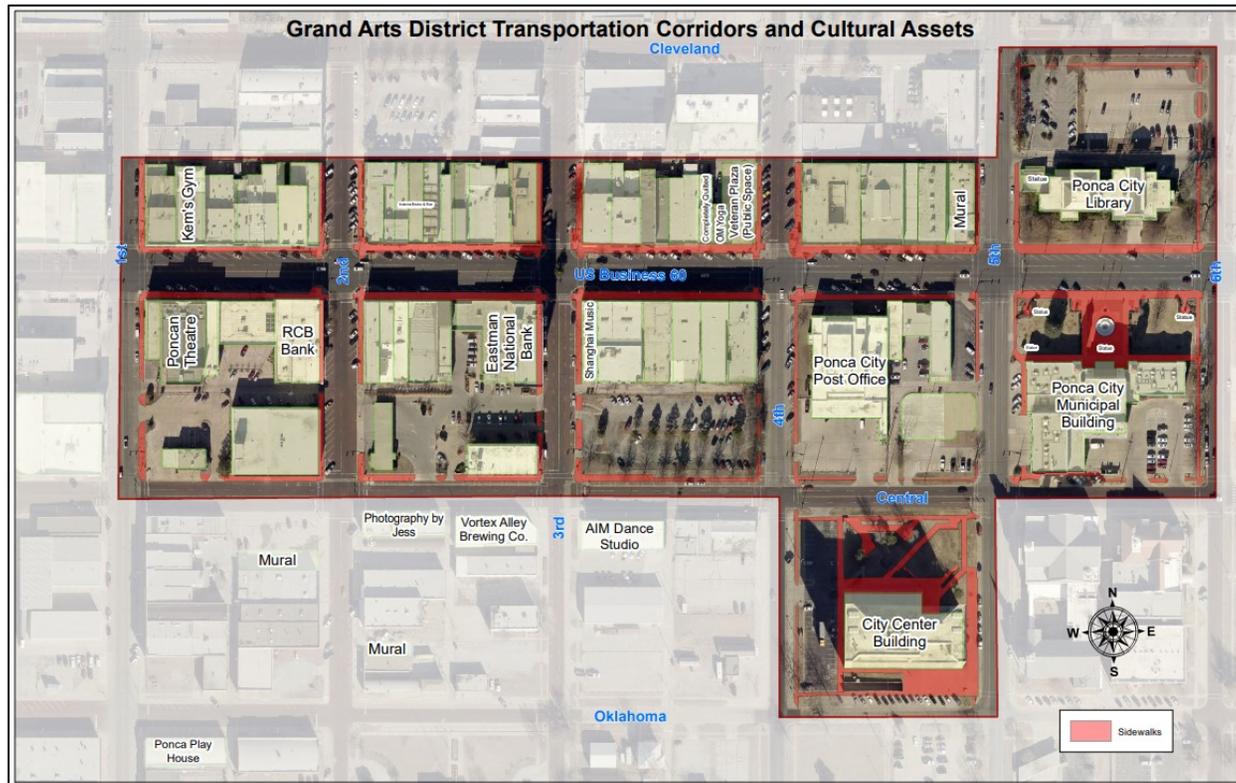


Figure 16: Map showing the Grand Arts District Transportation Corridors and Cultural Assets [Ponca City Main Street].

2.4 Business Improvement District. The City and Ponca City Main Street have partnered in an effort to create a Business Improvement District (BID) in downtown Ponca City. The primary function of a BID is to promote economic development through enhancements to hospitality (marketing, signage) and aesthetics (art installations, elimination of blight, upkeep of streetscape), among other areas. The goals of the Ponca City BID would align well with those of the Downtown Ponca City Historic District, as promoting the city and her assets are functions of both. For more information on the BID, see www.poncacitybid.com.

DESIGN REVIEW PROCESS

3.1 Caveat. *Downtown Ponca City is not a designated local historic district.* This section of the Design Guidelines Manual is for reference only. No Certificates of Appropriateness or design review by the Historic Preservation Advisory Panel are currently required for projects on property within the downtown area. However, projects may be subject to regular building permits issued by the City's Building Services Department and/or Design Review by the Ponca City Main Street Design Committee. The latter only applies to those properties within the Central Business District. If and when downtown Ponca City is locally designated a historic district, this section should be expanded and updated as needed.

3.2 Planning a Project. When beginning a **project**, it is recommended to research what the property may have looked like historically. Historic photographs or other recordation can be helpful when repairs or replacement materials are needed so they match the typical construction and materials for the architectural style and time period the building was built.

All proposed development, construction, rehabilitation, modification, or other such work to the *exterior* of buildings within the boundaries of the District is subject to review by the local Historic Preservation Advisory Panel, if the alterations are viewable from public **rights-of-way** such as streets, sidewalks, and alleyways. Additionally, some projects affecting buildings within the Central Business District require design review by the Ponca City Main Street Design Committee.

All work (interior and exterior) must be done in accordance with current building codes and ordinances. For example, there are City ordinances about zoning, parking, maintenance, and upkeep of properties and dangerous buildings code enforcement. A building permit may be required for specific work. Contact the [Ponca City Development Services Department](#) for current ordinances, information about building permits, and building codes.

Work defined as **ordinary maintenance and repair** does not require a building permit or COA. This work includes stabilization or general maintenance that does not noticeably change the **exterior architectural appearance** of the building. Examples of this type of work include window washing, touching up previously painted surfaces, roof repair. Contact the Development Services Department to confirm if work will need design review.

3.3 Certificate of Appropriateness (COA). The Historic Preservation Ordinance for the city of Ponca City requires the issuance of a Certificate of Appropriateness (COA) prior to the implementation of certain projects involving a property designated as a local landmark or located within a locally designated historic district. A COA is required for the following instances, according to the Historic Preservation Ordinance:

- A. Whenever work requires a [building permit](#) issued by the city;
- B. Whenever a fence or driveway is constructed beyond the front line of the building;

C. Whenever work includes the erection, moving, demolition, reconstruction, restoration, or alteration of the exterior of any property, except when such work satisfies all the requirements for [ordinary maintenance and repair](#).

The Historic Preservation Advisory Panel (HPAP) reviews all proposed exterior changes that are visible from a public street, sidewalk, or alleyway. Changes include the following:

- Additions (enclosed portions and new features like porches and balconies)
- New construction and infill
- Alterations and renovations
- Demolitions (total or partial)
- Relocations
- Driveways
- Sidewalks
- New ADA-compliant entrances
- New parking areas
- Fences, walls, street light fixtures, trees that contribute to the streetscape
- Changes to exterior paint color
- Proposed painting of previously unpainted surfaces
- Replacement of features (windows, doors, siding, etc.)
- Signs and awnings
- Other exterior changes not specified above

If the review finds the proposed alterations meet the Design Guidelines, the HPAP issues a COA and a project can proceed after all required building permits are issued by the city. If the proposed alterations are found to not meet the Design Guidelines, the HPAP either continues a review or declines to issue a COA thus halting a project from going forward until plans are modified to be in compliance with the Design Guidelines.

The Historic Preservation Division of the City’s Development Services Department expedites the review of certain minor alterations listed below. These alterations generally do not require review by the HPAP unless city staff determines that the complexity of the project should be reviewed by the HPAP.

- Painting previously painted surfaces
- Roofing replacement of in-kind materials
- Replacement or installation of gutters and downspouts
- Replacement of existing sidewalks, front steps, and driveways
- General landscaping

- Installation of storm windows and doors
- Repointing masonry
- Installation of exterior light fixtures
- Replacement or installation of awnings
- Removal of non-historic siding
- Renewal of previously approved COAs in which the scope of work has not changed

3.4 Central Business District Design Review. The zoning ordinance for the Central Business District (CBD) provides for a design review of new construction and the total or partial demolition of any primary structure or building within the zoning district. The Ponca City Main Street Design Committee issues a certificate of approval after reviewing the proposed new construction or demolition. This review is separate and distinct from the review of new construction and demolition performed by the HPAP.

The following are common actions to buildings within a downtown district. This is not meant to be an exhaustive list

Action	CONTRIBUTING RESOURCE				NON-CONTRIBUTING RESOURCE			
	Exempt	Admin. Approval	HPAP	CBD	Exempt	Admin. Approval	HPAP	CBD
ADA-compliant ramps			X				X	
Additions			X				X	
Awnings (new installation)			X				X	
Awnings (replacement in kind)		X				X		
Decorative Elements (shutters, balconies, etc.)			X			X		
Demolition (partial)			X	X			X	X
Demolition (total)			X	X			X	X
Doors (exterior)			X			X		
Exterior Siding, Stucco, Trim (replacement in kind)	X				X			
Exterior Siding, Stucco, Trim (replacement with new)			X				X	
Fences							X	
Foundation Repair	X				X			
Landscaping (general)		X				X		
Landscaping (new)			X				X	
Lighting, Exterior		X				X		
Major Cleaning of Exterior		X				X		
Masonry (repointing, minor repairs)	X				X			
Masonry (major rehabilitation)			X				X	

(continued)	CONTRIBUTING RESOURCE				NON-CONTRIBUTING RESOURCE			
Action	Exempt	Admin. Approval	HPAP	CBD	Exempt	Admin. Approval	HPAP	CBD
Mechanical & Electrical Equipment (solar panels; HVAC units, etc.)			X				X	
New Construction			X	X			X	X
Paint (previously painted surfaces; color change)		X				X		
Paint (previously unpainted surfaces)			X				X	
Parking Areas/Structures (new or altered)							X	
Relocations			X				X	
Roofing (repair)	X				X			
Roofing (new, in kind replacement)	X				X			
Roofing (new, replacement materials)			X				X	
Sidewalk (repair)	X				X			
Sidewalk (widening, removal, replacement)			X				X	
Signage, historic (repair)	X				X			
Signage, historic (replacement or modification)			X				X	
Signage, historic painted (repainting or modification)			X				X	
Signage (new)			X				X	
Slipcover (removal)			X	X			X	X
Streets (repair)	X				X			
Streets (replacement, in kind)		X				X		
Streets (replacement, new materials)			X		X			
Streetscape Objects (benches, fountains, art, planters, streetlights)			X				X	
Storefronts (new)			X				X	
Storefronts (repair)	X				X			
Windows, Storm (repair; replacement in kind)	X							
Windows, Storm (new)			X				X	
Windows (repair)	X				X			
Windows (replacement in kind)		X				X		
Windows (replacement new materials)			X				X	

DESIGN & MAINTENANCE GUIDELINES

The intent of this manual is to serve business owners, property owners, and developers in their pursuit of the rehabilitation of historic buildings and new construction within the locally designated Downtown Ponca City Historic District (future designation).

These guidelines are not intended to inhibit change, new construction, or new architectural styles, as long as such changes complement existing historic buildings and streetscapes. These guidelines do not force property owners to take on unplanned projects to comply with this manual. Rather, existing conditions that meet the City's building codes are not affected by these guidelines unless a proposed project seeks to alter a building within the district. This manual will guide future proposed alterations with the goal of creating a positive change in downtown Ponca City.



Figure 17: Annotated façade to show commercial building terminology. 319 East Grand (1911), Two-Part Commercial Block, Commercial Style [Rosin Preservation].

4.1 Maintenance. Not all work on historic buildings involves a major undertaking. In fact, major work is often the result of a lapse in regular maintenance. Regular maintenance is critical for the upkeep of every building, regardless of its age or historic designation. Planned preventative maintenance and regular repairs are the most sustainable way to protect a building and its historic features from deterioration due to the effects of time and weather. A regular maintenance plan for a historic building is especially important to develop, as a simple problem such as a leaking pipe can grow into a much larger and more expensive issue if left unrepaired. Property owners are not expected to know the building construction trades or technical knowledge required to repair issues. However, it is vital for owners of a historic property to recognize signs of deterioration, water damage, and weathering, as well as typical locations where wood rot, water, and air infiltration are common. Keeping a building weathertight will ensure its energy efficiency and longevity.

The Historic Preservation Ordinance requires all property owners within the historic district to maintain their buildings, structures, and grounds in good repair and condition, in keeping with the historic character of downtown. This includes maintaining the structural integrity of a building's interior. All maintenance activities should maintain, rather than replace, historic building features, in keeping with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. The following annual maintenance inspection items are helpful for both occupied buildings and those buildings awaiting a tenant (mothballed buildings).

Typical Maintenance Inspection and Repairs

- Roofs and parapets
 - When: Spring or fall
 - Frequency: Annually; every fifth year by a licensed roofer
 - Look for cracked, warped, or missing shingles or roofing membrane
 - Inspect metal flashings at roof penetrations to make sure they are tight
 - Check for missing mortar at parapet joints and repoint as needed with appropriate material
 - Remove debris piles
- Gutters, downspouts, and/or roof drains
 - When: Spring and fall
 - Frequency: Every six months
 - Clear of debris
 - Ensure tight joints
 - Correct and adjust misaligned gutters for proper drainage
 - Seal leaking joints and small holes
- Siding, exterior trim, and exterior ornament
 - When: Spring, prior to painting season
 - Frequency: Annually
 - Look for cracked, warped, or missing pieces
 - Repair or replace rotted wood
 - Touch up or repaint previously painted areas that show need
- Masonry walls
 - When: Spring or fall
 - Frequency: Annually; every fifth year by a licensed mason
 - Check for cracked or missing mortar; repoint where needed
 - Properly clean heavily stained or vandalized surfaces
 - Remove vines and weeds from growing on the sides of buildings as the vines can cause deterioration to the mortar and the masonry

- Foundations
 - When: Spring or fall
 - Frequency: Annually
 - Check for cracks or water infiltration both on the exterior and the interior
 - Check to be sure the ground around the building slopes away from the foundation to help keep it dry
- Windows
 - When: Spring, prior to painting season
 - Frequency: Annually
 - Repaint or touch up cracked or missing paint
 - Replace broken glass
 - Replace cracked or missing glazing compound
- Doors
 - Check caulking adhesion to make sure it is intact and is not cracked or missing
 - Check that windows operate smoothly and have weather stripping and functioning hardware
- Doors
 - When: Spring and fall; prior to heating and cooling seasons
 - Frequency: Every six months
 - Repaint or touch up cracked or missing paint
 - Replace broken glass
 - Replace cracked or missing glazing compound
 - Check caulking adhesion to make sure it is intact and is not cracked or missing
 - Check that doors operate smoothly and have weather stripping and functioning hardware

Applicable Preservation Briefs:

- Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings.

4.2 Secretary of the Interior Standards. The design guidelines developed for Downtown Ponca City are based on the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Developed by the National Park Service and the Secretary of the Interior, these Standards define four different approaches for treating historic properties:

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.

Restoration depicts a property at a particular period of time in its history, while removing evidence of other periods.

Reconstruction re-creates vanished or non-surviving portions of a property for interpretive purposes.

Rehabilitation is the most common treatment of historic buildings. This treatment approach allows new uses within a historic building and the replacement of deteriorated historic materials with compatible materials to ensure the viability and longevity of the historic place. The *Secretary of the Interior's Standards for Rehabilitation* are used by the National Park Service, Technical Preservation Services in their review of projects utilizing **Federal Historic Rehabilitation Tax Credits**. These same standards are the foundation of this manual, and each of the specific design guidelines adheres to the following ten *Standards for Rehabilitation*:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion,

and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

4.3 How to Use the Guidelines. The following guidelines for the various materials and building features/elements are based upon the *Secretary of the Interior's Standards for Rehabilitation* and the **National Park Service Preservation Briefs**. Each section includes photographs, illustrations, and a detailed written description of the Recommended and Not Recommended approaches for owners who are rehabilitating their property's exterior architectural materials and features. Also included is a bulleted list of exterior rehabilitation treatments including repairs, additions, alterations, and new construction categorized into what is considered maintenance and what will require a Certificate of Appropriateness. Each application for a COA is evaluated on a case-by-case basis within the parameters of these guidelines.

[Insert annotated image of one of the following pages]

4.4 Masonry (Brick, Stone, Concrete Block, Terra Cotta).



Figure 18: 201 East Grand (1902). Brick is a character-defining feature of downtown Ponca City [Rosin Preservation].

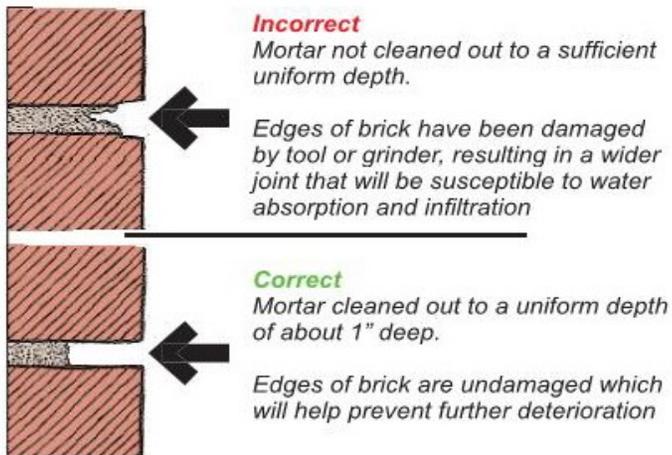
Masonry, especially brick, is the most common exterior material used in the construction of downtown’s commercial buildings. Brick became the material of choice in Ponca City after the fire of 1900 that destroyed the majority of the original frame commercial buildings. Several historic brick streets also remain with the downtown. Masonry is a material of permanence, allowing buildings and structures of this material to last for generations. While brick predominates the built environment of downtown, stone is seen from complete buildings to veneers to decorative accents. Historic rusticated concrete block is seen in a few buildings around the perimeter of the district, and terra cotta or cast stone accents are found primarily in Twentieth Century Commercial Style, Spanish Colonial Revival, Classical Revival, and Art Deco styled buildings.

In order to maintain these buildings for future generations, it is imperative that the correct materials and methods are utilized. Equally important is to hire a mason that has an expertise with historic buildings and a knowledge of historic building techniques. Repointing is an important part of maintaining historic masonry. This is the term used for removing

deteriorated mortar and replacing it with new mortar. Mortar bonds the brick or stone masonry units together and keeps water out of the wall system.

Repointing with an appropriate mortar mixture that is consistent with the original mortar is important for several reasons. If new mortar is too soft compared to the original mortar, it may not be strong enough to hold the brick or stone together and also may not adhere properly to the masonry units. Additionally, mortar that is too hard may expand and contract at a different rate than the surrounding historic masonry and rather than the mortar deteriorating, the brick or stone will deteriorate (spall, delaminate and crack) causing permanent damage to the building.

New mortar should match the physical properties of the original, historic mortar for aesthetic reasons. Replacement mortar should match the original mortar in color, texture, aggregate, and joint profile. Many historic mortars have variations in aggregate size and colors, as well as a pigmented matrix. Replacement mortar that does not match the historic mortar will be an obvious alteration to the building facade.



When removing existing mortar, it is important that removal is done by hand rather than with a power tool. Cutting out old mortar with power tools can cause irreparable damage to the brick and stone (Figure 19).

Masonry should be cleaned using the gentlest means possible, usually with water or other non-abrasive means. The pressure should be less than 300-400 psi to prevent damage to the masonry and mortar. Abrasive methods, such as sandblasting, should not be used because they may damage or remove the protective fire skin of the brick, which prevents water from penetrating the brick.

Preventing water from entering walls will result in historic masonry systems that will last for generations. Once water penetrates an exterior masonry wall, it can cause irreversible damage to the masonry and/or mortar through spalling or deterioration.



When masonry features are damaged, the preferred treatment is to patch them in place with appropriate materials. If the feature or unit is too damaged or is missing, replace them in-kind utilizing salvaged material to match the existing historic masonry. If salvaged material is not available, use new masonry units matching the historic in-kind (dimension, texture, features, color) and matching installation method of the surrounding historic materials. If it is necessary to replace a large amount of masonry features, replacement materials may be used provided they convey the same visual appearance as the historic material.

It is not appropriate to install artificial masonry or stone veneer to the facade of a building to mask original masonry if it did not originally exist. Veneer should be removed in its entirety if it has not achieved historical significance.

Painting Masonry (Not Recommended)

Historically, most masonry buildings were not painted. When buildings were painted, it was commonly done to hide poor masonry work or mismatched or deteriorated brick or stone. Buildings also may have been painted with the desire to protect the masonry from further deterioration after it had been sandblasted or otherwise damaged. *Typically, painting masonry is not encouraged.* Additionally, application of liquid ‘waterproofing’ or ‘sealants’ are not recommended as they can cause permanent damage to masonry when water becomes trapped behind the ‘sealer.’

If masonry is to be painted, care must be taken to choose a ‘breathable’ paint product for masonry. When a latex or ‘skin forming’ paint is used, it traps water behind the paint layer and causes permanent damage to the masonry (spalling, cracking and deterioration).

When removing paint from masonry, care should be taken not to damage the masonry. The removal of paint is typically accomplished through chemical methods. Testing in inconspicuous areas should be done prior to moving forward with paint removal on the remainder of the building. Stripping should be done utilizing the gentlest methods available, with chemical strippers that have been proven to be safe on historic masonry materials.

Painted Murals and Signs

Painted murals and signs on commercial buildings within the historic downtown should take into consideration the following items:

- Is the painted sign or mural a historic feature of the building?
- Size, Scale, and Location of new mural (can it be seen from the public right of way? Is it located on a primary or secondary façade? Is it located towards the front or the back of the building? How big is the mural?)
- Paint must be specially formulated for masonry, to be ‘breathable’ and must be removable in the future.
- All proposed painted murals and signs will require a Certificate of Appropriateness.

[Insert more photos as illustrations]

Masonry Policy:

Masonry will be preserved in place by proper cleaning techniques and appropriate repointing, including mortar material and joints. Limited replacement of masonry shall match historic material in color, size, and material; mortar color and composition will match the historic material. Masonry will not be covered by alternative materials; previously unpainted masonry will not be painted.

Recommended Treatments for Masonry:

- Test original mortar for its composition before new mortar mixture is made. This will enable mason to match original mortar in composition and color.
- Match existing mortar joint profile and appearance.
- Remove loose or deteriorated mortar by hand to ensure protection of brick or stone.
- Test all cleaning methods, including paint removal, prior to beginning project. Always utilize gentlest methods possible that achieve successful results without damaging historic masonry.
- Clean masonry using water or non-abrasive means at a pressure less than 300-400 psi.

Not Recommended Treatments for Masonry:

- Do not use mortar that is too hard or too soft in comparison to existing original mortar.
- Do not remove sound joints in good condition in order to replace all mortar joints to achieve uniform appearance.
- Do not cut out old mortar joints with power tools. This could damage brick or stone.
- Do not sandblast or use other abrasive means of cleaning masonry.
- Do not apply ‘waterproofing’ or ‘sealers’ to masonry. They are often unnecessary and expensive. Masonry wall systems are designed to allow “breathing” (transfer of water vapors from inside a wall through the brick and mortar) and the application of sealants could cause moisture to be trapped inside the masonry, leading to permanent damage such as spalling or cracking.
- Do not apply non-breathable paint to exterior masonry walls. Most paints that are not specifically designed to be ‘breathable’ for masonry wall systems will trap the moisture behind the paint inside the masonry, causing irreversible damage to the historic masonry and mortar.

Recommended Treatments for Previously Painted Masonry:

- Scrape off loose paint by hand. It is only necessary to scrape paint to the next solid layer. Do not use abrasive methods such as sandblasting or power washing with water pressure greater than 300 psi, which could cause damage.
- Chemical paint remover is acceptable if it is applied correctly.
- Repair damaged masonry, in-kind, prior to repainting.
- Prepare building surface for new masonry paint, per manufacturer's instructions. This will help new paint adhere to the building and prolong the life of the paint.
- Use a paint that is formulated for masonry and that is compatible with the paint that currently coats the building and one that is appropriate for masonry that will allow the masonry to 'breathe.'
- New murals, created with appropriate masonry paint, may be applied to previously painted buildings.

Ordinary Maintenance & Repair of Masonry:

- Minor repointing work, less than 20% of the building.
- Masonry spot cleaning to remove graffiti or staining.
- Minor brick or stone replacement in-kind.
- Touch up of previously painted masonry.

Not Recommended Treatments for Painted Masonry:

- Do not paint a building that has not been painted. This includes adding a mural to unpainted masonry.
- Do not utilize abrasive means to remove paint from building.
- Do not use paint that is not 'breathable' or not compatible with masonry.
- Do not paint a building that has damaged or deteriorating masonry, without first correcting the problems, even if the building is currently painted
- Do not skip the preparation stage of painting. Priming the building will help new paint adhere, thus avoiding peeling paint soon after the job is complete.

COA Required Work on Masonry:

- Major repointing work (includes masonry foundations).
- Major masonry cleaning project.
- Waterproofing or other coatings.
- Brick or stone replacement in-kind.
- Painting or re-painting masonry, including historic signage.
- New painted murals.

Applicable Preservation Briefs:

- Preservation Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
- Preservation Brief 2: Repointing Mortar Joints in Historic Masonry
- Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings
- Preservation Brief 7: The Preservation of Historic Glazed Architectural Terra-Cotta
- Preservation Brief 38: Removing Graffiti from Historic Masonry
- Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings
- Preservation Brief 42: The Maintenance, Repair and Replacement of Historic Cast Stone

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

4.5 Stucco.



Figure 19: 401-409 East Grand (1927). This block is comprised of Mission/Spanish Colonial buildings with stucco exteriors [Rosin Preservation].

Stucco is a type of exterior plaster applied as a two-or-three-part coating directly to masonry. It was applied to historic buildings, either at the time of construction or in later years. This material is especially common in Mission, Spanish Colonial, and Art Deco styled buildings, as is seen in downtown Ponca City. Historic twentieth century stucco is a mixture of Portland cement, sand, hydrated lime, and water; color can be added in the finish coat or paint. If the stucco is important to the historic character of the building, it is important to maintain the material. If the stucco was added inappropriately (such as a cementitious parging), masks historic architectural features, or was utilized to create architectural details that were not originally present, it is recommended to carefully remove the stucco and expose the historic facade.

Stucco Policy:

Historic stucco will be preserved in place by proper cleaning techniques and appropriate repair. Repairs will be done to match color, texture, and composition of historic stucco. Historic stucco will not be covered by a new material.

Recommended Treatments for Stucco:

- Test original stucco for its composition before new stucco mixture is made.
- Always remove loose stucco and repair damaged areas before painting. Patched areas should match original stucco as closely as possible in appearance and texture.
- Seal hairline cracks with a thin slurry coat (consisting of finish coat ingredients), paint, or whitewash.
- Carefully remove stucco that was inappropriately applied to exterior facades that masks historic features of the building.
- Install only historically appropriate authentic stucco.
- Clean airborne dirt from stucco using water at a pressure less than 300-400 psi and a soft natural bristle brush; non-ionic detergents may also be used. Algae, mold, and metallic stains may be removed using poultices and appropriate solvents; test a small section before complete cleaning.

Ordinary Maintenance & Repair of Stucco:

- Patching small holes or cracks in stucco. Be sure to perform this work when the weather is warm and will not go below freezing, so the stucco is able to cure and dry.
- Touch up painting with the same color it is currently painted.

Not Recommended Treatments for Stucco:

- Do not remove stucco from a building that was installed to mask damaged masonry unless it is intended to restore the underlying masonry to its original appearance. Appropriate stucco on a secondary facade is an appropriate repair for severely deteriorated masonry; stucco primarily consisting of cement is not recommended due to trapping moisture in the masonry.
- Do not stucco a building that has not been covered before.
- Do not fill cracks with caulk.
- EIFS and other modern synthetic stucco systems are not recommended.

COA Required Work on Stucco:

- Major cleaning and/or painting.
- Replacement or patching of more than a 20% of the stucco.
- New stucco installation (includes EIFS).

Applicable Preservation Briefs:

- Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings
- Preservation Brief 22: The Preservation and Repair of Historic Stucco

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 3: Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

4.6 Wood.



Few extant buildings in downtown Ponca City historically utilized wood clapboard as a primary exterior material. More buildings contain wood trim, decorative features, and/or storefronts. Non-historic applications in Ponca City include clapboard, shingles, board-and-batten, and sheet products. Historic uses of wood should be maintained, and non-historic applications should be removed to expose historic underlying materials such as windows, transoms, and parapet walls. Substitute sidings, such as aluminum and vinyl siding negatively affect the historic and architectural integrity of a historic building. These siding materials tend to look dated after several years and cannot achieve the trim detail that wood offers; therefore, they are not recommended.

The installation of insulation to wood framed structures is a common way to increase energy efficiency in these buildings. If blown-in insulation (densely packed cellulose or fiberglass) is used, it should be installed by removing (and then replacing) individual siding boards at the top of the exterior wall or through holes drilled through non-decorative interior walls.

Holes should not be drilled through the exterior wood walls due to the visible damage to the boards, even if the holes are patched; visible plugs should be avoided.

Wood Policy:

Historic wood will be preserved in place by proper cleaning techniques and by the application of paint. Replacement shall match historic material in color, size, and material.

Recommended Treatments for Wood:

- It is always advisable to paint, rather than replace wood with another material.
- Deteriorated siding or decorative elements should be patched or consolidated in place or replaced with in-kind materials.
- When replacing materials, match the overall dimension, thickness, profile, scale, and finish of the original material.
- Preparation of wood surfaces and proper priming will add longevity to paint applications.
- Utilize high quality exterior paint.
- Paint stripping should be done by the gentlest means possible.
- Remove existing inappropriate siding that covers original, historic materials.

Ordinary Maintenance & Repair of Wood:

- Replacement of individual trim or a single siding board to match existing.
- Touch up painting of siding and trim with the same color it is currently painted.

Not Recommended Treatments for Wood:

- Do not apply new paint to existing deteriorated paint that has cracked or has too many layers.
- Do not install aluminum, vinyl, or other synthetic siding to cover original, historic wood siding or building elements.
- Do not stain or leave wood unfinished.
- Do not install blown-in insulation from the exterior to avoid visible plugs.
- Do not remove historic, character-defining elements from a building.

COA Required Work on Wood:

- Replacement of more than a 20% of the siding or trim boards.
- New siding or trim installation (regardless of material).

Applicable Preservation Briefs:

- Preservation Brief 8: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
- Preservation Brief 3: Improving Energy Efficiency in Historic Buildings
- Preservation Brief 10: Exterior Paint Problems on Historic Woodwork
- Preservation Brief 11: Rehabilitating Historic Storefronts
- Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

4.7 Concrete.



Most of the concrete found within downtown Ponca City is in the form of sidewalks, curbs, ramps, steps, and foundations. A few buildings and structures are made of concrete; most of these buildings were constructed after 1960. Preserve historic concrete features whenever possible. Concrete is often reinforced with metal rebar that corrodes over time due to water infiltration and the freeze/thaw cycle. Find the source of deterioration prior to patching concrete or replacing damaged components. Since water is often the source of concrete deterioration, provide proper grade slope for drainage so that water does not stand on concrete surfaces and drains away from concrete foundations.

Like masonry, concrete should be cleaned using the gentlest means possible, usually with water or other non-abrasive means. The pressure should be less than 300-400 psi to prevent damage. Abrasive methods, such as sandblasting, should not be used because they may damage the material. If concrete is especially dirty, chemical cleaners may be used, following appropriate methodology.

Concrete Policy:

Historic concrete will be preserved in place by proper cleaning techniques and appropriate patching. Concrete will not be covered by alternative materials; previously-unpainted concrete will not be painted.

Recommended Treatments for Concrete:

- Match repaired concrete to original concrete as closely as possible in color and texture.
- Find the source of deterioration (typically rusted reinforcement bar) and replace damaged parts.
- Provide proper slope for drainage so that water does not stand on concrete surfaces and drains away from concrete foundations.
- Clean concrete using the gentlest means possible.

Ordinary Maintenance & Repair of Concrete:

- Patching small holes or cracks in concrete. Be sure to perform this work when the weather is warm or provide adequate cold weather blankets and covering when below freezing so concrete is able to cure and dry.
- Spot cleaning to remove graffiti or staining.

Not Recommended Treatments for Concrete:

- Do not patch concrete without addressing the source of deterioration.
- Avoid using a patching material that does not match the original concrete. Make sure new concrete will bond properly with existing concrete in order to avoid water penetration and further damage.
- Do not paint concrete.
- Do not install modern synthetic stucco systems.

COA Required Work on Concrete:

- Major cleaning project.
- Waterproofing or other coatings.
- Painting.
- New concrete installation, including steps, walkways, porches, foundations, and decorative building elements.

Applicable Preservation Briefs:

- Preservation Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
- Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings
- Preservation Brief 15: The Preservation of Historic Concrete
- Preservation Brief 38: Removing Graffiti from Historic Masonry [includes concrete]
- Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

4.8 Architectural Metal.



Architectural metals often are a character defining feature of a building. Cast and wrought iron, tin, and copper, were used for structural columns, storefront windows, balconies, and as decorative architectural details such as cornices and bulkheads. It is important to maintain these details, as they are subject to damage caused by weather and neglect. The life of these details will be prolonged if they are kept painted and free from damage. Roof damage can affect these elements, especially cornices, by allowing water to penetrate the joints, leading to rust and deterioration of the concealed inside-facing surfaces. If metal features are damaged beyond repair, replace elements with new in-kind materials matching the original feature. Architectural metal features should not be added to buildings unless documentation shows the features (cornices, balconies, etc.) were historically present.

Architectural Metal Policy:

Architectural metals will be preserved in place by proper cleaning and maintenance techniques. Historic patinas will not be removed. If replacement is necessary, new material will match the historic in size, detail, and material. New material will not be added to a façade if there is no documentation that the building had metal details.

Recommended Treatments for Architectural Metal:

- Retain and maintain metal elements that contribute to the character of the building.
- Make certain that water is not standing on or behind these elements, causing them to rust or otherwise deteriorate. Sometimes roof or gutter damage can also damage these decorative elements.
- Properly prepare metals before painting. Remove all corrosion and repair any damage. Prime all surfaces with appropriate metal primer, if required, and follow paint manufacturer's instructions.
- Repair metal features when possible or replace materials in kind.

Ordinary Maintenance & Repair of Architectural Metal:

- Touch-up of paint.
- Spot cleaning

Not Recommended Treatments for Architectural Metal:

- Do not remove or alter historic metal features of the building.
- Do not replace historic metal with new "updated" replacement materials.
- Avoid leaving metal details exposed if they were originally intended to be painted. Do not use cleaning agents that will harm the finish on the metal, whether it is a natural patina, paint or sealant.
- It is typically not recommended to remove patina from metal, as it may be protecting the metal from weather damage.
- Do not replace a feature if it can be repaired.
- Avoid creating a false historical sense by adding embellishment to a building when it had none before.
- Do not add features that are not appropriate for the style of the building or are incompatible in size, scale, material, and color.

COA Required Work on Architectural Metal:

- Proposed removal, replacement, or addition.
- Removal of historic patina.
- Complete repainting project.
- Proposed repair or cleaning of metal.

Applicable Preservation Briefs:

- Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings
- Preservation Brief 11: Rehabilitating Historic Storefronts
- Preservation Brief 27: The Maintenance and Repair of Architectural Cast Iron
- Preservation Brief 49: Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement [for reference on cleaning and painting]

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 3: Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

4.9 Prismatic Glass Tiles.



Prismatic glass is a character-defining feature and was a common and practical material in transoms, especially storefronts, between the 1890s and the 1930s. Similar in look to glass blocks, prismatic glass are tiles with patterned (most commonly ridged) surfaces that refract sunlight into an interior space. The tiles are held together in a grid of zinc or lead caming, similar to how stained-glass windows are constructed and will often feature a vent in the center of the tile field. These tiles appeared in the storefronts of new commercial buildings but were also used to update older commercial storefronts. Occasionally, prismatic glass was used in upper stories or in transoms above secondary entrances. The tiles fell out of use in the 1930s when electricity became the dominant form of lighting in commercial buildings. Many of Ponca City's downtown buildings feature(d) prismatic glass transoms; the extent to which they remain intact is unknown due to the covering of many transoms.

Prismatic Glass Policy:

Prismatic glass will be preserved in place and will not be replaced by a new material unless entire system is deteriorated beyond repair. If a prismatic glass tile or transom is replaced, the new material should closely match the original in grid pattern and glass tile size and appearance. Prismatic glass will not be covered by new materials or paint; painted or covered prismatic glass will be exposed.

Recommended Treatments for Prismatic Glass:

- Deteriorated prismatic glass transoms should be repaired using historic tiles.
- When tiles are missing, transoms should be replicated using glass that matches closely the appearance of historic tiles.
- Employ a craftsperson familiar with repairing prismatic transoms or stained glass.
- Add structural rigidity to bowed transoms using reinforcing bars on the interior of the transom.
- Remove paint and uncover prismatic glass transoms.
- Use a waterproof grout between the tiles and caming.

Ordinary Maintenance & Repair of Prismatic Glass:

- Grouting tiles.

Not Recommended Treatments for Prismatic Glass:

- Replacing historic prismatic glass transoms wholesale.
- Painting or covering prismatic glass transoms.

COA Required Work on for Prismatic Glass:

- Removal or rehabilitation of transom.
- Removing paint.
- Uncovering transom.

Applicable Preservation Briefs:

- There is currently no preservation brief for prismatic glass. However, Chad Randl of the Technical Preservation Services of the National Park Service prepared a Preservation Tech Note “Repair and Reproduction of Prismatic Glass Transoms.”
- Preservation Brief 33: The Preservation and Repair of Historic Stained and Leaded Glass [for its similarity to prismatic glass transom structure)

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

4.10 Storefronts.



Figure 20: 409 E Grand (1927). Historically recessed storefront with prismatic glass transom and mid-century storefront [Rosin Preservation].

Bulkheads should not be higher than 24” and may be of wood, masonry, or tile. Windows should not be divided into smaller panes (unless there is documentation showing this is a historic condition). Glass should be transparent and compose the majority of the storefront; mirrored or tinted glass are not appropriate. Where mullions are required for structural stability, they should be narrow. Storefronts should fit with existing masonry openings. Residential and security-style doors and windows should not be used in a storefront. Unless historically recessed (*Figure X*), the entire storefront should not be recessed. Entries, however, should be recessed where feasible to not inhibit pedestrian traffic on the sidewalk. Unless garage doors were historically located on the storefront level, they should not be used in place of display windows. Operable storefronts are not recommended unless the design, when closed, resembles a traditional storefront design seen in Ponca City.

Most of the commercial buildings within downtown Ponca City historically contained a pedestrian-oriented storefront with glass display windows, bulkheads, transoms, and recessed entries often with decorative flooring materials such as tile or stone. Extant historic storefronts most commonly date to between the 1930s and 1960s and feature more glass than other material. One of the most common alterations to the storefronts has been the covering of the transom with plywood or metal. Awnings have also been installed in some instances to cover the transom level. Each building’s storefront is unique to itself. Character-defining features should be identified before a rehabilitation project begins in order to retain those features.

The rehabilitation of storefronts or the creation of new storefronts should be compatible with the architectural context of the individual building and its immediate surroundings in terms of scale, materials, and proportion. Existing, historic storefronts should be retained and rehabilitated. Multiple storefronts within the same building should be a consistent design; each storefront should have a door (or a component resembling a door). When a new storefront is necessary, historic photographs may help to indicate what the building previously looked like. If no historic records exist, the storefront at least should have a three-part vertical design of bulkhead (or kickplate), display window, and transom.

The commercial buildings within downtown Ponca City are do not have raised main levels. Occasionally, the ground floor is slightly raised above the sidewalk level, and the recessed entry ramps up from the sidewalk. These recessed entries should not be infilled and the floor leveled. This treatment makes the building non-ADA compliant, requiring the installation of a ramp along the front of the building.

Because storefronts were historically altered, they are often of a different era than the rest of the building. These updated storefronts have gained significance in their own right, and their removal in favor of a replica of an older storefront should be carefully analyzed to avoid removing historic material in favor of a conjectural design.

Storefront Policy:

Existing historic storefronts will be preserved in place by maintaining masonry openings, display window sizes, materials, and recessed entries. Transoms will be uncovered and rehabilitated. New storefronts will match historic storefronts in proportion, scale, components, and openness.



Recommended Treatments for Storefronts:

- Character-defining features of the storefront should be identified and retained.
- Storefronts should have bulkheads, display glass, door, and transom.
- Inset entries should be retained.
- Historic entry floors should be retained.
- Replace infilled storefronts with compatible storefront.
- Uncover transoms and rehabilitate.
- Historic materials should be retained, and new materials should be compatible with the district.
- Glass should be transparent (unless used in a transom, such as prismatic glass)
- Storefronts should fit within historic masonry openings.
- Bulkheads should be no taller than 24”.
- Multiple storefronts within the same building should have a consistent design.
- Non-historic materials should be removed from the storefront.

Ordinary Maintenance & Repair of Storefronts:

- Reglazing of display windows.
- Touch-up of paint of previously-painted surfaces.

Not Recommended Treatments for Storefronts:

- Do not reduce size of windows.
- Do not infill storefronts.
- Do not install residential or security-style doors or windows in storefronts.
- Do not install garage doors where there were none historically.
- Storefronts should not be fully recessed unless they were historically.
- Display windows should not be divided into smaller panes if they were not historically.
- Do not use tinted or mirrored glass.
- Do not replace a historic but not original storefront with a storefront whose design is based on conjecture.
- Do not add ramps to the front of the building.

COA Required Work on Storefronts:

- Rehabilitation of existing storefront.
- Replacement in total or in part of storefront.
- Uncovering transoms.

Applicable Preservation Briefs:

- Preservation Brief 11: Rehabilitating Historic Storefronts
- Preservation Brief 12: The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
- Preservation Brief 27: The Maintenance and Repair of Architectural Cast Iron
- Preservation Brief 32: Making Historic Properties Accessible
- Preservation Brief 40: Preserving Historic Ceramic Tile Floors

Applicable SOI Standards:

- Standard 1: A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 3: Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Standard 4: Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

4.11 Awnings, Canopies, and Marquees.



Projecting structures over storefronts were a common feature of downtowns. Fabric awnings (fixed and retractable), rigid flat canopies, and elaborate marquees each were found in downtown Ponca City throughout its period of significance. Examples of historic canopies remain on several buildings, as do the anchor plates where canopies were formerly affixed to the building by chains or tension rods. These structures serve multiple functions. They shelter pedestrians from sun and precipitation; they create a pedestrian scale that encourages activities such as outdoor dining and vendors; they protect storefronts from direct sunlight, which in turn protects window displays and historic exterior materials and reduce heat gain.

Existing historic canopies and marquees should be retained and rehabilitated. The Poncan Theater is the only building in the downtown district with an existing marquee. New awnings and canopies should be encouraged unless the building is structurally unable to support one or aesthetically inappropriate to have one. New structures should fit within the existing

masonry openings and not span multiple storefronts. New structures should not extend no further than six feet from the building façade; the lowest part of the structure should be no lower than the top of the entry. When installing new structures, care should be taken to minimize damage to historic materials such as storefronts, transoms, and masonry. New structures should also not obscure character-defining features of the storefront. (See 4.12 for information about signage)

New awnings can be fixed or retractable and should have a traditional sloped design and not be curved, vaulted, or semi-spherical. Awnings over storefronts should not extend into the upper façade or to the parapet. Rather, the top of the awning should be no higher than the masonry opening of the storefront level. Retractable awnings may be mounted between the transom and display windows, if appropriate for the building and storefront design. Awnings over secondary entrances and non-storefront windows are also encouraged. Woven fabrics like canvas, canvas blends, or acrylics resembling canvas are preferred as an awning covering; shingles, metal, vinyl and other synthetics, and plastic are not appropriate. Solid colors or vertically striped awnings are appropriate.

Canopies are recommended at the storefront levels where they were historically located, as seen in historic photographs or through physical evidence in the façade. Canopies should not be supported by columns or poles due to pedestrian traffic. New canopies should follow design precedent within the district and be simple flat roof structures of metal or painted wood. Rigid plastic or open steel grids are not recommended. Backlit or illuminated canopies are also not recommended; however, discreet indirect lighting on the underside of a canopy may be appropriate to illuminate an entry.

Awnings, Canopies, and Marquees Policy:

Historic awnings, canopies, and marquees will be retained and rehabilitated. New awnings and canopies will be encouraged. Flat canopies will be allowed on buildings that historically had them. Awnings will be sloped and will be fabric such as canvas or other woven cloth.

Recommended Treatments for Awnings, Canopies, and Marquees:

- Retain and rehabilitate historic awnings, canopies, and marquees.
- New awnings and canopies are encouraged to be installed if the building is structurally able and the addition is historically appropriate.
- Canopies can be added to buildings that historically had them.
- Awnings should be sloped; canopies should be flat.
- Awnings should be of woven fabric such as canvas, canvas blends, and acrylics resembling canvas and can be rigid or retractable.
- Awnings should be a single solid color or vertically striped; canopies should be metal or painted wood frame.
- Discreet lighting may be added under a storefront canopy.
- Awnings and canopies should be installed within a single opening.
- Install new structures in a way that minimizes damage to historic materials.
- New structures should extend no further than six feet from the façade. The lowest portion of the structure should be no lower than the top of the entry.

Ordinary Maintenance & Repair of Awnings, Canopies, and Marquees:

- Minor repairs.

Not Recommended Treatments for Awnings, Canopies, and Marquees:

- Awnings should not extend vertically into the upper façade.
- A single awning or canopy should not span more than one storefront, window, or door.
- Awnings and canopies should not be installed on buildings that cannot structurally support them or whose façade design does not allow for the installation without character-defining features being covered.
- Do not cover character-defining features of a building with a new awning.
- Do not use shingles, plastic, vinyl, or other similar synthetic materials.
- Do not remove historic awnings, canopies, or marquees unless they are deteriorated beyond repair.
- Do not use curved, vaulted, open grid, or semi-spherical awnings.
- Do not use backlit or illuminated awnings and canopies.

COA Required Work on Awnings, Canopies, and Marquees:

- Removal of existing structure.
- Proposed new awning, canopy, or marquee.
- Proposed new awing cover to existing structure.
- Installation of lighting to an existing canopy.

Applicable Preservation Briefs:

- Preservation Brief 3: Improving Energy Efficiency in Historic Buildings
- Preservation Brief 11: Rehabilitating Historic Storefronts
- Preservation Brief 44: The Use of Awnings on Historic Buildings: Repair, Replacement and New Design

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 3: Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Standard 4: Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

4.12 Signage.



Figure 21: Looking west down Grand Avenue in 1940, showing signs in the downtown [Gateway to Oklahoma History].

Signage is a distinctive feature of a downtown and is critical to the businesses within the district. Historically, signs in downtown Ponca City varied in shape, size, location, and material. Examples ranged from painted murals to neon marquees to mounted flag signs. Signs were historically oriented to both pedestrians and vehicular traffic (*Figure X*). Pedestrian signs were located at the ground levels and had smaller font sizes; vehicular-oriented signs were larger and located in the upper façades. The variety of signage showed a vibrancy within downtown.

Signage within the downtown Ponca City should seek to add vibrancy to the historic district while also not taking away from the architectural character of the historic buildings. Historic painted signage should be retained and rehabilitated. Historic signage that remains within downtown should be preserved in place. Missing historic signage can be reproduced if physical evidence and historic documentation exists to guide the reproduction.

New signage should be primarily pedestrian oriented, meaning located on the ground level of a building. Free-standing pole signs are not appropriate. City signage should be contained to existing street poles and street lighting poles. All signs should be of durable materials such as wood, metal, painted acrylic, glass, etc. Neon signage is allowed if it is appropriate for the architecture of the building. Internally illuminated plastic signs are discouraged unless there is documented historic precedence. Signs may hang from the underside of existing canopies. They may also be mounted flag projecting signs, imprinted on an awning, or applied to a storefront window (as long as it does not obscure the transparency of the display window). Banners, temporary signs, homemade signage, or signs that obscure the display windows of the storefront are not appropriate. Sandwich boards are allowed during business hours as long as they do not impede pedestrian traffic. Signage should not be installed to cover transoms or over other character-defining features. Signage hardware will match the character of the building and will utilize mortar joints; no holes are to be drilled into historic masonry. Signs may be installed in the upper façade of a building if they advertise a business that occupies the upper level(s), if the entire building is dedicated to a single use (e.g., a hotel, two-story restaurant), or if the sign displays the name of the historic name of the building.

Signage Policy:

Signage is an important component to a vibrant downtown. Signage should advertise a business without overwhelming the historic and architectural integrity of a building. New signage should primarily be pedestrian oriented and located on the ground level. Upper level signage will be permitted if it advertises a business occupying the upper story, if the entire building is dedicated to a single use, or if the sign displays the historic name of the building. Historic signage will be retained and preserved in place. Signage will not obscure character-defining features of a building.



Recommended Treatments for Signage:

- Historic signage will be retained and preserved in place.
- Reproduction signage will be allowed if there is documentation to support its reintroduction to downtown.
- New signage will be primarily pedestrian oriented.
- Signs can be hanging, wall-mounted, projecting, awning, or above transom.
- Signs will be of durable materials such as wood, metal, glass, painted acrylic.
- Neon signs may be used if they are appropriate to the building.
- The size of the signage should be subordinate and proportional to the building on which is it located.
- Signs will be mounted so as not to obscure character-defining features. Hardware will be installed within mortar joints and not into masonry units.

Ordinary Maintenance & Repair of Signage:

- Simple repairs.

Not Recommended Treatments for Signage:

- Banners, handmade, or other temporary signage is not appropriate.
- Illuminated plastic signs are not appropriate.
- Do not install signs to obscure transoms or other character-defining features.
- Do not install signs that mostly or completely obscure the storefront display windows.
- Do not remove historic signage, even if that business is no longer located at the building.

COA Required Work on Signage:

- New signage whether replacing an existing sign or proposing a new one.
- Removal of existing signage.

Applicable Preservation Briefs:

- Preservation Brief 11: Rehabilitating Historic Storefronts
- Preservation Brief 25: The Preservation of Historic Signs
- Preservation Brief 44: The Use of Awnings on Historic Buildings: Repair, Replacement and New Design

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.



4.13 Metal Slipcovers.



Metal slipcovers, dating to the mid-twentieth century, are a common feature of downtown Ponca City. Because slipcovers hide older historic material and usually post-date 1960, buildings with these components are commonly determined to be non-contributing resources within a district. The removal of a slipcover has the potential to reveal an intact older façade, which may render the building contributing to the historic district. Removal of the slipcover should be done after a careful investigation of the historic façade to determine if it retains integrity and can be rehabilitated.

A careful analysis of the architectural and historic integrity of the slipcover itself may indicate it has gained significance in its own right, and the building, in its current state, could contribute to the district. Slipcovers are part of an overall design change that occurred to commercial buildings in the midcentury. They cover the upper floor(s) while the storefront level was often redesigned to fit the design aesthetics of midcentury architecture. Distinctive examples of midcentury façades should be retained, as they tell a visual history of the commercial architecture of the era in downtown Ponca City. Further, the removal of a slipcover may reveal a historic façade that has been irreparably altered by the mid-century changes or show the building in a state that it never was in historically, specifically the older historic façade paired with a midcentury storefront. Removal of a non-historic slipcover may be justified if the storefront level is rehabilitated in a way that is compatible with the historic upper façade.

Slipcover Policy:

Midcentury slipcovers will be evaluated on a case-by-case basis to determine whether one has gained significance in its own right with a midcentury storefront. Significant slipcovers will be preserved in place. Slipcovers determined to not retain integrity or significance will be removed to reveal a historic building façade that can be rehabilitated.

Recommended Treatments for Metal Slipcovers:

- Evaluate on a case-by-case basis to determine if the slipcover and its associated storefront have gained significance in their own right.
- Retain midcentury facades that have gained significance.
- Before removal of slipcover, investigate the integrity of the historic façade.

Ordinary Maintenance & Repair of Metal Slipcovers:

- Spot cleaning
- Repair/replacement of fasteners

Applicable Preservation Briefs:

- Currently no preservation briefs address this building component. However, Carol J. Dyson, chief architect and Deputy State Historic Preservation Officer for the Illinois State Historic Preservation Office prepared an article for the National Alliance of Preservation Commissions' quarterly publication that addresses this issue: "Midcentury Commercial Design Evaluation and Preservation: An Opportunity for Commissions," *The Alliance Review* (Spring 2017): 4-17.

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 4: Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

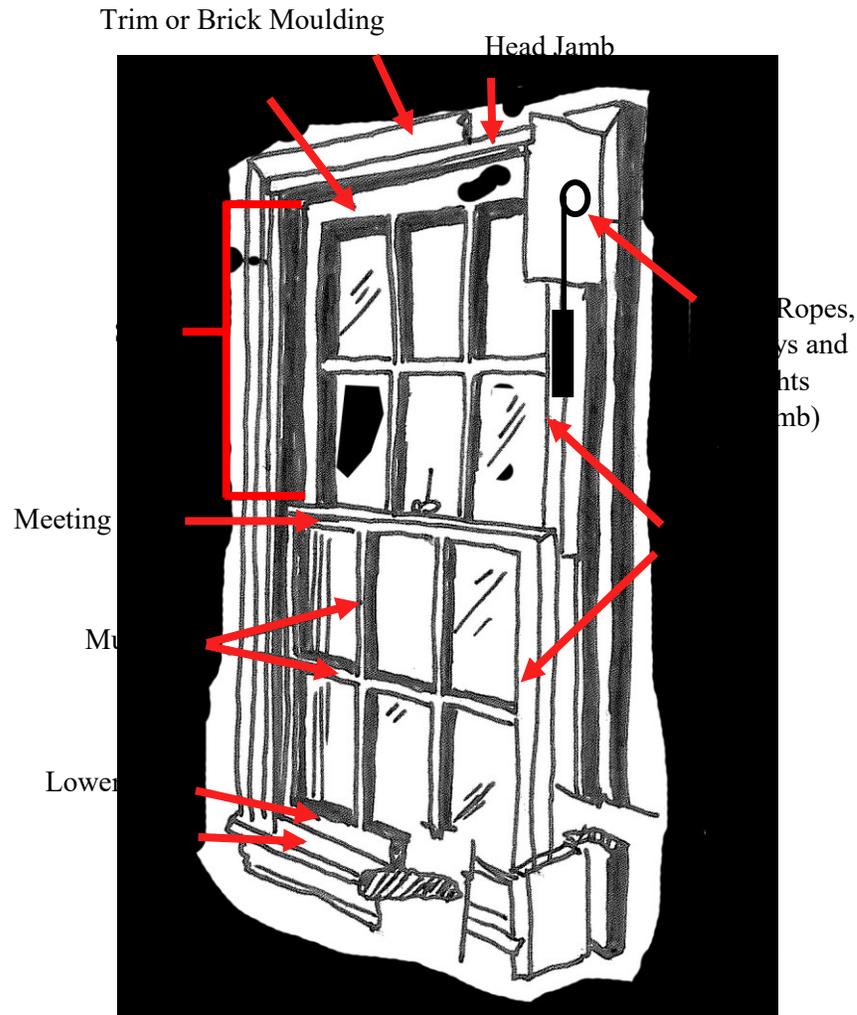
Not Recommended Treatments for Metal Slipcovers:

- Do not remove slipcover without evaluating its significance.
- Do not remove slipcover without investigating the underlying façade to determine extent of intactness of historic façade.
- Do not install new slipcovers on historic façade.

COA Required Work on Metal Slipcovers:

- Removal of slipcover.
- Complete repainting project.
- Proposed cleaning of slipcover.

4.14 Doors and Windows.



doors and windows. New doors, windows, and hardware should match the original features they replace as closely as possible, including the overall dimensions and individual pieces such as muntins. New doors and windows should be appropriate to the style of the building; if the building historically had sash windows, a fixed or casement window is an inappropriate replacement. Elements of an opening, such as sidelights and transoms, should be maintained. Door and window openings should not be enlarged or infilled. One exception is the enlargement of an egress door to be ADA compliant; however, the replacement door should match the proportions and style of the historic door. Additional openings should not be created on primary façades where none historically existed. Similarly, openings that historically contained a door or window should not be left without a door or window (*Figure X*).

Doors and windows are character-defining features of historic buildings and are one of the identifying features of a particular style. Their size (both overall and individual pieces), shape, style, placement, configuration, and materials, including hardware, are all important aspects. Historically, most windows in downtown Ponca City were operable sash windows of wood or steel (less common). Doors and windows are some of the most common features that have been replaced in downtown.

Repairing historic doors and windows is often less expensive than replacing them in-kind. Historic doors and windows were crafted with materials and detailing that are difficult to adequately replicate. Aluminum and vinyl windows often look out of place as replacements to historic windows because of the materials and material dimensions. Wood windows and doors are easier to work with and are paintable in an array of color schemes. Additionally, replacement parts such as doorknobs and hinges, window counterweights, and pulleys are readily available. Properly fitted and weather-stripped windows with storm windows (interior or exterior) are as energy efficient as new insulated glass windows. To reduce the amount of UV radiation into the interior of a building, replacement glass can have a low-E coating or be insulated glass; low-E film may be added to existing glass.

Windows should be kept in good repair rather than covered with plywood or metal. Care should be taken when rehabilitating building interiors that windows not be blocked by new construction.

Severe deterioration or missing features necessitate the installation of new

Door and Window Policy:

Repair of historic doors and windows on the public façades will be prioritized. New doors and windows will match historic features, including size, shape, configuration, and materials. Infilled masonry openings will be restored with compatible doors and windows; similarly, masonry openings will not be left open without a window. No doors (including garage doors) or windows will be added to a public façade where one was not historically located.



Figure 22: Commercial building showing open masonry openings that historically contained windows and a storefront.

Recommended Treatments for Doors and Windows:

- Maintain and retain historic doors and windows.
- Prioritize repair of windows on primary façades and nearest to ground level.
- When replacement is required, new doors and windows should match original features, size, shape, style, placement, configuration, and materials (including hardware) of the historic doors and windows.
- For buildings three stories or shorter, replacement windows on primary façades should match historic windows in all their details and in material (wood for wood; metal for metal). For buildings taller than three stories, replacement windows should match the historic windows in size, design, and all details that can be perceived from ground level; substitute materials will be considered to the extent that they do not compromise other important visual qualities.
- New doors and windows should be appropriate to the style of the building.
- Maintain historic sidelights and transoms.
- Storm doors and windows should be inconspicuous.
- Keep wood windows and doors properly painted.

Ordinary Maintenance & Repair of Doors and Windows:

- Replacing broken glazing or reglazing with glazing putty.
- Restoration of existing doors and/or windows.
- Touch up painting with the same color it is currently painted.

Not Recommended Treatments for Doors and Windows:

- Do not replace original doors and windows unless they are deteriorated beyond repair. Replacement due to assumed energy inefficiencies should be avoided. A properly fitted and weather-stripped window or a storm window will be just as energy efficient as new units.
- Do not wholesale replace historic windows if only one unit is beyond repair.
- Do not use faux muntins. If this treatment is used, the muntin grid should not be between-the-glass but rather applied to the exterior and interior with a spacer between to simulate the historic muntin pattern.
- Do not add shutters where shutters were not historically found.
- Do not cover or infill transoms and sidelights.
- Do not increase or reduce the original opening size. (Do not install smaller windows within an existing frame).
- Do not install new windows or doors that do not match the original lite configuration. For example, do not replace a multi-lite 6/6 double-hung wood window with a new vinyl casement window. Do not replace a single-lite wood door with a new solid hollow-metal door.
- Do not use stained wood or leave wood unpainted.
- Do not use obscured or colored/stained glass where there historically was none.
- Do not use highly reflective contemporary storm windows and/or storm door units.

COA Required Work on Doors and Windows:

- New windows and/or doors installation (regardless of material, location, or number of windows or doors replaced or added).
- Changes that alter the appearance of the doors and windows.
- New paint color or all new paint color scheme.
- New storm windows, storm door, or security door.

Applicable Preservation Briefs:

- Preservation Brief 3: Improving Energy Efficiency in Historic Buildings
- Preservation Brief 9: The Repair of Historic Wooden Windows
- Preservation Brief 10: Exterior Paint Problems on Historic Woodwork
- Preservation Brief 11: Rehabilitating Historic Storefronts
- Preservation Brief 13: The Repair and Thermal Upgrading of Historic Steel Windows
- Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 3: Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

4.15 Roofs and Parapets.



Figure 23:

Roofs are an important component to any building. Properly maintained, roofs protect the entire building from the effects of weather. Most roofs on downtown commercial buildings in Ponca City are hidden behind parapets and are predominately flat (low slope). A few examples of historically shingled gable roofs also exist. Parapets are character-defining features of downtown. These structures range in shape and degree of ornamentation. In a few instances, the parapet structure slopes to accommodate the application of clay tiles. It is important to maintain the historic shape, materials, and features of the roof and parapet to retain the architectural and historic integrity of the building. If a historic roofing material needs to be replaced due to deterioration, the new material should be an in kind match or one that is compatible to the type of roof and its architectural style.

Historic roof slopes, parapet lines, and overhangs should not be altered. Details such as soffits, fascias, friezes, and other ornamentation should be maintained. Historic parapets that have been covered should be rehabilitated, as long as the covering is determined to be non-historic. Missing parapets should be reconstructed based upon physical evidence, historic photographs, and architectural context, using appropriate materials and a compatible design for the building and its context. Conjectural elements should not be added.

Roofs should drain appropriately. No gutters or downspouts should be installed on the public façades of the buildings. If needed, gutters and downspouts should be installed on secondary façades. Gutters, roof drains, and downspouts should be properly maintained to prevent water damage to the structure. Qualified roofing contractors should understand how to work on historic structures.

See Section 4.15 for information about the installation of mechanical equipment on roofs. See Section 4.18 for information about rooftop additions.

Roof and Parapet Policy:

Historic shape, heights, materials, and ornaments of parapets will be retained. Missing parapets will be rebuilt using historic precedent, and covered parapets will be restored. Roofs slopes will not be altered. Drainage systems will shed water properly.

Recommended Treatments for Roofs and Parapets:

- Maintain original shape, materials, and features of roof and parapet to maintain integrity of the structure.
- Use roofing materials that match the historic character of the building (size, scale, pattern, texture and color) when re-roofing.
- Maintain roof and parapet shapes, slopes, and overhangs.
- Maintain gutters, roof drains, and downspouts to prevent water damage.
- Use qualified subcontractors that understand how to work on historic buildings when installing new roofs on an historic structure.
- Paint new metal gutters and downspouts an appropriate color to match or compliment the building.
- Reconstruct missing parapets using historic precedent such as photographs or architectural context.

Ordinary Maintenance & Repair of Roofs and Parapets:

- Replacing individual roof shingles to match existing.
- Repairs and cleaning of gutters and downspouts.
- Repairs to flashings.

Not Recommended Treatments for Roofs and Parapets:

- Do not change the original shape or features of the roof or parapet.
- New roofing materials are not required to match original materials; however, do not install new materials that are not appropriate to the building style.
- Do not change the original slope or overhang of the original roof.
- Do not change details such as soffits, fascias, friezes, and ornamentation.
- Do not add conjectural features to parapets.
- Do not allow gutters to become clogged and overrun with debris and water, allowing water to run down the face of the building.
- Do not use unqualified roofing contractors.
- Do not paint new gutters and downspouts with a color that highlights the new system and is not complimentary to the building.
- Do not install drainage systems that do not have enough capacity for the water flow roofs.
- Do not install gutters or downspouts on public façades.

COA Required Work on Roofs and Parapets:

- New roofing installation (regardless of material).
- New gutters and downspout installation.
- Parapet reconstruction.
- Changes that alter the appearance of the roof and/or parapet.

Applicable Preservation Briefs:

- Preservation Brief 4: Roofing for Historic Buildings
- Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors
- Preservation Brief 30: The Preservation and Repair of Historic Clay Tile Roofs

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 3: Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Standard 4: Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

4.16 Mechanical & Electrical Equipment.



Mechanical equipment, such as condenser units, solar panels, and telephone wires, are a necessary part of a building and city infrastructure. These items should be installed in an inconspicuous place out of the public right-of-way and out of view from the primary façades. In downtown, rooftops offer the best location for HVAC equipment and solar panels. Telephone, cable, and electrical lines should be kept to the rear of buildings, preferably accessible from the alleyways. Additionally, these elements should not cause permanent damage to the building. Portable window air conditioners should not be installed in the windows of public façade (*Figure 24*). Mechanical equipment, such as Packaged Terminal Air Conditioners (PTACs), whose installation requires new holes to be created in a wall should not be installed on the public façades.

Figure 24: 200 East Grand in 1962, showing window air conditioner in upper story window [Gateway to Oklahoma History].

Mechanical & Electrical Equipment Policy:

Mechanical and electrical equipment will not be visible from a public façade. Solar panels, HVAC, and other equipment may be installed on the roof as long as none is visible from the public right-of-way.

Recommended Treatments for Mechanical and Electrical Equipment:

- Minimize the visual impact of mechanical and electrical equipment.
- Locate service and mechanical equipment and standpipes on non-primary facades so that they will not impact the historic primary façade materials.
- Mechanical units and solar panels can be installed on roofs, if held back from the building edge (parapet) and not visible from the public right-of-way.

Ordinary Maintenance & Repair of Mechanical and Electrical Equipment:

- Repairing existing equipment.

Applicable Preservation Briefs:

- Preservation Brief 3: Improving Energy Efficiency in Historic Buildings
- Preservation Brief 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
- Preservation Brief 50: Lightning Protection for Historic Buildings

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

Not Recommended Treatments for Mechanical and Electrical Equipment:

- Do not install through-wall air-conditioning units on the building.
- Do not install window air-conditioning units on primary façades.
- Do not cut channels into or remove historic façade materials to install utility lines or mechanical equipment including exhaust hood fans, dryer vents, etc.
- Do not locate utility lines or utility boxes on the front façade of a building.

COA Required Work on Mechanical and Electrical Equipment:

- Installation of new mechanical and electrical equipment.

4.17 Lighting.



Although most streetscapes in commercial districts are lit by streetlamps, it is often desirable to provide additional lighting. Most buildings in downtown Ponca City do not retain historic lighting features; those that remain should be repaired. If a historic fixture must be replaced, a compatible new fixture should match the historic in scale, style, and materials. Historic fixtures may also be upgraded with new electrical components to meet energy efficiency goals or current building codes.

New wall or ceiling-mounted light fixtures at recessed entrances, under canopies, or strategically placed to illuminate a sign are appropriate for providing additional lighting. Warm-spectrum (white) light sources are recommended to create an inviting atmosphere. To light a secondary entrance to an upper level, a single wall-mounted fixture placed above the door is appropriate. Inappropriate fixtures detract from the historic character of a building, so proposed new fixtures should be inconspicuous; where the fixture is visible, the style, scale, and materials should be compatible with the historic building.

Lighting Policy:

Historic lighting will be retained. New lighting will fit the scale and age of the building and district. Warm spectrum lighting is preferred.



Figure 25: New pendant light is oversized for the storefront.

Recommended Treatments for Lighting:

- Choose a fixture that is appropriate for the district and building age. A carriage lamp, for example, on a 1930s building is inappropriate.
- Make sure the fixture is an appropriate scale for the building. Do not place a very large fixture next to a secondary entrance or a very small, residential type fixture next to a storefront.
- Where possible, install a fixture on a masonry wall utilizing mortar joints for mounting locations.
- Warm spectrum (white) lighting source.
- The most appropriate place for entry lighting is on the ceiling of the entry vestibule or under an awning. A simple ceiling mounted or pendant fixture is most appropriate.

Ordinary Maintenance & Repair of Lighting:

- Repairing existing light fixtures.

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 3: Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Not Recommended Treatments for Lighting:

- Do not permanently remove or alter original lighting fixtures. Do not replace historic fixtures with new “updated” fixtures.
- Do not place a lighting fixture in an inappropriate place. Be aware of ADA regulations for lighting dimensions and placement.
- Cool spectrum or colored lighting sources.
- Avoid fixtures that can easily be damaged or become dangerous if broken.

COA Required Work on Lighting:

- New exterior lighting (includes pole mounted and building mounted light fixtures).

4.18 New Construction (Infill and Additions).



Figure 26: Infill at the southwest corner of Grand Avenue and 1st Street [Rosin Preservation].

The design of buildings is based on the creation and organization of formal elements into a work of architecture. Mass, alignment, pattern, proportion, and material and color selections are all elements in building design. Building placement in relation to the street, building height and layout, entrance and window locations, building materials and details are integral to architectural design.

Mass⁸

Mass is the relationship between size and form. Height, width, and depth all contribute to the volume of a building, which, in combination with form, creates mass. By creating a sense of coherency, mass plays an important role in the streetscape of a downtown. In Ponca City, the historic commercial buildings are generally rectangular, and while there are exceptions, most buildings are two stories tall especially along Grand Avenue. A building with volume and form that does not relate to its surroundings distracts from the streetscape, creating a rift in the streetscape.

Alignment

Alignment is the arrangement in or adjustment to a straight line. Alignment of buildings along a streetscape is typically created by required setbacks. Alignment can also occur vertically by aligning roof lines, building heights, window heights, and floor lines. Most commercial buildings within downtown have a zero setback, meaning they are aligned directly along the sidewalks without yards or parking areas in front of them. Most historic buildings fill the entire lot. A building that does not align with its neighboring buildings stands out and breaks the coherency of the streetscape.

⁸ The glossary of the elements of design in this section is derived from Francis D.K. Ching, *A Visual Dictionary of Architecture* (Hoboken, NJ: John Wiley & Sons, 1995).

Pattern

Pattern is a decorative design having a characteristic arrangement and considered a unit. Pattern often includes a repetition of elements or form in a regular manner. Patterns can be found in individual building elements such as windows or in groupings of buildings with similar elements situated along a street. Ponca City's historic commercial buildings are most often red brick with parapets and simple ornamentation. A building that breaks the pattern of a streetscape tends to look out of place and breaks the coherency of the streetscape.

Proportion

Proportion is the comparative, proper, or harmonious relationship of one part to another or to the whole with respect to magnitude, quantity, or degree. Building proportion is the harmonious relationship between the dimensions of one building object or building to another. This relationship may be between windows or storefronts and the whole of the building, or one entire building's relationship to another building. If the elements of the building are too large or too small in relationship to the whole building or to another object, that element is said to be "out of scale."

Materials

The commercial buildings in downtown Ponca City are typically brick or stone with wood or masonry trim. The consistency and repetition of building materials of the district form a cohesive environment.

New Construction

The appearance of new construction should complement adjacent historic buildings and structures without replicating them. A new building should stand out as new, while adhering to the historic qualities of the neighborhood. Size, scale, mass, proportion, pattern, and alignment are all important factors in new construction so that new buildings respect the nature of the historic district.

New design should relate to character-defining elements in the neighborhood and adhere to district patterns. For example, if all of the historic buildings are two stories, new construction should also be two stories. In Ponca City, there are historic examples of buildings taller and shorter than two stories; however, new construction should be no shorter than two stories and no taller than five. The height of the new building should complement the adjacent buildings. New construction should also follow the zero setback requirements.

New buildings should be constructed of materials similar to the building materials found throughout the district, meaning red or yellow brick, limestone, or stucco. A new metal building would not be appropriate placed on a block of brick buildings.

The appearance of new construction should take cues from its surrounding context and reinforce the historic buildings in the neighborhood without directly copying another building.



Figure 27: The rooftop addition of this building in Kansas City, Missouri, overshadows the historic building; this is an example of an inappropriate rooftop addition [Rosin Preservation].

necessarily limit additions. This is because most buildings share party walls with adjacent structures and/or cover the entire parcel. Where feasible, additions should be placed at the rear of a building and should not be taller than the main building. For example, a two story historic building should not have a three story addition. In some instances, roof top additions may be desired. Care should be taken that the historic building is structurally able to handle the extra load. Further, roof additions should be kept to the back of the roof area and not extend past the halfway point; an addition should not be visible from the sidewalk. Materials should complement the existing building and should not call attention to itself.

New Construction Policy

New construction is encouraged on vacant lots in downtown Ponca City. New buildings will follow the setbacks, alignment, proportion, massing, scale, and material precedent of downtown Ponca City without replicating or copying historic design. New buildings and structures should read as new but be deferential to the historic district. New buildings will have a commercial component at least on the ground level. Roof top additions are allowed if the building is structurally able to handle them and they are not visible from the sidewalk. New construction will follow the design standards described in this chapter.

Building Additions

New additions are often desired to enlarge a space or add to the overall square footage of a business. The Secretary of the Interior's *Standards for Rehabilitation* numbers 9 and 10 state:

9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The character of the commercial buildings in downtown Ponca City

Recommended Treatments for New Construction:

- New buildings will maintain the same setbacks as the historic buildings.
- New buildings will be proportional in size, scale, mass, and form to the adjacent historic buildings.
- Place additions to the rear of the property, if possible or on the roof.
- Additions should be compatible with the original structure but should be differentiated from the old.
- New additions should be designed in a manner that if removed in the future, the form and integrity of the historic structure will not be impaired.
- Additions should be smaller than the primary structure.
- Keep additions simple and appropriate in shape, materials, color, and detail.
- Keep the massing, size, and proportion of the addition so that it does not compete with the existing property.

Not Recommended Treatments for New Construction:

- Do not locate additions on the primary façade or front of the property.
- Do not choose a design and materials that are drastically stylistically different from the existing structure or that competes with the original structure.

COA Required Work for New Construction:

- Any proposed new construction be it infill or additions.

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- Standard 10: New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

4.19 Streetscapes, Parking, and Landscaping.



Figure 28: Grand Avenue sidewalk with potential for pedestrian-oriented improvements such as benches and planters.

Parking

Street parking should remain within the district. Surface parking or parking structures are not appropriate along Grand Avenue. Parking should be targeted only on lots that are currently vacant not on lots containing historic buildings or structures. Existing parking lots should be modified to allow the district to be more pedestrian-oriented. This means that those parking areas that front a numbered (north-south) street should be targeted for new construction, keeping surface parking lots to the interior of the block. New parking structures, if allowed, should not be taller than the historic buildings within the block and should contain commercial space on the lower level.

Historic buildings are the backdrop of a downtown's streetscape. The streetscape includes the streets themselves as well as parking, landscaping, streetlighting, sidewalks, art, benches, trash receptacles, among other things. Streetscapes that are pedestrian-oriented encourage walkability and longer visits to downtown. While awnings and storefronts (discussed above) add to the vibrancy of the downtown streetscape, other elements contribute to the ambience.

Landscaping

Landscaping should not overwhelm the downtown district but should be used in such a manner as to promote pedestrian enjoyment. Low-to-medium height trees can be planted in a strip between the curb area and the sidewalk to act as a buffer between pedestrians and vehicles. Trees should be selected based on hardiness, attractiveness, and height so as not to impede pedestrian or vehicular traffic. Existing raised planters should be retained. Small, moveable planters should be encouraged around business entrances. Vacant lots along Grand Avenue should be landscaped and not used for parking lots; these lots should be targeted for new construction. Existing parking lots should continue to be enhanced with street trees and plantings both as an aesthetic upgrade and as a shading device for cars.

Street Grid and Sidewalks

The existing street grid should be retained. Vacating a street, alley, or any parts thereof in order to construct a building or structure is inappropriate. Historic brick paving should be retained and maintained. Sidewalks are essential to the downtown because they encourage walkability and pedestrian use. Sidewalks should be properly maintained.

Street Objects

Objects such as benches, trash receptacles, and sculpture give a human scale to the streetscape. These items should not clutter the sidewalks. More permanent objects like benches and trash receptacles should be of a consistent design that fits the scale and architectural character of downtown. Further, the designs of these objects may be an area where artists of the community can experiment to create objects unique to Ponca City's downtown historic and arts districts. Sculpture or other artwork should be encouraged but should be of appropriate scale to the streetscape and buildings.

Fences

Fences are not appropriate for the downtown district. There are two exceptions, however. One is the temporary safety fencing installed when a building is undergoing rehabilitation. The other is when the fence demarcates an outdoor seating area associated with one of the downtown businesses such as a café or restaurant. These outdoor areas should not obstruct the sidewalk to such an extent that pedestrians can no longer walk unimpeded. Fences should be simple, be between 30" and 36", of wood or metal materials secured to the concrete sidewalk, and of a design that complements the building.

Streetscape Policy:

The streetscape, including parking, and landscaping, is an important component of downtown Ponca City. Sidewalks will remain pedestrian-oriented with the installation of new objects and plantings that do not impede pedestrian traffic. Artworks will be encouraged but will complement the scale of downtown. Parking will be kept at the interior of blocks and will not be allowed on vacant lots along Grand Avenue.

Recommended Treatments for Streetscapes, Parking, and Landscaping:

- New construction should be targeted for vacant lots along Grand Avenue.
- Vacant lots and parking areas should be landscaped.
- Parking lots should be kept to the interior of a block.
- New parking structures may extend to a numbered street if the ground level (or the street-facing portion of the ground level) is commercial space.
- Historic brick paving should be retained and maintained.
- Fences may be allowed if they demarcate a business's outdoor seating area and do not obstruct pedestrian traffic.
- The street grid should be retained.
- Street objects should be consistent and match the overall architectural character of the district.

Ordinary Maintenance & Repair of Streetscapes, Parking, and Landscaping:

- Minor repairs.

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Not Recommended Treatments for Streetscapes, Parking, and Landscaping:

- Do not vacate streets or alleys (in part or in total) for the construction of a new building or structure.
- Do not remove historic paving material.
- Do not clutter sidewalks with street objects, plantings, and artwork.
- Do not install fences or walls.
- Do not remove buildings to make way for new parking areas.

COA Required Work on Streetscapes, Parking, and Landscaping:

- Installation of artwork
- Proposed construction of fences.
- Proposed new parking structures or lots.
- Installation of new street objects such as benches and trash receptacles.

4.20 Demolition.



Figure 29: Demolition of the Arcade Hotel at the southwest corner of Grand Avenue and 1st Street in 1974 [PoncaCity.com].

One of the most visible losses to the architectural and historic integrity of a downtown historic district is the removal of significant buildings and structures whether wholesale or in part. Removal of character-defining features such as marquees or cornices are also detrimental to the overall character of the district. Demolition happens for a number of reasons from fires and natural disasters to property neglect. Demolition should be avoided if feasible and prudent alternatives exist to prevent it. If demolition is necessary, the loss of the historic material should be mitigated.

Historic designation, either local or national, does not protect historic resources from demolition. However, demolition requests for buildings or structures within a locally designated historic district or demolition of a historic landmark always requires review by the HPAP prior to issuance of a permit. Demolition should only be considered when the building or structure is so deteriorated that it is no longer safe to occupy and cannot be rehabilitated.

The property owner is responsible for showing proof of structural stability or evidence of severe deterioration, associated rehabilitation costs if the building was put back into service, and evidence that maintenance was not deferred by the current property owner. A structural report prepared by a professional engineer may be used to substantiate a request for demolition. Each demolition request is evaluated on a case-by-case basis by the city staff and the Historic Preservation Advisory Panel.

Neither city staff nor the Historic Preservation Advisory Panel can override a decision by the Building Official if a building or structure poses a life or safety issue. If a building/structure is tagged for an “emergency demolition,” meaning an immediate threat to the public’s safety and in imminent danger of collapse, no HPAP review is required.

Demolition Policy:

Demolition, either partial or whole, is only to be approved if there is no feasible and prudent alternative. Building and structures to be demolished will be documented before demolition. Buildings and structures that are denied a demolition request will be mothballed.

Demolition by Neglect

Demolition by neglect is one of the most serious threats to the preservation of the City’s historic resources. According to the National Trust for Historic Preservation, “demolition by neglect” is defined as, “a situation in which a property owner intentionally allows a historic property to suffer severe deterioration, potentially beyond the point of repair.” While there can be numerous reasons not to address maintenance issues on a building, the *intentional* withholding of basic maintenance and repair to any building is prohibited. If the property is determined by the HPAP to be intentionally neglected, the owner will be responsible for addressing the maintenance concerns.

Demolition Review

The following factors were developed by Terri Foley for “The Historic Residential Design Guidelines for Ponca City” in 2014. They are adapted for the Ponca City Downtown Historic District for consistency.

1. The historic, architectural or cultural significance of the specific building or property will be considered, including, without limitation:
 - a. The consideration of the age of the structure or property;
 - b. Whether, and to what extent, the building or structure is associated with a historic person, architect, master craftsman, or with a historic event;
 - c. Whether the building or structure is of such old or distinctive design, texture, or material that it could not be reproduced, or could be reproduced only with great difficulty; and
 - d. The consideration of the degree to which distinguishing characteristics, qualities, features, or materials remain on the historic building.
2. Whether, and to what extent, an existing building is linked, historically or aesthetically, to other buildings or structures within the existing historic district, or is one of a group of properties within such a district whose concentration or continuity possesses greater significance than many of its component buildings.
3. The building’s overall condition and structural integrity, as determined by a qualified professional engineer or architect will be taken into consideration.
4. Whether, and to what extent, the applicant proposes means, methods, or plans for removing or demolishing the building or property that preserves portions, features, or materials that are significant to the property’s historic, architectural, or cultural value.
5. The overall outcome of the loss of the building will be considered, and the loss of the building shall not adversely affect the district or the public interest by virtue of its uniqueness or its significance.
6. Whether or not the proposed demolition would affect adversely or positively, other historic buildings or the character of a historic district shall be considered.
7. The HPAP will consider the reason for demolishing the building and whether or not alternatives exist.
8. Any property considered for demolition, the HPAP will determine whether or not there has been a professional economic and structural feasibility study for rehabilitating or reusing the building and whether or not the finding supports the proposed demolition.

Pre-Demolition Documentation (Mitigation)

If the demolition of a historic building or structure is determined by city staff and the HPAP to be necessary, documentation of the resource should be done before demolition. The documentation allows for future researchers, city residents, and other interested parties to understand the significant history that will be lost. At a minimum, documentation should include photographs of all building façades, details of character-defining features, and, if conditions allow, interiors. As-built drawings or sketches of the floor plans also would be appropriate. The documentation will be kept on file with the Development Services Department and with the Ponca City Library.

Recommended Procedures:

- Properly maintain buildings and structures to prevent destruction by fire, demolition, or demolition by neglect.
- Protect surrounding buildings from collapse as a result of demolition.
- If part of a building or structure is still sound, only remove those portions that are not.
- If demolition is denied, the building should be mothballed (see 4.21 below).
- Document the building or structure before demolition.

Not Recommended Procedures:

- Do not intentionally allow a building to fall into disrepair in order to have it demolished.
- Do not demolish a building or structure without review.
- Do not demolish a building or structure that is structurally sound. Similarly, do not demolish an entire building or structure if only a portion is unsound.

COA Required:

- Any total or partial demolition.

Applicable Preservation Briefs:

- Preservation Brief 43: The Preparation and Use of Historic Structure Reports

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

4.21 Mothballing. If a property owner is denied approval of the demolition of a building, the property owner should at the very least secure the building, a treatment also known as “mothballing.” This course of action is acceptable only when the lack of attention does not result in the further deterioration of the building or its unique architectural features. If the building is vacant, it should be secured from weather and public access. An open roof, for example, can result in water damage to the interior and risk structural instability and loss of significant features.

There are any number of problems that can lead to the deterioration of a building. Mothballing addresses these problems and secures the shell of the building to protect the entire historic resource. The following is a general list of some of the most common problems with some suggested solutions:

Roof, Gutters, Downspouts, and Flashing

The roof components and associated drainage systems are the most important elements in protecting a building from water damage and deterioration. If a demolition by neglect citation is issued due to failure of the roof or its systems, repairs should be made to match the original in material and detail. Flashing is a critical component of a roofing system. Counterflashing should be installed where the roof meets a parapet or other changes in the roof line to ensure that water does not penetrate the underlayment or interior of the building. If roof damage is so extensive or if other structural repairs are required, it may be necessary to replace the entire roof surface.

Broken or Missing Glazing, and Open or Missing Windows or Doors

Missing or broken windows and doors can allow water infiltration and unwanted public access. If left unchecked, water can lead to the eventual demise of a building; ruining the structural fabric of the building and damaging interior and exterior finishes. An open building is also an invitation for trespassers to enter and possibly damage the building. Existing windows and doors should be made weathertight by replacing broken glass and glazing, repainting, and adding weather stripping. If a building is missing doors or windows, or if it is abandoned, openings should be secured. Openings on the public facades should be infilled with an appropriate window or door; openings on the rear or alley facades may be covered with plywood or metal and secured in such a way as to not damage historic materials.

Missing Exterior Finish Materials

Exterior finish material such as masonry, mortar, siding, trim, fascia, soffits, and window casings provide a weather barrier as well as protection for interior finishes. These elements also often carry important architectural features that help define the style and age of the building. When repairing loose or missing exterior finish material, it is important not to remove any character-defining historic fabric. Where replacement material is necessary, it must match the original in material and detail, in-kind. All replacement wood should be primed with oil-based primer, both front and back, and painted after installation for years of lasting wear. Missing mortar should be replaced with appropriate material.

Structural Failure

Structural instability of a building or a portion thereof, is often the most difficult to diagnose and correct. It is often very difficult to determine what failure can be

assigned to the property owner or whether, time or general wear and tear is responsible for the building's failure. If structural stability is thought to be cause for alarm, a professional structural engineer should be hired to determine the extent of the damage and the measures necessary to correct it. If structural defects include masonry failure, construction repairs must be made using bricks or stone and mortar that match the existing in material, composition, size, and density.

If the condition of the building has deteriorated to the point that the building or a portion of the building cannot be saved, it is sometimes reasonable to propose demolition as a means of "correcting" the structural failure.

Applicable Preservation Briefs:

- Preservation Brief 31: Mothballing Historic Buildings
- Preservation Brief 43: The Preparation and Use of Historic Structure Reports

Applicable SOI Standards:

- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

RECOMMENDATIONS

5.1 Designate Downtown Ponca City a Local Historic District. A local historic district should be established in order to implement the review of projects in downtown Ponca City that follow this design guidelines manual. The historic context of downtown has already been developed both through the intensive level surveys done in 2008 and 2018 and through the preparation of the National Register nomination form. Further, each building within the National Register district and the surrounding blocks has been evaluated for its historic and architectural integrity and significance and rendered either contributing or non-contributing to the historic district. The following items should be addressed in preparation for a local historic district:

- Gather property owner support for a local historic district.
- Determine the boundaries of the local district.
 - Should they follow the current boundaries of the National Register historic district?
 - This would be an easy boundary to explain to property owners and the general public. These boundaries could also expand in future if the National Register district is expanded and owners also want to be part of the local district.
 - In this district, there would be 112 contributing buildings and 30 non-contributing buildings.
 - Should they follow the expanded boundaries proposed in the 2018 resurvey of downtown?
 - This anticipates an expansion of the National Register district. This could be slightly confusing to explain to property owners and the general public.
 - In this district, there would be 133 contributing buildings and 40 non-contributing buildings.
 - Should they only follow the Central Business District boundaries?
 - This would exclude some properties in the eastern part of the National Register district and include a number of properties to the west of the current National Register boundary.
 - Other suggestions related to owner support, Main Street programs, etc.?
- Determine the Period of Significance for the district.
 - The period of significance will likely span from 1895 to 1960, as in the National Register nomination unless there is justification for extending the date past 1960.
 - The period of significance may not need to extend past 1960, if there is a provision within the local district narrative that alterations after 1960 will be evaluated for significance if a COA is applied for.

5.2 Develop Guidelines for Specific Areas of Concern. This manual necessarily covers a broad range of topics pertaining to the historic and architectural character of downtown Ponca City. During the review of COA applications, additional guidance on specific topics may be needed to further help in the review of proposed alterations. The following topics may merit additional development:

- Appropriate uses for historic buildings.
 - This was an area of concern voiced by building owners and city staff at the May 8 public meeting. The *Secretary of the Interior's* Standard 1 states, “A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.” Most buildings within the downtown district are zoned as a Commercial Business District (CBD), and city code specifies approved uses. For instance, buildings can be used as hotels but not as personal warehouses. A set of building use guidelines should be based on Standard 1 and the underlying zoning. This guidance can provide examples of recommended and not recommended uses to help understand if the proposed new use supports the integrity of the historic district.

- Signage.
 - Further development of the sign guidelines could specify sizes and shapes of business signage; the location, size, and material of street and way-finding signs; the appropriateness and locations of historical markers and plaques; etc.

- Landscaping
 - Further development of landscape guidelines should address types of plant material, sizes of planting strips, etc.

APPENDICES

6.1 Notes from Public Meeting, 8 May 2019. Rhonda Skrapke with the City of Ponca City and Amanda Loughlin of Rosin Preservation facilitated a public meeting in the Ponca City Commission Chambers on 8 May 2019 from 5:30 to 7:00 pm. The purpose of this forum was to gather goals, ideas, and concerns about downtown design guidelines from members of the Historic Preservation Advisory Panel, downtown property owners, and Ponca City officials. Information gathered was used to prepare this document. Below are the meeting notes.

Concerns about Design Guidelines

Economic base of many owners may not allow them to meet the guidelines due to financial hardship

That guidelines would not allow any modifications to be made

Could be too restrictive and deter new owners and growth

Do not want to have to put façades back exactly as they were historically

Ambiguity of guideline interpretation due to changing HPAP board members

Uncertainty of the cost implications related to repair and rehabilitation of original/historic materials

If the guidelines are written down, they are law and difficult to change

These guidelines are only for controlling rogue owners

Ambiguity of what is considered historic (for example, mid-century storefronts and slipcovers)

Grandfathering in existing conditions could discourage rehabilitation

Goals for Design Guidelines

Encourage appropriate uses for downtown buildings

Define what materials are appropriate to use for downtown building

Save and protect historic fabric

Discourage and prevent demolition of significant buildings and character-defining features

Define what is historic in terms of a building's and the district's periods of significance

Understand how buildings can be ADA accessible and still meet the guidelines

Define what is a minimum standard for the buildings (maintain, mothball, public health concerns)

Aid in the revitalization of downtown to reemphasize its importance from when it was "the place to be." Historically it was the commercial core with diversified businesses and multi-use buildings that encouraged walkability.

Create a vibrant, recognizable historic district to support a pride-of-place

Percentage of service vs retail businesses

Limit roof damage & water damage by encouraging mothballing

Goals for Design Guidelines (cont'd)

Frame the guidelines more as goals and less as restrictions

Positive changes rather than restrictions

Specific Items to Address in Design Guidelines

No boarded-up buildings; no plywood

No dilapidated buildings

Control total and partial demolition

Scale and massing of new construction within district

Signage: Protect historic signs and provide guidance on what is allowable for new signage

Awnings

What surfaces are okay to paint (no painted brick except historic signs)

Acknowledge changing technology in terms of materials and energy efficiency

Mothballing

Alterations/new construction be consistent with character of existing buildings

Limit use of EIFS

Maintaining the size of historic masonry openings (no new openings, especially for garage doors; no infill of openings either total or partial)

Maintaining window sizes/dimensions

Parking

Grandfathering existing conditions; define what is appropriate to grandfather and what is not

Appropriate materials, especially in terms of new construction; may depend on location within district

6.2 Glossary.

General Terms

Acceptable.....Alterations that meet the minimum threshold established in the Design Guidelines.

ADA.....A 1990 Federal law that mandates all public buildings are accessible to all people with any type of physical handicaps (the Americans with Disabilities Act of 1990).

Adaptive Use.....Repurposing a building in a way that is different but appropriate from its historic use. Also called adaptive reuse.

AlignmentThe linear relationship of buildings or structures that creates a visual line and a sense of continuity along a streetscape.

Alley/AlleywayA dedicated public right-of-way other than a primary street or road that offers secondary access to a property.

AlterationA change to the current condition of a building either through total or partial addition or removal. The HPAP only reviews alterations visible from public rights-of-way, including city streets, sidewalks, and alleyways.

Applicant.....Property owner or property owner’s representative who files a Certificate of Appropriation for alterations within a historic district.

AppropriateAlterations that follow the Design Guidelines and maintain the historic and architectural integrity of a building and/or district.

Best PracticesProcedures and techniques that are the most effective in maintaining the historic an architectural integrity of a building and/or district.

Building.....As defined by the National Park Service,

Building OfficialThe official who is charged with the administration and enforcement of the City’s adopted building codes.

Building Permit.....A legal document, approved and issued by the Building Services Department, stating that a proposed construction project complies with the city’s adopted building codes and allowing the project to move forward.

Central Business

District (CBD).....As defined in the Ponca City Municipal Code, the Central Business District “is intended to provide a pedestrian oriented concentration of mixed uses allowing for a wide range of commercial, residential, office, and limited light industrial uses. There may be limited off street parking requirements. Convenience shopping and the stability of retail development are promoted by encouraging continuous retail frontage. It is intended for the downtown core to facilitate the adaptation of existing buildings to a more vital mixture of uses while conserving the exterior quality of and era of historic significance.

Ponca City’s CBD is legally defined as Donahoes Addition, Blocks 1, 26, 27, 28, and Block 25, Lots 1 through 5; Myatts Addition, Blocks 13, 14, 25, and 26; Townsite of Hartman, Block 32, Lots 11-20, Blocks 33-41, and Blocks 46-50; and, Townsite of Lynchville, Blocks 3-7.

All of the above stated additions, blocks, and lots are contiguous and are located within the city limits of Ponca City, Kay County, Oklahoma (Municipal Code, 11-7-1-B-3).

Certificate of

AppropriatenessCOA. The official document issued by the Historic Preservation Advisory Panel (HPAP) approving and/or concurring in any application for permit for erection, demolition, moving, reconstruction, restoration, or alteration of any structure locally designated as a historic property (Municipal Code, 11-11-2-M).

Character-defining

Feature.....A physical attribute of a building and/or district that give it distinction and project a sense of purpose, function, definition, and uniqueness. These features are accepted to be the most important to retain, maintain, and preserve.

Compatible.....Consistent, congruous; referring specifically to new additions or replacement materials to historic resources.

ContributingA building, site, structure, or object within a historic district that adds to the values or qualities of that district because it was present during the period of significance and possesses historical integrity.

Context.....The physical environment within which a building is located. Also the historic, social, and architectural trends that led to the creation of a property or district.

DemolitionAny act or process which destroys, in part or in whole, a building or a structure.

Design Guidelines.....A standard by which appropriate repairs, maintenance, and rehabilitation construction activity will preserve/maintain the historic and architectural character of a building, structure, or area.

Designated Local

Landmark or

Historic District.....An official zoning overlay assigned to a historic place within the city limits as defined in Municipal Code, Title 11 Zoning Regulations, Chapter 11 Special Districts, Section 2 Historical Preservation District (HP) and subject to the requirements therein. Only designated local landmarks and historic districts are subject to COA review. Downtown Ponca City is a National Register historic district, but it is not a local historic district. If the City designates it as one, alterations to properties within the boundaries of the local historic district will be reviewed by the HPAP before a COA is approved. See also Historic District.

Exterior

Architectural

AppearanceThe character and general composition of the exterior of a building or structure including, but not limited to: the type and texture of the building material, the design and character of all elements visible from the exterior such as windows, doors, siding, trim, roofs, porches, balconies, landscaping and ornamentation.

- Good Repair.....A condition which not only meets minimum standards of health and safety, but which also guarantees continued attractiveness, continued structural soundness and continued usefulness (Municipal Code, 11-11-2-B).
- Historic District.....A specific geographic area defined by a city, state, or federal authority that contains one or more buildings, objects, sites, or structures designated as exceptional or significant historic landmarks or clusters, including their accessory buildings, fences and other appurtenances, and natural resources having historical, architectural, archaeological, and cultural significance, and which may have within its boundaries other buildings, objects, sites, or structures, that, while not of such historical, architectural, archaeological, or cultural significance as to be designated landmarks, nevertheless contribute to the overall visual setting of or characteristics of the landmark or landmarks located within the district.
- Historic Preservation
- Advisory Panel.....HPAP; Panel. The seven-member citizen advisory board that reviews all Certificates of Appropriateness for proposed projects within local historic districts or affecting individual local landmarks. The members are appointed by the mayor and confirmed by the City Commission. Three are historic preservation-related professionals; four members are general public with interest in preservation (Municipal Code, 11-11-2-C).
- Improvement.....Any building, structure, place, parking facility, fence, wall, work of art or other object, the addition or deletion of which constitutes a physical betterment of real property, or any part of such betterment of real property (Municipal Code, 11-11-2-B). Any work that needs a COA. See also alteration.
- In Kind.....To replace a feature of a building with materials of the same characteristics to replicate the original element in material, dimension, texture, color, and profile.
- Integrity.....Description of a property that is physically unaltered or one that retains enough of its historic character, appearance, or ambiance to be recognizable to the period when the property achieved significance. Defined by a property’s location, setting, design, materials, workmanship, association, and feeling. Integrity is not the same as condition, as a property may retain integrity and be in poor condition; conversely, a property may be in good condition and not retain integrity.
- Landmark.....An individual building or structure determined by the historic preservation advisory panel to be historically and/or architecturally significant (Municipal Code, 11-11-2-B).
- Local Listing.....Locally listed or Local Register. A zoning overlay recommended by the Historic Preservation Advisory Panel and established by the City Commission that identifies, classifies, and recognizes various sites, buildings, structures, sites, objects, and districts as archeologically, historically, and/or architecturally significant to the city. Only locally listed properties are subject to the COA process. Separate from a National Register listing, which is primarily an honorary designation; a property or district may be listed in one or both registers.

- Mothballing.....Temporarily securing a building to protect it from weather, vandalism, and/or trespassing when all means of finding a productive use have been exhausted or when funds are not currently available to put the deteriorating structure into a useable condition. This can protect the building while planning for future use or raising money for a preservation, rehabilitation, or restoration project.
- Non-contributing.....A building, site, structure, or object within a historic district that does not add to the values or qualities of that district because it was not present during the period of significance or because it no longer retains integrity.

Ordinary
Maintenance and

Repair.....Any work for which a building permit or any other city permit or COA is not required and where the purpose of such work is stabilization, and further, where such work will not noticeably change the exterior appearance of the structure. Any work not satisfying all of the above requirements shall not be considered ordinary maintenance and repair. The application of paint to previously unpainted brick or masonry shall not be considered ordinary maintenance and repair, nor shall the construction or enlargement of a driveway or parking area be considered ordinary maintenance and repair. (Municipal Code, 11-11-2-B).

Plans.....The diagrammatic representation of proposed alterations to a building. Submitted with an application for a COA and a building permit.

Preservation.....The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

ProjectAny activities involving a property within a historic district requiring the issuance of a permit or COA.

ReconstructionThe act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Rehabilitation.....The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Restoration.....The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The

limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code- required work to make properties functional is appropriate within a restoration project.

- Repointing.....The act of repairing the joints of masonry with mortar or cement.
- Right-of-WayAn area or strip of land, either public or private, occupied or intended to be occupied by a street, alleyway, walkway, railroad, utility line, drainage channel, or other similar uses.
- Scope of WorkThe detailed description of proposed alterations and improvements.
- Setback.....The open space between the property line of the lot and the nearest projection of a building or structure.
- Significant.....A property possessing documented historic qualities that are important on a local, regional, statewide, or national level as defined by four general criteria: A) The location of an important event or events; B) The place associated with important people; C) The resource embodies distinctive physical characteristics; and/or D) The property has the potential to yield important information (archeology).

Architectural Terms

- Anchor Plate.....Wall washer. The decorative washer visible on masonry buildings that is part of a tie rod and bolt system used for structural reinforcement. Often a five-pointed star.
- Arch.....Curved or pointed structural member used to span an opening.
- Ashlar.....A squared or rectangular stone pattern.
- Awning.....A projecting roof-like structure that shelters a door, window, or storefront. Commonly made of a metal frame and covered in fabric. Can be flat or pitched; flat awnings are also canopies.
- BalconyA railed projecting platform found above ground level on a building.
- BalusterAn upright member of closely spaced supports for a railing, bannister, or balustrade.
- BalustradeA railing composed of balusters and handrail, often used on porch and stairs.
- BayA part of a building separated by vertical elements such as windows or doors.
- Bay WindowA window that protrudes from the façade.
- BeltcourseThe horizontal element that runs the length of a building, typically dividing stories of a multiple-story building.
- Block.....A molding or projecting course running horizontally along the face of a building, such as a continuous row or layer of stones or brick in a wall.

- Bond.....The pattern or arrangement of bricks within a wall. The most common pattern in Ponca City is running bond.
- BracketA projecting support placed under an architectural overhang such as a cornice; often ornate.
- Brick MoldA wood molding covering the gap between a doorframe or window frame and the masonry reveal into which the frame is set.
- Building.....As defined by the National Park Service, a construction created principally to shelter any form of human activity (e.g., house, store, hotel). Intentionally distinguished from structure.
- BulkheadKickplate. The area under a storefront window. The horizontal element or assembly at the base of a storefront parallel to a public walkway that provides a transition between the ground and storefront glazing area.
- CanopyA projecting flat roof-like structure that shelters a storefront. Commonly made of metal framing with metal cladding. Often supported by chains or rods attached to the upper façade.
- CapitalThe decorative top of a column or pilaster.
- Casement.....A window sash that swings open along its entire length; usually on hinges fixed to the sides of the opening into which it is fitted.
- Coping.....The protective uppermost course of a wall or parapet.
- Corbeling.....Brick or masonry units that step out in a decorative fashion, sometimes to support a cornice or other element.
- Cornice.....An ornamental moulding along the top of a building that typically protrudes from the building in order to make it stand out.
- Decorative
- BrickworkA distinguishing feature of brick buildings where individual bricks within the building façade form a specific pattern from simple rectangles to a more elaborate castle-like formation. The bricks, which may or may not protrude from the wall plane, may be the same color as the surrounding façade or an alternate color. Usually found on the public façades at the parapet level. This is a common feature seen in downtown Ponca City.
- DentilsA series of closely spaced, small, rectangular blocks, used especially in classical architecture.
- Display WindowA window of a store facing onto the public right-of-way used to display merchandise for sale in the store. Often part of a storefront.
- Double-Hung
- WindowA window of two (or more) sash where one sash slides vertically past the other in order to open the window. Sashes are glazed frames, set in vertically grooved frames or jambs in a building opening and capable of being raised or lowered independently of each other.
- EIFSExterior Insulated Finish Systems. A type of building exterior wall cladding system that provides exterior walls with an insulated finished surface and waterproofing in an integrated composite material system intended to simulate the texture and appearance of actual stucco.
- ElevationAn elevation is any external face of a building. See also façade.

- EntablatureThe horizontal beam carried by a column. It is horizontally divided into three parts. A horizontal, continuous lintel on a classical building supported by columns or a wall, comprised of the architrave, frieze, and cornice.
- FaçadeAn exterior elevation or wall of a building, usually a principal/primary elevation.
- Fenestration.....The composition of windows and door openings on a wall.
- Fiberboard.....An insulating board made of wood or cane fibers compressed and cemented into rigid sheets, used as an inexpensive wall finish.
- Flat RoofA roof that has only enough pitch so that water can drain. Most common roof form in downtown Ponca City.
- Form.....The shape and structure of a building as distinguished from its substance or material.
- Glazing.....The glass area of windows or doors.
- Green SpaceSpace that is planted with grass, plants, shrubs or trees. Sometimes, this land is set aside and cannot be built on.
- Head.....The uppermost member of a doorframe or window frame. The support found on the upper portion of the window or door casing is generally at least twice as thick as the framing component of the door or window and found around the opening. The header will span horizontally across the top of the door or window casing, offering added support that prevents the full weight of the wall from resting on the door or window casing itself.
- JambEither of the vertical sides of an archway, doorway, or window opening.
- Joint.....The mortar level between masonry units such as brick and stone.
- KeystoneIn masonry, this is the center stone in an arch and is often prominent.
- Kickplate.....
- Lintel.....The horizontal beam bridging a window or door opening to carry the weight of the wall above the opening; can be wood, stone, or metal.
- Lites/LightsPanes. The individual glass portion of a window or door.
- MarqueeA large, rigid, and often decorative roof-like structure over the entrance to a commercial building. Often contains the name of the building.
- MasonryA construction method that stacks stones or bricks and binds them with mortar to form a wall.
- Mass/MassingThe three-dimensional bulk of a building height, width, and depth. The measure of scale which refers to the amount of space occupied by a structure.
- MortarA mixture of cement, lime, sand, or other aggregates with water; used in plastering and masonry walls.
- Moulding.....Molding. A decorative band or strip with a profile. Generally, mouldings are used in cornices and as trim around a window or door opening.

- Mullion.....A vertical dividing member between multiple grouped windows.
- Muntin.....One of the thin strips of wood or metal used to separate panes of glass within a multi-lite window.
- Object.....As defined by the National Park Service, constructions primarily artistic in nature or of a relatively
- OrientationSet in relation to, or adjusted to, the surroundings, situation, or environment; placed with the most important parts facing in certain directions; set or arranged in a determinate position.
- Parapet.....A low wall at the edge of a roof and are usually found on flat roofs.
- PedimentA triangular enclosed space in the gable of a classical style building or any similar form above a door, window, or portico.
- Pilaster.....A rectangular column or shallow pier attached to a wall.
- PlanThe shape of the building as viewed from above.
- Planting StripThe landscaped area between the street and the sidewalk.
- Primary or
- Principal Façade.....That portion or portions of a wall of any permanent building that is visible from and oriented parallel to a dedicated public right-of-way.
- Prismatic Glass.....Architectural glass usually found in the transoms of commercial buildings that redirects light into interior spaces.
- RevealThe part of a jamb of a window or door opening that is visible between the outer wall surface and the window or door frame.
- Rusticated.....Masonry left with a rough outer surface and wide joints that emphasize the edges of each block.
- Sash.....A panel that holds panes of glass, which are often separated from other panes (or "lites") by narrow muntins.
- Scale.....The size and proportion of a building as distinguished from its substance or material.
- Screening.....Open spaces, landscaped areas, fences, walls, or any combination thereof, used to physically separate or shield one use or property from another so as to visually block noise, lights, or other nuisances.
- Secondary FaçadeThat portion or portions of a wall of any permanent structure that is not considered a primary façade.
- Shoring.....A general term used in construction to describe the process of supporting a structure in order to prevent collapse so that construction can proceed.
- Sign/SignageDevice, figure, painting, sculpture, drawing, message, placard, poster, billboard, ground sign, temporary sign, marquee, awning canopy, banner, pennant, flag, announcement, decoration, demonstration, display, illustration, or insignia designed to be seen from outside any improvement, and which is used to advertise or promote the interests of any person or business when the same is placed in view of the general public (Municipal Code, 11-11-2-B).

- Sill.....The horizontal member beneath a door or window opening.
- SiteAs defined by the National Park Service, the location of a significant event, occupation, or activity, or a significant building or structure in ruinous form. Primarily landscape focused. (e.g., parks, gardens).
- SlipcoverGenerally a mid-twentieth century (1950s-1970s) addition to the façade of a historic commercial building used to give the building a quick “update.” The slipcover hides the historic façade, which may or may not have been irreparably damaged by the installation. As historic districts age, these slipcovers may achieve historic significance in their own right.
- SoffitThe underside of an overhanging element, such as the eaves of a roof.
- StileAny of various vertical members framing a panel, as in a window with a glass panel or a door with a wood or glass panel.
- StorefrontThe street-level part of a building façade normally divided into two or three main parts, framed on either side by piers (usually masonry), topped by a steel lintel or a midlevel cornice, and filled by a transparency of glass. The storefront includes glass display windows, typically with transom windows above that let light into the back of the store. Other features include a recessed entryway and bulkheads below the display windows.
- Storm WindowA secondary window installed to protect and/or reinforce the main window.
- Story.....A building’s individual vertical volumes as expressed on its façade.
- String CourseA horizontal course of masonry or wood that projects from a wall surface.
- Structure.....As defined by the National Park Service, functional constructions made principally for uses other than human shelter (e.g., bridges, brick streets, grain elevators). Intentionally distinguished from buildings.
- Stucco.....Exterior finish material composed of either Portland cement or lime and sand mixed with water. In Ponca City’s downtown, most stucco is a historic finish.
- TransomA horizontal window over a door or window, often moveable.
- Veneer.....A thin layer of material, such as wood, brick, or stone, applied to a different material or to a type of construction not ordinarily associated with it. Not structural.
- WeatherizeTo make a building secure against weather, as by adding thermal insulation, storm windows, or by sealing joints.
- Weather StripA strip of metal, felt, vinyl, or foam rubber placed between a door or window sash and its frame to provide a seal against windblown rain or air infiltration.

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Figures

TBD

6.4 Applicable National Park Service Preservation Briefs. The Technical Preservation Service of the National Park Service publishes briefs that describe best practices for historic buildings and materials. The briefs follow the *Secretary of the Interior's Standards*. The current titles are listed below; grayed out titles are not applicable to Ponca City's Downtown Guidelines but may apply to owners rehabilitating historic interiors of their building. Copies of these briefs are available from the National Park Service at <https://www.nps.gov/tps/how-to-preserve/briefs.htm>.

#1 Cleaning and Water-Repellent Treatments for Historic Masonry Buildings

#2 Repointing Mortar Joints in Historic Masonry Buildings

#3 Improving Energy Efficiency in Historic Buildings

#4 Roofing for Historic Buildings

#5 The Preservation of Historic Adobe Buildings

#6 Dangers of Abrasive Cleaning to Historic Buildings

#7 The Preservation of Historic Glazed Architectural Terra-Cotta

#8 Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings

#9 The Repair of Historic Wooden Windows

#10 Exterior Paint Problems on Historic Woodwork

#11 Rehabilitating Historic Storefronts

#12 The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)

#13 The Repair and Thermal Upgrading of Historic Steel Windows

#14 New Exterior Additions to Historic Buildings: Preservation Concerns

#15 Preservation of Historic Concrete

#16 The Use of Substitute Materials on Historic Building Exteriors

#17 Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character

#18 Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements

#19 The Repair and Replacement of Historic Wooden Shingle Roofs

#20 The Preservation of Historic Barns

#21 Repairing Historic Flat Plaster—Walls and Ceilings

#22 The Preservation and Repair of Historic Stucco

#23 Preserving Historic Ornamental Plaster

#24 Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches

#25 The Preservation of Historic Signs

#26 The Preservation and Repair of Historic Log Buildings

#27 The Maintenance and Repair of Architectural Cast Iron

#28 Painting Historic Interiors

- #29 The Repair, Replacement, and Maintenance of Historic Slate Roofs
- #30 The Preservation and Repair of Historic Clay Tile Roofs
- #31 Mothballing Historic Buildings
- #32 Making Historic Properties Accessible
- #33 The Preservation and Repair of Historic Stained and Leaded Glass
- #34 Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
- #35 Understanding Old Buildings: The Process of Architectural Investigation
- #36 Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
- #37 Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
- #38 Removing Graffiti from Historic Masonry
- #39 Holding the Line: Controlling Unwanted Moisture in Historic Buildings
- #40 Preserving Historic Ceramic Tile Floors
- #41 The Seismic Rehabilitation of Historic Buildings
- #42 The Maintenance, Repair and Replacement of Historic Cast Stone
- #43 The Preparation and Use of Historic Structure Reports
- #44 The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
- #45 Preserving Historic Wooden Porches
- #46 The Preservation and Reuse of Historic Gas Stations
- #47 Maintaining the Exterior of Small and Medium Size Historic Buildings
- #48 Preserving Grave Markers in Historic Cemeteries
- #49 Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement
- #50 Lightning Protection for Historic Buildings

6.5 Financial Incentives.

The Oklahoma State Historic Preservation Office (SHPO) administers two tax credit programs to help offset the investment to maintain and rehabilitate historic buildings. Both the Federal and the State Historic Rehabilitation Tax Credits provide a 20 percent reduction in the amount of income taxes owed to the IRS and the Oklahoma Tax Commission; the credits are for the rehabilitation of buildings listed in the National Register of Historic Places either individually or as contributing resources in a National Register historic district. Rehabilitation work must meet the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. For more information, see the Oklahoma SHPO's "Fact Sheet #14: Frequently Asked Questions About Tax Credits For Rehabilitation" available at <https://www.okhistory.org/shpo/factsheets/fs14tax.pdf>.

Ponca City Main Street offers a Beautification & Improvement Grant that shares the cost of small beautification and improvement projects to businesses within the Central Business District. The grant is a dollar-for-dollar match up to 50 percent (\$50 maximum) of the total project cost. Landscaping, signage, public art, window displays, exterior painting, exterior lighting, and exterior cleaning are all eligible for the grant program. Contact Ponca City Main Street for more information <https://www.downtownponcacity.com/grants.html>.

6.6 Governmental and Organizational Contacts.

City of Ponca City
516 E. Grand Ave.
Ponca City, OK 74601
(580) 767-0383

<https://www.poncacityok.gov/>

The City hosts several resources on their website, including links to the Municipal Code, design guidelines, the historic preservation plan, historic resource surveys, the city's comprehensive plan, and the Certificate of Appropriateness Application.

Ponca City Main Street
516 E. Grand Ave.
Ponca City, OK 74601
(580) 763-8082

<https://www.downtownponcacity.com>

The Main Street program promotes economic development, historic preservation, cultural development, and revitalization of downtown Ponca City. This is accomplished through events, business promotion, grant awards, and long-range planning. Main Street's Design Committee also reviews and approves the construction of new buildings and the total or partial demolition of buildings within the Central Business District.

Oklahoma Historical Society
State Historic Preservation Office (SHPO)
800 Nazih Zuhdi Dr.
Oklahoma City, OK 73105
(405) 521-6249

<https://www.okhistory.org/shpo/shpom.htm>

Administers the National Park Service preservation programs in the state of Oklahoma. These programs include the National Register of Historic Places, Review & Compliance Review (Section 106 of the National Historic Preservation Act), Federal Historic Preservation Tax Credit Program, and the Certified Local Government program. Oklahoma-specific preservation programs administered by SHPO include the State Rehabilitation Tax Credit program and the Oklahoma Centennial Farm & Ranch Program.

National Park Service
Technical Preservation Services
1849 C Street NW, Mail Stop 7243
Washington, DC 20240
(202) 513-7270

<https://www.nps.gov/tps/about.htm>

Provides policy and guidance on preserving and rehabilitating historic buildings; administers the Federal Historic Preservation Tax Incentives Program; develops and interprets the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

6.7 Ponca City Historic Preservation Ordinance. Ponca City, Oklahoma City Code, Title 11 “Zoning Regulations,” Chapter 11 “Special Districts, Section 2. http://sterlingcodifiers.com/codebook/index.php?book_id=&chapter_id=45478#s844775

11-11-2: HP HISTORICAL PRESERVATION DISTRICT:

A. Description and Purpose:

1. The historic preservation district ordinance, hereinafter referred to as the HP district and its regulations, may be applied to property located in any zoning district in accordance with the provisions of this section. The HP district is intended to be an overlay zoning district and the regulations imposed by such district shall be in addition to the regulations of the underlying zoning district applicable to the subject parcel.
2. The city hereby declares that the historical, architectural, cultural, and aesthetic features of the city represent some of the finest and most valuable resources and such resources are the embodiment of the heritage of the people of the city. Therefore, it is hereby declared that the purposes of this section, to be known as the historic preservation district ordinance, shall be as follows:
 - a. To promote the creation of historic districts and landmarks for the educational, cultural, economical and general welfare of the public through the preservation, protection and regulation of buildings, sites, monuments, structures and areas of historic interest or importance within the city;

- b. To safeguard the heritage of the city by preserving and regulating historic landmarks and districts which reflect elements of its cultural, social, economical, political and architectural history;
- c. To preserve and enhance the environmental quality of neighborhoods;
- d. To strengthen the city's economic base by the stimulation of conservation and reuse;
- e. To establish and preserve property values;
- f. To foster economic development;
- g. To ensure the harmonious, orderly and efficient growth and development of the municipality;
- h. To promote the use of historic landmarks and districts for the culture, prosperity, education and welfare of the people of the city and visitors to the city;
- i. To establish a preservation plan to accomplish the goals of this section.

B. Definitions:

CERTIFICATE OF APPROPRIATENESS: The official document issued by the historic preservation advisory panel approving and/or concurring in any application for permit for erection, demolition, moving, reconstruction, restoration or alteration of any structure designated historic property.

GOOD REPAIR: A condition which not only meets minimum standards of health and safety, but which also guarantees continued attractiveness, continued structural soundness and continued usefulness.

HISTORIC PRESERVATION DISTRICT OR AREA: A defined area of historical, architectural, and/or cultural value, with clearly defined boundaries all of which are determined by the historic preservation advisory panel and within which the majority of owners have agreed to this designation.

IMPROVEMENT: Any building, structure, place, parking facility, fence, wall, work of art or other object, the addition or deletion of which constitutes a physical betterment of real property, or any part of such betterment of real property.

LANDMARK: An individual structure determined by the historic preservation advisory panel to be historically and/or architecturally significant.

ORDINARY MAINTENANCE AND REPAIR: Any work for which a building permit or any other city permit or certificate is not required and where the purpose of such work is stabilization, and further, where such work will not noticeably change the exterior appearance of the structure. Any work not satisfying all of the above requirements shall not be considered ordinary maintenance and repair. The application of paint to previously unpainted brick or masonry shall not be considered ordinary maintenance and repair, nor shall the construction or enlargement of a driveway or parking area be considered ordinary maintenance and repair.

PANEL: The historic preservation advisory panel of the city of Ponca City, Oklahoma.

PRESERVATION: The act or process of applying measures to sustain the existing form, integrity and material of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

RECONSTRUCTION: The act or process of reproducing by new construction the exact form and detail of a vanished building, structure or object, or a part thereof, as it appeared at a specific period of time.

REHABILITATION: The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while serving those portions or features of the property which are significant to its historical, architectural and cultural values.

RESTORATION: The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

SIGN: Shall mean and include every sign, device, figure, painting, sculpture, drawing, message, placard, poster, billboard, ground sign, temporary sign, marquee, awning canopy, banner, pennant, flag, announcement, decoration, demonstration, display, illustration or insignia designed to be seen from outside any improvement, and which is used to advertise or promote the interests of any person when the same is placed in view of the general public.

C. Historic Preservation Advisory Panel:

1. **Creation:** There is hereby created a historic preservation advisory panel. The panel shall be appointed by the mayor and approved by the board of commissioners. Said panel shall consist of seven (7) members, all of whom have demonstrated interest in historic preservation.
2. **Membership:** Membership shall consist of seven (7) members, three (3) professional people with preservation related working experience (historian, architect, real estate person, planner, lawyer, archeologist, engineer, etc.) and four (4) with preservation interest.
3. **Terms Of Membership:** The term of each panel member shall be three (3) years.
4. **Removal Of Members:** Members may be removed from the panel in the same manner as they were appointed. (Ord. 5916, 8-9-1999)
5. **Meetings And Rules Of Advisory Panel:** The advisory panel shall be empowered to adopt rules for the conduct of its business. The panel shall elect a chairman who shall serve for one year and who shall be eligible for reelection. All meetings of the advisory panel shall be open to the public. Any person, or duly appointed representative, shall be entitled to appear and be heard on any matter before the panel. The panel shall keep a record of its proceedings, a copy of which shall be filed for public view in the office of the planning department. A quorum shall consist of four (4) members of the panel unless there is a vacancy in the membership, in which case it shall be a majority of the active members and action taken at any meeting shall require the affirmative vote of a majority of the voting members of the panel. The director of community development or the designated representative of such director shall act as secretary of the panel and shall attend and keep the minutes of all meetings. He or she shall act in an advisory capacity only and may participate in the panel's discussions but shall have no vote. The director of community development and the staff of the community development department shall assist the panel in discharging its duties. (Ord. 6073, 1-14-2008)

D. Duties Of Historic Preservation Advisory Panel: Unless otherwise specified in this title, the duties of the historic preservation advisory panel shall be as follows:

1. Prepare or cause to be prepared a comprehensive inventory of historical, architectural and archeological resources within the city.
2. Prepare or cause to be prepared a general historic preservation plan to be incorporated within the comprehensive plan.
3. Prepare findings of fact relating to the recommendation for designation of historical, architectural and archeological resources.
4. Prepare findings of fact pursuant to action taken by the advisory panel relating to certificates of appropriateness.
5. Make recommendations to the board of commissioners and planning commission concerning the acquisition of development rights, facade easements, and the development of historic preservation plans.
6. Make recommendations to the board of commissioners concerning grants from federal and state agencies, private groups and individuals, and the utilization of budgetary appropriations to promote the preservation of historic architectural or archeological resources; and, when so directed by the board of commissioners the panel may oversee historical projects or programs.
7. Promulgate rules governing the meetings of the panel.
8. Increase public awareness of the value of historic architectural or archeological resources by developing and participating in public information programs and by recommending the update of the preservation program and by the giving of advice to owners or residents of such resources as to the problems and techniques of preservation work; and further, by placing monuments and markers at historical sites as chosen by the panel.
9. Keep minutes and records of all meetings and proceedings including voting records, attendance, resolutions, findings of facts, determinations and decisions.
10. Make recommendations to the board of commissioners, planning commission, board of adjustment, and building inspector regarding historic designations, certificates of appropriateness, and amendment and enforcement of this section and the city code.
11. Monitor actions undertaken by other city agencies or actions of other governmental units (counties, state, etc.) with respect to the effect of such actions upon historical, architectural and archeological resources. Comment and make recommendation to the board of commissioners and planning commission.
12. Investigate complaints, conduct hearings and recommend the commencement of actions to enforce the provisions of this section.
13. Conduct a periodic review of the status of designated landmarks and historic districts and provide periodic reports on the findings of said review, along with any resolutions for action as considered appropriate, to the board of commissioners.
14. Any other functions imposed by this section or which may be specified by the board of commissioners.

E. Mediation Hearings:

1. Citizens may file with the secretary of the panel formal written complaints concerning alleged violations of this section.
2. Upon receipt by the panel of such a written complaint charging any property owner, resident or occupant of a historic preservation district or a historic landmark district with violation of any provision of this section, the panel may schedule a mediation hearing to consider such complaint.
3. The secretary of the panel shall promptly notify the complainant and the person or persons alleged to have committed the violation by registered or certified mail, return receipt requested, of the time and place of the hearing and the nature of the complaint, and invite the parties to appear and to be heard.
4. Such hearing shall be held for the purpose of mediating the dispute which is the subject of the filed complaint and for the further purpose of fostering compliance with this section.

F. District Regulations And Restrictions:

1. Creation: The historic preservation zoning district is hereby created.
 2. General Provisions: All provisions of this section, including the definitions contained in subsection B of this section, shall be applicable to this district.
 3. District Identification Sites: District identification sites designated by the board of commissioners as being within the HP historic preservation district shall be identified on the official zoning map of the city and in other official writings by the symbol "HP".
 4. District Restrictions: Unless otherwise specifically provided in this section, the following restrictions shall apply to this district:
 - a. The erection, moving, demolition, reconstruction, restoration or alteration of any structure is prohibited unless a certificate of appropriateness is granted by the Ponca City historic preservation advisory panel subsequent to review and analysis by that body;
 - b. All structures and grounds shall be kept in good repair;
 - c. All interior portions of structures shall be kept in such good repair to the extent necessary to prevent structural deterioration;
 - d. All structures and grounds shall be maintained in good condition in keeping with the historical nature of the site designated;
 - e. Outside storage of materials or supplies on a permanent basis is prohibited;
 - f. All external signs and advertising displays shall conform to all requirements of the Ponca City sign ordinance (chapter 12 of this title);
 - g. All provisions and procedures of this district shall be complied with fully.
- G. Uses Permitted: A building or premises shall be used only for the following purposes:
1. A single structure or structures within a historic district shall be permitted for the use under the existing zoning, i.e., commercial, single-family or multi-family residential.
 2. Servant or caretaker quarters, either attached to or separate from a single-family dwelling.
 3. Temporary buildings for use incidental to construction work which buildings shall be removed upon the completion or abandonment of the construction work.
 4. Open or public park, playground or recreation area, but excluding recreation facilities or services furnished on payment of a fee or admission charge.
 5. Private park, recreation area and clubhouse, when owned and maintained by members of a homeowners' association or organization activity engaged in supporting the preservation of a home of architectural and/or historical significance.
 6. Directional and informational signs shall be permitted subject to the provisions of the Ponca City sign ordinance (chapter 12 of this title) and certificate of appropriateness.
 7. Private garage. (Ord. 5916, 8-9-1999)
 8. Parking and storage of motor vehicles and recreational vehicles incidental to residential uses is permitted, if the parking area is located inside a garage or carport, or outside in the rear yard. Outside parking in the front yard and side yard is permitted only in compliance with the following requirements:
 - a. The vehicle is parked on a permanent hard surfaced area continuous and contiguous to an existing driveway.
 - b. No part of the vehicle extends into the public right of way.
 - c. No required corner sight triangle is encroached upon.
 - d. It shall otherwise be unlawful and an offense for any person to park or store, or any property owner to permit any person to park or store, any vehicle on grass, dirt, or similar unpaved surface located in the front yard and side yard of any residence. (Ord. 6150, 2-13-2012)

- H. Uses Permitted Upon Review Of Special Uses: Uses permitted upon review of special uses, so designated, within the base zoning district.
- I. Height Regulations: Heights permitted within the base zoning district.
- J. Area And Setback Regulations: Area and setback regulations permitted within the base zoning district.
- K. Ordinary Maintenance Or Repair Except As Previously Provided: Nothing in this section shall be construed to prevent ordinary maintenance or repair of any structure.
- L. Historic District Designation Process; Procedure:
1. The city may designate tracts and sites for inclusion within the historic preservation district in the same manner prescribed for the designation of other zoning districts by this title and subject to compliance with this section; however, all designations of tracts and sites for inclusion within the historic preservation district shall be reviewed and considered by the historic preservation advisory panel. Such panel shall forward its recommendation regarding a proposed district designation to the planning commission and board of commissioners.
 2. Notice of consideration of a district designation by the historic preservation advisory panel shall be the same as required for consideration of the adoption or amendment of zoning district boundaries by the planning commission as such is prescribed in this title.
 3. The initiation of a proposal of designation may be made by the panel, the board of commissioners, planning commission, the community development department or on the application of the owners of the parcel to be designated or their authorized agents. Any such application shall be made upon forms or pursuant to standards set by the panel for this purpose.
 4. The following criteria shall be used in the evaluation for historic designation:
 - a. Character, interest or value as a part of the development, heritage or cultural characteristics of the city of Ponca City, state of Oklahoma or nation or other society;
 - b. Location of the site of a notable historical event;
 - c. Identification with a person or persons who contributed notably to the culture and development of the city, state, nation or society;
 - d. Relationship to properties which are significant and preserved or which are eligible for preservation;
 - e. Embodiment of distinctive elements of architectural design, detail material or craftsmanship related to a uniqueness to the area or the related distinctiveness of a craftsman, master builder or architect, or a style or innovation;
 - f. Archaeological value in the sense that the site has, has produced, or can be expected to yield, based on physical evidence, information affecting knowledge of history or prehistory;
 - g. Value as an aspect of community sentiment or public pride; or
 - h. An established, familiar visual feature of the neighborhood, community or skyline owing to its unique location or singular physical characteristic.

M. Certificate Of Appropriateness:

1. Required: Certificate of appropriateness shall be required in the following instances before the commencement of work upon any structure or site located within the HP historic preservation district:
 - a. Whenever such work requires a building permit issued by the city;
 - b. Whenever a fence or driveway is constructed beyond the front building line of a home; or
 - c. Whenever such work includes the erection, moving, demolition, reconstruction, restoration or alteration of the exterior of any structure or site, except when such work satisfies all the requirements for "ordinary maintenance and repair" as defined in subsection B of this section.
2. General Provisions And Procedures:
 - a. No building permit shall be issued by the building inspector for any structure or site location within the HP historic preservation district until the application for such permit has been reviewed by the panel and a certificate of appropriateness approved by the panel.
 - b. In all cases that are not "ordinary maintenance and repair" as defined in subsection B of this section, a certificate of appropriateness shall be required and an application for such certificate shall be made.
 - c. When applying for a certificate of appropriateness as required in subsection M2b of this section, the applicant shall provide sufficient photographs and evidence to adequately show the work proposed.
 - d. When applying for a building permit the applicant shall furnish two (2) copies of such plans, elevations, perspectives and specifications as required by a building permit. The building inspector shall forward to the panel such application for a building permit. Any applicant may request a meeting with the panel before submitting an application and may consult with the panel during the review of the permit application.
 - e. Upon review of the application, the panel shall determine, within forty five (45) days of the date application is made for a certificate of appropriateness, whether the proposed work is of a nature which will adversely affect any historical or architectural resource and whether such work is appropriate and consistent with the spirit and intent of this section. The panel shall apply the criteria established by this section and based thereon shall issue or refuse to issue such certificate of appropriateness. If the panel refuses to issue such a certificate of appropriateness, no permit shall be issued and the applicant may appeal the decision of the panel to the board of commissioners by filing a written appeal with the city clerk within ten (10) calendar days of the denial.
 - f. The panel shall develop such guidelines as it may find necessary to supplement the provisions of this section and to inform owners, residents, and the general public of those techniques which are considered most proper for undertaking work relating to historical and architectural resources. The panel shall have the opportunity to advise the board of commissioners concerning provisions in the building, electrical, plumbing, heat and air and housing codes and other codes which affect preservation work.
 - g. It is not the intent of this section to limit new construction to any one period or architectural style, but to preserve the integrity of historical and architectural resources and to ensure the compatibility of new work constructed in the vicinity. In the case of the disapproval of plans by the panel, the panel shall state in writing the reasons for such disapproval and may include suggestions of the panel in regard to actions the applicant might take to secure the approval of the panel as to the issuance of a certificate of appropriateness.
 - h. The panel may approve the certificate of appropriateness subject to certain conditions. Work performed pursuant to the issuance of a certificate of appropriateness shall conform to the requirements of such certificate, if any. It shall be the duty of the building inspector to inspect from time to time

any work performed pursuant to a certificate of appropriateness to assure such compliance. In the event that such work is not in compliance, the building inspector shall issue a stop work order. The panel may request by resolution that the building inspector inspect the work and issue a stop work order.

3. Review Criteria: The historic preservation advisory panel shall utilize those criteria in "Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (Revised 1983)". The standards are as follows:
 - a. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its originally intended purpose.
 - b. The distinguishing original qualities or character of a building, structure or site and its environment should not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
 - c. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
 - d. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
 - e. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.
 - f. Deteriorated architectural features shall be repaired rather than replaced wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
 - g. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building shall not be undertaken.
 - h. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
 - i. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.
 - j. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alteration were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
 - k. In addition to the above mentioned criteria, the historic preservation advisory panel shall use specific design review guidelines which shall be prepared by the panel to outline the evaluation criteria used in assessing the appropriateness of proposed project work within the designated historic districts. These design review guidelines shall be prepared and amended by the historic preservation advisory panel as part of the regular duties of the panel and shall be adopted by the panel prior to their application in the review process.
4. Demolitions:
 - a. General Provisions: No structure or resource within any historic district shall be demolished and/or removed unless such demolition shall be approved by the historic preservation advisory panel and a certificate of appropriateness for such demolition and/or removal shall have been granted.
 - b. Procedures And Postponement Orders:

- 1) The historic preservation advisory panel shall hold a public hearing for the purpose of considering certificates of appropriateness for demolition or removal. After such hearing the historic preservation advisory panel may approve the certificate of appropriateness thereby authorizing the demolition or may enter an order postponing demolition for not more than ninety (90) days.
 - 2) At the conclusion of such period of postponement as specified in the panel's order, the panel shall within forty five (45) days thereafter hold a second public hearing for the purpose of considering whether or not the historic preservation advisory panel should recommend to the board of commissioners that additional postponement of demolition be ordered.
 - 3) In the event the historic preservation advisory panel should make such recommendation of additional postponement to the board of commissioners, the board of commissioners shall hold a public hearing for the purpose of considering such additional postponement of demolition.
 - 4) After such public hearing the board of commissioners may enter an order approving the demolition or may enter an order postponing demolition for an additional period not to exceed sixty (60) days from the date of such order. At the conclusion of this final postponement period, the board of commissioners shall hold a public hearing and may either approve the requested demolition or may disapprove such requested demolition. In the event demolition is not approved, no demolition shall occur. For purposes of this section, the word "demolition" shall include "removal".
- c. Criteria For Review Of Demolition: The historic preservation advisory panel and board of commissioners shall be guided by the following criteria in considering certificates of appropriateness and authorizations for demolition of structures or sites within the historic district:
- 1) The purposes and intent of this section.
 - 2) The degree to which the proposed removal of the historical resource would serve to destroy the integrity and continuity of the historic district of which it is a part.
 - 3) The nature of the resource as a representative type of style of architecture, socioeconomic development, historical association or other element of the original designation criteria applicable to such structure or site.
 - 4) The condition of the resource from the standpoint of structural integrity and the extent of work necessary to stabilize the structure.
 - 5) The alternatives available to the demolition applicant, including:
 - a) Donation of the subject structure or site to a public or benevolent agency.
 - b) Donation of a part of the value of the subject structure or site to a public or benevolent agency, including the conveyance of historical easements.
 - c) The possibility of sale of the structure or site, or any part thereof, to a prospective purchaser capable of preserving such structure or site.
 - d) The potential of such structure or site for renovation and its potential for continuing same.
 - e) The potential of the subject structure or site for rezoning in an effort to render such property more compatible with the physical potential of the structure.
 - 6) The ability of the subject structure or site to produce a reasonable economic return on investment to its owner; provided however, that it is specifically intended that this factor shall not have exclusive control and effect, but shall be considered along with all other criteria contained in this section.

N. Certificate Of Economic Hardship:

1. Application: Application on forms prescribed by the panel for certificate of economic hardship may be made by the owner or agent for the owner who has been denied a certificate of appropriateness for any work specified in this section.

2. General Provisions And Procedures: The panel may require that the applicant for a certificate of economic hardship make submissions concerning any or all the following information before it makes a determination on the application:
 - a) An estimate of the cost of the proposed construction, alteration, demolition or removal and estimate of any additional cost that would be incurred to comply with recommendations of the preservation panel for changes necessary for the issuance of a certificate of appropriateness.
 - b) A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structure on the property and the suitability for rehabilitation.
 - c) The estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition or removal; after any changes recommended by the preservation commission and, in the case of a proposed demolition, after renovation of the existing property for continued use.
 - d) In the case of a proposed demolition, and estimate from an architect, developer, real estate consultant, appraiser or other real estate professional experienced in rehabilitation as to the economic feasibility or rehabilitation or reuse of the existing structure on the property.
 - e) Amount paid for the property, the date of purchase, and the party from whom purchased, including a description of the relationship, if any, between the owner of record or application and the person from whom the property was purchased, and any terms of financing between the seller and buyer.
 - f) If the property is income producing, the annual gross income from the property for the previous two (2) years; itemized operating and maintenance expenses for the previous two (2) years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period.
 - g) Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two (2) years.
 - h) All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing or ownership of the property.
 - i) Any listing of the property for sale or rent, price asked and offers received, if any, within the previous two (2) years.
 - j) Assessed values of the property according to the two (2) most recent assessments.
3. Public Hearing Required: After the application for certificate of economic hardship has been submitted, the panel shall hold a public hearing at which any person may testify concerning economic hardship.
4. Determination Of Economic Hardship: The panel shall review all the evidence and information required of any applicant for a certificate of economic hardship and make a determination within forty five (45) days of receipt of the application whether the denial of a certificate appropriateness has deprived, or will deprive, the owner of the property of reasonable uses of, or economic return on, the property. If the panel disapproves such a certificate of economic hardship, the applicant shall proceed with work only when issued a certificate of appropriateness as provided in this section. (Ord. 5916, 8-9-1999)