THE HISTORIC RESIDENTIAL DESIGN GUIDELINES FOR PONCA CITY

2014

A Manual for the Rehabilitation, Maintenance, Preservation of Historic Resources, Existing Resources, and the New Construction for Residential Properties within the Ponca City community

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Table of Contents

Introduction 4
Historic Preservation in Ponca City 4
Design Guidelines 4
How to Use the Design Guidelines Manual 5
Historic Preservation Advisory Panel 6
Preservation Practices 9
Introduction to Historic Preservation and Rehabilitation 9
Secretary of Interior's Standards 9
Applying the Secretary's Standards 11
Levels of Preservation Efforts: Building Project Categories 12
Project Planning 13
Certificate of Appropriateness and Design Review Process 17
Application Review Process 17
Certificate of Appropriateness Required Support Materials 22
Criteria for Issuance of a Certificate of Appropriateness 23
Procedures for Issuance of a COA 24
Administrative Authority for Specific Projects and Work 26
Architecture 32
How to Determine the Style of a Building 32
Architectural Styles in Ponca City 32
Residential Architectural Styles Guide 34
Folk Victorian (ca. 1870 – 1910) 35
Queen Anne (ca. 1880 – 1910) 36
Colonial Revival (ca. 1880 -1955) 37
Dutch Colonial (ca. 1880 – 1955) 38
Tudor Revival (ca. 1890 – 1940) 39
Spanish Eclectic - Spanish Revival (1915 – 1940) 40
Italian Renaissance (ca. 1890 – 1935) 41
Prairie (ca. 1900 -1920) 42

Table of Contents

Craftsman/Bungalow (ca. 1905 – 1930) 43
Modern Movement 44
Ranch (ca. 1935 – 1975) 44
Modern Movement 45
Minimal Traditional (ca. 1935 – 1950) 45
Recommendations Guidelines for General Maintenance 47
Introduction to Maintenance 47
Maintenance and Inspection Checklist 48
Common Building Maintenance Issues 50
Design Guidelines For Existing Buildings 52
Exterior Wood Materials 52
Asbestos Siding 59
Masonry 59
Synthetic Siding, EIFS (Exterior Insulation Finish System) or Dryvit and Fiber Cement Siding 64
Architectural Metals 66
Architectural Details 68
Doors and Entries 71
Windows 76
Shutters 83
Porches 87
Cornices and Friezes 90
Roof, Roof Forms and Roof Features 93
Accessory Buildings 100
Paint Color 102
Design Guidelines For Site Elements and Features 104
Site Elements 104
Topographic Features 104
Historic Infrastructure 106
Streetscape 107
Lighting 111

Table of Contents

Fences 114
Swimming Pools 116
Utilities 117
Design Guidelines For Handicap Access 121
Handicap Access 121
Handrails 123
Design Guidelines for New Construction and Additions to Existing Buildings 126
New Construction 126
Mass and Building Footprint 127
Height 127
Width 128
Scale 129
Building and Roof Form 130
Orientation 130
Rhythm of Spacing and Setback 131
Solid-to-Void Ratio 132
Materials 133
Porches, Porticos, and Stoops 134
Windows and Doors 134
New Accessory Buildings 135
Additions 137
Design Guidelines for Alternative Energy Sources 141
Windows 142
Cool Roofs 144
Solar Technology and Wind Power 146
Water Efficiency 147
Design Guidelines for Demolition, Relocation and Mothballing 151
Demolition 151
Review Criteria for Demolition 150
Guidelines for Demolition 151

Table of Contents

Guidelines for Approval of Demolition..... 152
Relocation of an Existing Building.....153
Review Criteria for Relocation.....153
Guidelines for Relocations.....154
Mothballing..... 156
Guidelines for Mothballing.....156
Appendices_____157
Appendices_____158
Glossary.....158
Preservation Briefs 167
Bibliography 169
Map – Gateway and Whitworth Historic Districts..... 173

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Ponca City Historic Residential Design Guidelines
Prepared for the City of Ponca City by Terri L. Foley, Historic Preservation Consultant, 2014

Introduction

- Historic Preservation in Ponca City
- Design Guidelines
- How to Use the Design Guidelines Manual
- Historic Preservation Advisory Panel

Introduction

Historic Preservation in Ponca City

Ponca City has a significant collection of historic resources. The Ponca City community has several distinct architectural styles represented in its building stock from the nineteenth century to the new modern style of architecture, which is just now being considered historic.

Ponca City's historic resources symbolize a visual record of the social and architectural history of the city. These historic resources serve as bonds to the past and as tangible keepsakes of the people and events that developed the community. The historic resources provide a walkway into the past that illustrates and articulates Ponca City's story in a way that history books cannot express.

The historic resources of Ponca City are also vital for the future of the community. Heritage tourism is a growing industry in the United States, and Ponca City has the potential to benefit from the industry. Ponca City's historic resources can also contribute in attracting new business and residents.

For the past several decades, interest in historic preservation and rehabilitation of historic buildings and resources has increased throughout the United States. Historic buildings are being recognized for their value and the contribution these historic resources make to a community, both economically and aesthetically. Ponca City enacted a historic preservation ordinance in order to protect the community's historic resources. Under the Historic Preservation Ordinance all changes in the Ponca City historic resources designated within a historic preservation district or designated as a landmark must be approved by the Ponca City Historic Preservation Advisory Panel (HPAP) and a Certificate of Appropriateness (COA) is required.

Design Guidelines

Through design review guidelines, the preservation ordinance protects within Ponca City the economic value of the historic resources, and encourages the preservation, enhancement and maintenance of buildings, structures and areas of architectural, cultural and historic significance. Design Guidelines are a tool to help the community develop and maintain appropriate settings and environment of such properties. Properties in historic areas are affected by the action of all their neighbors. Design guidelines provide an evenly balanced method for all property as

the guidelines apply to everyone in the district. Through design guidelines, all property owners' rights are protected from the adverse economic impact that could develop from the acts of another. Design guidelines assist all residents to understand the history and unique characteristics of the neighborhood in which they reside and help encourage a more beautiful environment to reside.

How to Use the Design Guidelines Manual

The *Historic Residential Design Guidelines* are intended to be easy to read and to allow for quick location of specific information. The manual is divided into topical sections with section headings for easy reference. Each section is divided into subsections to locate specific information more easily. The manual also includes illustrations or photos to clarify the text.

The *Secretary of the Interior's Standards for Rehabilitation* are incorporated into the manual to provide additional information and to consolidate as much information as possible into one publication. In the Appendices section are the titles of applicable National Park Service *Preservation Briefs* that offer additional technical information. Also provided is information on how to obtain the Briefs. A glossary of preservation-related terms, and resources for additional information can be found in the Appendices section.

The Residential *Historic Residential Design Guidelines* is consistent with the preservation principles established by the United States Department of the Interior and stated in the *Secretary of the Interior's Standards for Rehabilitation.* The manual addresses only the exterior of historic buildings, and emphasizes the architectural features that define the unique character of Ponca City; as well as the streetscape and landscape.

Any property owner considering changes to the exterior of an existing building, planning to construct a new building, to demolish, or to relocate a build in the designated residential historic district boundaries or designated as historic landmark is subject to review by the Ponca City HPAP. Interior changes to existing buildings are not subject to review by the HPAP. The HPAP will utilize the *Historic Residential Design Guidelines* and the *Secretary of the Interior's Standards for Rehabilitation* to assist in determining whether proposed changes to existing buildings are appropriate for that particular building based on its architectural style and historic characteristics. A Certificate of Appropriateness (COA) from the HPAP must be obtained before any work can begin on any exterior changes, new construction, demolition, mothballing or relocation. If the proposed physical changes are consistent with the *Historic Residential Design Guidelines* and *Secretary of the Interior's Standards for Rehabilitation*, the applicant will be granted a COA and work may begin

once all necessary permits are received, including those from any applicable city department.

The *Historic Residential Design Guidelines*, used in harmony with the Ponca City Preservation Ordinance, will assist the HPAP in protecting and preserving local historic resources. The manual does not impart case specific advice or address exceptions; the guidelines manual is only an overall guide for changes to historic resources and design for new construction. The conditions and characteristics of each building and the appropriateness of proposed alterations will be considered on a case-by-case basis by the HPAP.

The administrative authority on the appropriateness of modifications/changes, design of new construction, demolition of a building, mothballing or relocation of a building does not lie solely with the *Design Guidelines* manual, but also with the property owners, and members of the HPAP. They help to determine the appropriateness of changes concerning designated historic resources. Ultimately, the preservation of Ponca City's historic resources does not rely on ordinances or design guidelines, but on decisions made by the community and its residents and property owners.

Historic Preservation Advisory Panel

The Ponca City HPAP will utilize the *Historic Residential Design Guidelines as* a guide to make decisions on applications submitted to the panel. Use of the guidelines in the manual will assist the HPAP in making consistent and fair decisions that are compatible with The *Secretary of the Interior's Standards for Rehabilitation* and sound preservation practice.

Property owners, architects, and contractors can use the *Historic Residential Design Guidelines* to plan their projects. Since the HPAP reviews each application on a case-by-case basis, varies from the guidelines and omissions within the *Historic Residential Design Guidelines* will be addressed by the HPAP.

Design Guidelines ARE intended to:

- **Respect** the traditional character of the historic resources and area, reinforcing community identity and appearance;
- **Retain** the architectural character and historic quality of materials of buildings during the course of rehabilitation, renovation, and maintenance;

- **Ensure** proposed additions to existing buildings and new construction respects and is compatible with setbacks, spacing, scale, and other defining characteristics in the historic area;
- **Preserve** significant features;
- **Serve** as a tool to assist property owners, architects, and contractors in making basic design decisions;
- **Increase** public awareness of historic architecture and design issues;
- **Protect** the value of public and private investment;
- **Provide** an objective basis for decisions of the Historic Preservation Advisory Panel;
- **Avoid** Demolition-by-Neglect.

Design Guidelines ARE NOT intended to:

- **Control** rear elevations
- **Control** how space is used in a building's interior. These guidelines regulate exterior alterations;
- **Control** appearance of the interior of a building (with some regard to what is placed inside façade windows such as air conditioning units, or suggestions about changes to the interior that may affect the exterior windows and doors);
- **Control** what color you paint your property but the color of paint must harmonize and not distract from the surrounding area. However the application of paint or sealants is reviewed if applied to un-painted or original brick;
- **Limit** growth or development;
- **Control** routine maintenance.

Note: These design guidelines came about with the establishment of the Gateway and Whitworth Historic Districts. Ponca City is progressive in the preservation of its historic resources. It is the intent of these guidelines to allow for future designated historic districts and landmarks to fall under these guidelines as well as the Gateway and Whitworth Historic Districts. For that reason, a local history of the Gateway and Whitworth Districts was not inputted into the guidelines. However, located under the "Appendices" section are maps illustrating the location and boundaries of the Gateway and Whitworth Historic Districts. This method will allow for the future designated districts to be adopted under these guidelines. Future designated district, may have their maps inserted under the "Appendices" section.

Preservation Practices

- Introduction to Historic Preservation and Rehabilitation
- Secretary of Interior's Standards
- Apply the Secretary of Interior's Standards
- Levels of Preservation Efforts: Building Project Categories
- Project Planning

Preservation Practices

Introduction to Historic Preservation and Rehabilitation

The history of a town contributes to the community's character. Preserving the history of a community through its historic resources plays a part in the community's unique atmosphere. Historic preservation provides a tangible link with the past, the roots of a community and its people.

Historic properties bestow a community with a sense of identity, and provide a feel of time and place while establishing strong community ties. These historic resources—residential dwellings, commercial buildings, public buildings, educational buildings and landscapes—are entwined into the foundation of Ponca City's community. It is these historic resources that help define the unique character and atmosphere of Ponca City.

Historic buildings represent more than just architecture, it is a community's heritage, but it cannot be preserved in a climate-controlled environment as museums do with artifacts and paintings. Some historic buildings are preserved in almost museum-like settings like Drayton Hall (Charleston, SC), Biltmore (Asheville, NC) or similar historic sites, but the vast majority of historic buildings have to evolve to endure. Vacant buildings ultimately develop into deteriorated buildings and then a future vacant lot or a parking lot with no reminder of what was there. Therefore, the majority of work on historic buildings is defined as rehabilitation rather than restoration.

The federal government defines rehabilitation as the "process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values."

The recipe to a successful rehabilitation is respecting the historic character and fabric of the building and preserving as much of the original historic materials and details as feasible. Any alterations/changes should be easily reversible to permit a future owner to return the building to its original configuration. It is a responsibility and a privilege to own a historic property. Property owners of historic properties should consider themselves a steward of a community's architectural heritage.

Secretary of Interior's Standards

The U.S. Secretary of the Interior's Standards for Historic Preservation Projects were initially developed for use in evaluating the appropriateness of the work proposed for properties listed in the NRHP. Revised in 1990, the *U.S. Secretary's Standards for*

Rehabilitation is considered the basis of sound preservation practices. The standards allow buildings to be changed to meet contemporary needs, while ensuring that those features that make buildings historically and architecturally distinctive are preserved. The standards have meaningful application to virtually every type of project involving historic resources. The *Secretary's Standards for Rehabilitation* provide the framework of these design guidelines as a means of perpetuating traditional development patterns and will be used by the HPAP in reviewing applications for COA. These standards are:

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 shall 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.

Applying the Secretary's Standards

The *Standards for Rehabilitation* include basic steps in making recommendations for changes to the historic property. Adhering to these steps during the planning process will help ensure a successful rehabilitation project during the review process.

1. **Identify, Retain, and Preserve** the form, materials, and detailing of the property that defines the character of the historic property.

2. **Protect and Maintain** the character-defining aspects of the historic property with the least intervention possible and before undertaking other work. Protection includes regular maintenance.

3. **Repair** is the step beyond protect and maintain. It includes patching, piecing-in, splicing and consolidating. Repairing also includes limited in-kind replacement.

4. **Replacement** is the last resort in the preservation process and is appropriate only if the missing feature cannot reasonably be repaired. Replace with the same material, if possible, but a substitute material may be necessary.

5. **Design for Missing Features** should be based on the documented historic appearance of the property. If no documentation exists, a new design is appropriate if it respects the size, scale and material of the property.

6. **Alterations/Additions to Historic Buildings** are sometimes needed to insure continued use, but alterations/additions should not drastically change, obscure, or destroy character-defining spaces, materials, features, or finishes.

Levels of Preservation Efforts: Building Project Categories

Preservation is defined as taking action to maintain a building's or structure's existing form through careful maintenance and repair. There are varying methods associated with building preservation from the stabilization of a building to restoration. How does a property owner determine the right method of preservation for their building project? Most projects are determined by the condition of the building, the planned use, and the budget amount. While the rehabilitation standards provide one approach to the preservation of historic resources, other approaches are listed below:

Stabilization - To protect a building from deterioration by making it structurally secure, while maintaining its current form. Stabilization techniques include covering the roof, windows, and doors so that rainwater cannot penetrate and to protect against vandalism; pest control; performing basic structural repairs; removing overgrown vegetation; and other steps to prevent additional deterioration of the property.

Mothballing – To de-active a property for an extended period when all means of finding a productive use for a historic building have been exhausted or once no funds are available to put a deteriorating structure into usable condition. Mothballing should only be undertaken with careful planning and physical repairs are completed prior to securing the building. Mothballing techniques include securing the building and its component features to reduce vandalism and break-ins; secure or modify utilities and mechanical systems; provide adequate ventilation to the interior; and develop and implement a maintenance/monitoring plan for protection.

Reconstruct – To re-create an historic building that has been damaged or destroyed; to erect a new building or structure resembling the old, using historical, archaeological, and architectural documents. Reconstruct is a controversial and philosophical preservation method. It is commonly viewed as creating "a false sense of history" to use historic materials or reproduction materials, which can mislead an observer of the age of the building.

Rehabilitation - To repair a building or structure and make it usable again while preserving those portions or features of the property that are historically and culturally significant. Rehabilitation usually includes undertaking structural repairs, updating the mechanical systems (electrical system, plumbing, and heating and air conditioning). For example, rehabilitation might include an updated bathroom or kitchen while retaining the historic woodwork, floors, staircase, and the majority of the floor plan. Rehabilitation is also referred to adaptive re-use.

Remodel - To change a building without regard to its distinctive features or style. Often involves changing the appearance of a building by removing or covering original details and substituting new materials and forms.

Renovate – To repair a building and make it usable again, without attempting to restore its historic appearance or duplicate original construction methods or materials.

Restore – To return a building to its original form and condition as represented by a specified period of time using materials that are as similar as possible to the original materials. Restoration requires detailed research into the history, development and physical form of the property; as well as skilled craftsmanship and attention to detail.

Recycle - New uses can be found for older buildings. Schools, hospitals, railway stations, warehouses, hotels, and banks are all examples of buildings that are often recycled. Here, the challenge is to recycle buildings, whose original use is obsolete, by finding new uses that add to the economic vitality of the community.

Project Planning

As a property owner, your building may need rehabilitation for various reasons. The building may not be in the best condition, or it may have been an inappropriate remodel or renovation at one time. As a property owner, you may want to make particular changes to enhance your building or to add modern conveniences.

Maintenance is vital to historic buildings. When historic buildings are properly maintained, usually extensive rehabilitation is not necessary with the exception of modernization of mechanical systems, updating bathrooms or kitchens and periodic replacement of items or elements that wear out or deteriorate over time, such as roofs, mortar, wood siding or trim, and paint. Proper maintenance practices help to prolong the life of most elements of a historic building.

The following is a framework of a recognized method to planning and implementing preservation projects. Property owners should study these steps thoroughly and consider their significance. The first three steps of the planning process should be completed prior to the submission of a Certificate of Appropriateness application. These steps are described in the proposed order:

Step 1 – Inspect and Document the Property and Create a Wish List

A detailed inspection of the property or site will permit for a comprehension of particular problems that may exist, as well as unique circumstances and features that need to be well-thought-out. This inspection process should also consider the character of the surrounding area (neighborhood or area of impact), with specific attention given to how the property in question relates to nearby buildings, sites, streetscapes, and landscapes. Create a wish list of what needs to be done and what improvements and/or changes are anticipated, but not considered necessary, to the physical soundness of a property.

Prior to any work carried out, existing conditions of the historic property should be documented through photography and drawings.

Step 2 – Define the Scope of the Project and Develop a Preliminary Plan

At this point the property owner must determine the preservation method (stabilization, rehabilitation, restoration, renovation, remodel or reconstruction) and level of the project to be undertaken. It is advisable to consult with an architect, interior designer, contractor with historic preservation project experience. A preservation specialist may also be consulted for assistance in defining the key components of the project. The building owner may contact the Ponca City Development Services Department at this point of the project. Contact information for the Ponca City Development Services Department: (580) 767-0383.

Step 3 – Develop a Master Plan and Consult with the Planning Department

The Master Plan is the final step in the project planning process. The Master Plan should be a framework of the primary goals of the project and the work needed to accomplish the remaining steps. At this point of the project, it is important for the property owner to contact the Ponca City Development Services Department and submit a Certificate of Appropriateness application to be reviewed by the Historic Preservation Advisory Panel.

Step 5 – Stabilization of the Building

Prior to any work being conducted, the property must be in stable condition to prevent further deterioration. Stabilization, for instance, could be to repair a leaking roof, or broken windows that allow the outside elements into the building. It is important to complete repairs that prevent moisture into the building or other outside elements, as you do not want to have a leaking roof while rehabbing the interior of a building.

Step 6 – Undertake Structural Repairs

Once the building has been stabilized, any structural damage should be fixed. If the approved project includes construction of an addition to the building, it should be undertaken only after all structural repair work has been completed.

Step 7 – Undertake Infrastructure Repairs

Repairs and improvements to mechanical systems (i.e., cooling and heating systems, plumbing, and electrical systems) are important to accomplishing the uppermost well-being in any building. Focus on the infrastructure repairs and improvements at the beginning or early on in the project rather than postponing it. Infrastructure projects can be expensive, and it is important to plan this work early in the project schedule.

Step 8 – Undertake Energy Conservation Improvements

Most energy efficiency projects are uncomplicated and not always extremely costly. It is important to consider adding energy conservation project improvements to your project as it can enhance your overall project and be cost effective.

Step 9 – Undertake Cosmetic Work

Finishing work, such as minor siding repairs, exterior painting, and porch repairs, should be the final steps of a preservation project. While this type of work is usually has the most visual impact, it is vital that all preliminary work such as, stabilization, structural repairs and infrastructure improvements, be completed prior.

Certificate of Appropriateness And Design Review Process

- **Application Review Process**
- **Certificate of Appropriateness Required Support Materials**
- **Criteria for Issuance of a Certificate of Appropriateness**
- **Procedures for Issuances of a Certificate of Appropriateness**
- **Administrative Authority for Specific Project and Work**

Certificate of Appropriateness and Design Review Process

Application Review Process

A Certificate of Appropriateness (COA) is required from the Ponca City HPAP, before any work is started on a building or designated in a residential Historic District. If work is initiated prior to approval of a COA application or application for a building permit, a cease and desist order may be issued. No exterior feature of any historic resource or existing building in a designated historic district shall be altered, relocated or demolished until after an application for a COA of such work has been reviewed and approved by the HPAP. As well as, no new construction shall be undertaken without a COA. Any property owner planning to undertake a project in a designated residential historic district, or a designated historic resource must submit a COA application to the Ponca City Development Services Department. All projects will be reviewed by the Development Services Department assure zoning compliance prior to being presented to the HPAP. Once reviewed for zoning compliance, the COA application shall be forwarded to the HPAP for review at one of their regularly scheduled meetings.

Projects that meet certain criteria can be reviewed and approved by the Development Services Department staff. Projects not eligible for administrative approval will be placed on the agenda of the next available monthly HPAP meeting. (See page 26-29 for the administrative approval list)

The HPAP shall review the COA application at one of its public meetings (held once a month). If the applicant's project plans meet the HPAP's approval, a signed COA will be issued to the applicant and copied to the Building Inspector. Once all building permits are issued, work may proceed. If the work changes during the construction from what was originally approved a new COA must be submitted to make sure the new work meets the standards in the *Historic Residential Design Guidelines*.

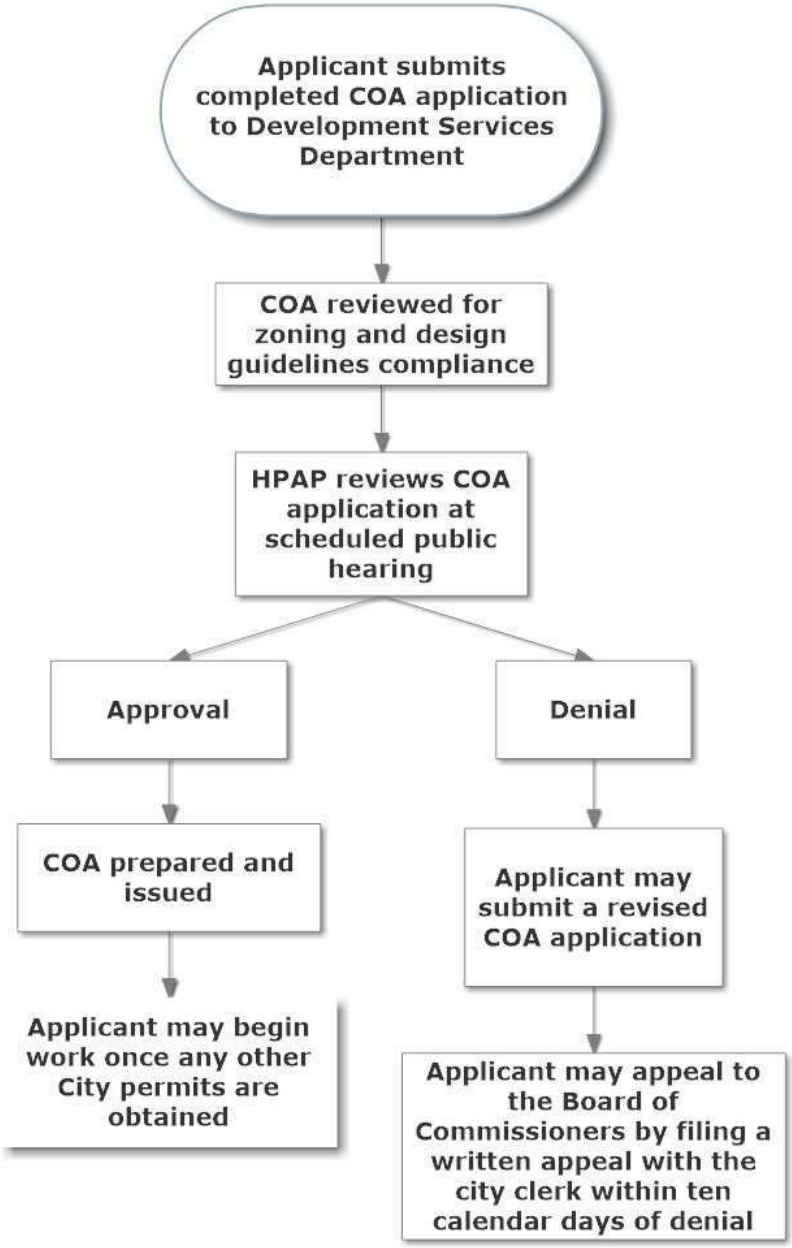
The Ponca City HPAP shall review applications for any actions affecting designated historic resources. A COA is required for the following type of project or work, but is not limited to, any of the following actions:

- Any alteration, construction, and additions to an existing property in a designated district or designated historic resource;
- The removal or additions of any architectural elements of a building located within a designated district or designated historic resource;
- Painting exterior surfaces for the first time;
- Repair of windows, doors, roofs, and porches if a change of material is required or if replacement is required;
- New construction of buildings (including outbuildings), additions or extensive renovation or repair of existing buildings;
- Demolition, relocation, or mothballing of an existing property;
- Any modifications to the streetscape or landscape. These include, but are not limited to, building setbacks and façade alignment, and fences.

A Certificate of Appropriateness is not required for:

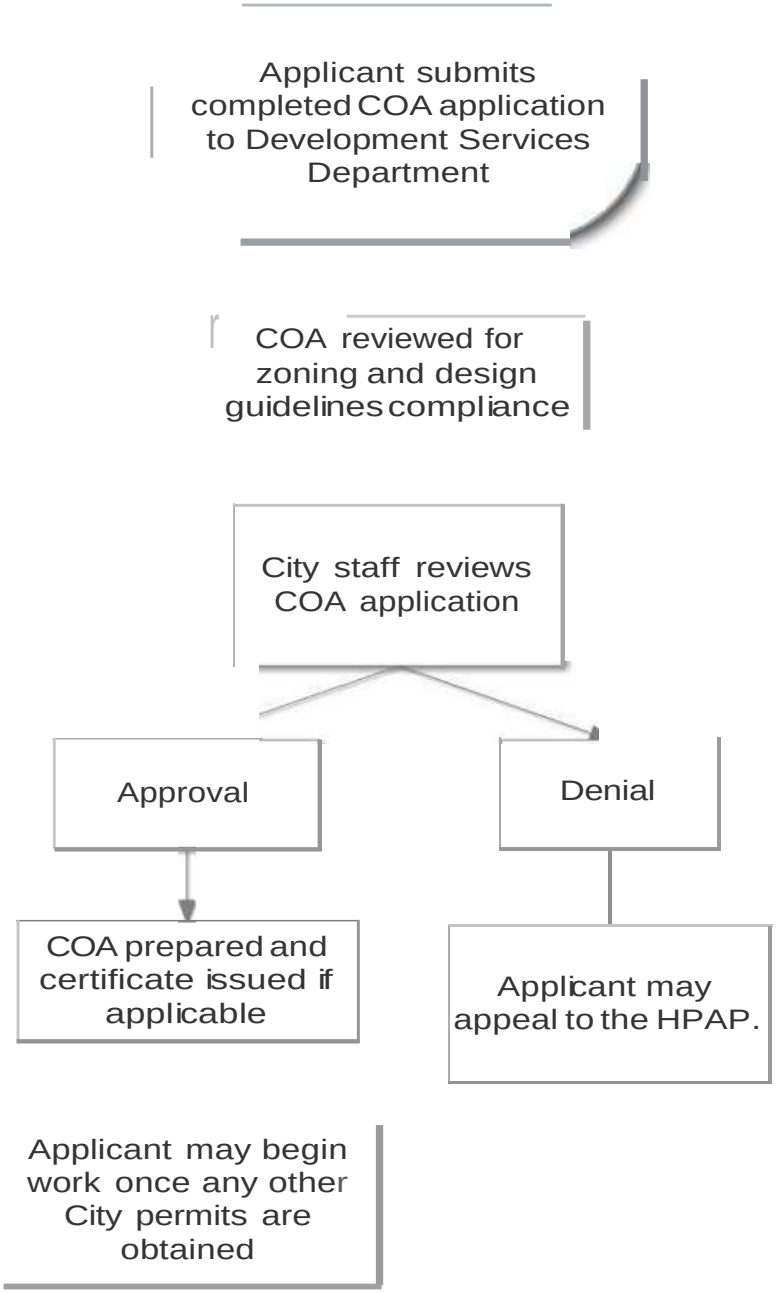
- Exterior paint colors; however, paint colors must harmonize and not distract from the surrounding area;
- Maintenance of driveways and parking areas, and walkways;
- Minor maintenance such as, replacing sections of wood siding or trim with in-kind materials, repair or re-roofing with the same materials, etc.;
- Interior changes.

Certificate of Appropriateness (COA) Process



Please see the following page for Administrative Review Process

Administrative Authority Review Process



Please see the previous page for the COA process

Application Review Process at the HPAP Meeting:

1. Presentation of Application by HPAP Staff
    A. Presentation on Property and Outline of Proposal
    B. Comments by Staff on Project

2. Presentation by the Applicant

3. Comments from Other Interested Parties

4. Consideration by the Historic Preservation Advisory Panel
    A. Questions by the HPAP to the Applicant, Staff, and Others
    B. Discussion among HPAP Members
    C. Adoption of Findings of Fact by the HPAP
    D. Final Vote by the HPAP

The final vote of the HPAP on an application for a COA will lead to one of these results:

Approval: Once approval is granted by the HPAP, a COA will be issued by the Development Services Staff, and a building permit, if necessary, can be obtained. Any changes to the plans approved by the HPAP must be referred to the HPAP's Staff. If Staff determines that the change to the plans results in a substantive difference from the approved plans, the project must go back before the HPAP.

Conceptual Approval: This preliminary type of approval indicates that a proposal appears to meet the overall spirit of the Design Guidelines, but that there are details or design issues that need to be addressed before a final approval can be granted. Conceptual approvals are generally used for larger-scale, more complicated projects that have a long design process, but can also be issued for smaller projects that need minor design changes. The HPAP will specify in a motion for Conceptual Approval what parts of the proposal meet the requirements for the issuance of a COA, and what issues need to be addressed by the applicant before the HPAP can consider granting a final approval for the project.

Deferral: Occasionally, the HPAP determines a proposal may need some adjustments or that additional information is needed before final approval can be granted. These changes are often beyond what can be resolved in the setting of a formal HPAP

meeting. In such cases, the HPAP may defer final action on the application in order for the applicant to work to resolve any outstanding issues. The HPAP may present the applicant with the chance to withdraw their application prior to deferral.

Denial: Denial by the HPAP means that the proposed project does not meet the Policy & Design Guidelines, and that no exceptions are warranted. A denied project proposal cannot be carried out.

Appeal: An applicant may appeal to the Board of Commissioners by filling a written appeal with the city clerk within ten days.

Certificate of Appropriateness Required Support Materials

In order for a COA application to be placed on the agenda for an HPAP meeting the following materials must be submitted with the application based on the type of request submitted for approval. **Applications will not be placed on the Ponca City HPAP agenda until all support materials are submitted with the application (one copy is required).**

COA Request Types:

New Construction, Additions, or Extensive Renovation or Repair to Existing Buildings:

- Drawings to scale with dimensions, of all affected exterior elevations;
- Site plans to scale showing: location with dimensions, required setbacks, landscaping and other site features;
- Drawings or photographs of architectural details such as columns, railings, balustrades, roofs, doors, windows, porches, etc.;
- Descriptions of all materials proposed for use on the exterior, including walls, roof, trim, cornice, doors, windows, porches, etc. Provide samples if possible;
- Photographs of existing building or surroundings of proposed new building;
- Historic documentation (for proposed restoration to earlier appearance).

Rehabilitation, Renovation or Repair to Existing Buildings:
For work that includes changes in design or material of any exterior feature such as roofs, doors, windows, porches, siding, etc.:

- Photographs, brochures, or drawings to scale, with dimensions, of additions or changes to design or type of features such as roofs, porches, doors, railings, windows, etc.;

- Descriptions of all materials to be utilized. Provide samples if possible;
- Photographs of each elevation of the building to undergo work with details or areas of proposed work.

Demolition, Relocation or Mothballing:

- Condition report of the building or structure;
- Photographs of the existing building or structure;
- Documentation of economic factors (if economic hardship is applicable);
- Documentation of justification;
- Site place (for relocation within a designated historic district);

When relocating a building submit plans for the relocation of a building providing how the building is to be located, how the issue of overhead electrical wires, trees or other objects might come in contact with the relocation.

Criteria for Issuance of a Certificate of Appropriateness

The HPAP shall consider the following factors when considering applications for a COA:

General Issues:

- Architectural style, form and design of existing building, or structure, and proposed alterations/changes;
- Historical significance and integrity of resource;
- Overall appearance and condition of the historic resource;
- Size of historic resource;
- Materials of historic resource;
- The relationship of all the above mentioned issues, and their impact upon the immediate surroundings and upon a designated historic district or designated historic resource and its architectural, historical character and integrity.

New Construction:

- The prevailing rhythm created by existing building masses and spaces between new construction and existing shall be preserved;

- The following features of new construction shall be visually compatible with buildings and environment with which the new construction is visually related, including but not limited to: the height, the proportion between width and height of the façade(s), the gross volume, the relationships and proportions between doors and windows, the rhythm of solids-to-voids created by openings in the façade, the design of the roof, the materials and textures, the trim, the patterns, and the porches;
- No particular architectural style or features are required. These guidelines encourage new development that is harmonious with the character of the district.

Exterior Alteration:

- All exterior alterations to a building, structure, object, site or fence feature shall be harmonious with the resource itself and other neighboring resources with which it is related. The original design of a building, structure, objects or fence feature shall be taken into account in applying these standards;
- The architectural character, fabric or historic integrity of a resource shall not be affected by exterior alterations, nor should the significance of a resource be destroyed.

Demolition:

- The HPAP will take into account the individual architectural, cultural, and/or historical significance of the resource;
- The HPAP will take into account the significance or contribution of the resource to the architectural character of the designated district or designated historic resource;
- The HPAP will take into account the significance or contribution of the resource to neighboring property values.

Procedures for Issuance of a COA

Any person wanting to engage in a project requiring a COA, concerning a resource for which a permit, variance, or other authorization from either the City Development Service Department or other City departments is also required, shall submit an application therefore in the form and manner required by the applicable code section

or ordinance. Any such application shall also be considered an application for a COA and shall include such additional information as may be required by the HPAP. After receiving any such application, the Development Services Department shall assure that the application is proper and complete.

No building permit will be issued by the City which affects a resource without a COA. For those projects that a building permit is not required for a building, structure, or object to be erected within a designated historic district, a COA is still required before such building, structure, or object may be erected or fixed. Subsequently, such application will be reviewed in accordance with the following procedure:

1. The Development Services Department when such application is received will review the application for zoning compliance. In addition, the application will be reviewed to verify it is complete, samples provided if applicable, and one copies of all materials has been submitted with the COA application. Late or incomplete applications will not be placed on the next HPAP meeting. Applications must be received two weeks prior to the next scheduled meeting.

2. The application and all materials are presented to the HPAP for review prior to the Board meeting.

3. Development staff and HPAP members may visit the application site prior to meeting to conduct a visual inspection and to take photographs.

4. A representative for all COA applications must be present at the required HPAP meeting. The applicant for the COA shall have the right to present any relevant evidence in support of the application. Any affected property owners will be given an opportunity to address the Board.

5. If the application is approved or approved with modifications a COA is issued to the applicant. A copy of the COA will be forwarded to the Building Inspector, who is responsible for enforcement. The applicant must obtain all building permits prior to commencement of work.

6. The HPAP has the right to deny or defer an application. If an application for a COA is denied, the application may not be considered again by the HPAP unless the applicant can demonstrate to the HPAP that the reasons given for denial have been addressed or new information can be presented to support the previous application.

7. An applicant adversely affected by a decision made by the HPAP relative to the approval or denial of a COA may appeal the decision to the Board of Commissions.

8. The issuance of a COA shall not relieve an applicant for a building permit, special use permit, variance, or other authorization from compliance with any other requirement or provision of the laws of the city concerning zoning, construction, repair, relocation, or demolition.

All work, including maintenance or repair must meet city safety standards and codes.

Administrative Authority for Specific Projects and Work

The HPAP has an Administrative Authority procedure which allows the Development Services Department to approve specific projects and work to properties located within a designated historic district. When utilizing the Administrative Authority, the property owner must complete a COA application and submit it to the Development Services Department. The application will be reviewed, and if the project and work is consistent with the Design Guidelines, it will be approved. If the application is not consistent with the Design Guidelines, the Development Services Department will advise the property owner on the issues of concern with the project and work. The property owner may re-submit a COA when the recommendations from the Development Services Department have been met.
The following items may be approved by the Administrative Authority:

Administrative Authority

Type of Work	Administrative Authority	COA Required
Additions		X
Architectural Details (Brackets, Shingles, Cornices, Eave Trim, Columns, etc.)		X
Awnings and Canopies		X
Brickwork (new, tuck-pointing, cleaning)		X
Chimneys		X
Curb Cuts	X	
Decks	X	
Demolition of buildings if determined to be a health and safety hazard	X	
Demolition		X
Doors located on the façade or in view of public right-of-way		X
Fans	X	
Fencing or Fences		X
Fire Escape	X	
Foundations	X	
Garage doors, repair or replacement if like-kind	X	
Glass replacement (matching original)	X	
Glass replacement (not matching original)		X
Historic Glass Removal		X

Type of Work	Administrative Authority	COA Required
Handicapped Ramps/Facilities	X	
Landscape (walkways, pathways, driveways)	X	
Light Fixtures (exterior)	X	
Masonry Tuck-pointing and Cleaning (brick, stone)		X
Material Changes		X
Mechanical Systems (HVAC new location, window units)	X	
New Construction: Primary Structure		X
New Construction: Outbuildings		X
New Construction: Additions (porch, porch enclosures, dormers, carport enclosures, etc.)		X
Paint Removal from Masonry	X	
Porches (columns, cornices, piers, railing, steps, flooring, detailing)		X
Public Right-of-Way Improvements (sidewalks, pathways, driveways)	X	
Rain Gutters/Downspouts (Boxed)		X
Rain Gutters/Downspouts (Hanging)	X	

Type of Work	Administrative Authority	COA Required
Relocation of Building		X
Restoration/rehabilitation of original features, and/or materials when like-kind only	X	
Restoration/rehabilitation of original features, and/or materials when new or different from original		X
Roofs (shingle replacement if like-kind)	X	
Roofs		X
Satellite Dishes	X	
Screens (doors and windows)		X
Shutters (replace or repair in-kind)	X	
Shutters (new or different)		X
Sidewalks	X	
Siding (replacement like-kind)	X	
Siding		X
Skylights		X
Solar Collectors		X
Staircases or steps (exterior)		X
Steps (repair like-kind)	X	
Storm Windows, Doors	X	
Swimming Pools	X	

Type of Work	Administrative Authority	COA Required
Windows alterations to sash, skylights, etc.		X
Window replacement		X

Architecture

- **How to Determine the Style of a Building**
- **Architectural Styles in Ponca City**
- **Residential Architectural Styles Guides**
  - Folk Victorian
  - Queen Anne
  - Colonial Revival
  - Dutch Colonial
  - Tudor Revival
  - Spanish Eclectic – Spanish Revival
  - Italian Renaissance
  - Prairie
  - Craftsman/ Bungalow
  - Modern Movement – Ranch
  - Modern Movement – Minimal Traditional

Architecture

How to Determine the Style of a Building

It is beneficial to know the original construction dates or the dates of any additions, when determining a building's style. If the dates are unattainable, take into consideration the key forms of the building such as the roof shape, overall form, scale, materials, porches, windows, doors and ornamentation, to help to identify the style. A building style can be part of a widespread cultural pattern or a unique individual expression.

It is important to know that a building's function is not a style. Residential dwellings, commercial, schools, churches and public buildings are all designed in several styles. A time period or era is not a style, but various styles were established during different time periods of our country's history. Some of these styles overlapped time periods and some were more widespread than others. Some buildings exhibit elements of more than one style while other buildings might be a more simplified version of a style.

Buildings evolved through the years, and older buildings are sometimes incorporated into a larger building through additions constructed to an existing building. Some buildings experienced a makeover in previous years to get them a more up-to-date look. Buildings that evolved may have lost some of their original features. Because buildings may have undergone changes, it could make it harder to determine a style. If this is the case, it is important to identify the most significant features of a building and to consider and take into consideration those features and to protect those features when planning changes or alterations, than it is to classify a building by a style classification.

Architectural Styles in Ponca City

The City of Ponca City has a significant collection of historic buildings, whose architectural styles and forms represent the history of the community from the late-1800s to the present.

The establishment of the railroad made possible a more trouble-free way of transporting building supplies such as the new mass produced building materials, supplies, and components manufactured elsewhere that could be shipped to Ponca

City. Mail order catalogs enabled individuals to order the mass produced decorative elements at the turn of the twentieth century, such as gable trim, vergeboard, brackets doors, columns, balustrades, window hoods, windows, etc. to enhance their residential buildings. In addition to the mass produced elements, mail order house kits became available. People could order an entire house of various styles, and ship it by the railway. The majority of house styles to utilize the mass produced architectural features were the Queen Anne, Colonial Revival, Craftsman/Bungalow, as well as other styles.

Ponca City has an abundance of architectural styles typical of many small communities including the Queen Anne, Folk Victorian/Folk Houses, Colonial Revival, Dutch Colonial, Prairie, Tudor Revival, Spanish Mission, Craftsman Bungalow, Modern Movement, and Art Deco.

The design guidelines apply to all residential buildings located in a designated historic district or listed as a Local Landmark either individually or in a district.

These design guidelines apply to any elevation of a residential dwelling that can be seen from a public right-of-way with the exception to any rear elevations.

Residential Architectural Styles Guide

The following section identifies those architectural styles most commonly represented within the designated historic districts of Ponca City. The information of each style is intended to provide an overall list of architectural features normally associated with various styles. However, some features of a style may not be listed but it does not mean a certain feature cannot be applied or not applied to a specific architectural style. An understanding of the defining characteristics or features of each style will assist property owners, HPAP, and contractors recognize what materials and design considerations are appropriate or not appropriate for a certain dwelling based on its individual historic character.

Architectural style is defined by a building's shape, proportion, materials, and ornamental detailing. Residential dwellings do not always precisely fit into an identified architectural style, or will not have every defining characteristics of a style. Houses do undergo changes over the years when property owners wanted to update their dwelling to keep up with the every changing trends over the years. Some houses may be a blending of more than one style and feature the defining characteristics of more than one style. Occasionally, a style can be determined by the roof type, footprint, period of construction, and the decorative detailing. To help identify the architectural style of your house, the HPAP will assist in the process and there are several architectural books listed in the "Bibliography" under the "Appendices" section that may help.

The following section provides photographs of various styles of residential dwellings. Some of the dwellings featured have undergone alterations over time but still retain their architectural features. While some have been changed, the houses can still be identified as a certain architectural style. These houses which have been altered does not mean other houses of the same architectural should undergo alterations to match the photograph used as an example of a certain style.

All photographs of residential dwellings featured in this section were taken in June of 2014.

Folk Victorian (ca. 1870 – 1910)

304 N. 6th Street

203 N. 6th Street (altered)

Plan Shape: Rectangular, irregular, L-Shaped

Height: 1to 1 ½ stories

Façade Symmetry: Symmetrical, except gable-front-and-wing subtype

Roof Type: Front-gable, gable-front and wing, side-gable, pyramidal

Windows: Typically double-hung wood sash; large panes; 1/1, 2/2, may feature stained-glass windows. Sometimes windows are paired

Exterior Materials: Wood siding, wood shingles, or with variation of materials, colors and textures

Porches: A character defining element; decorative woodwork, such as turned balusters and spindles; full-width porches common; porch floor usually wood with porch ceilings bead board

Doors: Typically wood and glass panel doors with transom

Details: Ornamentation is typically inspired by the Queen Anne, Italianate or Gothic Revival styles. Usually most are simple in design; patterned shingles, spindles, scroll and beadwork are common; brackets along the cornice line

Chimneys: Brick

Queen Anne (ca. 1880 – 1910)

217 N. 6th Street

Plan Shape: Irregular

Height: 1 ½ to 2 ½ stories

Façade Symmetry: Asymmetrical

Roof Type: Complex, cross-gables, gable-on-hip, jerkin head or clipped gable

Windows: Typically double-hung wood sash; large panes; bay windows; stained-glass windows. Sometimes windows are paired

Exterior Materials: Wood siding, wood shingles, or brick; often with variation of materials, colors and textures

Porches: A character defining element; decorative woodwork, such as turned balusters and spindle friezes; wrap-around porches common; porch floor usually wood with porch ceilings bead board

Doors: Typically wood and glass panel doors with transom; may have sidelights

Details: Ornamentation can be complex, but most are simple; patterned shingles, spindles, scroll and beadwork are common; towers or turrets

Chimneys: Brick, often with decorative brick corbelling; usually tall

Colonial Revival (ca. 1880 -1955)

413 N. 6th Street

417 N. 6th Street

143 Whitworth

132 Whitworth

151 Whitworth

Plan Shape: Rectangle, irregular

Height: 1, 2 or 3 stories

Façade Symmetry: Symmetrical

Roof Type: Hipped, side gable

Windows: Double-hung wood sash; adjacent pairs; often flanked by shutters; Palladian window; symmetrical

Exterior Materials: Wood siding or brick

Porches: Centered porch, full-width or may have wraparound; usually with columns

Doors: Wood panel with glass; sidelight and transoms; door surrounds with pediments, narrow columns, or pilasters

Details: Cornice decorated with dentils or modillions; dormers; porte-cochere

Chimney: Tall and wide

Dutch Colonial (ca. 1880 – 1955)

202 N. 6th Street

202 N. 6th Street

(side elevation, showing the Gambrel roof)

Plan Shape: Rectangle, irregular

Height: 1, 2 or 3 stories

Façade Symmetry: Symmetrical or asymmetrical

Roof Type: Gambrel

Windows: Double-hung wood sash; adjacent pairs; often flanked by shutters; Palladian window; symmetrical

Exterior Materials: Wood siding or brick

Porches: Centered porch, full-width or may have wraparound; usually with columns

Doors: Wood panel with glass; sidelight and transoms; door surrounds with pediments, narrow columns, or pilasters

Details: Cornice decorated with dentils or modillions; dormers; porte-cochere

Chimney: Tall and wide

Tudor Revival (ca. 1890 – 1940)

160 Whitworth

130 Whitworth

137 Whitworth

Plan Shape: Irregular

Height: 1 to 2 ½ stories

Façade Symmetry: Asymmetrical

Roof Type: Commonly side gable (steeply pitched); less common front gable

Windows: Tall narrow windows; typically in multiple groups; multi-pane glazing; casement windows

Exterior Materials: Brick, stucco, or wood siding; may have half-timbering

Porches: Stoop; arches found in entry porches

Doors: Heavy board-and-batten doors, typically arch entrance or doors, doors may feature windows with small lights and iron ties

Details: Façade dominated by one or more prominent cross gables (steeply pitched); cut stone; rounded arch doorways

Chimneys: Usually large exterior chimneys; front or side of house; tall; multiple shaft or stepped chimneys; decorative chimney pots

Spanish Eclectic - Spanish Revival (1915 – 1940)

158 Whitworth

118 Whitworth

Plan Shape: Square, rectangular, L-shaped

Height: One story

Façade Symmetry: Asymmetrical

Roof: Typically side-gable, cross-gabled, combined hipped-and-gabled, hipped or flat with clay tiles; low-pitched

Windows: Typically multi-light casement

Exterior Material: Stucco; wall surface usually extends into gable without break

Door: Typically wooden, usually arched

Details: Arched doorways or windows; window grilles; arched balcony openings; often has a balcony with iron rails; wide, overhanging eaves, parapets or dormers, quatrefoil window

Italian Renaissance (ca. 1890 – 1935)

159 Whitworth

Plan Shape: Square, rectangular, or irregular

Height: One, two or three-story

Façade Symmetry: Typically symmetrical

Roof: Usually hipped or flat with clay tiles; low-pitched; roof-line balustrades

Windows: Typically multi-light casement or double-hung; pedimented windows

Exterior Material: Stone, brick or stucco

Door: Round arches above doors, typically accented by small classical columns or pilasters

Details: Arched doorways or windows; wide, overhanging eaves supported by decorative brackets, dormers, quoins, molded cornices, belt courses

Prairie (ca. 1900 -1920)

124 Whitworth

211 N. 6th Street

402 N. 6th Street

313 N. 6th Street

309 N. 6th Street

Plan Shape: Square, or rectangular

Height: Two to two-and-half stories; typically two-story

Façade Symmetry: Typically symmetrical but can be asymmetrical

Roof: Hipped with wide over-hanging eaves; low-pitched; asphalt shingles or tile; sometimes gable roof

Windows: Typically double-hung, casement, stained-glass; horizontal rows of windows sometimes wrapping corners

Exterior Material: Wood siding, brick or stucco

Porch: Full-width with pier supports for porch roof

Door: Wooden doors with lights

Details: Decorative friezes, contrasting wall material or trim emphasizing the upper level, geometrical or stylized floral ornamentation, window boxes, contrasting caps on porches

Chimneys: Broad, flat chimneys

Craftsman/Bungalow (ca. 1905 – 1930)

317 N. 6th Street

122 Whitworth

300 N. 6th Street

142 Whitworth

Plan Shape: Rectangular or irregular

Height: Typically 1 to 2 ½

Façade Symmetry: Usually asymmetrical

Roof Type: Gable (low-pitched), sometimes hipped

Windows: Double-hung wood sash; typically 3/1 or 4/1; small square windows; sometimes stained-glass windows

Exterior Materials: Wood siding or brick; clinker brick; occasionally stucco

Porches: Typically either full-or-partial-width with roof supported by square columns

Doors: Craftsman style door; wood panel with lights in upper portion

Details: Wide unenclosed eave overhang; roof rafters usually exposed; decorative (false) beams or braces under gables

Chimneys: Typically exterior; brick or stone

Modern Movement

Ranch (ca. 1935 – 1975)

301 N. 6th Street

116 Whitworth

127 Whitworth

Plan Shape: Irregular

Height: 1 story

Façade Symmetry: Asymmetrical

Roof Type: Hipped, side-gable or cross gable; typically low-pitched

Windows: Double-hung; usually 6/6; large picture windows; ribbon windows; window frames may be wood, aluminum or steel

Exterior Materials: Brick, sometimes with wood cladding in the gable ends; wood siding

Porches: Partial-width or stoop; decorative iron porch supports or simple wood post

Doors: Wood doors; wood doors with glass

Details: Moderate or wide eave overhang; shutters; garage or carport

Chimneys: Large chimneys

Modern Movement

Minimal Traditional (ca. 1935 – 1950)

120 Whitworth

115 Whitworth

Plan Shape: Irregular, rectangular, L-shaped

Height: Typically 1 to 1 ½

Façade Symmetry: Asymmetrical

Roof Type: Side gable usually with at least one front-gable; low or intermediate pitched

Windows: Multi-pane fixed picture window; double-hung

Exterior Materials: Wood siding, brick, stone, or a mixture

Porches: Stoop; recessed entry; decorative iron porch supports

Doors: Wood panel; wood panel with glass

Details: Usually no decorative detailing

Chimneys: Large chimney

Guidelines For General Maintenance

- Introduction to Maintenance
- Maintenance and Inspection Checklist
- Common Maintenance Issues

Recommendations Guidelines for General Maintenance

Introduction to Maintenance

The historic architecture of Ponca City features a well-constructed building stock of the late-19th through 21st century buildings. Many of these residential properties continue to serve Ponca City residents because they have been maintained by previous and present owners.

A home is typically a family's or property owner's largest single investment. Implementing a regular and preventive maintenance schedule is one of the best ways to ensure a property retains its value in the marketplace. A property owner is not provided with an operator's manual or warranty booklet outlining a recommended maintenance schedule. As a result, many property owners do little or no regular maintenance or repair until a serious problem arises. The related repairs can be significantly more involved and costly to address when the problem is finally spotted.

The exterior envelope of a building is made up of the roof, walls, windows and doors. These components function together as a system to protect the interior from exterior environmental extremes. Several of the environmental hazards affecting the exterior building envelope include:

- Moisture, rain, snow, ice, humidity, and groundwater;
- Wind;
- Sunlight;
- Temperature variations;
- Atmospheric chemicals and acid rain;
- Insects, birds, and rodents;
- Vegetation, molds, fungi and algae.

Over time, all building materials, whether old or new, will deteriorate. Each of the environmental hazards mentioned above has the ability to respond differently with the materials that compromise a building's exterior envelope and cause deterioration. The potential outcome is further complicated by the method by which the materials are installed and joined together. It is through the implementation of a regular maintenance and repair plan, the rate of deterioration can be significantly slowed, allowing Ponca City's historic buildings to last for centuries.

Perhaps the most universal problem associated with the maintenance of a historic building is water and moisture infiltration. Leaking, sagging or plugged up gutters can release huge amounts of water resulting in deterioration. Water damage to the

ceiling or interior wall of a building can be the result of a leaky roof, which can cause damage to the rafters, and wood floors. Windows that are not maintained can cause water damage to the window, the frame, the wall area surrounding the window and the floor.

Property owners of historic buildings should share the same goal—to preserve the building's architectural integrity and its historic character. Original building elements can be preserved by conducting regular inspections and fixing any problems discovered during the inspection. This manual provides a ***recommended (not a required)*** maintenance and inspection checklist which should be adapted and developed to reflect architectural elements unique to individual buildings.

Maintenance and Inspection Checklist

Roof

Inspect: Every six months

Check For: Roof shingles and ridge caps that are broken, torn, loose, or missing; flashing around chimneys, dormers, vents and along parapets and valleys; water infiltration visible on interior attic spaces.

Gutters and Downspouts

Inspect: Every three months

Check For: Loose, sagging, bent, or clogged gutters; gutters that continue to drip when it is no longer raining—could indicate debris in gutters or holes; deteriorated gutters that leak when it rains; downspouts coming loose from gutters or walls; gutters coming loose from fascia boards; clogged downspouts; water pooling at the base of downspouts.

Siding

Inspect: Every six months

Check For: Cracking, blistering, or peeling paint which may indicate moisture problems; cracked, loose, or damaged siding board, bricks, or stones; deteriorated mortar in masonry walls which could indicate moisture retention under the siding.

Excessive accumulation of mildew and mold on surfaces of siding might indicate moisture retention under the siding.

Doors and Windows

Inspect: Every six months

Check For: Loose or missing caulking around door and window openings; glass panes with missing or deteriorated glazing; cracked or loose glass; crackling, blistering, or peeling paint which may indicate moisture problems.

Porches

Inspect: Every six months

Check For: Damage to columns, posts or piers from rot or infestation; rotted or damaged floor boards; rotted perimeter beams and joists, could be indicated by signs of compression beneath columns, post or piers; rotted fascia boards; loose or warped floor boards that might indicate moisture problems below the porch deck; water stains on the porch ceiling which might indicate problems with the roofing or flashing.

Foundation

Inspect: Once a year

Check For: Tilting or shifting of foundation walls or the support piers could be an indication of pooling water at the bases of foundation walls or piers; cracks in mortar joints, bricks, stone blocks, concrete, or concrete blocks; growth of moss or green staining indicating the possibility of moisture retention

Common Building Maintenance Issues

- Trim overhanging tree limbs
- Re-fasten ridge cap
- Replace cracked shingle
- Re-nail loose shingles, replace missing shingles
- Re-fasten loose trim and re-caulk joints
- Calk around windows and door frames
- Caulk between clapboards and corner boards
- Rebuild leaning and cracked chimney from roofline and install new flashing

- Repair gutter and replace Downspout and rotted siding
- Replace missing balusters
- Consult an architect or engineer for bowed or cracked beam
- Replace rotted column base
- Install splash block
- Peeling paint could indicate possible condensation problems
- Rebuild rotten steps
- Remove ivy
- Re-nail loose board
- Repair/replace rotted sill
- Foundation bulge – repair cause and patch damaged foundation
- Caulk seams between foundation and wood

Source: *Design Guidelines, Township of Hopewell, New Jersey. (sketch)*

Design Guidelines For Existing Buildings

- Exterior Wood Materials
- Asbestos Siding
- Masonry
- Synthetic Siding, EIFS (Exterior Insulation Finish System) or Dryvit, and Fiber Cement Siding
- Architectural Metals
- Architectural Details
- Doors and Entries
- Windows
- Porches
- Cornices and Friezes
- Roof, Roof Forms and Features
- Accessory Buildings

Design Guidelines For Existing Buildings

Exterior Wood Materials

Policy:

Primary historic building materials preserved in place whenever feasible. Limited replacement, matching the original material shall be considered when the material is damaged beyond repair. Primary historic building materials shall never be covered or subjected to harsh cleaning treatments.

This section focuses on the treatment of primary historic building materials, those that comprise the dominant exterior surfaces of historic buildings. The guidelines deal with preservation and repair as well as replacement of these materials. The guidelines are sectioned into different topics to better address the various building materials and elements.

The historic resources found in Ponca City used various types of wood siding and lap profiles. The distinct characteristics of the primary building material, consisting of the size of the material unit, its texture and finish, contribute to the historic character of a building.

Wood siding, shingles and trim on a building's wall surface perform both functional and aesthetic purposes. Functionally, the exterior woodwork serves as the skin of the building, deflecting sunlight, shedding water and a buffering wind. Aesthetically, woodwork is a vital design feature and can be utilized as siding, shingles, ornamental trim, and bigger components such as porches and cupolas. Exterior woodwork:

- Establishes a weather-tight enclosure, offering protection from the outside elements: wind, rain, snow, ice and sun;
- Is impacted by temperature variation and building settlement;
- Establishes the scale, mass, and proportion of a building;
- Assists in defining a building's architectural style and is a significant design feature;
- Creates a visual appeal to the streetscape;
- Creates pattern and casts a shadow on wall surfaces.

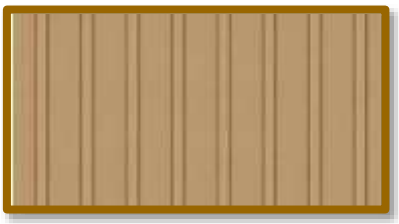
Exterior wood elements can last for centuries with proper maintenance. Whereas, improper maintenance can result in problems and deterioration from water, mold, insects and fungus.

Typical types of Wood Siding

Wood siding comes in different widths and shapes. The width of wood siding often reflects the age and style of the building.

Clapboard Siding: also known as beveled siding or weatherboard, consist of boards that are thicker on one edge than the other; the bottom (thick) edge of one board overlaps the top (thin) edge of the board below. Typically, board width varies from six to nine inches, and boards overlap at least one inch.

Board and Batten Siding: consist of long vertical boards and thin strips, or battens; the battens are used to conceal the gaps between the siding boards.

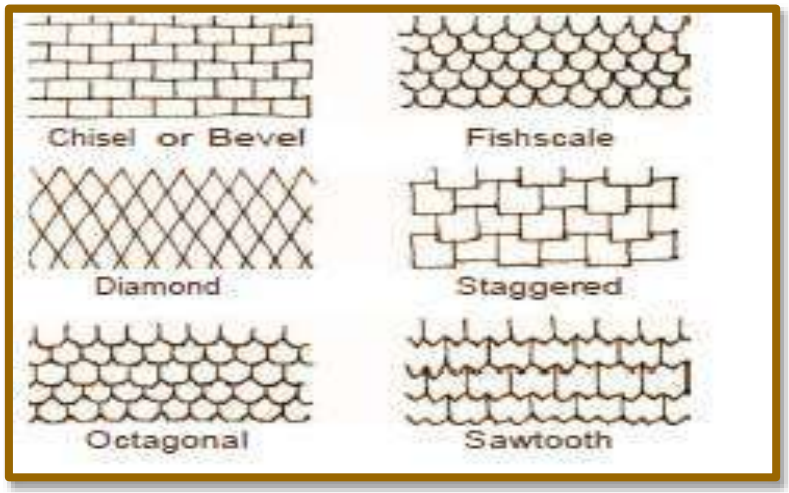


Novelty Siding: also known as German or drop siding is a flat –faced siding with a concave top that forms a tongue over-lapped by the notched bottom of the board above. Used as early as the 1860s, became popular in the 1880s.

Typical Types of Wood Shingles

Less common as a wall surface covering or siding found in Ponca City is wood shingles. Wood shingles consist of tapered shingles applied in an overlapping pattern with the joints alternated or staggered to diminish possible moisture penetration. Wood shingles can be used to cover all of the exterior wall surface or part of a wood surface such as in a gable end, or the upper level (story) of a building.

Bevel or Chisel: consist of rectangular shaped shingles laid in rows.
Fish-scale: consist of overlapping semicircular pattern in woodwork that resembles the scales of fish.
Diamond: consist ornamental shingles that when overlapped form diamonds.
Staggered: consist of staggered or alternating rows of chisel or bevel shingles.
Octagonal: consist of overlapping octagon shaped shingles with bottom shingle corners cut at a 45° angle.
Sawtooth: consist of shingles in the triangular shapes of teeth in overlapping horizontal rows.



Examples of wood shingles and wood shake found in the Gateway and Whitworth Historic Districts

Wood has played a significant role in the construction of historic buildings and has been utilized in virtually every style and architectural time period. The distinct characteristics of the primary building material, including the scale of the material unit, its texture and finish, contribute to the historic character of a building. Each type of exterior siding has its own special characteristics and unique preservation requirements.

Well-planned maintenance is the best means to the preservation of historic buildings. A proper application of paint should help to protect wood surfaces. Common problems from lack of maintenance are peeling paint, cracked, missing or loose architectural elements, deterioration, rot, and infestation. A property owner will sometimes find a problem when they decide to make improvements to the exterior. To address some of the above mentioned problems, property owners think of covering the historic wood siding with synthetic siding. But the installation of synthetic siding does not solve the problem and if the problems are not addressed this could result in additional deterioration. It is not recommended that synthetic siding be installed over wood siding or be a replacement for wood siding.

In most cases of deteriorated wood siding, wood trim or woodwork can be repaired or replaced with like-kind materials. Complete exterior woodwork, siding, or trim replacement or encapsulation with synthetic siding is rarely necessary and should be avoided whenever possible. The key to preserving wood siding is regular maintenance.

Example of Wood Problems	Types of Wood Problems
	Peeling Paint
	Loose Siding Board; the trim boards may also become loose and need repair
	Wood Rot
	Wood Rot
	An example of damaged wood siding that has been properly replaced with individual boards to match existing siding; while example shows wood siding, the same technique may be used for replacement of trim
	An example of damaged wood siding that has been properly replaced with individual boards to match existing siding; while example shows wood siding, the same technique may be used for replacement of trim

APPROPRIATE TREATMENT OF EXTERIOR WOOD MATERIALS

- ✓ Retain and repair original wood siding, rather than replace, whenever possible.
- ✓ Retain wood elements/features that define the overall character of the building. Repair sections with rotted or deteriorated sections with new wood, epoxy consolidates or fillers.
- ✓ Retain joint width and profiles.
- ✓ Replace wood siding or elements when they have deteriorated beyond repair. Replace it with material of like construction, matching as near as possible in size, shape, texture, profile and color. It could be helpful to take a sample of the historic wood siding to the lumber yard for the best match. Salvage wood that matches may be used. Replacement material shall convey the same visual appearance.
- ✓ Replacement of missing elements should be based on physical or pictorial evidence from the actual building. It should not be based on evidence from a similar building in the district area.
- ✓ Clean exterior building materials only when necessary to halt deterioration or heavy soiling. If cleaning is necessary, use the gentlest method possible.
- ✓ Consider removing later covering materials that have not achieved historic significance. When the non-historic siding is removed, repair the original, underlying material. Removal of other materials, such as stucco, must be tested to verify that the original material underneath will not be damaged. If a building is clad in a stucco finish over wood, removing the stucco covering could be complicated.
- ✓ Photograph and measure existing conditions before beginning work to facilitate accurate duplication.
- ✓ Careful removal of moss, ivy and other vegetation from walls.

INAPPROPRIATE TREATMENT OF EXTERIOR WOOD MATERIALS

⊗ Covering original wood siding with new materials is inappropriate.

⊗ Historically painted wood siding should not be stripped and stained to create a "natural" wood finish.

⊗ Unpainted pressure-treated wood shall be avoided except for structural members that will be near the ground and exterior floor decking.

⊗ Removing, radically changing, or covering materials that define the historic character of the building.

⊗ Replacing building materials that can be repaired.

⊗ Over-cleaning exterior building materials to create a new appearance.

⊗ Sandblasting, caustic solutions, and high pressure water blasting is an inappropriate way of cleaning wood surfaces. These methods erode and damage the surface, in addition to increasing deterioration.

⊗ Removing materials that are irreparable without or replacing with a new feature which does not have the same visual appearance.

Asbestos Siding

Asbestos wall shingles are made from asbestos mineral fibers and either Portland or hydraulic cement. Asbestos was marketed as a durable, lightweight, economical, fireproof, rot and termite resistant alternative to wood siding and shingles.

With appropriate maintenance, asbestos shingles can be expected to last for several decades with cracking and rusting nails being the most typical cause of failure. The manufacturing of asbestos shingles essentially ceased when asbestos was banned by the EPA in 1973. If the shingles are damaged, consult with a professional to determine whether repair is feasible.

If a building was sheathed in asbestos siding, siding of similar shape may be substituted for replacements. Siding commonly used for the style of building in question and the time period of building in question shall be used. However, the trim around windows and doors shall not be lost with replacement siding.

Example of Asbestos Siding

For more information on asbestos siding please refer to the following information:

It is recommended that a certified professional conduct any work in asbestos remediation, abatement, or removal.

US Environmental Protection Agency Hotline: (800) 368-5888; www.epa.gov/asbestos

Masonry

Masonry is a common building material used in the commercial and residential areas of Ponca City. Masonry includes brick, stone, stucco and concrete.

Brick and stone: is one of the most durable historic building materials. Prior to the twentieth-century brick and stone functioned as structural materials in addition to wall

surface material. In the twentieth-century brick and stone were utilized less as a structural material and were used as a veneer applied to wood framed buildings.

The brick buildings in Ponca City prior to the 20th century are generally structural brick buildings while those built in the 20th century are wood framed and with brick veneer utilized as early as the 1930s. Bricks can be used as decorative features in the cornice line, brick arches, around windows and doors as a defining feature, recessed brick panels and patterned brickwork adding a visual importance to the façade.

While brick was a common building material used in Ponca City, stone was not a popular building material. In the United States, the most common stone utilized in historic building construction were limestone, sandstone, granite, fieldstone and slate. Stone was generally used in historic buildings as keystones, lintels, sills, thresholds, columns, steps, splash blocks, and walkways. Stone was used as exterior wall surface material or just on the facades of commercial buildings. Stone was popular to use in the construction of banks and public buildings.

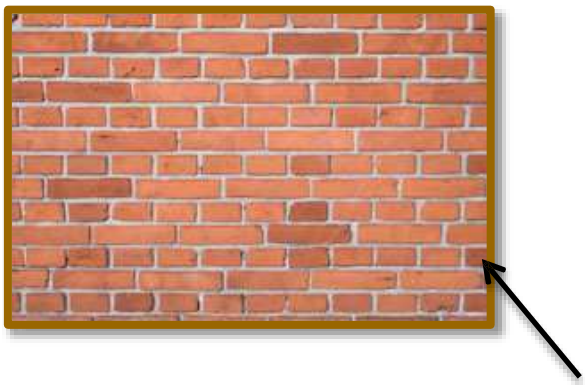
Terra-cotta: Terra-cotta is a hard-burnt glazed or unglazed clay unit. It can be ornamental, plain, machine-extruded or hand-molded. Typically, it is larger than a brick or facing tile in size. Glazed architectural terra-cotta was developed in the 19th century.

Stucco: is a form of exterior plaster composed of lime and sand, and starting in the 19th century sometimes various cements. Stucco is usually applied as a two or three-part coating directly onto masonry, wood, or metal lath to a wood frame building. There are many different surface textures to stucco and associated with the architectural style. Stucco textures include smooth finish, sponge finish, rough-cast finish, scored to resemble masonry units and adobe finish. Some architectural styles are associated with stucco finishes: Spanish Eclectic, Art Deco, Streamline Moderne, Tudor Revival, Mediterranean, Mission, Craftsman and Prairie.

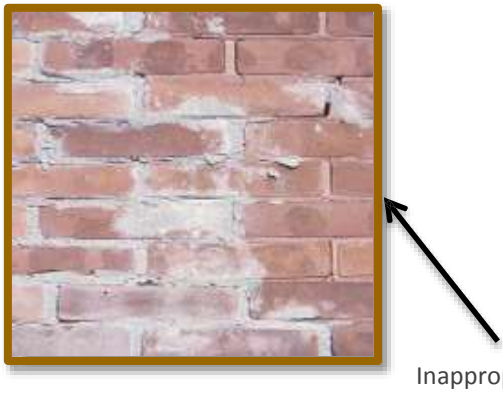
Concrete: is composed of sand, gravel, crushed stone, or other coarse material that is bound by lime or cements mixed with water. Concrete for the most part is considered a 20th century building material.

Hollow-cast, concrete blocks with rusticated or vermiculated surfaces became popular in the 20th century, as well as pre-cast concrete buildings. Reinforced concrete is strengthened by iron or steel reinforcing.

Mortar: is a material used to bond masonry units. It can be used with brick, stone, concrete block, or terra cotta. Prior to 1880, mortar was soft and composed mainly of sand and lime. Usually local sand was used if available. After 1880, Portland cement became popular and when used as mortar produced a harder mortar. Mortar should always be softer than the material that it will bind, as it will allow for contractions and expansion. Applying mortar that is harder than the material it will bind usually results in deterioration.



A brick building recently repointed with a historically appropriate lime mortar.



Inappropriate repointing of mortar joints.

This building has been damaged by the application of Portland cement in mortar joints, which trapped moisture in the bricks and caused the face to deteriorate and pop out. The Portland cement was a harder material than the brick. Always use mortar that is softer than the historic bricks.

APPROPRIATE TREATMENT OF MASONRY

- ✓ Retain the original color and texture of masonry walls.
- ✓ Retain masonry elements that are significant in defining the overall character of a building.
- ✓ Retain joint width and profiles.
- ✓ Clean masonry and mortar only when absolutely necessary to limit deterioration.
- ✓ Restoration of masonry shall be undertaken with great care.
- ✓ A minimally intrusive removal process should be utilized to remove painted masonry.
- ✓ Unpainted masonry shall remain natural, not painted or sealed.
- ✓ Repair damaged masonry by piecing in, patching, or consolidating to match original.
- ✓ When repairing masonry match the original size, texture, color, and pattern of units.
- ✓ Photographing and measuring existing conditions before beginning work to facilitate accurate duplication.
- ✓ Careful removal of moss, ivy and other vegetation from masonry walls.
- ✓ Mortar joints shall match in color, texture, tooling and hardness.

INAPPROPRIATE TREATMENT OF MASONRY

- ⊗ Removing, radically changing, or covering masonry that defines the historic character of the building.
- ⊗ Replacing masonry that can be repaired.
- ⊗ Removing non-deteriorated masonry or mortar and replacing masonry or mortar to achieve a uniform appearance.
- ⊗ Replacing or covering historic masonry with vinyl, aluminum, Dryvit, or fiber cement siding.
- ⊗ Covering or removing decorative masonry.
- ⊗ Over-cleaning exterior masonry to create a new appearance.
- ⊗ Sandblasting, caustic solutions, and high pressure water blasting is an inappropriate way of cleaning masonry. These methods erode and damage the surface and mortar, in addition to increasing deterioration.
- ⊗ Painting masonry which is historically unpainted.
- ⊗ Removing paint from historically painted masonry.
- ⊗ Repointing with inappropriate mortar – synthetic caulking compound or hard, cementitious mortar-which causes damage to masonry.
- ⊗ Replacement masonry or mortar that is harder than the original masonry.
- ⊗ Removing masonry that is irreparable without replacing or replacing with new feature which does not have the same visual appearance.
- ⊗ It is inappropriate to install modern “antiqued” brick for patching historic masonry. Modern brick is much harder and usually does not match the historic appearance.

Synthetic Siding, EIFS (Exterior Insulation Finish System) or Dryvit and Fiber Cement Siding

The existing buildings in Ponca City's historic areas are sheathed in wood siding, wood shingles, and masonry materials all of which require regular maintenance to maintain its structural integrity and its appearance. Some property owners, concerned with the cost of maintaining historic wood siding, wood shingles, or masonry materials contemplate alternative treatments, such as covering or replacing historic wall cladding materials with synthetic siding, of vinyl or aluminum, EIFS/Dryvit, or fiber cement siding.

Visual and physical concerns of using a substitute material such as aluminum, vinyl or fiber cement siding for new siding installations on a wood frame historic building include the ability to:

1) mask historic material and features.
2) damage or destroy historic material and features, such as, "drop" profile, patterns of application, shadow reveals, loss beaded edge, molding or trim at the corners, at cornices or around windows and doors. and,
3) diminish the historic character of the building.

Buildings are historic for the craftsmanship and materials reflected in their construction; historic buildings are physical and irreplaceable evidence of the cultural heritage of a community. Substitute materials to a degree, destroy and/or conceal the historic fabric, substitute materials will always detract from the basic integrity of historically and architecturally significant buildings.

Removing original material diminishes the integrity of a historic resource by lessening the percentage of building fabric that remains from the period of historic significance. Retaining the original material shall be considered over replacing. When used, an alternative material shall convey the character, including detail, texture, design, shadow, depth and finish, of the original to the greatest extent feasible.

APPROPRIATE TREATMENT OF SYNTHETIC SIDING, EIFS/DRYVIT, AND FIBER CEMENT SIDING

- ✓ The installation of fiber cement products may be appropriate in order to replace wood siding that is missing or deteriorated beyond repair. The fiber cement siding shall be consistent with the size, pattern, shape, geometry, finish, dimensions, texture, profile, and shadow of the original wood siding.

- ✓ The installation of fiber cement products is only recommended when more than 50% of the exterior wood siding is beyond repair on a historic building.

- ✓ The removal of synthetic siding (vinyl and aluminum) is appropriate as it may permit the reclamation of original wood siding, decorative elements such as brackets, cornices, and window and door trim.

INAPPROPRIATE TREATMENT OF SYNTHETIC SIDING, EFIS/DRYVIT, AND FIBER CEMENT SIDING

- ⊗ Do not install synthetic siding materials such as vinyl, aluminum, steel or imitation brick, imitation stone, or gravel aggregate materials over the original exterior. These materials do not accurately convey the effect of the original exterior, and the added layer of siding changes the depth of lines around openings such as doors and windows. The use of synthetic siding can destroy the historic integrity of a residence.

- ⊗ Do not install fiber cement products that will cover and hide the original trim detailing of a building including but not limited to the door trim, window trim, corner board trim, eaves, soffit, etc.

Architectural Metals

Architectural metal is another type of building material found in the historic areas of Ponca City. It can be found in the residential districts. A variety of architectural metals can be found in the historic areas as part of building's architectural feature, or as part of the landscape feature. Architectural metal features such as columns, capitals, roof detailing, railings or awnings that are important in defining the overall historic character of the building; and their finishes shall be preserved and retained whenever feasible.

APPROPRIATE TREATMENT OF ARCHITECTURAL METALS

- ✓ Protect and maintain architectural metals from deterioration and corrosion.
- ✓ Clean architectural metals, when appropriate, remove corrosion prior to repainting or applying other appropriate protective coatings.
- ✓ Stabilize deteriorated or damaged architectural metals prior to commencing any preservation work.
- ✓ Identify the type of metal prior to undertaking any cleaning.
- ✓ Use the gentlest cleaning method possible.
- ✓ Retain and repair architectural metal when feasible.
- ✓ Retain the original color and texture of the architectural metals.
- ✓ Retain architectural metal elements that are significant in defining the overall character of a building.
- ✓ When repairing architectural metal match the original size, texture, color, and pattern of units.
- ✓ Photographing and measuring existing conditions before beginning work to facilitate accurate duplication.

INAPPROPRIATE TREATMENT OF ARCHITECTURAL METALS

- ⊗ Replacing historic metal features instead of repairing or replacing only the deteriorated metal.
- ⊗ Altering architectural metal features which are important in defining the overall historic character of the building resulting in diminished character.
- ⊗ Failing to stabilize deteriorated or damaged architectural metal until additional work is started, thus allowing further damage to occur to the historic building.
- ⊗ Failing to identify, evaluate, and treat the causes of corrosion and deterioration.
- ⊗ Applying paint or other coatings to metals that were historically meant to be exposed. For instance, copper gutters or metal roofs.
- ⊗ Cleaning when it is inappropriate for the metal.
- ⊗ Applying cleaning methods which alter or damage the historic color, texture, and finish of the metal.
- ⊗ Removing the patina of historic metal.
- ⊗ Cleaning soft metals such as tin, copper, lead, and zinc with grit blasting which will abrade the surface of the metal.
- ⊗ Using high pressure grit blasting or failing to use the gentlest means possible prior to abrasively cleaning cast iron, wrought iron or steel.

Architectural Details

Policy:

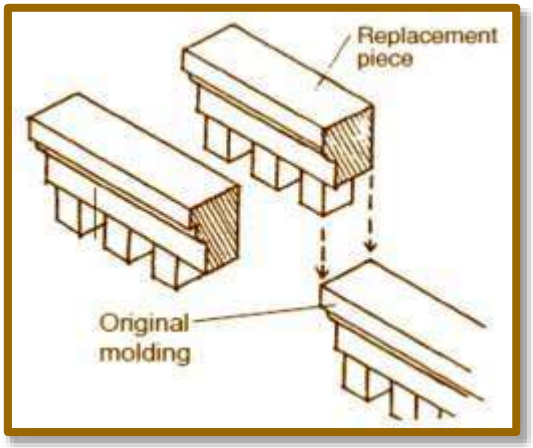
Architectural details help to create a historic building's unique visual character and shall be preserved whenever feasible. For architectural details that are deteriorated beyond repair, it is important their replacement match the original detailing in composition, size, shape, texture, and profile. Replacement of missing elements shall be based on physical or pictorial evidence from the actual building. It shall not be based on evidence from similar buildings in the district or surrounding area.

Architectural elements are appropriate within individual context and not necessarily or always interchangeable from house to house, commercial building to commercial building or street to street.

Architectural details are a significant component of a building's character and include trim work and ornamentation. Exterior trim, visually, serves as a framework around areas of a building's wall surface and helps with the transition to decorative elements such as windows, doors, cornices and porches. The function of trim is a sealant for siding and shingles joints, corners and openings, and for providing a weather-tight enclosure for buildings. Trim consists of door frames, window frames, rake boards, wood sills, and corner boards. In the category of ornamentation there are decorative brackets, porch columns, post or piers, newel posts, balustrades, spindles, dentils, verge boards, finials, pendants, and other embellished details. Historic trimming materials may include wood, cast iron, wrought iron, pressed metal, stone, tile, brick or terra cotta.

Architectural detail elements can provide clues to a building's historic time period and style. Elements may be simple in design or very detailed and decorative. These elements may also represent craftsmanship that may not be duplicated today.

It is vital to preserve original architectural details. Architectural details are an essential element to the integrity of a historic building and its context. If an architectural detail has to be replaced, it is important to remove only those sections that have deteriorated beyond repair. Preservation of the original architectural detail is always the preferred method over the replacement of a detail or even a partial replacement of a detail even if the replacement is an exact copy of the original detail, as the integrity of the building as a historic resource is compromised and diminished once the original architecture has been replaced.



APPROPRIATE TREATMENT OF ARCHITECTURAL DETAILS

- ✓ Retain and preserve architectural details that define the historic character of the building such as walls, brackets, cornices, brackets, window architraves, door pediments, steps, columns, post, piers, spindles, verge board, window hoods, door surrounds, etc.
- ✓ Retain joint, unit size, profile, texture, tooling, bonding patterns, and coatings.
- ✓ Where necessary, replace deteriorated architectural features with materials which are similar in composition, size, shape, texture, and profile.
- ✓ Photographing and measuring existing conditions before beginning work to facilitate accurate duplication.

INAPPROPRIATE TREATMENT OF ARCHITECTURAL DETAILS

- ✓ It is inappropriate to add decorative elements/features incompatible with the architectural style of the building or to add elements/features that were not original to the building.
- ✓ It is inappropriate to remove or radically change the architectural details that define the historic character of a building.
- ✓ It is inappropriate not to treat causes of deterioration.
- ✓ It is inappropriate to use a substitute material for replacement that does not convey the visual appearance of the architectural detail or that is physically incompatible.

Doors and Entries

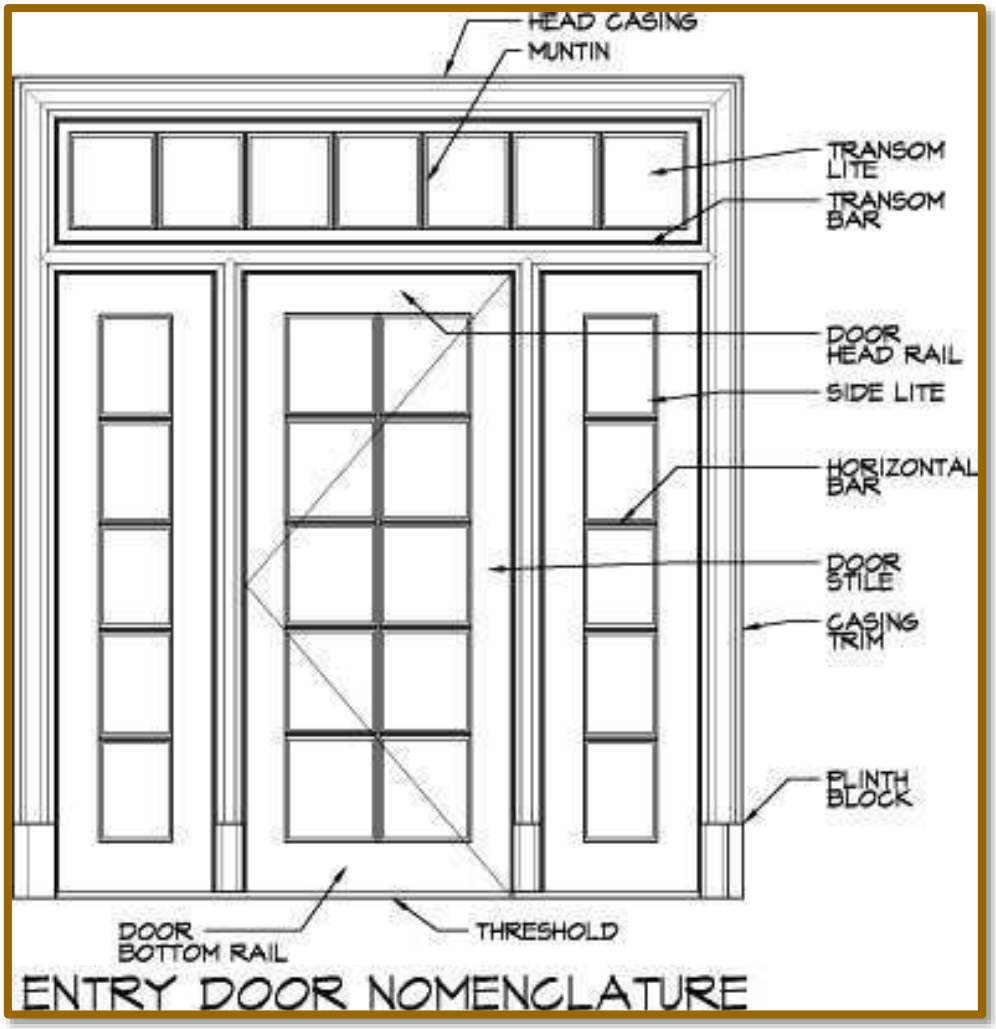
Policy:

The character-defining features of a historic door and its distinct materials and placement shall be preserved. In addition, a new door shall be in character with the historic building.

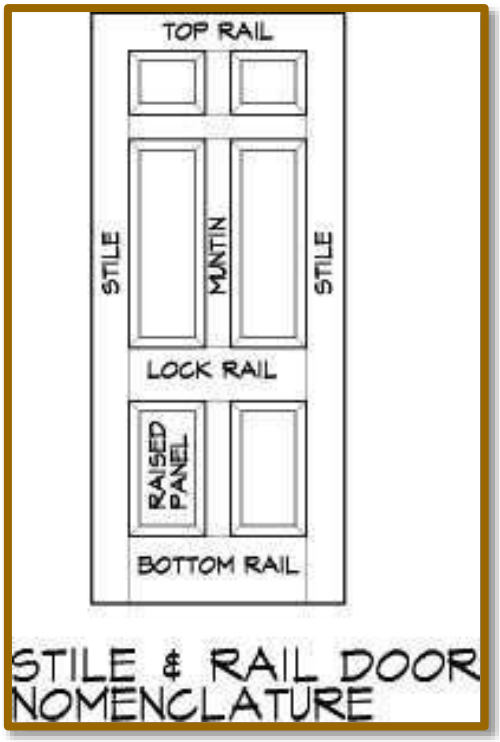
Doors provide visual significance and appeal to the composition of individual buildings. Doors provide a threshold to separate the exterior and interior as well as regulating light and air into the entrance and building. The historic doors define the character of a building and streetscape can identify an architectural style, retain connections to the past, help to define the architectural building period and can display craftsmanship and durable construction. Historically, most doors were wood. Doors were designed to be both informal and formal. Various historic doors are notable for their materials, finishes, and placement. If a historic door is replaced with an inappropriate door it can severely affect the character and feel of a historic commercial building or house. It is important to avoid radical alterations to a historic door. If the repair of a historic door is not possible, it is appropriate to install a door that is appropriate to the style and design of the building.

Door Features:

Significant door features include the door and its frame, the sill, head, jamb and any flanking windows or transoms.



Source: Richard Winterrowd



Source: Richard Winterrowd

Door Types:

Doorway with transom and sidelights: A wood door or a glass paneled door flanked by sidelights and topped with a rectangular transom.

Glass paneled door**:** This type of door has a wide sash of glass in the upper portion of the door. Many houses constructed during the Victorian time period (Queen Anne, Stick, Shingle) have glass paneled doors that are embellished with turned wood details and etched or stained glass.

Paneled door**:** A wood door with raised panels.

Craftsman door**:** This door is distinctive for its thick wood plank design, often with upper glass sashes divided by heavy muntins. Craftsman doors may also exhibit a wood shelf bracket under the sashes.

Screen Doors

Historic screen doors should be preserved and repaired over replacement. If replacement is the only option, new screen doors for historic dwellings should be made of wood, with the rails and style reflecting the design of the original door if possible, and that of the entrance door. Screen doors shall be painted or stained.

Storm Doors

Storm doors shall be restricted to doors on secondary elevations not visible from the public right of way. If a storm door is installed on a primary elevation, the door shall be made of similar material with rails and styles reflecting the design of the entrance doorway.

Burglar Doors

Metal burglar doors are inappropriate for historic entrances and doorways and should be restricted to doorways not visible from the public right of way. Metal burglar doors radically alter the character of a historic building and the fabric of the overall historic area. While some burglar doors can be highly decorated, these doors tend to give a negative impression to potential residents, businesses, and tourists because their existence implies a high crime area.

APPROPRIATE TREATMENT OF DOORS AND ENTRIES

- ✓ Retain and preserve entrances and their functional and decorative features that define the overall historic character of the building such as doors, fanlights, sidelights, transoms, pilasters, entablatures, columns, balustrades, and stairs.
- ✓ Repair historic doors and entrances and retain the general historic appearance.
- ✓ Replace with like-kind an entire entrance or door too deteriorated using physical evidence or documentation to guide the new work. Preserve the original frame when feasible; it is important to keep the size and configuration of the original door.
- ✓ Photograph and measure existing conditions before beginning work to facilitate accurate duplication.

INAPPROPRIATE TREATMENT OF DOORS AND ENTRIES

- ⊗ Removing or radically changing entrances or replacing entrance doors which define the overall character of the building.
- ⊗ Adding sidelights, transom windows, or other features where none existed before.
- ⊗ Removing or relocating an entrance because the building has been re-oriented to accommodate a new use.
- ⊗ Installing a new entrance by creating a new opening in a primary elevation.
- ⊗ Replacing or removal of historic door and surrounding material when repair and limited replacement of deteriorated areas are appropriate.
- ⊗ Adding inappropriate features not in keeping with the style of the house.

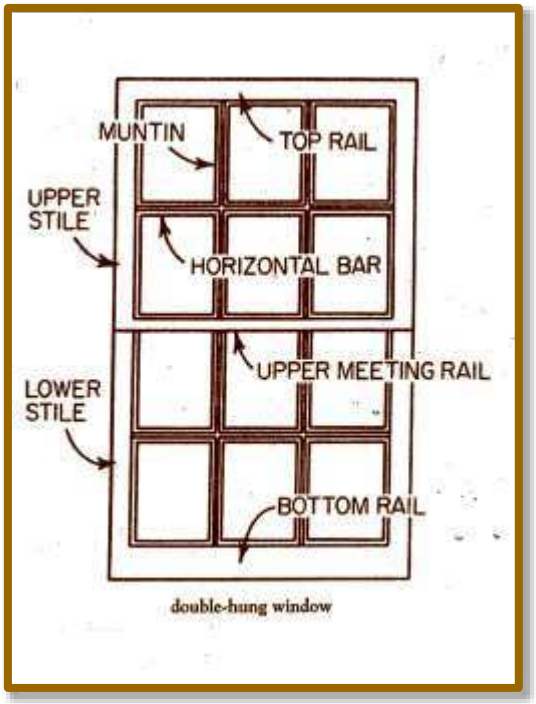
Windows

One of the most significant character-defining features of a historic building are the windows. Windows provide a visual significance and appeal to the composition of individual buildings and contribute to the overall scale of a building. Windows provide a separation between the exterior and interior as well as regulating light and air into the building. Historic windows define the character of a building and streetscape, can identify an architectural style, retain connections to the past, help to define the architectural building period and can display craftsmanship and durable construction. The windows degree of inset into an opening, the surrounding casings and sash components which have a significant dimension that casts shadows also contributes to the character of the historic style. The treatment of historic windows is very important because windows are significant architectural components and affect the character of historic buildings.

Windows that are properly maintained can last for centuries. The majority of issues that arise with windows are usually a result of lack of maintenance. Sometimes, issues occur due to improper treatment, such as the accumulation of layers of paint on the wood sash may make it difficult to operate a window.

Window Features:

Some key features of a historic window are the size, shape and proportions as well as the number of “lights” or panes into which a window is partitioned. Other significant features of windows are the surrounding casing, the depth and profile of window sash elements and the materials of which the windows were constructed. Historic window elements have distinct profiles, dimensions and finishes.



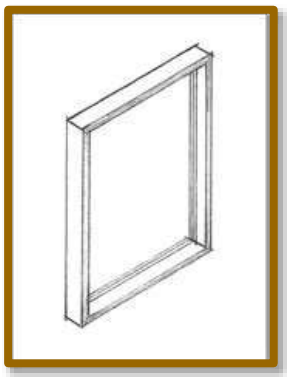
Source: Richard Winterrowd

Window Types:

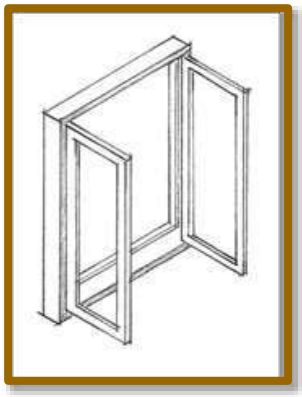
Double-hung: A window having two vertically sliding sashes, each closing a different part of the window.

Ornamental or specialty windows: Windows with unusual shapes, such as circular windows; or distinct glazing patterns, such as multi-pane windows, diamond-shaped, which maybe be associated with a particular building style. These types of windows may be operable or fixed.

Fixed: The sash does not move.



Casement: A window ventilating sash, fixed at the sides of the opening into which it is fitted, which swings open on hinges along its entire length.



Bay Window: A window forming a recess in a room and project outwards from the wall either in a rectangular, polygonal or semicircular form. Some are supported on corbels or on projecting moldings.

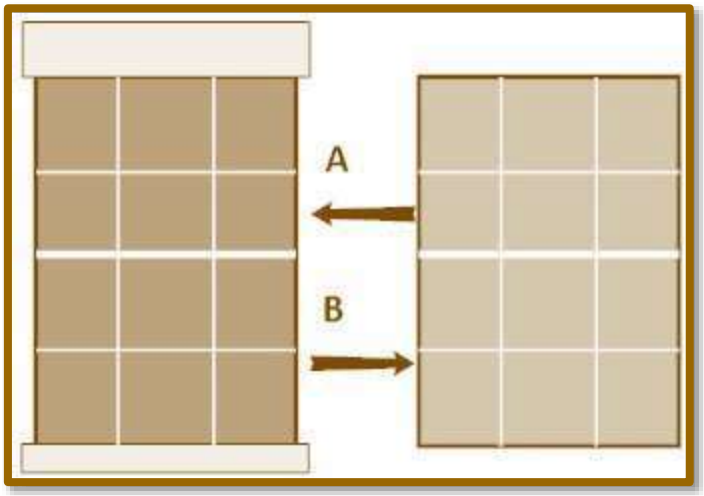
Storm Windows

Installing storm windows on the interior of the window is preferred to exterior storm windows, as interior storm windows preserve the historic character of the building and provide easier access for both cleaning and seasonal removal. Interior storm windows do have an increased potential for condensation and deterioration so it is important to check windows periodically for problems. The outer window should be loose enough to allow moisture to leak to the outside to prevent condensation build up.

If more than one storm window must be installed on a single window opening, due to height, it is important that the junction of the storm window section line up behind the meeting rail of the original sash.

If it is not feasible to install storm windows on the interior of the building, then exterior storm windows shall be allowed. It is preferable to install storm windows on the sides and rear of a building. Exterior storm windows to meet approval shall match the size of the existing window, be unobtrusive as possible, and be finished to match the existing color of the window trim as possible or have a white finish. Bare metal storm windows are not appropriate.

A well-proportioned 2/2 storm window installed over a 2/2 double-hung sash window.



A: Junction of the storm window sections line up with the sections of the original sash.

B: Storm window frame shall be painted to match window trim.

Burglar Windows

Metal burglar windows are inappropriate for historic window openings and should be restricted to window openings not visible from the public right-of-way. Metal burglar windows radically alter the character of a historic building and the fabric of the overall historic area. While some burglar windows can be highly decorated, these windows tend to give a negative impression to potential residents, businesses and tourists because their existence implies a high crime area.

Note:
At least one storm or burglar window in every room should be easily removable without the use of any equipment (such as a screwdriver or drill) for easy egress out of the window in case of fire.

APPROPRIATE TREATMENT OF WINDOWS

- ✓ Retain and preserve windows that define the historic character of the building. Features can include the frames, muntins, sash, glazing, heads, sills, hoodmolds, paneled or decorated jambs and moldings and exterior shutters.
- ✓ Maintain and protect the wood or metal which comprise the window frame, muntins, and sash.
- ✓ Replacement of a window with like-kind when it is too deteriorated to repair. Preserve the size and proportion of a historic window opening.
- ✓ Repair window frames and sash by patching, splicing, consolidating, or otherwise reinforcing. Replace with like-kind parts that have deteriorated beyond repair or missing.
- ✓ Preserve the position, number, and arrangement of historic windows in a building wall.
- ✓ Preserve the solid-to-void ratio on a building wall. The amount of glass should be retained and not altered as increasing the amount of glass in a window will negatively affect the integrity of a building.
- ✓ Windows should be made weather-tight by re-glazing, re-caulking, installing or replacing weatherstripping.
- ✓ Photograph and measure existing conditions before beginning work to facilitate accurate duplication.

INAPPROPRIATE TREATMENT OF WINDOWS

- ⊗ Radically changing or removing windows that define the overall character of the building.
- ⊗ Changing the number, location, and size or glazing pattern of windows through cutting new openings, blocking-in windows, and installing replacement sash which does not fit the opening.
- ⊗ Using a substitute material for the replacement part that does not convey the visual appearance of the window.
- ⊗ Installation of storm windows which obscure historic windows or storm windows with muntin bars that do not line up with meeting rails of double-hung sash.
- ⊗ Installation of burglar bars to windows.
- ⊗ Replacing or removal of historic windows and surrounding material when repair and limited replacement of deteriorated areas are appropriate.
- ⊗ Installing replacement windows which are more appropriate for commercial construction in a residential building.

Shutters

Exterior shutters, historically, were used as shielding apparatuses. Paneled shutters provided protection and louvered shutters regulated light and air. Not every historic building had shutters and shutters were not used in every town or location. Historically shutters had hinges or tiebacks to attach them to buildings.

Shutters shall not be longer in length/taller than window or shorter than window.

The shutters are appropriately sized and placed.

Appropriate width for functional shutters and not for decorative purposes

Appropriate width for functional shutters and not for decorative purposes

APPROPRIATE TREATMENT OF SHUTTERS

- ✓ Retain and preserve shutters where they historically existed.
- ✓ Retain and preserve historic hardware when feasible.
- ✓ Maintain and protect the wood which comprises the shutters.
- ✓ Replacement of shutters with in-kind when it is too deteriorated to repair. Preserve the size and proportion of historic shutters.
- ✓ Repair shutters and hardware over replacement.
- ✓ Preserve the position, number, and arrangement of historic shutters in a building wall.
- ✓ Retain and preserve the appropriately sized and shaped shutters for the window openings, fitted to cover the window when closed.
- ✓ Refurbish historic shutter hardware.
- ✓ Photograph and measure existing conditions before beginning work to facilitate accurate duplication.

INAPPROPRIATE TREATMENT OF SHUTTERS

⊗ Shutters should not be added unless original to the building.

⊗ It is inappropriate to use a substitute material for replacement that does not convey the visual appearance of the architectural detail or is physically incompatible.

⊗ Avoid the installation of vinyl shutters or other materials not historically appropriate to the building and time period.

⊗ Installation of shutters which were not historically present in the character of the building or are incompatible in size by not fitting the window which they surround.

⊗ It is inappropriate to add decorative elements/features incompatible with the architectural style of the building or to add elements/features that were not original to the building.

⊗ Sandblasting, caustic solutions, and high pressure water blasting is an inappropriate way of cleaning wood shutter surfaces. These methods erode and damage the surface, in addition to increasing deterioration.

Porches

Policy:

Retain a porch that is a character-defining feature of a historic building. If the original porch has been removed, a new (replacement) porch shall be in character with the historic building, in terms of its scale, materials and detailing. Replacement of missing elements shall be based on physical or pictorial evidence from the actual building. It shall be based on evidence from similar buildings in the district or surrounding area.

Ponca City has an architectural variety of porches. Porches, historically, were prevalent features of residential buildings. Historically, porches served as an outside room where residents could utilize as exterior living space and a place to visit with their neighbors. Porches offered protection from the weather and provide shade during the warmer months. Architects and builders integrated porches into their buildings from the period of Classical Revival of the mid-19th century to the Craftsman and Period Revivals of the early and mid-20th century.

Porches play a vital role in the architectural elements of buildings and serve as a visible element, not just to the building but also to the streetscape. Porches provide a sense of scale to a building and serve as a connector to the house to its context by orienting the entrance to the street. As a character-defining feature, porches shall be preserved.

Porch Features

Porches can vary as much as architectural styles. Historic porches can differ in materials, articulation, scale, height, location and details. Some porches can be one story in height or two-stories, or can be a wrap-around porch, full-width porch, and a stoop. Some may be elaborate in design and details while others very simple in design. While porches can vary in character, the majority have some elements in common, such as balustrades, post/columns, architectural details, and roofs.

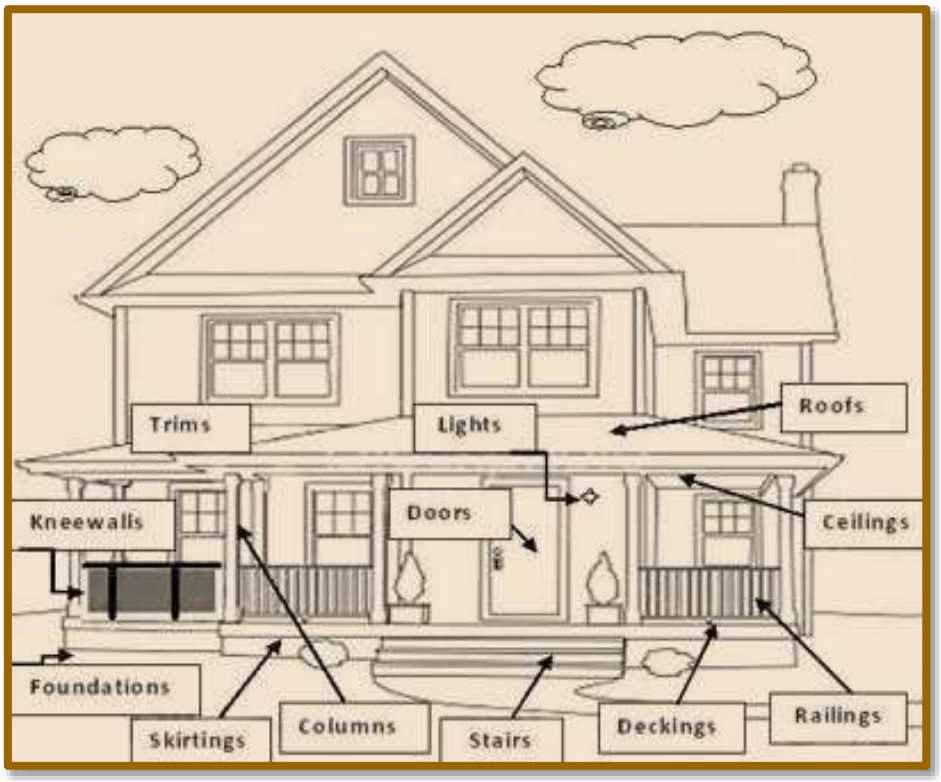


Illustration of porch features

APPROPRIATE TREATMENT OF PORCHES

- ✓ Retain and preserve porches that define the overall historic character of the building.
- ✓ Preserve an original porch when feasible.
- ✓ Protect and maintain the masonry, wood, and architectural metal that comprise porches through appropriate treatments such as routine maintenance, cleaning, repair and reinforcement of historic materials.
- ✓ Retain open design and roof shape.
- ✓ Add only architectural details when documentation of said building illustrates.
- ✓ Replace the porch or details when deteriorated beyond repair. Reconstruct it to match the original in form and detail.
- ✓ Photograph and measure existing conditions before beginning work to facilitate accurate duplication.
- ✓ Avoid permanently enclosing a historic porch.
- ✓ Avoid removing or covering historic materials and details on a porch.

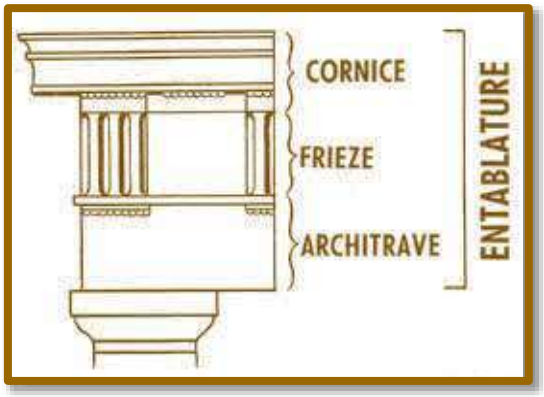
INAPPROPRIATE TREATMENT OF PORCHES

- ⊗ Radically changing or removing porches, which are important in defining the overall historic character of the building.
- ⊗ Replacing a porch when the repair of materials and limited replacement are appropriate.
- ⊗ Creating a false sense of history by adding porches on the façade or any elevation by adding architectural details where none previously existed.
- ⊗ Installation of treated wood that remains unpainted.
- ⊗ Enclosing porches in a manner that results in a loss of historic character.
- ⊗ Installing porches that are incompatible in size and scale with the historic building or obscure, damage or destroy character-defining features.

Cornices and Friezes

Many of the buildings in the district have historically appropriate architectural detail at the top of the buildings or at the top of the facades (commercial buildings) in the form of a cornice. Cornices and friezes are the top two members of a classical

entablature, connecting siding of a building with the roof and providing a visual termination for the wall. The cornices of Neo-Classical Revival buildings are distinctive, with the use of dentils. The Queen Anne style buildings have either simple cornices, or the cornice is incorporated into the decorative design elements on the building. On Colonial Revival buildings, the cornice is usually prominent, incorporating dentils on the frieze.



Dentil Cornice

APPROPRIATE TREATMENT OF CORNICES AND FRIEZES

✓ Cornice and frieze elements shall be maintained and repaired when necessary, using in-kind replacement materials, and matching decorative details and profiles of the existing original design.

✓ Cornices and friezes shall be protected during any repair or cleaning.

INAPPROPRIATE TREATMENT OF CORNICES AND FRIEZES

⊗ The removal of cornice and frieze elements, such as dentils and brackets are not allowed.

⊗ Ornamentation, such as dentils and brackets, shall not be added to the cornice and frieze, unless physical or photographic evidence shows that a building once had these features.

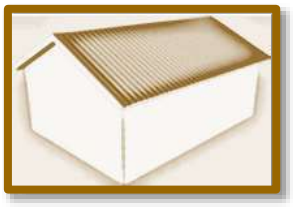
Roof, Roof Forms and Roof Features

The roof is a major feature for most historic buildings and can be a character defining feature. Contributing to the character of a roof are its pitch, materials, size, and orientations. Most common roof forms on dwellings are gabled and hip; less common are shed and flat roofs (common on commercial buildings). While a roof contributes to the overall character of a building, it also functions as a defense against the elements. The existing building stock has a variety of roof forms: gabled roof, hipped roof, cross-gabled, gambrel and flat, shed roof.

Roof Forms:

Gable Roofs: Consist of front, side and cross-gable configurations. Gable roofs usually have two equally angled inclined planes that meet at a central ridge and represent one of the most typical roof forms for their ability to shed water and relative ease of construction.

With a front gable configuration, the main entrance is located in the gable end. The side gable configuration, the main entrance is located under the sloping side eaves of the roof. A cross-gable configuration has perpendicularly intersecting front and side gable forms with the main entrance located either at the front or side gable.



Hipped Roofs: Consists of a roof that slopes upward from all four sides of a building.

Gambrel Roofs: A roof having a double slope on two sides of a building.

Shed Roofs: A roof having only one sloping plane. Shed roofs are generally used for additions to existing buildings.

Flat Roofs: A roof having no slope, or only one with a slight pitch so as to drain rainwater.

Roof Features:

Chimneys: An architectural element containing one or more flues through which smoke and fumes from fireplaces and furnaces or boilers escape to the outside as well as provides a draft for fireplaces. Chimneys were generally designed to harmonize with the building. Chimneys may be square, or rectangular in design. Some chimneys have molded caps, corbelling, varied patterns and chimney pots. Chimneys are important character-defining features of historic buildings.

Dormers: A dormer is a structure projecting from a sloping roof, usually housing a vertical window that is placed in a small gable, or containing a ventilating louver. Dormers usually match the main roof in slope, detailing and materials. Dormers can have different roof shapes such as, shed, gable, hipped, eyebrow, segmented pediment and other shapes. Historically, dormers were occasionally added to make more space in the attic area. Dormers do not dominate a roof form and are secondary in scale to the main roof form. Dormers are important character-defining features of historic buildings.

Cupolas: A small tower-like structure projecting above a roof that provides ventilation with louvers or is used as a lookout with windows. Cupolas are important character-defining features of historic buildings.

Gutters and Downspouts: Gutters and downspouts are mechanisms for diverting water away from a building. Gutters usually are located along or near the edge of the roof slope to collect rainwater. Some buildings have built-in gutters which are hidden from view and are installed behind architectural features such as cornices or parapets. Hanging gutters are attached to the building just under the roof slope edge. Pole gutters are located near the bottom edge of a roof slope and project perpendicularly to the roof surface. Downspouts are the conductors for rainwater and typically are attached to a building's exterior to handle water down the face of the building to the ground.

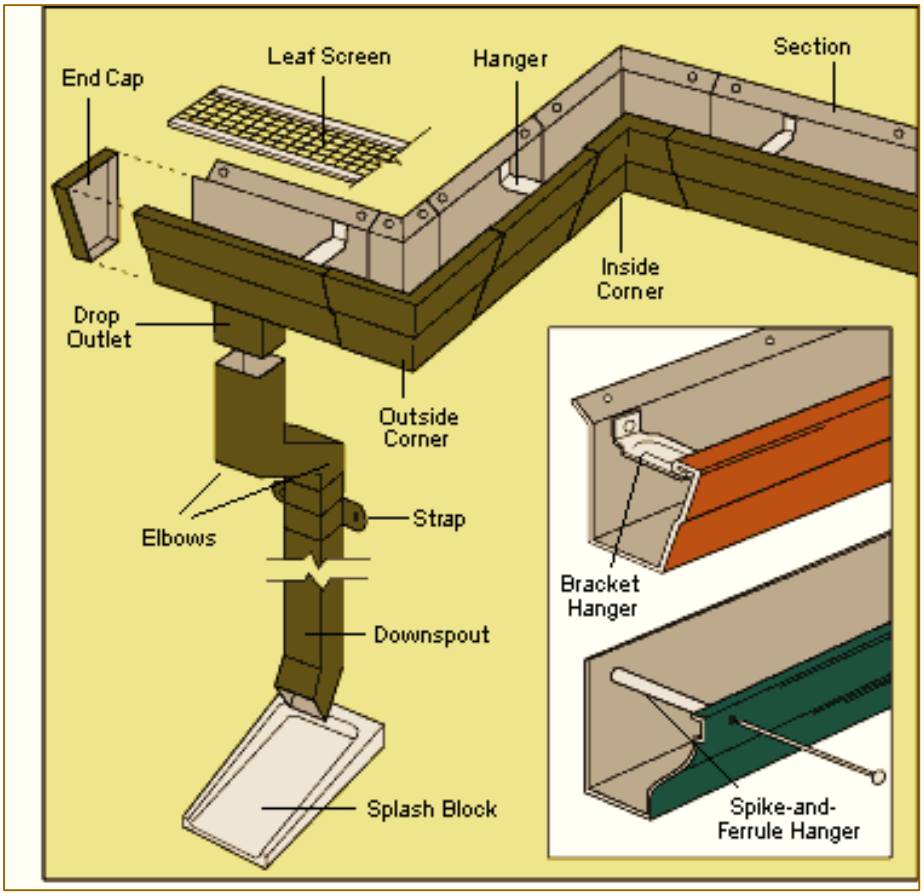


Illustration of a gutter and downspout system

APPROPRIATE TREATMENT FOR ROOFS, ROOF FORMS AND ROOF FEATURES

- ✓ Retain and preserve roofs, and their functional and decorative features. Significant characteristics of a roof include its overall historic character and shape; decorative features such as chimneys, cupolas, and roofing materials (clay tile, metal, asphalt shingles, wood shingles, and slate shingles) as well as size, form, texture, and patterning.

- ✓ Preserve the original roof form. Retain the original perceived line and orientation of the roof as seen from the street.

- ✓ Preserve the original historic eave depth. The shadows created by the original overhangs contribute to one's perception of the building's historic scale and these overhangs should be preserved.

- ✓ Preserve original roof materials when feasible. Avoid removing original roof materials when material is in good condition.

- ✓ Repair a roof or roof features by using like-kind materials or historic materials.

- ✓ Replacing a roof using in-kind materials if the roof is too deteriorated to repair.

- ✓ Photograph and measure existing conditions before beginning work to facilitate accurate duplication.

- ✓ Avoid removing or covering historic materials and details of a roof or roof feature.

- ✓ If roof or roof features are too deteriorated to repair use physical evidence or documentation to help guide the work.

- ✓ Retain and preserve chimneys and use historically appropriate mortar to prevent damage to chimney brick when conducting maintenance and repair work.

- ✓ Retain original brickwork and corbels of chimneys.

- ✓ Use historic brick if feasible to replace any deteriorated bricks in chimneys; bricks should match the original in size, shape, texture and color.

INAPPROPRIATE TREATMENT FOR ROOFS, ROOF FORMS AND ROOF FEATURES

- ⊗ Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building.
- ⊗ Radically changing, damaging, or destroying roof features (cupolas, dormers, and chimneys) which are important in defining the overall historic character of the building.
- ⊗ Removing a major portion of the roof or roof features or materials that can be repaired.
- ⊗ Applying paint or other coatings to roof materials which have been historically unpainted or uncoated.
- ⊗ Stripping the roof of sound and repairable historic material such as clay tile, wood, slate, and metal.
- ⊗ Removal of a chimney, dormer or cupola.
- ⊗ Removing a roof feature that cannot be repaired, such as a dormer, chimney or cupola and not replacing it or replacing it with a new feature that does not convey the same visual appearance.
- ⊗ Repointing of the brick using mortar that is too hard or does not replicate the existing mortar profile.
- ⊗ Covering existing chimneys, dormers or cupolas with a new material.

- ⊗ Creating a false sense of history by adding roof features or by adding architectural details where none previously existed.
- ⊗ Installing mechanical or service equipment in such a way that it damages the historic building materials.
- ⊗ Differentiating dormers so that they stand out against the historic building.

Accessory Buildings

Policy:

Existing accessory buildings shall be preserved when feasible. This may include preserving the building in its present condition, rehabilitating it or executing an adaptive re-use so that the accessory building provides new functions.

Accessory buildings are usually classified as garages, storage buildings and sheds. Traditionally, accessory buildings were significant features in a residential neighborhood. Accessory buildings located on individual lots aided in the interpretation of how the lot was historically utilized. Preservation of accessory buildings is strongly encouraged.

Traditionally, the garage, or storage building was detached from the main house and almost always located at the rear of the lot. Historic garages typically had carriage doors or doors that slid horizontally, which generally were replaced with a vertical rolling garage door.

Proper location of accessory (detached garages) buildings located in the Gateway and Whitworth Historic Districts.

Building Materials

Typically historic accessory buildings were constructed using the same materials utilized in the main building. As with the materials in the main building, it is vital to preserve the character- defining materials and decorative details on accessory buildings. Avoid moving an accessory building from its original location.

Please refer to the City of Ponca City's ordinance for accessory structures.

- ✓ Preserve an existing accessory building when feasible.
- ✓ Preserve the character-defining features such as original wall surface material, roof materials, roof form, historic windows, historic doors and architectural details.

Paint Color

Paint colors do not require a COA for painting dwellings and accessory buildings in a designed local historic distict or a designed local landmark. However, color is a vital element of a historic neighborhood atmosphere. While a well implemented paint color can enhance and alter the overall appearance of a building, the treatment of a showy paint color can overwhelm the historic neighborhood. For this reason, it is important for paint colors to harmonize with the surrounding area. Paint color is highly visible and can be expensive, so select the appropriate paint color carefully. However, paint color is reversable. In addition, when painting a building, it is important to consider the style of building and what paint colors were traditionally used for a certain style. For instance, Craftsman style houses were not commonly painted with colorful colors whereas Queen Anne style houses did exhibit more colorful paint. If a property owner is unsure about the color they are considering the Development Services Department or the HPAP will provide property owners with advice.

Design Guidelines For Site Elements and Design

- **Site Elements**
- **Topographic Features**
- **Historic Infrastructure**
  - Streetscape
- **Lighting**
- **Fences**
- **Swimming Pools**
- **Utilities**

Design Guidelines For Site Elements and Features

Site Elements

Policy:
Maintaining and repairing historic site elements when feasible is preferred over replacing those elements.

New site elements shall harmonize, not detract from, historic site elements, the character of the historic building, or structure they serve, and the surrounding area.

The historic infrastructure of the Ponca City community includes various site elements that help to represent the overall character of the area. These site elements include, but are not limited to: topography, streetscape, sidewalks, curbs, hitching post and rings, and utilities.

With proper maintenance, historic site elements can last for centuries. Routine maintenance of streets, sidewalks, curbing, and other site elements is vital to prevent deterioration.

Topographic Features

Topographic features refer to the surface of the land and any natural features of the land. Some areas of the land of the historic districts may be at a higher level than other sections or the land may slope in some areas. The topographic features of the Ponca City historic areas help define the distinctive character of the area. Altering the topographic features, such as through the installation of a privacy wall, or retaining wall, interrupts the visual continuity of the historic setting and detracts from the character of the area.

APPROPRIATE TREATMENT FOR TOPOGRAPHY

- ✓ New construction shall match the historic topography of the surrounding property lots established along the sector frontage.
- ✓ New site elements shall function with, rather than alter, character-defining topography when possible.
- ✓ Reduce alterations in topography developing from new elements, such as walkways, driveways, through appropriate design and siting.
- ✓ Preserve and maintain natural landforms and designed grades.
- ✓ Maintain the established property lot to help prevent erosion.

INAPPROPRIATE TREATMENT FOR TOPOGRAPHY

- ⊗ Historic topography shall not be altered by the alteration of the natural lot level or by the alterations of character –defining features that help characterize the public right-of-way.
- ⊗ New construction shall not excavate raised lots to accommodate added building height or an extra level for construction.

Historic Infrastructure

Policy:

Maintain the existing system to safeguard continuing the residential use of properties within the historic districts. Promote compatible re-use corridors that are no longer in operation, and maintain a pedestrian oriented public area that is harmonious with the historic setting and respects the integrity of the historic infrastructure.

Infrastructure is the term used to define the essential physical structures that supported the functional operations of the different uses in Ponca City's historic districts.

The general character and form of the historic areas of Ponca City is established by the configuration of a public area network of streets and sidewalks. Usually, buildings are deemed the character-defining feature of an area, a building's location, design and configuration are defined by the system infrastructure they served and having been served by (street, sidewalk, alleyway, etc.). An infrastructure system unites sites and buildings to one another within the historic districts, establishing the overall spatial association that expresses the character of the area as a whole. Every element of infrastructure, its function, materials, location, and dimensions performs a part in creating this combined character of many historic districts of the Ponca City Community.

Streetscape

Policy:

Retain the traditional character of the streetscape. The streetscape design shall not convey a false sense of history.

Original brick streets shall be preserved and maintained

The following guidelines identify the development pattern and function of the character of existing streets within the Ponca City's historic areas. Historic street plans contribute to the unique character of the community and shall be preserved. Street plans shape the method in which primary buildings are sited and they determine the way a secondary building or structure and landscape elements may appear on the site. These guidelines provide assistance on how to retain and reinforce this character of the historic areas. Streetscape includes features such as street furnishings (benches, trash receptors, and lighting), hitching posts, hitching rings, mounting blocks, mounting rings, historic markers and historic sites.

Bricks streets in Gateway Historic District

Hitching ring block and post located in the Gateway Historic District

APPROPRIATE TREATMENT FOR STREETSCAPE

- ✓ Streetscapes shall signify their residential heritage, while creating new designs that reflect the current time and still harmonize with the existing surroundings.
- ✓ Retain historic relationship between buildings, landscape features and open spaces.
- ✓ Preserve and maintain natural landforms, designed grades, and retaining walls.
- ✓ Preserve existing street width and location, including existing alleyways.
- ✓ Retain and maintain curbs, and sidewalks.
- ✓ Preserve and maintain existing mounting blocks, hitching posts, and hitching rings.
- ✓ Maintain and preserve original historic street paving materials when feasible.
- ✓ New streetscape improvements shall draw upon materials utilized traditionally.
- ✓ Improvements shall present a sense of continuity in design.

- ✓ On the streets, or sidewalks, where historic paving materials are not present, traditional concrete street materials are appropriate.

- ✓ Replacement of historic paving materials will be considered, only if evidence is provided that the materials are too deteriorated to repair. If the use of historic materials is not technically or economically feasible, a compatible substitute material will be considered.

- ✓ Reconfiguring of public right-of-way to create infrastructure to further pedestrian or other transportation methods are appropriate as long as the historic features are not eliminated, the visual corridor is not interrupted, and the spatial relationships of the district are not affected.

- ✓ New or replacement street furnishings such as street furniture and street lights shall be compatible with the character of the historic district in terms of design, location, materials, scale, and color.

- ✓ A uniform style of streetlights and street furniture shall be utilized.

- ✓ Street furniture (benches, and trash receptors,) shall be placed at pedestrian route intersections, and outdoor gathering areas.

- ✓ Street furnishings (benches, trash receptors, and tree grates) shall be simple in design, of metal material and compatible with the character of the surrounding area and when historic furnishings do not exist.

- ✓ Preserve historic street lighting in place and maintain through regular cleaning and repair as needed.

- ✓ Use appropriately scaled lighting for pedestrian walkways.

- ✓ Install safety lighting or motion sensors that turn lights on and off automatically when safety or security is a concern. These fixtures shall be located as discreetly as possible on historic buildings or structures and avoid adding more fixtures than necessary.

INAPPROPRIATE TREATMENT FOR STREETSCAPE

- ⊗ Any changes to the streetscape shall not convey a false sense of history.
- ⊗ It is inappropriate to plant new landscaping where it will conceal the character defining features of the building or site.
- ⊗ It is inappropriate to pave the lawn area between the sidewalk and street.
- ⊗ It is inappropriate to plant grass in the existing alleyways.
- ⊗ It is inappropriate to install any new building or structure, streetscape or landscape feature that is out scale or inappropriate character to the surrounding historic area.
- ⊗ New buildings or structures shall not interrupt the views or access of the street corridor.
- ⊗ It is inappropriate to park or store motor vehicles and recreational vehicles in the front yard and side yard unless the vehicle is parked on a permanent hard surface area continuous and contiguous to an existing driveway.
- ⊗ It is inappropriate for a parked vehicle to extend into the public right-of-way.
- ⊗ It is inappropriate for a parked vehicle to encroach upon the corner sight triangle.
- ⊗ It is inappropriate to park or store any vehicle on grass, dirt or similar unpaved surface located in the front yard and side yard of any residence.

Lighting

Proper lighting is important to residents of historic districts because it increases

Policy:

Historic light fixtures shall be preserved when feasible. When historic light fixtures cannot be repaired, replace with appropriate style based on the historic fixture and architectural style of the dwelling. A light fixture for a Craftsman style dwelling would not be appropriate for a Colonial Revival or a Queen Anne style house.

architetectural character and may enhance the landscape while creating a theme in the landscape. However, if exterior lighting is utilized inappropriately, it can detract from or excessively emphasize a building or site.

Exterior lighting will be evaulated in terms of design, compatibility, use, size, scale, location, level and angle of illumination. It is recommended to use warm-spectrum (white) light sources and unobtrusive fixtures. Review of replacement or new exterior lighting may require a scaled drawing and plot plan indicating placement. A sample of the light fixture is recommended to present to the HPAP.

Porch lights found in the Gateway and Whitworth Historic Districts

Street light located in the Gateway Historic District

APPROPRIATE TREATMENT FOR LIGHTING

- ✓ Light fixtures shall be compatible with the building and site in terms of design, materials, use, size, scale, location, and level and angle of illumination.
- ✓ Preserve historic light fixtures when feasible.
- ✓ If necessary, replacement light fixtures shall be based on historic light fixtures and compatible with the architectural style of the building.
- ✓ The use of low-level lighting is appropriate, especially in areas along the private-public edge of the property.

- ✓ Light fixtures shall be located in strategic locations on the dwellings or landscape to create a subtle and inviting ambience.
- ✓ It is appropriate to introduce lighting levels that provide adequate safety, yet do not detract from or overly emphasize the building or site.
- ✓ Solar lighting to highlight sidewalks or walkways are appropriate.

INAPPROPRIATE TREATMENT FOR LIGHTING

- ✓ It is inappropriate to place light fixtures in areas that will obscure or damage character-defining architectural or landscape features.
- ✓ It is inappropriate to replace historic light fixtures when they exist, when fixtures can be repaired.
- ✓ It is inappropriate to remove historic light fixtures that would alter the historic character and integrity of a building or landscape.

Fences

Policy:

Historic fencing shall be preserved when feasible. In addition, new fencing shall be compatible with the characteristics of the district.

Metal and wood fences for the most part, define property boundaries. Fences contribute to the overall fabric of the historic area.

Wrought iron fences and wood fences were utilized early in residential neighborhoods. Some wrought iron fences and gates exhibited decorative detailing and design. Wood fences were generally picket style and the vertical slats were set apart, with spaces between. Wrought iron and wood fences generally had an overall height of four feet or less in the front yard.

Where such fences survive, they shall be preserved. If fencing is beyond repair, replacement with a fence similar in character to that of the original shall be installed.

New fencing shall harmonize with the existing character of the surrounding area and not conflict. Chain link and vinyl fences are not allowed for the front and side yard when in view of the public right-of-way and shall be avoided.

Examples of appropriate fencing:

APPROPRIATE TREATMENT FOR FENCES

- ✓ Preserve and retain original fences.
- ✓ Replace only those portions that have deteriorated beyond repair.
- ✓ Fences beyond repair shall be replaced with a fence similar in character to that of the original fences seen in the district.
- ✓ Replacement fences shall be similar in scale to those seen historically in the district.
- ✓ New fences shall be in character with those seen historically in the district.
- ✓ Modern interpretations of traditional fences shall be compatible with the historic character of the district.
- ✓ Fences that define the front and are in view of public right-of-way shall be low to the ground; four feet in height or less; pickets shall be four inches wide and spacing between pickets shall be three inches. Fences at the rear or side and out of sight from public right-of-way shall be no taller than eight feet in height.
- ✓ Fences shall have transparent elements such as wood picket or wrought iron, allowing views into the yard from the street.
- ✓ Avoid chain link fences unless chain link fencing was historically used in the district.

INAPPROPRIATE TREATMENT FOR FENCES

- ✓ A solid fence with no spacing between the boards in a front yard or in the view of public right-of-way is not allowed.
- ✓ Avoid the removal of the fence when a fence can be repaired.
- ✓ Avoid chain link fences.

Swimming Pools

Policy:
Swimming pools shall not be obstructive to the historic district.

Swimming pools are a landscape feature usually associated with modern periods of landscape design. While swimming pools would not have been found in historic landscapes associated within a historic district or area, they may be added if care is taken to prevent them from becoming a prominent feature.

APPROPRIATE TREATMENT FOR SWIMMING POOLS

- ✓ Pools shall be placed to the rear of the property.
- ✓ Pools shall be visually screened from the street by appropriate fences and plantings
- ✓ Buildings and structures associated with a swimming pool shall follow requirements for new construction set forth in the guidelines.
- ✓ The pool shall not be placed in front or side yards.

Utilities

Policy:

When adding new mechanical and electrical equipment to historic resources, it is vital to prevent damage to the historic building elements or significant landscape features.

Through the twentieth and twenty-first centuries, technology has changed quickly. Compared to the present, historic buildings were constructed with minimal utilities, electrical, plumbing, and heating/air conditioning. Through the years, as technology progressed, modern conveniences were added and incorporated into historic buildings.

Utility service boxes, gas meters telecommunication devices, cables and conduits are among the assortment of equipment that may be attached to a building that can affect the character of the historic area. Trash and recycling storage areas also are areas of concern. To the highest extent feasible, these devices shall be screened from public view.

APPROPRIATE TREATMENT FOR UTILITIES

- ✓ Locate utilities, mechanical equipment, and associated structures in secondary and tertiary zones of visual concern and shield from public view with privacy walls, vegetation or other means, in keeping with the character of the historic area. Heating and air conditioning units (HVAC) shall be sited in areas that will require the least possible alteration to the plan, structure, materials, and appearance of the building. Preferable location for HVAC units is the backyard of the property.

- ✓ Locate utility connections and vents through walls, roofs, or foundations on secondary or tertiary areas of visual concern where they are not visible from public view.

- ✓ If allowed by the utility company, paint meter boxes, vents, other utility connections in colors that blend with the historic building and screen from public view.

- ✓ Install utility services (electric, gas, cables, and telephone wires) underground when feasible to eliminate overhead lines and poles. Bore utilities under streets, sidewalks, and other landscape features in the historic district to avoid damage to historic landscapes and their elements.

- ✓ Trash and recycling bins shall be stored in an enclosed space in secondary and tertiary zones of visual concern and shielded from public view.

INAPPROPRIATE TREATMENT FOR UTILITIES

- ⊗ It is inappropriate to install window air conditioning units in the primary area of public view.
- ⊗ It is inappropriate to install satellite dishes of any size in the public view.
- ⊗ It is inappropriate to locate utilities, mechanical equipment, trash or recycling bins and associated structures in the public view or on the primary façade of a building.

Examples of inappropriate satellite dish, window air conditioning unit, and utility meters on façades

Design Guidelines For Handicap Access

- Handicap Access
- Handrails

Design Guidelines For Handicap Access

Handicap Access

Policy:

Property owners shall address accessibility issues while preserving the integrity of the character-defining features of buildings and sites.

The majority of historic buildings and sidewalks were not designed to be accessible to people with disabilities. Appropriate siting and design of accessibility features, such as wheelchair ramps, can minimize the possible visual impacts to historic buildings and the historic district while offering safe and accessible paths.

Where it pertains, property owners of historic properties shall comply to the greatest level feasible with appropriate handicap access provisions.

Handicap access ramp installed on the side elevation

Ramps or other accessibility-related installations should be unobtrusive and located on the back or side elevations. If a ramp is required to be on the primary or highly visible façade of a building or addition, it shall be designed to be as unobtrusive as possible.

APPROPRIATE TREATMENT FOR HANDICAP ACCESS

- ✓ Designing an accessibility solution that does not modify the historic characteristics of a building.
- ✓ Prior to starting accessibility code-required work, identify a historic building's character-defining features, spaces, and finishes so that the work will not cause damage or loss.
- ✓ Minimize negative consequences on the historic character or materials of a building and site when making alterations to historic properties for improved access for persons with disabilities.
- ✓ Preserve significant historic features, while providing a barrier-free access that encourages independence for the disabled to the highest degree feasible.
- ✓ When feasible utilize a discretely-located addition, as a means of providing accessibility.
- ✓ When feasible, incorporate minor changes in grade to modify sidewalk or walkway elevation to provide an accessible entry.
- ✓ Ramps and lifts shall be designed to harmonize with the historic character of the building and be visually unobtrusive, in particular when visible by public right-of-way.
- ✓ When feasible screen ramps, lifts, or other features related to handicap access shall use appropriate landscape materials.
- ✓ Install new handicap access curb cuts in historic sidewalks to be uniform with the existing sidewalk color and texture while minimizing any damage to the historic sidewalk.
- ✓ New elevators shall be enclosed by an additional structure compatible with the design of the building.

INAPPROPRIATE TREATMENT FOR HANDICAP ACCESS

- ⊗ It is inappropriate to construct an addition to a house to accommodate an elevator on the primary façade of a building; rear elevations would be more appropriate.

- ⊗ It is inappropriate to modify a building for handicap access that will compromise the historic character of a building.

Handrails

Policy:

To avoid conveying a false sense of history, a handrail shall be of simple design and have as little an impact on the historic resource as feasible.

Handrails installed on a historic house located in the Gateway Historic District

APPROPRIATE TREATMENT FOR HANDRAILS

- ✓ Metal is the appropriate material for handrails on an industrial style building. Wood handrails are more appropriate for residential style buildings.
- ✓ To minimize the visual impact, handrails shall appear predominantly transparent in their design.
- ✓ Preserve the historic handrails when feasible.
- ✓ When current building codes require a higher railing height, design a second handrail above the historic handrail to accomplish a larger overall height without altering the appearance of the historic handrail.
- ✓ The new handrail shall be visually secondary to the historic handrail.
- ✓ Handrails shall be simple in design.

INAPPROPRIATE TREATMENT FOR HANDRAILS

- ⊗ Damage to significant architectural features and materials to install handrails is inappropriate.

Design Guidelines For New Construction And Additions To Existing Buildings

- **New Construction**
  - Mass and Building Footprint
  - Height
  - Width
  - Scale
  - Building and Roof Form
  - Orientation
  - Rhythm and Setback
  - Solid-to-Void
  - Materials
  - Porches, Porticos, and Stoops
  - Windows and Doors
  - New Accessory Buildings

- **Additions**

Design Guidelines for New Construction and Additions to Existing Buildings

New Construction

Policy:

Creative solutions that are compatible with the historic character of the neighborhood are strongly recommended, while designs that seek to contrast with the existing context simply for the sake of being different are not recommended. This policy will help to protect the established character of the district, while also allowing new, compatible design.

To construct a new building in a historic district or area requires sympathetic thought. It is vital to understand that while the historic district conveys a particular sense of time and place associated with its history, it also remains vibrant, with alterations to existing buildings and construction of new buildings occurring over time.

New construction in a historic district shall be in a method that supports the fundamental visual characteristics of the district. However, it does not necessitate new buildings should look old. It is usually discouraged to construct new buildings, which imitate historic styles found in the historic district. Architectural historians would rather be able to examine the evolution of the street and district, distinguishing the visible age of individual buildings by their style and method of construction. The age of a building is deduced by its style and categorizing a building in its style in relative chronological order. The capability to interpret the history of a district or street is muddled if new buildings are designed to replicate historic styles.

A new building should convey the basic characteristics of the district, while expressing the current design trends. This may be accomplished by utilizing the fundamental methods of a building that comprise a part of the character of a historic district. Such methods are setback, orientation, size, scale, rhythm, directional emphasis, materials, and building elements. When these design methods are arranged in a new building to be comparable to other buildings seen traditionally in the district, the results are visual harmony.

It is achievable to be compatible with the historic context of the historic district while creating a design that is noticeable as being of newer construction and this is

achieved by the fundamental design methods more so than the details of individual architectural styles.

- ✓ New construction shall preserve the cohesive ambiance of the existing buildings and surrounding areas in the district with compatible, sympathetic, and contemporary construction.
- ✓ New construction shall be compatible contemporary designs reflective of the time that are not visually overwhelming.

Mass and Building Footprint

New construction in residential and commercial areas that is visible from the public right-of-way shall correlate in mass and footprint to the majority of the existing buildings in the surrounding area.

- ✓ New construction in the historic district (residential area) shall correlate in building mass and footprint to the surrounding buildings.

Height

Similarity in building height contributes to the visual harmony of a historic district. The height of new construction shall be compatible with existing buildings in the district and shall not vary from the average height of adjacent buildings and shall not be in conflict with existing buildings in the surrounding streetscape. Existing residential building in the district is typically no more than two-and-half stories in height, while commercial buildings are on average two stories in height.

- ✓ The new construction height shall follow the average height of the majority of existing buildings in the surrounding streetscape.

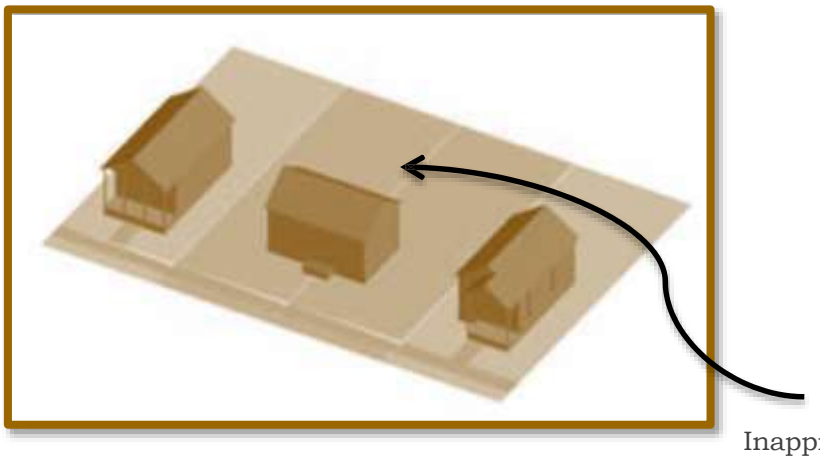
Appropriate – Buildings with similar height mass/height

Inappropriate – Building with unacceptable mass/height

Width

In order to retain a sense of visual harmony in the district, new buildings shall be similar in size to that of the existing buildings in the surrounding area. A sense of rhythm was established in the district by existing buildings being constructed in similar width to neighboring buildings and usually in proportion to the lot size. This created a relatively uniform scale for the district. New construction shall be proportional to the width of the lot and shall not be in conflict with the surrounding buildings.

- ✓ The new construction width shall follow the average width of the majority of existing buildings in the surrounding streetscape.
- ✓ New construction shall be designed to be proportional to the width of the lot.



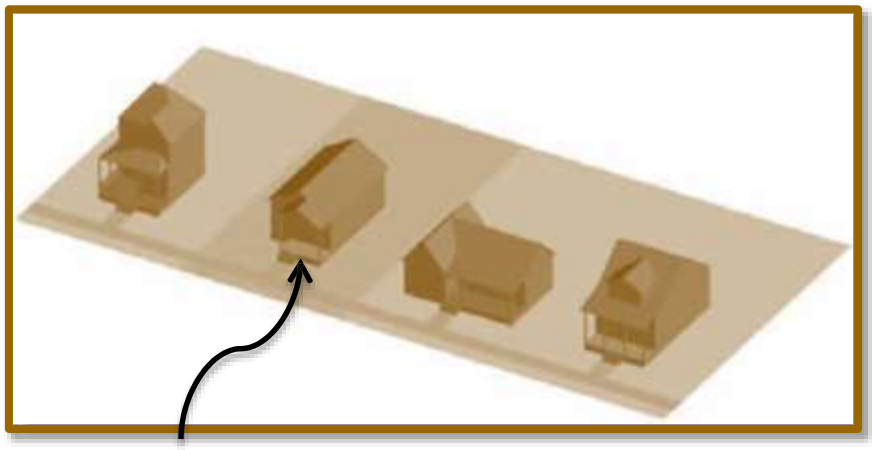
Inappropriate width on lot placement

Appropriate width on lot placement

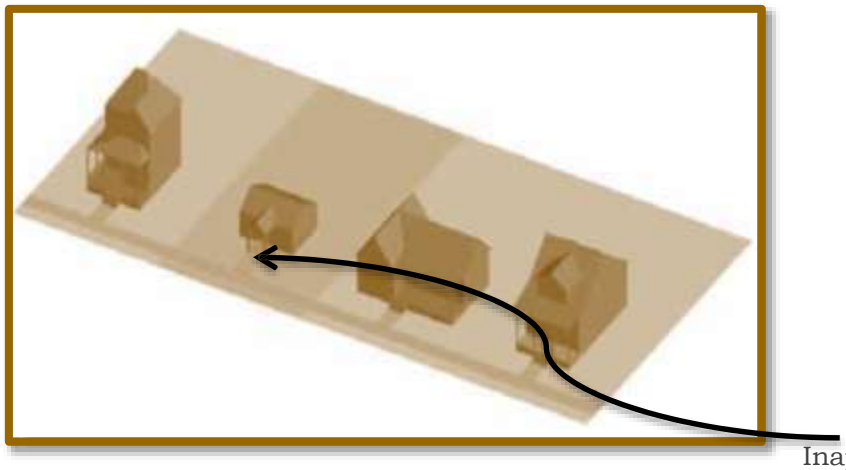
Scale

Scale is defined as the relationship of the size of the building to neighboring buildings and of a building to its site. The scale may also be defined as the relationship between the size of a building and people. Buildings are said to have a human scale when the building and its details are visible from the sidewalk. The scale of a building can be produced by the height and width and the relationship between the size of a building and the size of a person. The scale of a building becomes massive when the building overwhelms a pedestrian. For instance, a two-story house with a one-story porch is more human in scale than a two-story house with a two-story portico which is massive in scale to a pedestrian.

- ✓ New construction shall emphasize scale and character of the surrounding district. A visual harmony of scale may be achieved by incorporating elements such as porches, porticos, stoops, and decorative details.



Appropriate Scale



Inappropriate Scale

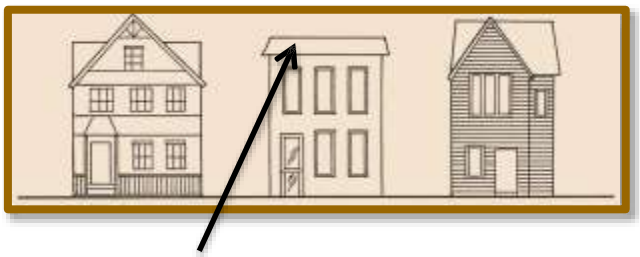
Building and Roof Form

Visual harmony can also be established by the similarity of building forms. Building form in the district shall be retained; any new buildings shall have basic roof and building forms that are similar to those seen traditionally. Generally, façade proportions also shall be in harmony with the context.

Within the historic district, roof forms, roof design, roof textures and materials are important features. Typical roof forms are gable, hipped, gambrel as well as combinations of these forms in the residential district. Flat roofs are more common in the commercial corridor. When defining the historic district character, the roof pitch is just as significant as the form. There are a variety of roof materials in the district, including but not limited to, metal, composition shingles, and clay tiles.

- ✓ New construction shall utilize forms that correlate to the majority of existing buildings in the surrounding district.
- ✓ New construction shall follow the average roof types and pitches in the surrounding area of the district.
- ✓ New construction shall utilize traditional roofing materials found in the historic district.

Appropriate roof pitch



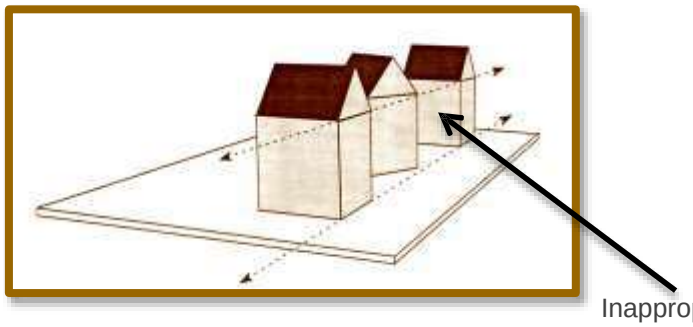
Inappropriate roof pitch and façade proportions

Orientation

Traditionally, for a typical commercial building in the historic district the building's façade is oriented to the street. In the residential district, a dwelling's façade may be oriented to the street or the side yard depending upon its style. The orientation of

buildings establishes a “pedestrian-friendly” rhythm in the district and contributing to the overall fabric of the district contributing to the sense of visual harmony.

- ✓ New construction shall be oriented in a method that is similar to those seen traditionally in the surrounding streetscape.

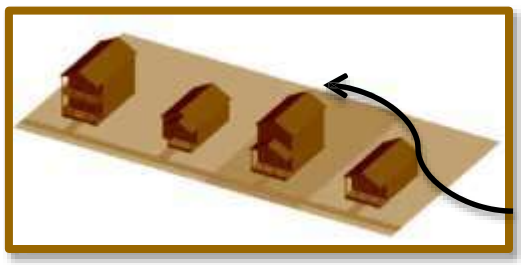


Inappropriate orientation to the street

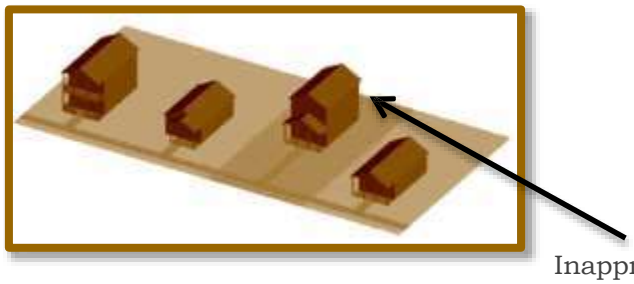
Rhythm of Spacing and Setback

New construction shall match to the rhythm of the historic district. A new building shall follow the spacing and setback patterns established by its surrounding buildings. Setbacks, which are inconsistent with the setback pattern of the existing structures in the neighborhood, are inappropriate.

- ✓ New construction shall follow and match the prevailing spacing and setback distances between buildings and the property line, street or sidewalk patterns of the surrounding buildings in the district.



Appropriate setback

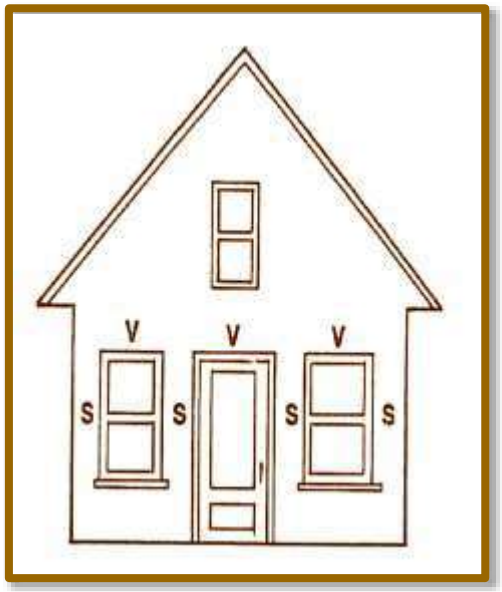


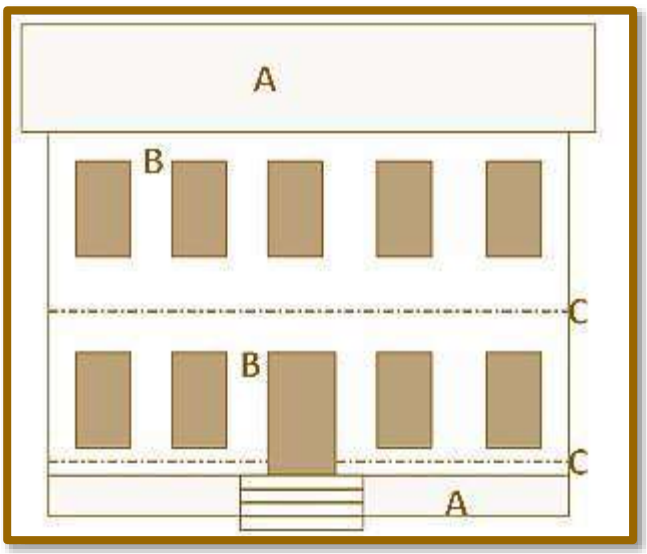
Inappropriate setback

Solid-to-Void Ratio

New buildings shall echo the surrounding existing buildings in the ratio of window and door openings to wall surface, also known as solid-to-void ratio. The existing buildings in the historic district characteristically and commonly have wall surfaces interrupted by window and door openings. Wall surfaces without window and door openings are insensitive to the district surroundings. The proportion and scale of window and door openings shall be compatible with the surrounding existing buildings. The ratio on a new building, the amount of the façade and elevations seen by the public right-of-way, shall be similar to that of existing buildings within the neighborhood.

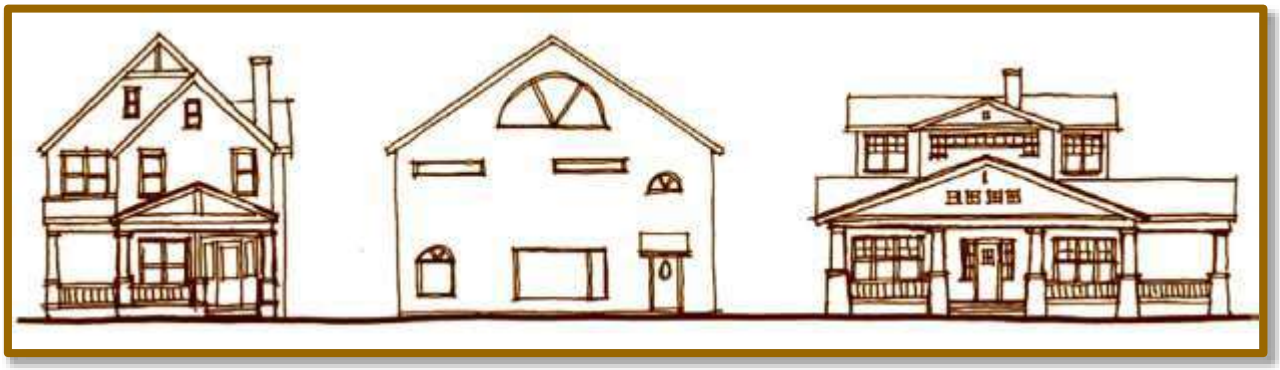
- ✓ New construction shall match the ratio of window and door openings to wall surface of the surrounding building in the district.
- ✓ New construction shall match the size and proportion (ratio of width to height) of window and door openings on the façade and elevations seen from the public right-of way to those of the surrounding buildings.





A: The percentage of the roof and foundation to the facade shall be uniform with surrounding buildings.
B: The overall proportion and relation of window and door openings within the facade shall be uniform with surrounding buildings.
C: The level to level heights and elevation of the first level shall be uniform with surrounding buildings.

The windows and doors in new residential dwellings shall be compatible in size, shape, proportion and location with those of the surrounding area.



The various styles of windows and the door placement is out of character and not compatible with the surrounding dwellings; the center house is inappropriate for the historic district.

Materials

Use materials in new construction that are comparable to those commonly found in the historic districts. Ponca City's residential districts feature, wood siding, wood shingles, brick, stucco, as well as 20th and 21st century building materials (vinyl, aluminum and fiber cement siding). While new materials may be considered, the material shall appear similar to those seen traditionally to establish a sense of visual harmony.

It is important when designing a new building in a district that the shape and pitch of the roof shall reflect the shape and pitch of existing roofs in the surrounding area. In addition, new construction shall follow the overall established pattern of the roof orientation in terms of being front gabled or side-gabled or a combination of both.

- ✓ New construction materials shall be compatible and complement the surrounding buildings in the district.

While vinyl, aluminum and fiber cement siding is found in the district, it would be more appropriate to use traditional materials such as wood siding, wood shingles, brick, stucco (not synthetic stucco) in the design of new construction to reinforce the historic character of the district. Traditional building materials are the preferred materials for new construction.

Porches, Porticos, and Stoops

Several of Ponca City's residential dwellings are defined by their entries. Elements that commonly define entries are porches, porticos, and stoops. There is a considerable diversity in the size, location, and types of these elements and this diversity correlates to the various residential architectural styles. Porches, porticos and stoops are essential elements of the historic districts that shall be retained as these elements contribute to the sense of the character of the street, adding visual significance.

- ✓ New construction design shall consider incorporating porches, porticos, or stoops in the residential district since they are significant elements of the district and contribute to the visual harmony of the district.
- ✓ Porches, porticos, and stoops shall be compatible with those of the surrounding streetscape and not be in conflict.

Inappropriate design – new construction house without the porch interrupts the streetscape rhythm and harmony.

Windows and Doors

Existing buildings (residential dwellings and commercial buildings) located in historic districts have distinctive window and door forms and patterns. Windows and door

design typically relate to the architectural style of a building. The similarity of window and door size and location contributes to a sense of visual harmony along the streetscape. A new building shall retain the basic window and door proportions and placement patterns seen traditionally in the district to retain the sense of visual harmony.

- ✓ New construction shall match the size and proportion (ratio of width to height) of window and door openings on the façade and elevations seen from public right-of- way to those of the surrounding buildings
- ✓ Window types utilized in new construction shall be compatible with those found in the district. Common window types in the district are double-hung or casement. Some window forms are circular in design.
- ✓ New construction shall echo the traditional entrance features of the district such as decorative elements, framing the openings, transoms, and sidelights.

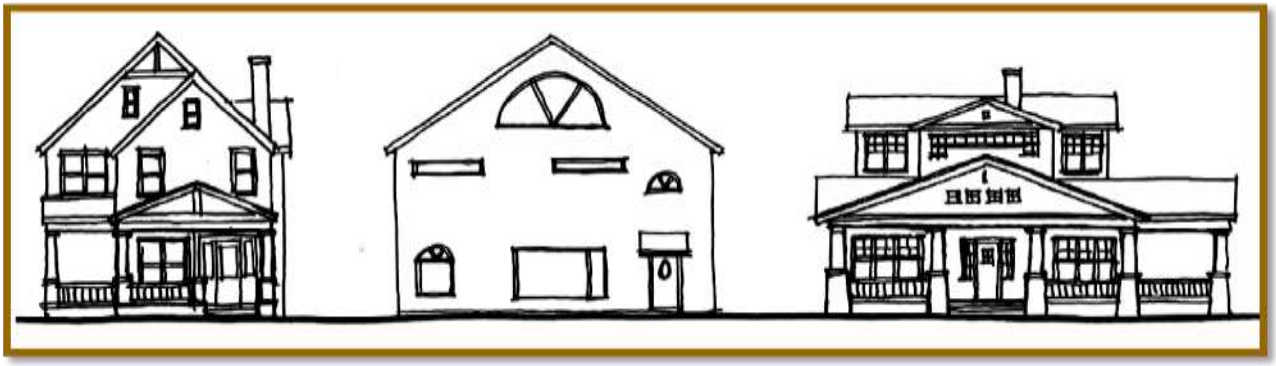
Appropriate and inappropriate window openings

New Accessory Buildings

For a new accessory building that is constructed, the preferred location is to the rear of the lot or to the side, but setback. New construction shall have a similar roof pitch to the existing main building and shall remain subordinate in terms of mass, scale, and height, to the primary building.

- ✓ Locate an accessory building to the rear of the lot.
- ✓ Locate an accessory building to the side of main building if necessary but it shall be set back substantially.
- ✓ Accessory building shall be oriented similar to those seen traditionally in the district.

The windows and doors in new residential dwellings shall be compatible in size, shape, proportion and location with those of the surrounding area.



The various styles of windows and the door placement are out of character and not compatible with the surrounding dwellings; the center house is inappropriate for the historic district.

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It is important when designing a new building in a district that the shape and pitch of the roof shall reflect the shape and pitch of existing roofs in the surrounding area. In addition, new construction shall follow the overall established pattern of the roof orientation in terms of being front gabled or side-gabled or a combination of both.

- ✓ New construction materials shall be compatible and complement the surrounding buildings in the district.

While vinyl, aluminum and fiber cement siding is found in the district, it would be more appropriate to use traditional materials such as wood siding, wood shingles, brick, stucco (not synthetic stucco) in the design of new construction to reinforce the historic character of the district. Traditional building materials are the preferred materials for new construction.

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- ✓ New construction design shall consider incorporating porches, porticos, or stoops in the residential district since they are significant elements of the district and contribute to the visual harmony of the district.
- ✓ Porches, porticos, and stoops shall be compatible with those of the surrounding streetscape and not be in conflict.

Inappropriate design – new construction house without the porch interrupts the streetscape rhythm and harmony.

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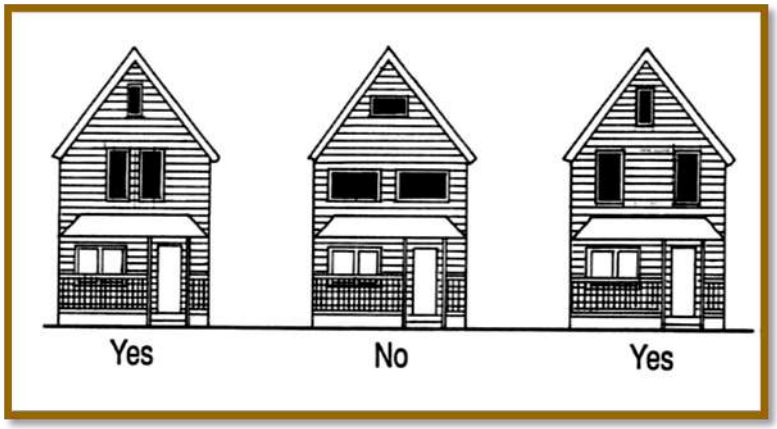
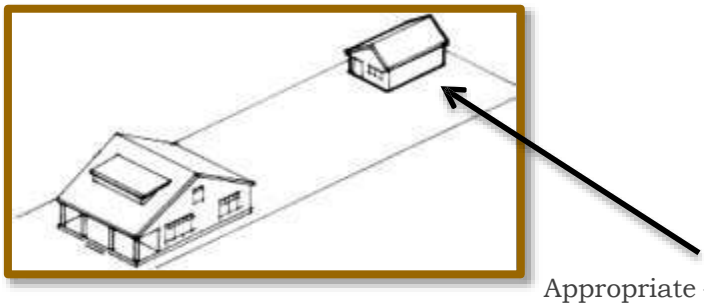


Appropriate and inappropriate window openings

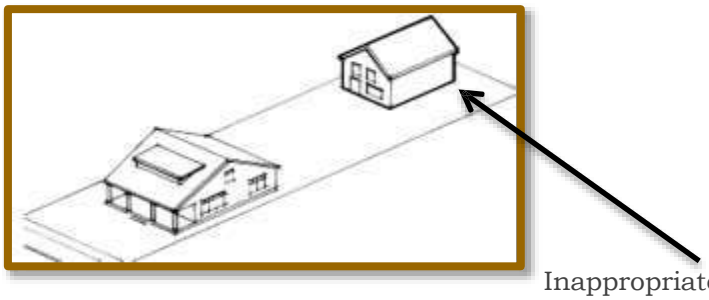
New Accessory Buildings

For a new accessory building that is constructed, the preferred location is to the rear of the lot or to the side, but setback. New construction shall have a similar roof pitch to the existing main building and shall remain subordinate in terms of mass, scale, and height, to the primary building.

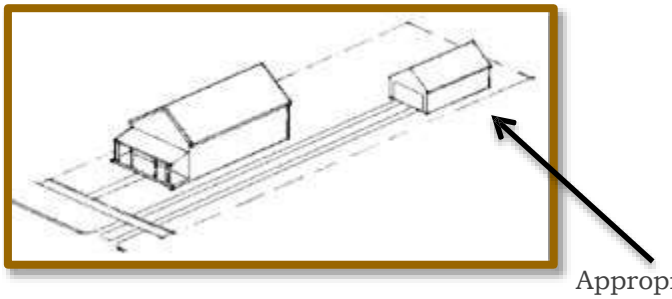
- ✓ Locate an accessory building to the rear of the lot.
- ✓ Locate an accessory building to the side of main building if necessary but it shall be set back substantially.
- ✓ Accessory building shall be oriented similar to those seen traditionally in the district.



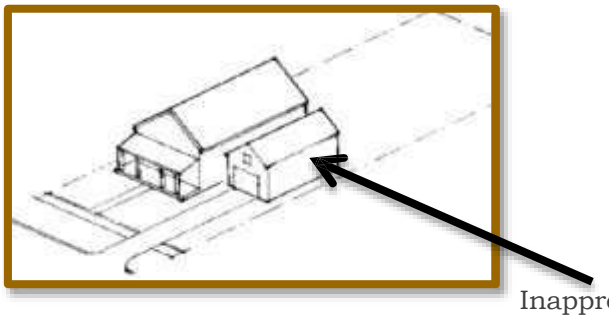
Appropriate – new accessory building is subordinate to the main building in terms of mass, scale and height.



Inappropriate – new accessory building is not compatible with the main building. It overpowers the main building in terms of height and mass.



Appropriate – New garage building is sited as a separate building at the rear of the lot as traditionally sited.



Inappropriate – Avoid attaching a garage or carport to the front area of a main building.

Additions

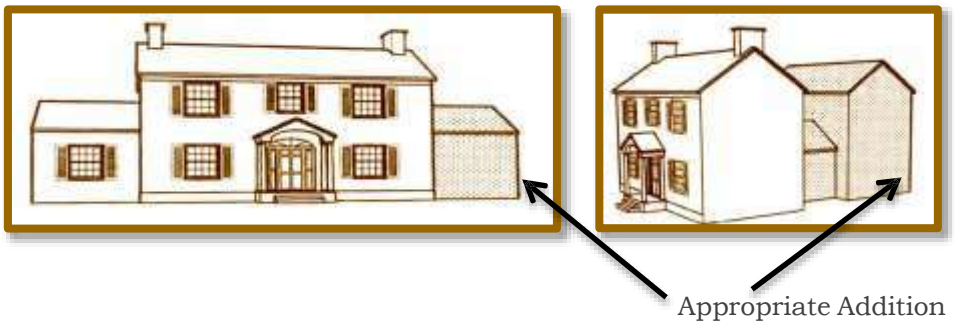
Policy:

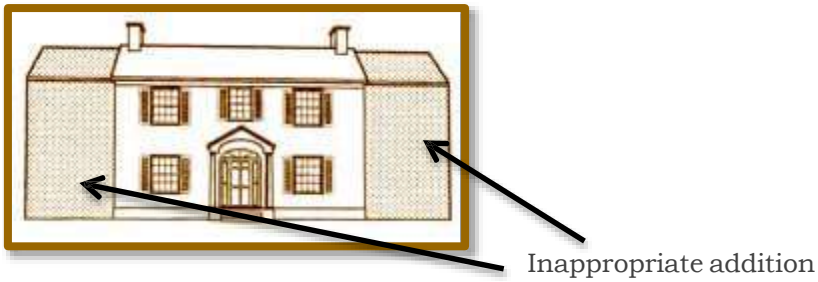
New building additions shall be designed and constructed (with materials, features, proportions, and ornamentation) so that they are compatible with the historic building ***overall***, but with details that are ***different*** so as to signify the work of our present era.

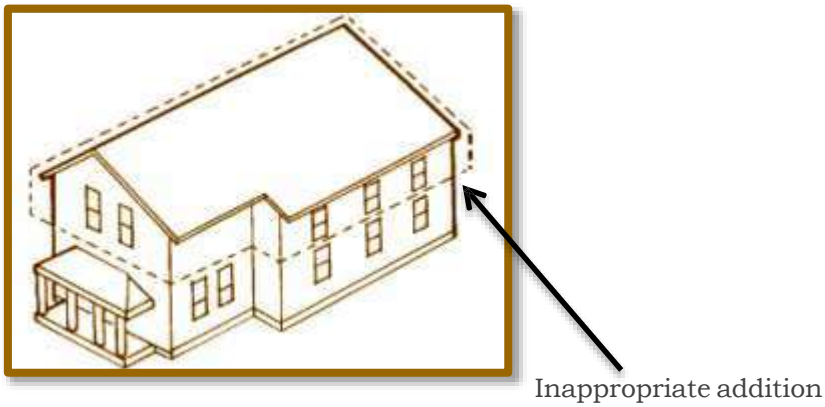
Over time, many existing buildings have experienced additions, as property owners had a need for extra space. In some situations, a property owner would build a wing or small addition of a new bathroom, bedroom or to expand the kitchen.

Typically, an early addition was secondary in scale and character to the main building. Additions were usually located to the rear or side, such that the primary façade continued to be more significant and the height of the addition was commonly positioned below that of the main building. Additions were typically constructed of materials that were very similar to those in use on the existing building.

The practice of adding on to existing buildings in a historic district is expected to continue. However, it is important that new additions be designed in such a method that they preserve the historic character of the primary building. Additions have the capability to make substantial changes to the architectural character of historic buildings. Additions should be considered only after determination that a new use cannot be met without altering significant interior space. New additions shall be added in a way that preserves the character and detailing of the existing building. A new addition does not need to mimic precisely the appearance of the historic building, but a new addition shall not be visually disruptive. The design of a new addition shall be visibly differentiated, so the addition, states an addition and not as part of the existing building.




Inappropriate addition


Inappropriate addition

APPROPRIATE TREATMENT OF ADDITIONS TO EXISTING BUILDINGS

- ✓ Additions shall be located to the rear of the property or on a secondary elevation. Side additions that do not compete with the primary building and are not highly visible from the public right-of-way are acceptable.
- ✓ Additions should be compatible with the original building, but shall be differentiated from the existing building.
- ✓ New additions shall be designed in a method that if removed in the future, the form and integrity of the existing building will not be impaired.
- ✓ Additions shall be smaller in scale than the primary building.
- ✓ Additions shall be kept simple and appropriate in shape, materials, and details.
- ✓ Avoid placing additions on the main façade or on elevations highly visible from the public right-of-way.

INAPPROPRIATE TREATMENT OF ADDITIONS TO EXISTING BUILDINGS

- ✓ Avoid constructing additions that are incompatible with the existing building and cannot be differentiated from the existing building.
- ✓ Avoid additions that are larger in scale than the primary building.
- ✓ Avoid additions that are not simple and inappropriate in shape, materials, and details.
- ✓ Avoid additions that if removed in the future will cause harm or destroy the form and integrity of the existing building.

Design Guidelines For Alternative Energy Sources

- **Windows**
- **Cool Roofs**
- **Solar Power and Wind Power**
- **Water Efficiency**

Design Guidelines for Alternative Energy Sources

Policy:

The installation of new features to improve energy efficiency is appropriate as long as they do not detract from the historic appearance of the property or the district.

New energy saving features shall be placed out of public view and not detract from the historic dwelling or district.

The reversibility of modern energy technology installation will be a vital consideration when determining the appropriateness.

When integrating modern energy technology into a historic structure, maintain the resource's historic integrity and the ability to interpret its historic significance. The utilization of energy-generating technologies, such as solar panels should be the final option considered in an efficiency rehabilitation project. Utilize strategies to reduce energy consumption prior to undertaking an energy generation project. Consider the overall project goals and energy strategies when determining if a specific technology is appropriate for your project.

Prior to executing any energy conservation measures to increase the sustainability of a historic building, the existing energy-efficient characteristics of the building shall be assessed. It is important to understand that the design, materials, size, shape, site orientation, type of construction, surrounding landscape and climate all take part in how historic buildings function.

Historic buildings are one of our most sustainable resources and the preservation of historic resources is equal to sustainability. Historic buildings may function more energy efficient through various treatments and upgrades. However, it is vital new technology and historic buildings function successfully together while retaining the historic integrity of the building and district.

Windows

APPROPRIATE TREATMENT FOR ENERGY EFFICIENT WINDOWS

- ✓ Retrofitting historic windows with high-performace glazing or clear film, when feasbile, and only if the historic character can be maintained.
- ✓ Installing clear, low-emissivity (low-e) film without noticeable color in historically clear windows to reduce solar heat gain.
- ✓ Replacing missing windows with new, energry-efficient windows that are appropriate to the style of other historic windows found in the building and that are also durable, repairable and recyclable.
- ✓ Maintaining existing, reinstalling or installing new historically-appropriate awnings if the building original had awnings installed.
- ✓ Repairing or reopening historically-operable transoms over exterior entrances, when feasible to improve air flow and cross ventilation.
- ✓ It is appropriate to install interior storm windows that match the pane configuration of the historic window.
- ✓ It is appropriate to install exterior storm windows that match the pane configuration of the historic window on rear or side elevations.

INAPPROPRIATE TREATMENT FOR ENERGY EFFICIENT WINDOWS

- ⊗ It is inappropriate to install incompatible or inefficient replacement window units when existing windows can be repaired.
- ⊗ It is inappropriate to install improper fitting storm windows.
- ⊗ It is inappropriate to install storm windows on the façade.
- ⊗ It is inappropriate to remove historic awnings or to install inappropriate awnings.
- ⊗ It is inappropriate to cover or remove existing transoms from entrances.
- ⊗ It is inappropriate to retrofit historically-clear windows with tinted glass or reflective coatings that will negatively impact the historic character of the historic building.

Cool Roofs

APPROPRIATE TREATMENT FOR COOL ROOFS

- ✓ Installing a cool roof on a flat-roof historic building where it will not be visible from the public right-of-way and will not negatively impact the building's historic character and will not detract from the surrounding historic area.
- ✓ Ensuring that a historic building can structurally accommodate the added weight of a cool roof, then appropriately improving the structural capacity, if needed.
- ✓ Ensuring that the roof is water tight and that roof drains, gutters, and downspouts operate properly.
- ✓ Retaining and repairing durable, character-defining historic roofing materials in good condition.

INAPPROPRIATE TREATMENT FOR COOL ROOFS

- ⊗ It is inappropriate to replace a durable, character-defining historic roofing material in good condition with a roofing material perceived as more sustainable.
- ⊗ It is inappropriate to install a cool or green roof that will negatively impact the building's historic character.
- ⊗ It is inappropriate to install a cool roof that is incompatible in material or color with the historic building such as a white shingle roof on a house that historically had a darker color.
- ⊗ It is inappropriate to install a metal roof on a historic house that historically did not have a metal roof.
- ⊗ It is inappropriate to install solar roofing shingles.

Solar Technology and Wind Power

APPROPRIATE TREATMENT FOR SOLAR TECHNOLOGY AND WIND POWER

- ✓ Consider on-site, solar technology only after implementing all appropriate treatments to improve energy efficiency of the historic building, which often have greater life-cycle cost benefit than on-site renewable energy.
- ✓ It is appropriate to analyze whether solar technology can be utilized successfully and will benefit a historic building without comprising its character or the character of the site or the surround historic district.
- ✓ Install solar panels in backyards, as long as the height of the panel and the mounting system combined is less than six feet tall and they are not visible from the public right-of-way and adjacent properties.

INAPPROPRIATE TREATMENT FOR SOLAR TECHNOLOGY AND WIND POWER

- ⊗ It is inappropriate to install solar panels in the front or side yards.
- ⊗ It is inappropriate to install solar panels that can be seen from the pubic right-of-way, or adjacent property or over six feet in height.
- ⊗ It is inappropriate to install any form of wind power or wind turbine in a residential historic district.

Water Efficiency

APPROPRIATE TREATMENT FOR WATER EFFICIENCY

✓ Rain gardens and rain-water collection tanks are features that are appropriate to add to a historic property to improve storm-water management and increase on-site water use if installed in the rear of the property.

INAPPROPRIATE TREATMENT FOR WATER EFFICIENCY

⊗ It is not appropriate to install rain gardens or rain-water collection tanks in the front yard, or in view of the public right-of-way.

Demolition, Relocation, And Mothballing

- **Demolition**
  - Review Criteria for Demolition
  - Guidelines for Demolition
  - Guidelines for Approval of Demolition
- **Relocation of an Existing Building**
  - Review Criteria for Relocation
  - Guidelines for Relocation
- **Mothballing**
  - Guidelines for Mothballing

Design Guidelines for Demolition, Relocation and Mothballing

Demolition

Policy:

Demolition of a building shall only be considered if Alternatives for rehabilitation are not feasible and the loss of a building will not adversely affect the integrity of the district.

The buildings in the historic district are irreplaceable. The quality of the buildings' craftsmanship, design and range of materials is unapproachable by today's conventional, rapid-paced and mass-produced standards. While the designers, builders, and original owners can no longer touch, appreciate, and use the buildings, the historic resources created by them still remain as tangible proof of the culture, heritage, economic, development, and architectural history for the functional and educational benefit of future generations of Ponca City. A demolished building is not only irreplaceable - the historic district loses a component of its fabric and significance.

The demolition of any of the buildings in the historic district compromises an unbroken historic streetscape and diminishes a historically significant development pattern. A domino effect or continual destruction by further demolitions will destroy architectural history with the historic character of the development of the historic district. Additionally, the social and economic history that was influenced by national and local events and trends that shaped the buildings will forever be lost and this loss would be significant. Hence, demolitions pose the greatest threat to the integrity and significance of the historic district. It is vital to protect individual buildings against deterioration, destruction, and demolition for the general welfare of the community.

When a historic building is demolished, not only does it shrink the built environment, but it creates unnecessary waste. Demolition is irreversible; all options for saving a threatened historic resource shall be investigated.

Fires and unforeseen catastrophic events occur, and if a building must be removed for legitimate reasons, then these guidelines will form a basis for a new compatible building for the district (see section New Construction).

Review Criteria for Demolition

The following factors shall be considered in the determination of whether or not to permit demolition, in whole or in part, of an existing building in the historic districts of Ponca City.

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 moving, 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 a relocation of the building would be a practical and preferable alternative to demolition will be taken into consideration.

7. Whether or not the proposed demolition would affect adversely or positively, other historic buildings or the character of a historic district shall be considered.

8. The HPAP will consider the reason for demolishing the building and whether or not alternatives exist.

9. 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.

Guidelines for Demolition

1. It is only advisable to demolish a historic building only after all preferable alternatives have been exhausted.

2. Any building considered for possible demolition shall be documented thoroughly through photographs and measured drawings. This information shall be retained by the City of Ponca City's Development Services Department.

3. If the site is to remain vacant for any length of time, maintain the empty lot in a manner consistent with other open space in the district.

4. It is appropriate to save significant features of a historic building slated for demolition when efforts to relocate it fail. Important items to save may include:
    - windows, doors, and trim,
    - mantels and stairways,
    - columns, and cornices,
    - paneling and decorative wall or ceiling features,
    - decorative interior and exterior wood and metalwork, such as metal ceilings,
    - flooring
    - hardware and light fixtures,
    - heavy timbers, and
    - bricks, stone, and other masonry elements.

5. The salvaged elements for demolished buildings may be used for repair, maintenance, and rehabilitation projects involving similar buildings within the historic districts whenever possible.

Guidelines for Approval of Demolition

Demolition may be approved only if one or more of the following conditions are met.

1. Public safety and welfare requires the removal of a building or structure that is a safety hazard.

2. If a property owner has demonstrated and proven economic hardship, and has been accepted by the Development Services Department and the HPAP and no other financial assistance is available, then the property may be considered for demolition.

3. A written Report of Property Assessment, by a licensed design professional, shall be signed, sealed, and delivered to the City of Ponca City in justification of the proposed demolition action. The Report shall summarize technical and financial alternatives available for preservation and use of the property. In addition to this report, there should be a proposal that details future action on the property lot, such as, if a new building will be constructed with a proposed time frame, or will the property lot remain vacant.

4. Any buildings that have lost their original architectural integrity and no longer contribute to the overall character of the district may be considered for demolition.

Relocation of an Existing Building

Policy:

Preservation of a building in its existing location is preferable to its relocation. Relocation of a building shall only be considered if alternatives for rehabilitation (in original location) are not feasible and the loss of a building will not adversely affect the integrity of the district. When relocation is unavoidable, the building, as well as adjacent buildings must be stabilized to protect significant architectural and structural elements.

The relocation of a historic building to another location from a historic district or to a historic district from another location is seldom the most desirable form of preservation. Many of a building's historic associations come from its physical setting and its relationship to other nearby buildings. The relocation of a building disunites those relationships and preserves only the form of a building.

The relocation of a building has significant implications for neighboring building and landscape areas. Moving a building shall be considered only as a last resort when preservation and rehabilitation of a building in its original location and setting are not possible.

Review Criteria for Relocation

1. The public necessity of the proposed move.

2. The public purpose or interest in land or buildings to be protected.

3. The existing character of the setting of the building or area and its surroundings.

4. Whether or not the proposed relocation would have a detrimental effect on the structural soundness of the building, and whether the proposed location is an appropriate setting for the building.

5. Whether or not the proposed relocation would have a negative or positive effect on other sites or buildings within the historic district.

6. Whether or not the proposed relocation would provide new surroundings that would be compatible with the architectural aspects of the building.

7. Whether or not the proposed relocation is the only practical means of saving the building from demolition.

8. Whether or not the building will be relocated to another site within a historic district.

Guidelines for Relocation

1. Move buildings only after all alternatives to retention have been examined.

2. Seek assistance in documenting the building on its original site before undertaking the move.

3. Photograph the building and site thoroughly.

4. Measure the building to produce an accurate drawing for posterity and research purposes.

5. Thoroughly assess the building's structural condition in order to minimize any damage that might occur during the move.

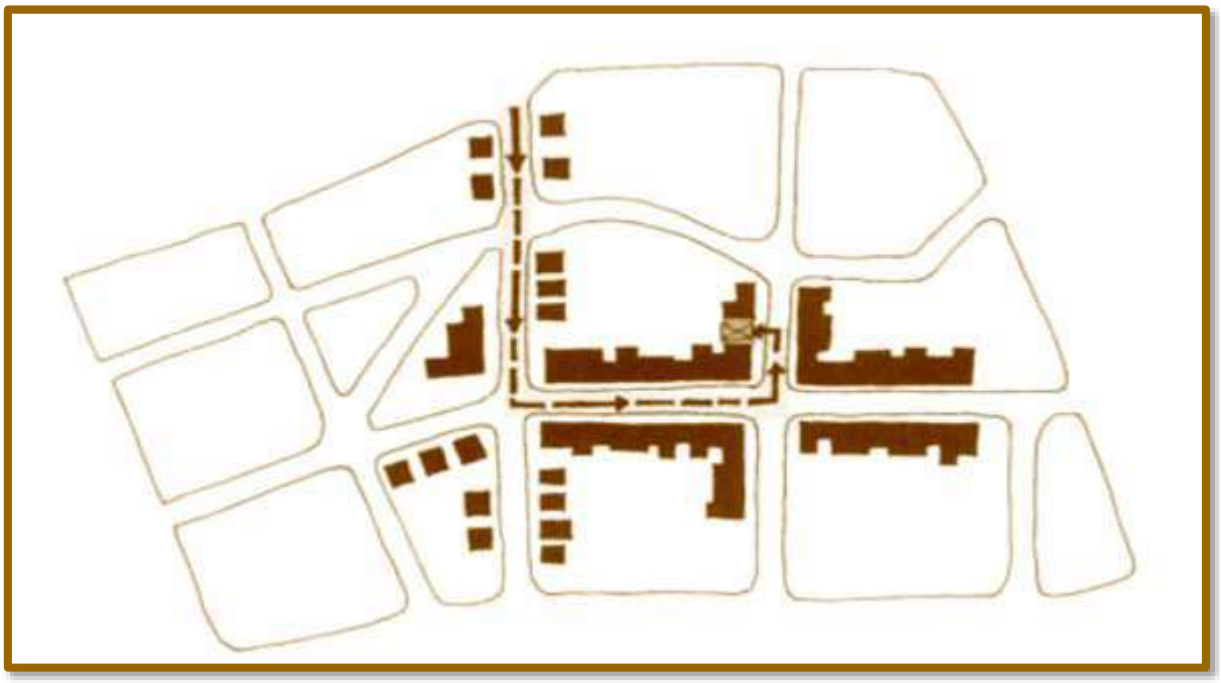
6. Hire a licensed professional building moving contractor experienced in moving historic buildings to undertake the relocation of a historic building.

7. Secure the structure from vandalism and potential weather damage before and after it is moved.

8. Select a setting for a relocated building that is compatible with its character, even if the new site is not included in the historic district.

9. Comply with relevant guidelines governing the siting and design of infill construction when relocating a historic building to another site within the district.

10. Plan the relocation route carefully to:
    - avoid narrow, winding, or steeply inclined roads,
    - comply with height, weight, or size limitations, and
    - identify overhead utilities that might pose clearance problems.



11. Move buildings intact whenever possible. If the structural condition of the building or conditions of the relocation route preclude moving a building as a single unit then partial disassembly into larger workable components is preferable to total disassembly.

12. Protect buildings or building elements from damage during the actual move. This may involve, for instance, the boarding up of doors and windows or the provision of additional bracing to prevent racking (a sideways shifting of structural members, causing structural damage).

13. Contact the Oklahoma State Historic Preservation Office for assistance when considering the relocation of a building that is listed in the National Register of Historic Places.

14. If the site that the relocation building occupies is to remain vacant for any length of time, maintain empty lot in a manner consistent with other open spaces in the district.

15. Once a building has been relocated, make every effort to reestablish its historic orientation.

Mothballing

If a building in a historic district becomes vacant or is abandoned, it shall be secured in order to prevent "demolition by neglect."

Guidelines for Mothballing

1. **Security:** Secure the building against vandalism, break-ins and natural disasters. Apply temporary coverings for windows and door openings in such a manner as to not damage historic features or materials.

2. **Stabilization:** Structurally stabilize the building as needed and provide and maintain a weather-tight roof. Temporary roofing may be installed if needed. Discontinue all utilities and remove all flammable materials and debris from the building. Brace exterior walls of structure if needed.

3. **Ventilation:** Provide adequate ventilation to the interior of the building through the use of vents in the windows and door coverings. It is imperative to maintain the interior air at the same relative air humidity as the ambient outside air.

4. **Pest Control:** The building should be treated to prevent termite infestation and any foundation or eave damage covered with wire screen.

5. **Monitoring:** Periodically monitor the building to insure the effectiveness of the mothballing program.

6. **Vegetation:** Cut back landscaping or remove any bushes, small trees, and vines that will grow into the foundation, damage structural materials or overtake the building. This helps to discourage trespassing.

Appendices

- Glossary
- Preservation Briefs
- Bibliography
- Gateway Historic District
- Whitworth Historic District

Appendices

Glossary

A

Adaptive Re-Use: Recycling an old building for a use other than that for which it was originally intended when constructed. Adaptive re-use may involve a sympathetic rehabilitation that retains much of a building's original fabric or character, or it can involve a more extensive remodeling.

Addition: New construction added to an existing building or structure such as an ell, wing or porch.

Alignment: Alignment is the linear relationship of structures, creating a visual line and a sense of continuity along a streetscape.

Alteration: Any act or process that impacts any exterior architectural feature including construction, reconstruction, or removal of any building, or building element.

Aluminum Siding. Sheet of exterior wall covering fabricated from aluminum to resemble wood siding.

Appropriate. Suitable for, or compatible with, a property, based on accepted standards and techniques for historic preservation.

Arch. A curved structural member used to span an opening; sometimes an arch can be a pointed structural member.

Architectural Conservation: The method of maintaining and/or repairing the materials of a building or structure to lessen or reverse the physical deterioration such as, cleaning, repointing of masonry joints and reattaching any loose elements.

Architectural Style: The total appearance of the architecture of a building comprised of its construction, form, and ornamentation; which may be part of wide-ranging cultural pattern or a unique individual representation.

Architrave: The lowest of the three main sections of a classical entablature, resting directly on the capital of a column.

Asbestos Shingle: Shingles composed of cement reinforced with asbestos fibers, manufactured in various sizes and shapes.

Asbestos Slate: An artificial roofing slate manufactured with asbestos-reinforced cement.

Ashlar: Finished stonework or quarried block often used in the foundation. Ashlar has a smooth or tooled finish and is shaped to have even faces and squared edges.

Asphalt Shingle. Shingles manufactured from saturated roofing felt that is coated with asphalt, with mineral granules on the side that is exposed to weather.

Asymmetrical: Not symmetrical, with the parts not arranged correspondingly identical on both sides of a central axis.

Awning: A roof-like cover of canvas or other lightweight material that extends over a doorway, or window to provide protection from the sun or rain.

B

Bargeboard (also verge board): An ornately trim board used on the edge of gables where the roof extends over the wall; it either conceals the end of rafters or occupies the place of a rafter. Typically found as architectural elements of the Gothic Revival or Queen Anne styles.

Bay: 1) An opening or division along a face of a building, such as a wall with a centered door flanked by two windows is three bays wide. 2) A part of a building defined by vertical divisions such as adjacent columns or piers.

Bay Window: A window projecting from the body of a building.

Belt Course: A continuous horizontal band on an exterior wall, typically of projecting masonry. Also referred to as a "string course" and in some instances marks the water table where the top edge of the basement level of a masonry building is identified.

Bond: The pattern in which masonry, predominantly brickwork, is laid to tie together the thickness of the wall.

Brackett: A decorative support feature located under eaves or overhangs.

C

COA: see Certificate of Appropriateness

Capital: The topmost member, or head, of a column or pilaster. Each classical order (Doric, Ionic, and Corinthian) has its characteristic capital.

Casement: A window in one or two vertical sections which is mounted on hinges and swings open.

Casing: The finished visible framework around a door or window.

Caulking: A soft material compound used to seal joints, cracks, prevent leakage, provide waterproofing, or provide a seal at expansion joints.

Certificate of Appropriateness (COA): An authorization from a local Historic Preservation Commission or preservation commission to alter or demolish a historic property, or property within a designated historic district, or to construct a new building, in a historic district; required by most local historic preservation ordinances; typically part of a defined application and public hearing process, often in conjunction with criteria for determining whether the proposed action is appropriately consistent with the character of the historic district or site.

Chamfer: The grooved surface made when an edge or corner is beveled or cut away, usually at a 45 degree angle.

Cladding: Any exterior wall covering, including masonry.

Clapboard: One of a series of horizontal boards used for siding with a tapered edged, overlapping to cover the exterior walls of framed structures; also called beveled siding and weatherboard.

Column: A vertical structural member or shaft supporting a load, and has both a base and a capital, usually designed to support an entablature of a balcony.

Complex Roof: A roof that is a combination of gable and hipped forms and may be comprised of turrets or towers. Most commonly found in Queen Anne style houses.

Coping: The capping member of a wall or parapet.

Corbelling: Masonry courses that project out farther from the one below in a series of steps from a wall or chimney.

Corner Board: A corner board is a narrow vertical board placed on corners of buildings to terminate the wooden clapboards.

Cornice: The uppermost section of an entablature or a decorative treatment of the eaves of a roof. Cornices can be crafted of brick, corbelled masonry, tile, terra cotta, metal or similar materials.

Course: A horizontal row of bricks, stones, or other masonry units.

Cross-gable: A gable which is set parallel to the ridge of the roof.

D

Deck: A roofless porch, usually located at the rear of a building.

Demolition by Neglect: A prolonged lack of significant maintenance results in "demolition by neglect." The preventable demise of a historic building due to deliberate lack of maintenance.

Dentil: A series of closely spaced rectangular blocks resembling teeth, set in a horizontal row, used as an ornamental element forming a molding; mostly commonly found just below the cornice.

Dormer: A structure projecting from a sloping roof, most commonly housing a vertical window with its own roof; may also contain a ventilating louver.

Double- hung window: A window having two sashes; both upper and lower sashes which move up and down in vertical grooves one in front of the other.

Downspout: A vertical pipe that carries water from the roof gutters to the ground.

E

Eaves: The projecting overhang at the lower edge of a roof.

Easement: A deed restriction on a piece of property granting rights to others to use the property; might include restrictions for use or development on the property.

Elevation: Any of the external faces of a building.

Ell: A wing or extension of a building, usually a rear addition.

Entablature: The horizontal substructure composed of an architrave immediately above the columns, central frieze, and upper projecting cornice, consisting of a series of moldings.

F

Façade: The front face or elevation of a building.

Fanlight: A semicircular or fan-shaped window with radiating muntins suggesting a fan; usually found over entrance doors.

Fascia: A projecting flat horizontal member or molding with normal thickness.

Fence: A structural barrier comprised of wood, iron, or other metals used to define, separate or enclose areas such as yards, gardens, fields, and cemeteries.

Fenestration: The arrangement and design of windows and other exterior openings in a building.

Finial: An ornamental element at the top of a spire, pinnacle, gable, turret or other architectural feature.

Fish scale: An overlapping semicircular pattern in woodwork that resembles the scales of fish.

Flashing: Thin metal sheets used to make the intersections of roof planes and roof/wall joints waterproof.

Footprint: The outline of a building's ground plan from a top view; a projected area of a building on a horizontal surface.

Foundation: The lowest section of a building that supports the loads from the superstructure above directly to the earth.

Frame construction/building. A building constructed with wood frame rather than masonry.

Frieze: A horizontal band or panel that is usually found below the cornice and often decorated with sculpture in low relief.

Front-gabled: A building that has a gable on its façade.

G

Gable: The triangular end of a wall, located above the eaves. The top of the gable corresponds to the slope of the roof which it abuts against. The gable can be stepped or curved in a scroll shape design.

Gable roof: A roof having a gable at one or both ends; a pitched roof with one downward slope on either side of a central, horizontal ridge.

Gambrel roof: A roof having two pitches or double slope on each side.

Garage: A building attached or detached where motor vehicles are kept.

Gazebo: A small structure that is usually octagonal in plan with a steeply pitched roof that is topped by a finial. The sides of the structure are usually left open. Usually found in a garden or yard.

Ghost mark: An outline that shows earlier construction that was removed such as, outlines created by missing windows, doors, plaster, pilasters, and patched holes showing the parts of the building that were demolished.

Gingerbread: The highly decorative wood-work applied to a Victorian-era style house, such as a Queen Anne.

Green Space: Space that is planted with grass, plants, shrubs or trees. Sometimes, this land is set aside and cannot be built on.

H

HPAP: see historic preservation commission

Half-timbering: A framework of heavy timbers in which the walls between timbers are filled in with plaster or brick.

Header: A brick laid with the short side exposed, as opposed to a "stretcher."

Hipped roof: A roof with slopes on all four sides meeting at a ridge or at a single point.

Historic Preservation Advisory Panel (HPAP): The historic preservation advisory panel is a seven-member body composed of Ponca City residents appointed by the Mayor with approval from the city council for three-year terms.

Hood molding: A projecting molding above an arch, doorway, or window.

I

Infill building: New construction where there had been an open lot prior; applies to new construction, such as a new building built in a clock or row of existing buildings.

In-kind: In-kind is a term used to denote replacement which replicates the original element.

Inappropriate. Changes or alterations not suitable for, or compatible with, a property, based on accepted standards and techniques for historic preservation.

Integrity: Authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period.

K

Keystone: The wedge-shaped tone found at the center of an arch.

L

Light: A section of window; single pane of glass.

Lintel: A horizontal beam over an opening carrying the weight of the wall.

Louver: A small opening, usually with wood slates, used for ventilating attics or other spaces.

M

Masonry: Brick, block or stone that is secured with mortar.

Massing: A term used to define the overall volume of a building.

Materials: The quality of integrity applying to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

Mortar: A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.

Mothballing: When all means of finding a productive use for a historic building have been exhausted or when funds are not currently available to put a deteriorating structure into a useable condition, it may be necessary to close up the building temporarily to protect it from the weather as well as to secure it from vandalism.

Mullion: A heavy vertical divider between windows or doors.

Muntin: A secondary, thin framing member to divide and hold the panes of a glass in a window.

N

NPS: see National Park Service

NRHP: see National Register of Historic Places

National Park Service (NPS): A bureau of the U.S. Department of the Interior whose purview includes the historic and cultural resources in the National Park system and the National Historic Preservation Programs.

National Register of Historic Places (NRHP): The official federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering and culture.

O

Ornamentation: Any accessory or detail used to adorn, decorate, or embellish the appearance of an object.

Overhang: The horizontal distance that the upper level/story or roof projects beyond the level immediately below.

P

Palladian window: A door or window opening in three parts with a flat lintel over each side and an arch over the center.

Paired brackets: Two brackets spaced close together to form a pair.

Parapet: A low protective wall or railing along the edge of a raised platform, terrace, bridge, roof, balcony and above cornices.

Patio: An outdoor, area usually paved and shaded, adjoining or enclosed by the walls of a house.

Pattern: The rhythm of architectural elements in a space.

Pediment: A triangular crowning element forming the gable of a roof; also used over doors, windows, and niches.

Pier: A free-standing support for an arch, usually thicker than a column but performing the same function; an upright structure serving as the principle support.

Pilaster: A partial pier or column, often with a base, shaft, and capital, that is embedded in a flat wall, and projects slightly.

Pitch: Angle of a roof, or the proportion between the height and the span of the roof.

Pointing or "Tuck Pointing:" The process of scraping out failing mortar between bricks back to the stable point and inserting and re-troweling new mortar that matches the makeup, color, and mixture of the original mortar.

Porch: A roofed entrance.

Porte-Cochere: A large covered entrance porch through which a vehicle can drive through or park. An exterior shelter usually used to shelter a driveway area in front or on the side of a building.

Portico: An entrance porch, often large, usually supported by columns and sometimes topped by a pediment roof; can be open or partially enclosed.

Portland cement: Strong, the inflexible hydraulic cement used to bind mortar.

Preservation: The sustaining of the existing form, integrity, and material of a building or structure and the existing form and vegetation of site.

Proportion: The relationship between buildings or elements in a building. For example, the combination of elements in one building is said to be proportionate if they are of like size or dimension to those of an adjacent or neighboring structures.

Q

Quoins: Large stones, or rectangular pieces of wood or brick, used to decorate, accentuate and reinforce the corners of a building.

R

Recess: Receding part or space, such as a cavity in a wall for a door, an alcove, or niche.

Rehabilitation: To repair an existing building to good condition with minimal changes to the building fabric; may include adaptive reuse or restoration; also known as rehab.

Relocation: The process of moving a building or structure to a new location.

Remodel. To alter a building in a way that may or may not be sensitive to the preservation of its significant architectural forms and features.

Renovation: The process of repairing and changing an existing building for modern use to make it functionally equivalent to a new building.

Restoration: The process of returning an existing site, building, structure, or object to its condition at a particular time in its history, using the same construction materials and methods as the original; may include removing later additions and replacing missing period components.

Retaining wall: A brace or freestanding wall that bears against an earthen backing.

Retrofit: The process of installing new mechanical, fire protection, and electrical systems or equipment in an existing building.

Return: The continuation of a molding from one surface onto an adjacent surface.

Ridge: The horizontal lines at the junction of the upper edges of two sloping roof structures.

Risk assessment: An environmental survey of an existing building to determine the extent of hazardous materials that may be present, such as lead paint, or asbestos.

Rustication: Rough-surfaced stonework.

S

Sandblasting: An abrasive way of cleaning brick, masonry or wood by directing high powered jets of sand against the surface.

Sash: Any framework of a window.

Setback: A term used to define the distance a building is located from a street or sidewalk; the distance between a building and the property line.

Scale: A term used to define the proportions of a building in relation to its surroundings.

Sense of Place: The general feelings of locality.

Shutter: One of a pair of movable panels used at window openings to provide privacy and protection when closed; also used as a decorated element.

Sidelight: A framed area of fixed glass, set vertically on each side of a door.

Sill: The horizontal exterior member at the bottom of a window or door opening which is usually sloped away from the bottom of the window for drainage of water and overhanging the wall below.

Soffit: The exposed underside surface of entablatures, archways, balconies, beams, lintels or columns.

Spalling: A condition in which pieces of masonry split off from the surface, usually caused by weather.

Stabilization: The process of temporarily protecting a historic building until restoration, rehabilitation, renovation can begin; typically includes making the building structurally sound, weather tight, and secure against intrusion.

Street furniture: Street furniture includes all benches, trash receptacles, fountains, bicycle racks, fire hydrants and street lighting found in public spaces.

Streetscape: The combination of building facades, sidewalks, street furniture, lighting, etc. that define the street.

Stretcher: A brick laid with the long side exposed, as opposed to a “header.”

String course: A projecting band of masonry running horizontally around the exterior of a building, also known as a "belt course."

Stucco: An exterior fine plaster finish consisting of a mixture of Portland cement, sand, lime and water; usually textured.

Style: A given type of architecture made of specific character defining elements.

Surround: An encircling border or decorative frame around a door, window or other opening.

Symmetry: The exact correspondence of forms of similar size and arrangement of parts, intermediate or opposite sides of a dividing line or plane.

T

Transom: A small operable or fixed window located above a window or door.

Turret: A small tower, usually corbeled, at the corner of a building and extending above it

V

Verge board (also bargeboard): An ornately trim board used on the edge of gables where the roof extends over the wall; it either conceals the end of rafters or occupies the place of a rafter. Typically found as architectural elements of the Gothic Revival or Queen Anne styles.

Vernacular: Architecture that makes use of common regional forms and materials at a particular place and time. Vernacular architecture is typically modest and unpretentious, and a mixture of traditional and more modern styles, of a hybrid of several styles.

W

Water table: A plain or molded ledge or projection, usually located at the first level that protects the foundation from rain running down the wall of a building.

Weatherboard: Wood siding, usually overlapped, placed horizontally on wood-frame buildings.

Weatherstrip: A piece of wood, metal, or other material installed around door or window openings to prevent air infiltration and moisture penetration.

Wrought Iron: Decorated iron that is hammered or forged into shape by hand, as opposed to cast iron which is formed in a mold.

Z

Zoning: Areas divided into geographic zones with different mixtures of allowable use, size, siting, and form of real property. Zoning is typically in conjunction with a zoning code or review of permit applications for developments and variances.

Preservation Briefs

The National Park Service Technical Preservation Services division has assisted home owners, preservation professionals, organizations, and government agencies by publishing easy-to-read guidance briefs on preserving, rehabilitating and restoring historic buildings.
Below is a list of the 47 Preservation Briefs that are available online at http://www.nps.gov/tps/how-to-preserve/briefs.htm. These may also be purchased in hard copy from the Superintendent of Documents, Government Printing Office at U.S. Government Bookstore.
http://www.nps.gov/tps/education/sale-pubs.htm

01: Assessing, Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
02: Repointing Mortar Joints in Historic Masonry Buildings
03: Conserving Energy in Historic Buildings
04: Roofing for Historic Buildings
05: The Preservation of Historic Adobe Buildings
06: Dangers of Abrasive Cleaning to Historic Buildings
07: The Preservation of Historic Glazed Architectural Terra-Cotta
08: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
09: The Repair of Historic Wooded Windows
10: Exterior Paint Problems on Historic Woodwork
11: Rehabilitating Historic Storefronts.
12: Preservation of Historic Pigmented Structure Glass (Vitrolite and Carrara Glass)
13: The Repair, and Thermal Upgrading of Historic Woodwork
14: New Exterior Additions to Historic Buildings: Preservation Concerns
15: Preservation of Historic Concrete: Problems and General Approaches
16: The Use of Substitute Materials on Historic Buildings 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 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 Retrofit of Historic Buildings: Keeping Preservation in the Forefront
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

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Map – Gateway and Whitworth Historic Districts