HISTORIC DOWNTOWN PONCA CITY DESIGN GUIDELINES MANUAL



Figure 1: Grand Avenue, looking east from 1st Street. May 26, 1950. Bill Johnson, photographer [Gateway to Oklahoma History, 2012.201.B1059.0317].

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The City of Ponca City, OK

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1. INTRODUCTION

The City of Ponca City (City) actively endeavors to preserve and protect significant historic places within its city limits. The City solidified its commitment to historic preservation in 1989 when it became one of the first Certified Local Governments (CLG) in Oklahoma and adopted its Historic Preservation Ordinance. The CLG program is a partnership between a local government, the State Historic Preservation Office (SHPO), and the National Park Service (NPS) that focuses on promoting historic preservation. The Ponca City Development Services Department administers the CLG program for the city and issues building permits. Refer to Section 6.1 for definitions of terms used throughout this document.

1.1 Purpose of Design Guidelines. Design Guidelines serve business owners, property owners, and developers in their pursuit of rehabilitation of historic buildings and new construction. Design Guidelines are not intended to inhibit change, new construction, or new architectural styles. Rather, they are meant to guide changes to complement the existing buildings and streetscapes (e.g. physical context) through the following goals:

1. Support the principles set forth in *The Secretary of the Interior's Standards for the Treatment of Historic Properties* (see Section 3.2).
2. Promote and preserve historic and cultural integrity of downtown Ponca City.
3. Provide advisory recommendations of the best way to reinforce and protect the unique historic pattern and character of downtown Ponca City.
4. Ensure visual, physical, and functional compatibility of the exterior, publicly visible portions of the buildings, landscape, and context. These guidelines do not affect how interior space is utilized or designed.
5. Encourage new quality design and construction to be compatible with its historic context. This tool for designers promotes creative and sensitive new designs, while preventing designs that would weaken the integrity of the downtown through inappropriate or non-compatible designs that do not relate to the historic context, regardless of their quality.
6. Protect the value of public and private investment, which might otherwise be threatened by the undesirable consequences of poorly managed growth.

1.2 Targeted Users. This manual is intended to outline appropriate alterations and updates to the historic built environment of downtown Ponca City. This manual will be used by property owners within downtown to help them understand what techniques, materials, and alterations are best for their historic buildings. The City's Development Services Department will use this manual to advise owners on best practices for their historic property and for new construction within downtown that will uphold the historic and architectural integrity of downtown. These guidelines will also be used by the Ponca City Main Street Design Committee while reviewing new construction and demolitions within the Central Business District and when reviewing Improvement Grant Applications (See Section 6.4).

1.3 Methodology. Rosin Preservation prepared this document in consultation with the Development Services Department of the City of Ponca City. Initial background research included the perusal of several Ponca City-specific documents to gain an understanding of current conditions within the City and a familiarity of the historic and architectural contexts of the downtown. These documents include the current Municipal Code,[1] the downtown intensive level survey reports and photographs (2008 and 2018), "Historic Residential Design Guidelines for Ponca City" (2014), the National Register of Historic Places nomination for "Downtown Ponca City Historic District" (2010), the City's comprehensive plan (2009), and the historic preservation plan (2007). Other documents consulted included downtown design guidelines for similarly sized towns and downtowns, including Ardmore, Oklahoma (2000, rev. 2010) and Lawrence, Kansas (2008).

Two information-gathering sessions were held prior to the development of this manual in order to discuss goals and concerns for downtown design guidelines. The first included an initial conference call with Rhonda Skrapke, Ponca City Development Services Grant Administrator and Ponca City Main Street President, and Chris Henderson, Ponca City Development Services Director. The second was a public meeting held in the Ponca City Commission Chamber on 8 May 2019. A final public meeting was held 8 August 2019.

Field notes and photographs were taken of downtown on 9 May 2019. These were analyzed to understand the current architectural context to include and specific conditions to address in the design guidelines.

End Notes

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

2. PONCA CITY DOWNTOWN

2.1 Downtown Ponca City Historic District. The Downtown Ponca City Historic District (District) was listed in the National Register of Historic Places in 2010. The nomination was based upon a 2008 intensive-level survey of the downtown area that documented the history and architectural integrity of each building within the downtown area. According to its nomination, the District is listed for its association with commercial activities in Ponca City and for its architectural significance. The District contains a concentration of historic commercial architecture built between 1895 and 1960 that reflects the commercial growth of Ponca City "spurred by agricultural prosperity and the discovery of oil and natural gas."[2] Construction within downtown after 1960 tended to be in the form of renovation. Most buildings within the District were built for commercial functions such as specialty stores, professional offices, and businesses. At the east end of the District are government buildings, a school, and a religious facility.

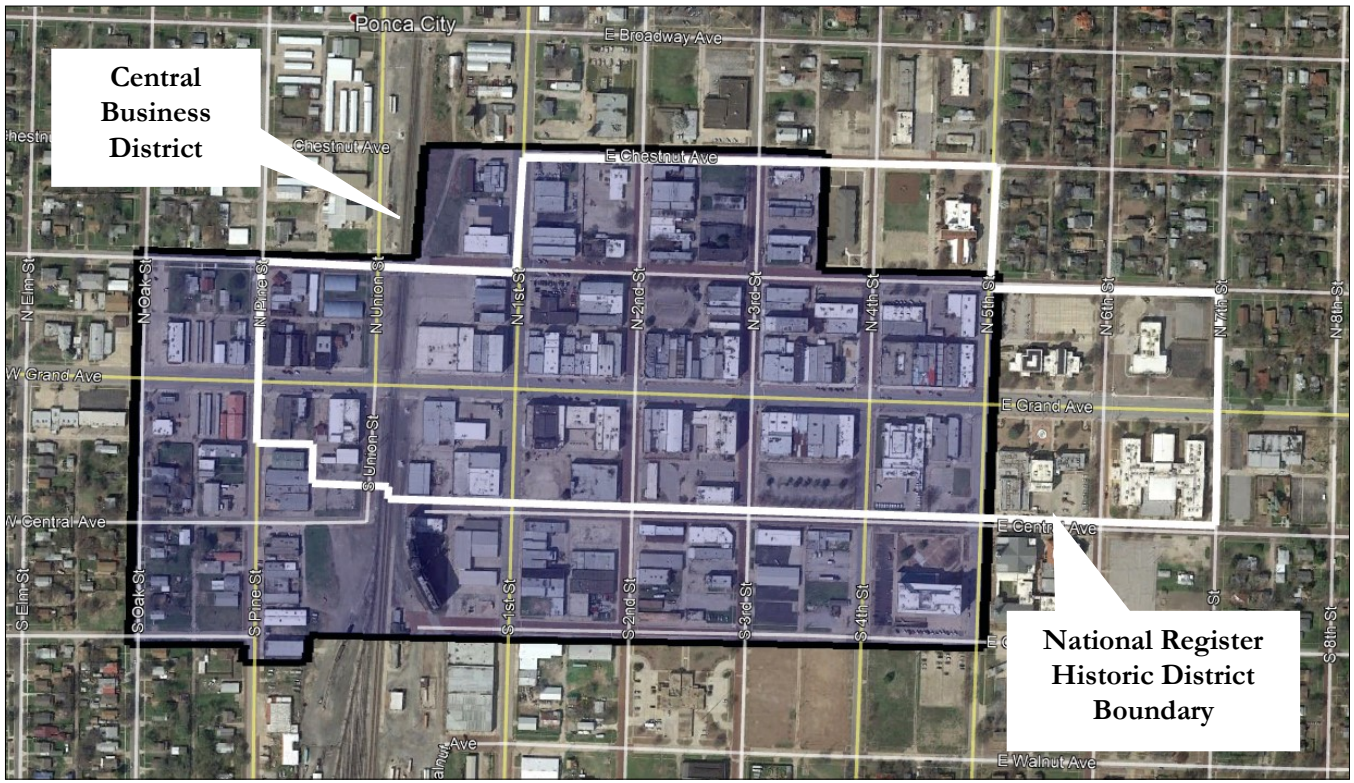


Figure 2: Map of downtown Ponca City showing the extent of the Central Business District (CBD) and the boundaries of the National Register of Historic Places Downtown Ponca City Historic District [Google Earth].



Figure 3: The 300 block of Grand Avenue, looking southwest [Rosin Preservation].

- Boundaries

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

- Contributing/Noncontributing

Districts contain buildings, sites, structures, and objects. Each resource is evaluated on an individual basis to determine if it contributes to the historic district. Those that help to define the historic significance and retain historic integrity are considered contributing resources to the district. Conversely, those resources that are not associated with the history of the district or that no longer contain integrity are noncontributing. Districts must contain a majority of contributing resources. When listed in the National Register of Historic Places, the Downtown Ponca City Historic District contained 110 contributing buildings (including the individually listed Poncan Theater) and 33 noncontributing buildings. According to the 2018 survey of downtown, one contributing building in the district was demolished for a parking lot (114 South 5th Street); one contributing building lost its integrity by being insensitively altered (215 North 3rd Street), and four noncontributing buildings could now be considered contributing: 200 South 4th Street, 116-120 North 2nd Street, 121 South 2nd Street, and 120-122 North 3rd Street. However, the National Register nomination has not been updated to reflect these observations (See Section 5.1).

- Architectural Forms and Styles

Commercial architecture is distinguished first by building form and second by its architectural style. In *The Buildings of Main Street: A Guide to American Commercial Architecture*, Richard Longstreth identifies and categorizes buildings common to central business districts and neighborhood commercial areas according to the composition of their façades. Despite intricate detailing and stylistic treatments or the lack thereof, the organization of the commercial façade can be reduced to simple patterns that reveal major divisions or zones. Due to their functional nature, many commercial buildings exhibit restrained architectural details. The cornice area followed by the first-story storefront are the most prominent and distinctive features of a commercial building. In addition to the storefront, cornice, and parapet, important character-defining elements of commercial buildings include bulkheads/kneewalls, transoms, signs, and doors (Figure 20).

The buildings of downtown Ponca City reflect a range of architectural trends common between 1895 and 1960. High-style examples of architectural trends coexist with humble constructions, but together, the buildings define the historic aesthetic qualities that are uniquely Ponca City. The National Register nomination explains the overall character of downtown, "Stylistically, a predominance of the buildings in the district belongs to the generic twentieth century commercial style characterized by its metal skeletal framing and wall of windows. But there are numerous buildings representative of the most popular architectural styles of the late nineteenth and early twentieth century," including Classical Revival and Mission/Spanish Colonial Revival.[3] The nomination further summarizes the character of the downtown buildings. "The buildings are generally brick with flat roofs, although there are several examples of stone, stucco, or siding clad buildings, or the combination of two or more of these materials. The degree of ornamentation ranges significantly and generally reflects the time period and economic conditions present during construction."[4] Close to 60 percent of the district is comprised of two story buildings; 40 percent are single story buildings, and a few buildings are over two stories.[5] The following summarizes the most common commercial forms and architectural styles found in downtown Ponca City. These are arranged first by commercial form then by style.

End Notes

[2] Kelli E. Gaston, "Downtown Ponca City Historic District," National Register of Historic Places nomination form (June 2010): 31.

[3] Gaston, "Downtown Ponca City Historic District," 3.

[4] Gaston, "Downtown Ponca City Historic District," 3.

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

One-Part Commercial Block. The One-Part Commercial Block building is a simple one-story building often with a decorated upper façade (Figure 4). In many examples, the façade comprises little more than plate glass windows and an entrance with a cornice or parapet spanning the width of the façade (Figure 5).



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



Figure 5: 105 West Grand (c. 1940). One-part Commercial Block, Minimal Commercial Style [2018 Survey].

Two-Part Commercial Block. Two-Part Commercial Block buildings are typically two - to four- stories in height. They have a clear visual separation of use between the first-story customer service/retail space and the upper-story office, meeting room, or residential uses. The styling of the first story focuses on the storefront glazing and entrance(s). The design of the upper stories identifies the building's architectural influences. Sometimes these influences are substantial enough to discern a specific style (Figure 6).



Figure 6: 105-109 North 2nd Street (c. 1925). Two-Part Commercial Block, Twentieth Century Commercial Style [2018 Survey].

Two Part Vertical Block. The Two-Part Vertical Block is a taller version of the Two-Part Commercial Block (over four stories) with a clear visual separation between the first story, or the "base," and the upper stories, or the "shaft." The design of the upper stories identifies the building's architectural influences and often uses decorative or structural elements to emphasize the verticality of the building. Ponca City has one example of the Two-Part Vertical Block: 222 East Grand (Masonic Building/Equity Bank) (Figure 7).



Figure 7: Masonic Building, 222 East Grand (1924), Two-Part Vertical Block, Classical Revival [Rosin Preservation].

Central Block with Wings. The Central Block with Wings are two to four stories in height with a centralized, projecting portion between two smaller units. Banks and government buildings frequently used this form. In Ponca City, there are two examples of this commercial form, and both are government buildings: 402 E Grand (US Post Office and Federal Building) (Figure 8) and 516 E Grand (Municipal Complex).



Figure 8: Federal Building, 402 East Grand Avenue (1935), Central Block with Wings, WPA Moderne [2018 Survey].

Late Nineteenth to Early Twentieth Century Commercial Style.

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



Figure 9: At right, Hawkins Hotel, 201 North 1st Street (1930), Two-Part Commercial Block, Commercial Style; at left, Howe Baking Company Building, 203 North 1st Street (c. 1930), One-Part Commercial Block, Commercial Style [Rosin Preservation].



Figure 10: Savage Motor Company Building, 200 West Grand Avenue (1927), Two-Part Commercial Block, upper windows are steel with central awning sash [2018 Survey].

Mission/Spanish Colonial Revival.

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



Figure 11: Howe Building, 110-114 North 4th Street (1927), One-Part Commercial Block, Spanish Colonial Revival [2018 Survey].

Classical Revival.

- Prevalence: Fewer than ten examples; this style is most common on department stores and traditional businesses such as banks.
- Dates: circa 1910 to circa 1930.
- Plan Shape: Rectangular.
- Height: Two to six stories.
- Roof type: Flat (low-slope) with parapet.
- Non-Storefront Windows: Wood double hung, typically 1/1 but some historic examples remain with divided upper sashes (vertical muntins).
- Exterior materials: Brick.
- Details: Cornices (metal or stone); dentils; columns and pilasters with Doric and Ionic capitals; bullseye accents, especially at windows; festoons/ swag details; stepped parapets.



Figure 12: Hart Building, 200 East Grand (1928), Two-Part Commercial Block, Classical Revival details in upper level [2018 Survey].



Figure 13: Kress Department Store, 105 East Grand (1928), Two-Part Commercial Block, Classical Revival details in upper level [2018 Survey].

Minimal Commercial Style.

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



Figure 14: 212 North 3rd Street (1930). One-part Commercial Block, Minimal Commercial Style [2018 Survey].



Figure 15: Peter Pan Cleaners, 216 West Grand (1940), One-Part Commercial Block, Minimal Commercial Style [2018 Survey].

Modern Movement.

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



Figure 16: Ponca City Savings and Loan, 120 South 3rd Street (1956), Modern Movement [2018 Survey].

Art Deco.

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



Figure 17: Ponca City East Middle School, 612 East Grand Avenue (1939), Art Deco [2018 Survey].

2.2 Central Business District. The buildings within the District each have underlying zoning regulations as defined in the Municipal Code. With the exception of a few properties at the east end of downtown, most parcels are part of the Central Business District (CBD) (Figure 18). The CBD promotes pedestrian oriented uses (commercial, residential, offices) with a focus on retail development. The reuse of existing, historic buildings is highly encouraged within the CBD regulations. The goals of the CBD are promoted by the City and Ponca City Main Street. New construction and all demolitions within the CBD are reviewed by the Ponca City Main Street Design Committee (See Section 4.1).

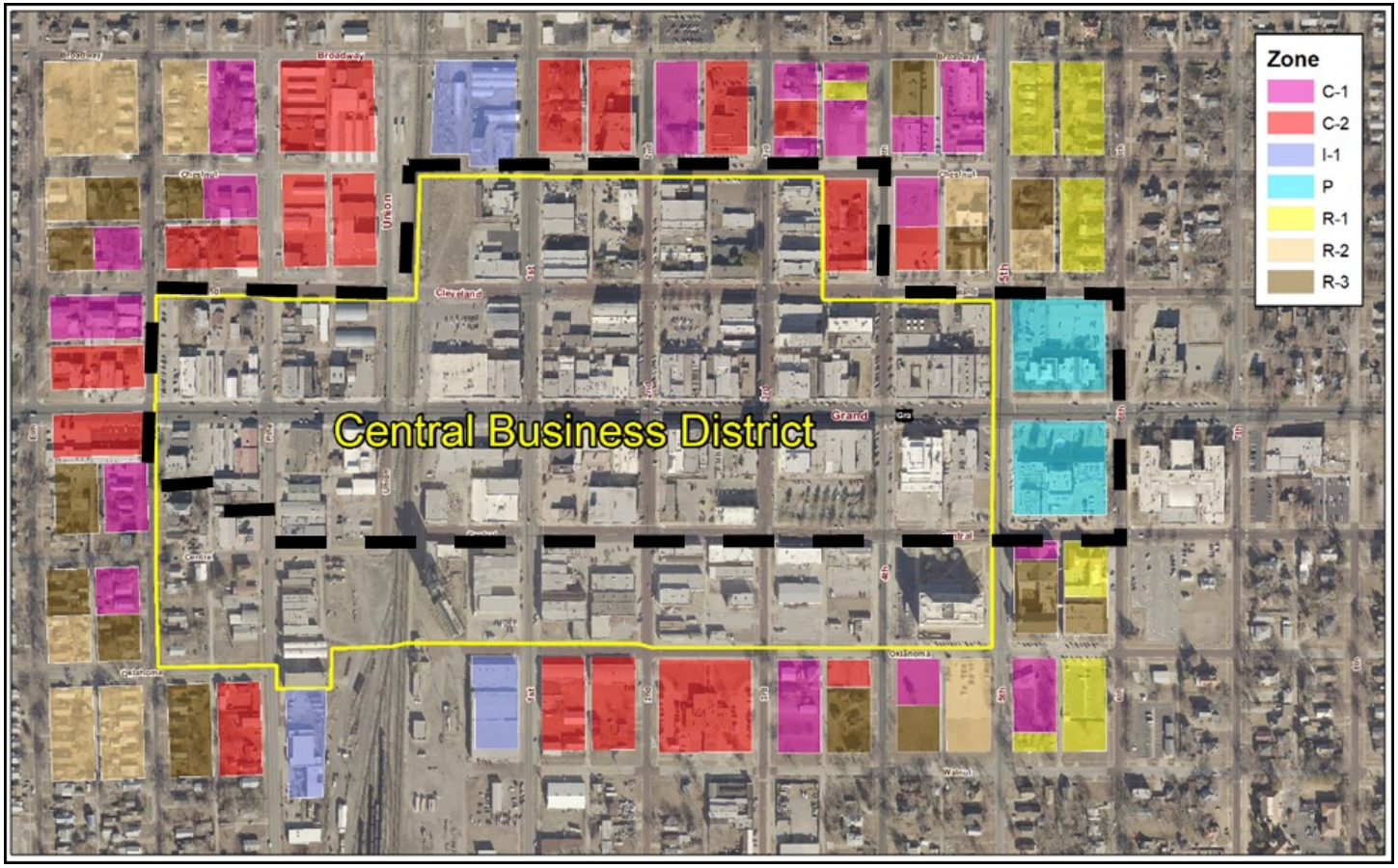


Figure 18: Downtown zoning map, provided by the City Development Services. Bold, dashed line indicates the boundary of the National Register historic district.

2.3 Grand Arts District.

Ponca City is in the process of establishing an Arts and Culture District within downtown. In 2017, the Oklahoma Arts Council awarded Ponca City Main Street a five-year grant to form the district. The Grand Arts District, named for Grand Avenue, is a mixed-use concentration of the city's arts and cultural facilities and activities that is intended to be an "anchor of attraction" for the city (Figure 19). The historic buildings of downtown Ponca City act as an ideal background to showcase area artists and cultural traditions.

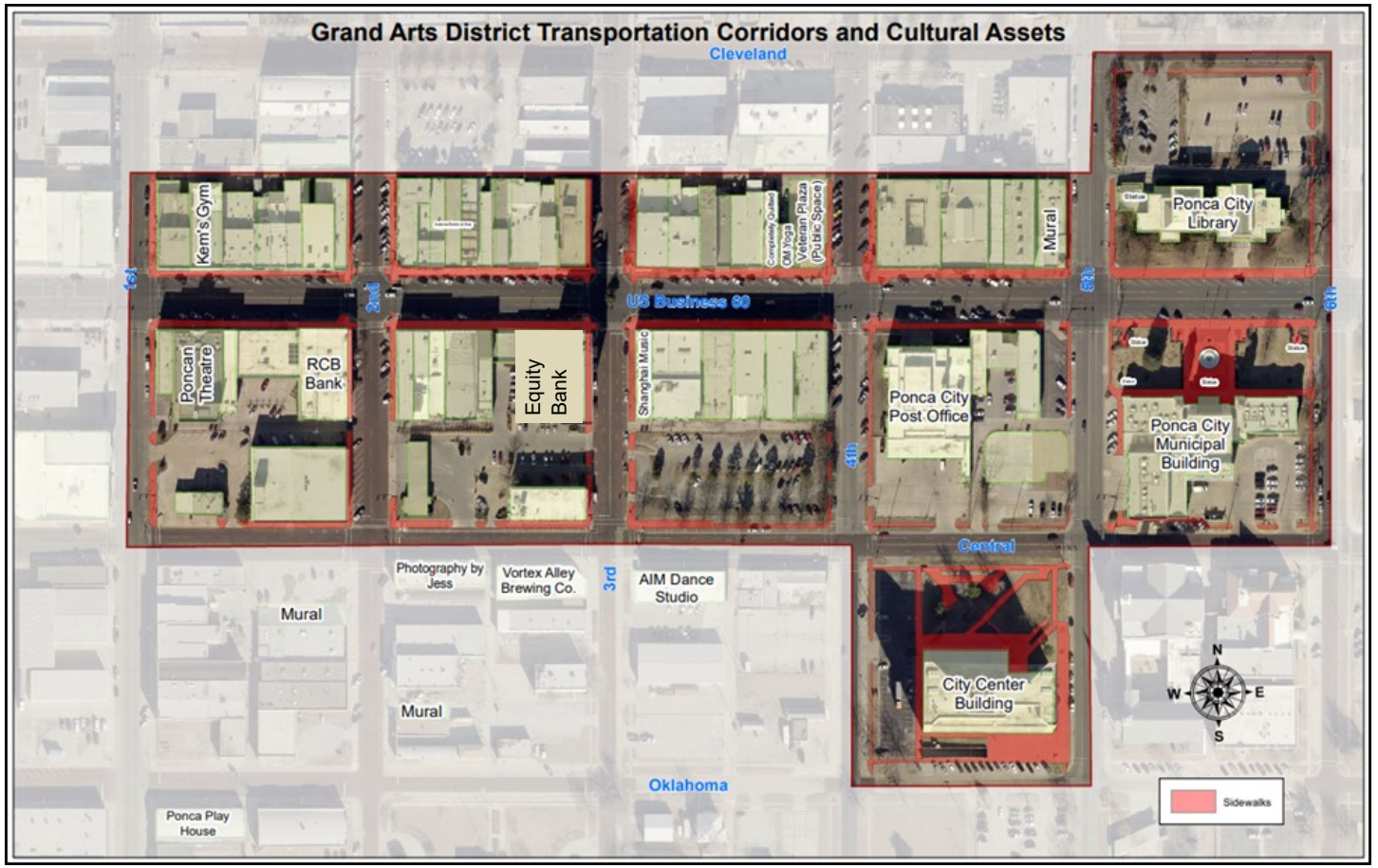


Figure 19: Map showing the Grand Arts District Transportation Corridors and Cultural Assets [Ponca City Main Street].

3. DESIGN & MAINTENANCE GUIDELINES

The intent of this manual is to serve business owners, property owners, and developers in their pursuit of the rehabilitation of historic buildings and new construction within downtown Ponca City.

These guidelines are not intended to inhibit change, new construction, or new architectural styles, as long as such changes complement existing historic buildings and streetscapes. These guidelines do not force property owners to take on unplanned projects to comply with this manual. This manual will guide future proposed alterations with the goal of creating a positive change in downtown Ponca City. However, it may be prudent for property owners to contact Ponca City Development Services Department when proposing a new construction project and/or demolition project.

These guidelines will also be used as a tool by the Ponca City Main Street Design Committee when considering Improvement Grant Applications involving façade alterations or enhancements. Property owners interested in accessing a Main Street façade grant should contact the Ponca City Main Street office for guidance (Appendix 6.4).

The Development Services Department has a collection of historic images of Ponca City buildings that may be helpful in documenting historic conditions of specific downtown buildings. The Ponca City Public Library special collections also may be a good resource for historic images.

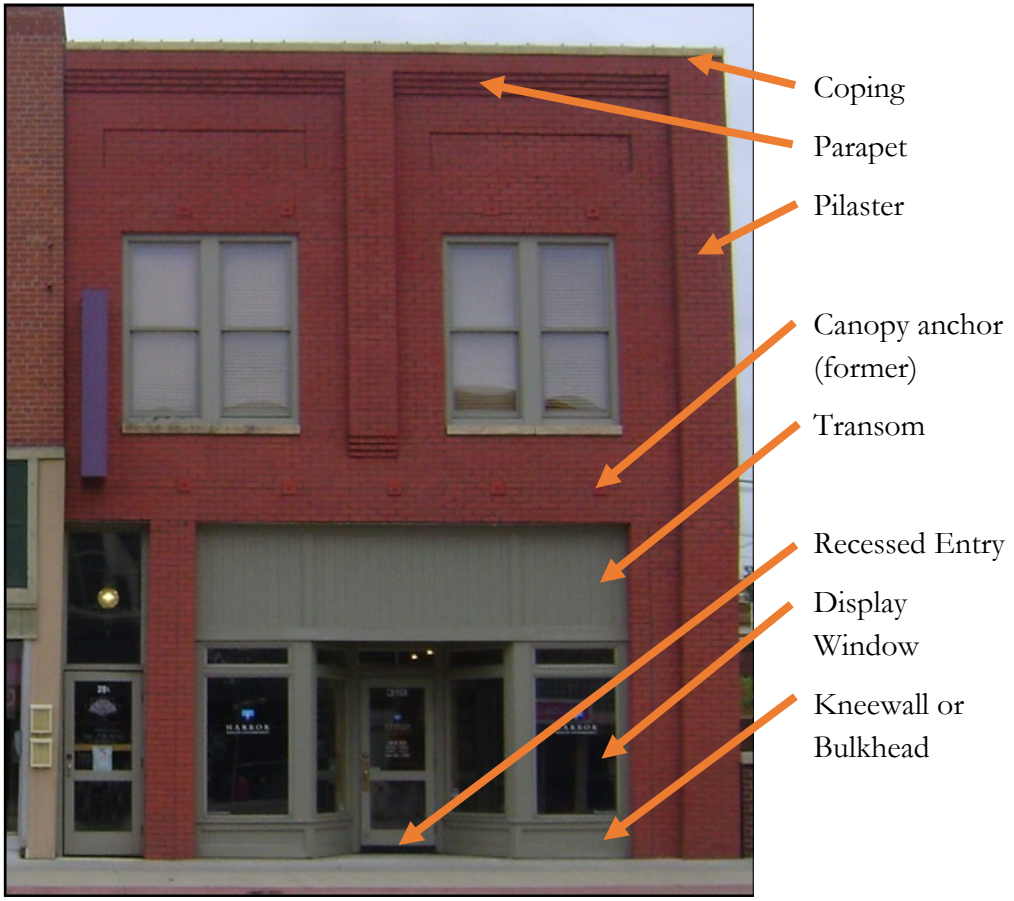


Figure 20: Annotated façade to show commercial building terminology. 319 East Grand (1911), Two-Part Commercial Block, Commercial Style [Rosin Preservation].

3.1 Maintenance.

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

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

Typical Maintenance Inspection and Repairs

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

Typical Maintenance Inspection and Repairs

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

Applicable Preservation Publications:

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

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

Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.
Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.
Restoration depicts a property at a particular period of time in its history, while removing evidence of other periods.
Reconstruction re-creates vanished or non-surviving portions of a property for interpretive purposes.

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

Standard 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.
Standard 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.
Standard 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.
Standard 4: Changes to a property that have acquired historic significance in their own right will be retained and preserved.
Standard 5: Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
Standard 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.
Standard 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.
Standard 8: Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

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

Standard 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.

3.3 How to Use the Guidelines. The following guidelines for the various materials and building features/elements are based upon the *Secretary of the Interior's Standards for Rehabilitation,* the National Park Service Preservation Briefs (Appendix 6.3), National Park Service Interpreting the Standards Bulletins, and National Park Service Tech Notes. Each section includes photographs, illustrations, and a detailed written description of the Recommended and Not Recommended approaches for owners who are rehabilitating their property's exterior architectural materials and features. Also included is a bulleted list of exterior rehabilitation treatments including repairs, additions, alterations, and new construction. Finally, each section includes a list of applicable *Standards* and preservation publications that address specific concerns related to the section.

Each Guideline Topic Includes

- Description
- Recommended Treatments
- Not Recommended Treatments
- List of Specific Preservation Publications
- List of Applicable Secretary of the Interior's (SOI) Standards
- Preservation Objective

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



Figure 21: Pabst Building, 201 East Grand (1902). Brick is a character-defining feature of downtown Ponca City [Rosin Preservation].

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

In order to maintain these buildings for future generations, it is imperative that the correct materials and methods are utilized. Equally important is to hire a mason that has an expertise with historic buildings and a knowledge of historic building techniques. Repointing is an important part of maintaining historic masonry. This is the term used for removing deteriorated mortar and replacing it with new mortar. Mortar bonds the brick or stone masonry units together and keeps water out of the wall system.

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

New mortar should match the physical properties of the historic mortar for aesthetic reasons. Replacement mortar should match the historic mortar in color, texture, aggregate, and joint profile (Figure 22). Many historic mortars have variations in aggregate size and colors, as well as a pigmented matrix. Replacement mortar that does not match the historic mortar will be an obvious alteration to the building facade. Historic joint profiles are important to match, as the change in profile alters the overall historic appearance of the building.

When removing existing mortar, it is important that removal is done by hand rather than with a power tool. Cutting out old mortar with power tools can cause irreparable damage to the brick and stone. (Figure 23)

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

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

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

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

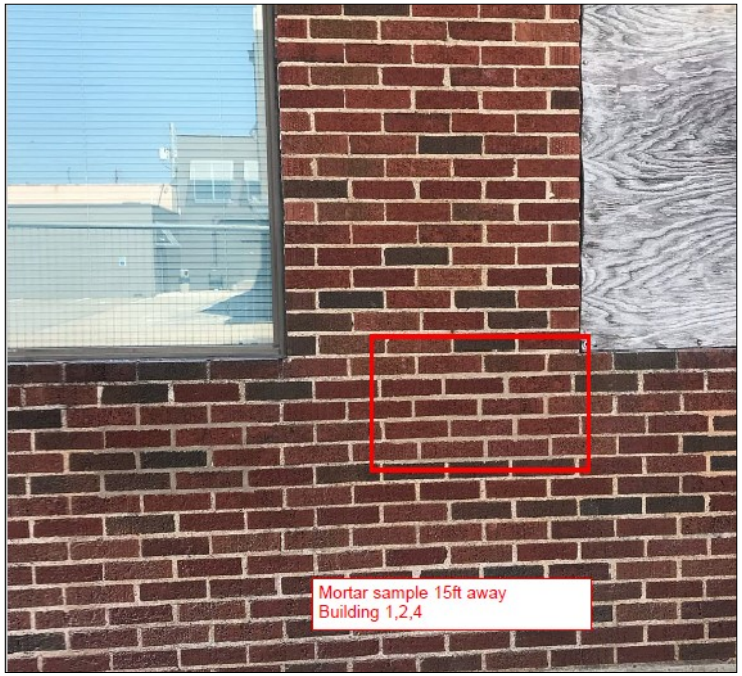


Figure 22: Midland Buildings, Tulsa. Example of a test patch of mortar [Rosin Preservation].

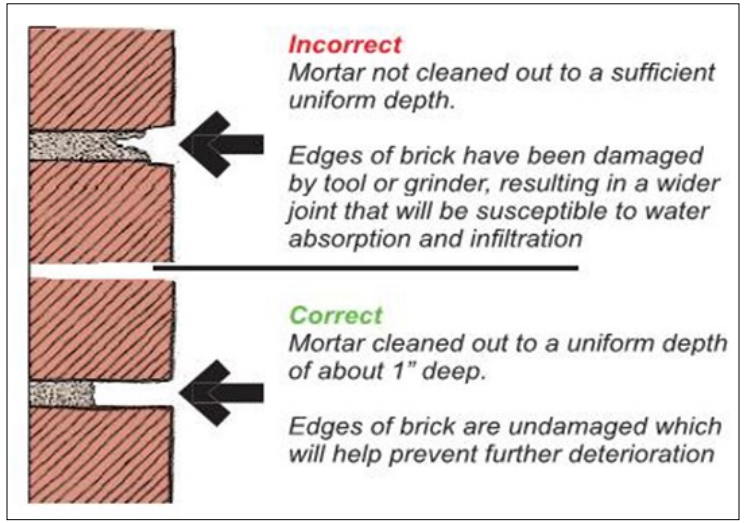


Figure 23: Image from *Architectural Graphic Standards*, Ninth Edition.

- Painting Masonry (Not Recommended)

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

If masonry is to be painted, care must be taken to choose a 'breathable' paint product for masonry. When a latex or 'skin forming' paint is used, it traps water behind the paint layer and causes permanent damage to the masonry (spalling, cracking and deterioration). Generally, a paint of coating with a permeability of 10 perms or more is considered permeable. Elastomeric paints or coatings are not appropriate.

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

- Painted Murals and Signs

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

- ☐ Was the masonry previously painted or painted historically?
- ☐ Is the painted sign or mural a historic feature of the building?
- ☐ Size, Scale, and Location of new mural (Can it be seen from the public right of way? Is it located on a primary or secondary façade? Is it located towards the front or the back of the building? How big is the mural?)
- ☐ Paint must be specially formulated for masonry to be 'breathable' and must be removable in the future.



Figure 24: Mertz Building, 208 South 2nd Street (1925). Example of a historic painted sign in downtown Ponca City [Rosin Preservation].

Recommended Treatments for Masonry:

- Test historic mortar for its composition before new mortar mixture is made. This will enable mason to match historic mortar in composition and color.
- Match existing mortar joint profile and appearance.
- Remove loose or deteriorated mortar by hand to ensure protection of brick or stone.
- Test all cleaning methods, including paint removal, prior to beginning project. Always utilize gentlest methods possible that achieve successful results without damaging historic masonry (Figure 25).
- Clean masonry using water or non-abrasive means at a pressure less than 300-400 psi.
- Only use chemical cleaners approved for historic masonry.
- Scrape off loose paint by hand. It is only necessary to scrape paint to the next solid layer. Do not use abrasive methods such as sandblasting or power washing with water pressure greater than 300 psi, which could cause damage.
- Chemical paint remover is acceptable if it is applied correctly (Figure 26).
- Repair damaged masonry, in-kind, prior to repainting.
- Prepare building surface for new masonry paint, per manufacturer's instructions. This will help new paint adhere to the building and prolong the life of the paint.



Figure 25: At left is a test patch of gentlest chemical cleaner and low-pressure water rinse. At right is the result of the test patch, showing clean masonry without the use of abrasive or high-power water [Rosin Preservation].



Figure 26: Anaya Building, Tulsa. At left is historic brick that had been painted. At right is after the paint had been removed using chemical remover [Rosin Preservation].

Not Recommended Treatments for Masonry:

- Using mortar that is too hard or too soft compared to historic mortar.
- Using Quikrete or similar products for repairs.
- Removing sound joints in good condition in order to replace all mortar joints to achieve uniform appearance.
- Cutting out old mortar joints with power tools. This could damage brick or stone.
- Sandblasting or using other abrasive means of cleaning masonry.
- Applying 'waterproofing' or 'sealants' to masonry. They are often unnecessary and expensive.
- Applying non-breathable paint to exterior masonry walls. Most paints that are not specifically designed to be 'breathable' for masonry wall systems will trap the moisture behind the paint inside the masonry, causing irreversible damage to the historic masonry and mortar.
- Repointing with incorrect joint profiles and appearance (Figure 27).
- Painting a building that has not been painted. This includes adding a mural to unpainted masonry.
- Utilizing abrasive means to remove paint from building.
- Using a paint or sealant that is not 'breathable' or not compatible with masonry. Masonry wall systems are designed to allow "breathing" (transfer of water vapors from inside a wall through the brick and mortar) and the application of sealants could cause moisture to be trapped inside the masonry, leading to permanent damage such as spalling or cracking (Figure 28).
- Painting a building that has damaged or deteriorating masonry, without first correcting the problems, even if the building is currently painted.
- Skipping the preparation stage of painting. Priming the building will help new paint adhere, thus avoiding peeling paint soon after the job is complete.



Figure 27: 201 East Rogers Boulevard, Skiatook. Example of masonry that has been improperly repointed [Rosin Preservation].



Figure 28: 205 East Rogers Boulevard, Skiatook. Example of painted brick that is spalling due to trapped water [Rosin Preservation].

Applicable Preservation Publications for Masonry:

- Preservation Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
- Preservation Brief 2: Repointing Mortar Joints in Historic Masonry
- Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings
- Preservation Brief 7: The Preservation of Historic Glazed Architectural Terra-Cotta
- Preservation Brief 38: Removing Graffiti from Historic Masonry
- Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings
- Preservation Brief 42: The Maintenance, Repair and Replacement of Historic Cast Stone
- Tech Notes – Masonry #1: Substitute Materials: Replacing Deteriorated Serpentine Stone in Pre-Cast Concrete
- Tech Notes – Masonry #3: Water Soak Cleaning of Limestone
- Tech Notes – Masonry #4: Non-destructive Evaluation Techniques for Masonry Construction

SOI Standards for: MASONRY

- ◊ Standard 2
- ◊ Standard 3
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 7



Figure 29: 300 Block of East Grand Avenue, showing downtown's characteristic masonry [Rosin Preservation].

Masonry Preservation Objectives

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

3.5 Stucco.



Figure 30: Pabst Building, 201 East Grand (1902). Historic stucco is a character-defining feature of downtown Ponca City [Rosin Preservation].

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

Because asbestos may be present within Ponca City stucco (as was the case in City Hall), care must be taken in the treatment of the historic material. Asbestos is dangerous only when friable, that is when the fibers are airborne. Materials containing asbestos do not need to be removed if the materials are in good condition. If stucco needs repair, it is advisable to have a sample tested to determine if asbestos is present. If it is, the remaining intact stucco may be encapsulated. However, the damaged stucco will need to be properly abated by a qualified professional. Check with the Development Services Department to determine best the best strategy.

Recommended Treatments for Stucco:

- Test historic stucco for its composition before new stucco mixture is made.
- Always remove loose stucco and repair damaged areas before painting (Figure 31). Patched areas should match original stucco as closely as possible in appearance and texture (Figure 32).
- Seal hairline cracks with a thin slurry coat (consisting of finish coat ingredients), paint, or whitewash.
- Carefully remove stucco that was inappropriately applied to exterior facades that masks historic features of the building (Figure 33)).
- Install only historically appropriate authentic stucco.
- Test stucco for presence of asbestos and abate damaged materials. Intact stucco may be encapsulated.
- Clean airborne dirt from stucco using water at a pressure less than 300 -400 psi and a soft natural bristle brush; non-ionic detergents may also be used. Algae, mold, and metallic stains may be removed using poultices and appropriate solvents; test a small section before complete cleaning.

Not Recommended Treatments for Stucco:

- Removing stucco from a building that was installed to mask damaged masonry unless it is intended to restore the underlying masonry to its original appearance. Stucco on a secondary facade is an appropriate repair for severely deteriorated masonry; stucco primarily consisting of cement is not recommended due to trapping moisture in the masonry.
- Stuccoing a building that has not been covered before (Figure 33).
- Filling cracks with caulk.
- Installing EIFS and other modern synthetic stucco systems over historic masonry (Figure 34).



Figure 31: Carefully remove loose and damaged stucco [At left: thisoldhouse.com; at right: bobvila.com].



Figure 32: Scratch coat applied to patched area; wall after patching is finished [oldhouseonline.com].

Applicable Preservation Publications for Stucco:

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

Stucco Preservation Objectives

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

SOI Standards for: STUCCO

- ◊ Standard 2
- ◊ Standard 3
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 7



Figure 33: Example of delaminating non-historic stucco installed over historic masonry foundation. Stucco was damaged by water infiltration [Rosin Preservation].



Figure 34: 435 West Broadway, Muskogee, EIFS applied to historic brick building. Not Recommended [Rosin Preservation].

3.6 Wood.



Figure 35: Wegner Planing Mill, 113 North Pine (ca 1895). Historic façade has wood siding [2018 Survey].

Few extant buildings in downtown Ponca City historically utilized wood clapboard as a primary exterior material. More buildings contain wood trim, decorative features, and/or storefronts. Non-historic applications in Ponca City include clapboard, shingles, board-and-batten, and sheet products. Historic uses of wood should be maintained, and non-historic applications should be removed to expose historic underlying materials such as windows, transoms, and parapet walls. Substitute siding materials, such as aluminum and vinyl, negatively affect the historic and architectural integrity of a historic building. These siding materials obscure historic trim, flatten the façade as they are installed over the historic siding in the same plane as the trim, and trap moisture against the historic siding. They are not recommended.

The installation of insulation to wood framed structures is a common way to increase energy efficiency in these buildings. If blown-in insulation (densely packed cellulose or fiberglass) is used, it should be installed by removing (and then replacing) individual siding boards at the top of the exterior wall or through holes drilled through non-decorative interior walls. Holes should not be drilled through the exterior wood walls due to the visible damage to the boards, even if the holes are patched; visible plugs should be avoided.

Recommended Treatments for Wood:

- Remove existing inappropriate siding that covers original, historic materials (Figure 36).
- It is always advisable to paint, rather than replace wood with another material (Figure 37).
- Deteriorated siding or decorative elements should be patched or consolidated in place or replaced with in-kind materials.
- When replacing materials, match the overall dimension, thickness, profile, scale, and finish of the original material.
- Preparation of wood surfaces and proper priming will add longevity to paint applications.
- Utilize high quality exterior paint.
- Paint stripping should be done by the gentlest means possible.

Not Recommended Treatments for Wood:

- Applying new paint to existing deteriorated paint that has cracked or has too many layers.
- Installing aluminum, vinyl, or other synthetic siding to cover original, historic wood siding or building elements.
- Installing blown-in insulation from the exterior, which necessitates the use of visible plugs (Figure 38).
- Staining or leaving wood unfinished (Figure 39).
- Removing historic, character-defining elements from a building.



Figure 36: Removal of vinyl siding reveals historic wood clapboard beneath [Rosin Preservation].



Figure 37: Hotel Vinita, 201 South Wilson, Vinita. Wood transoms and storefront windows repainted rather than replaced [Rosin Preservation].

Applicable Preservation Publications for Wood:

- Preservation Brief 3: Improving Energy Efficiency in Historic Buildings
- Preservation Brief 8: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
- Preservation Brief 10: Exterior Paint Problems on Historic Woodwork
- Preservation Brief 11: Rehabilitating Historic Storefronts
- Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors
- Tech Notes – Exterior Woodwork #1: Proper Painting and Surface Preparation
- Tech Notes – Exterior Woodwork #2: Paint Removal from Wood Siding
- Tech Notes – Exterior Woodwork #4: Protecting Woodwork Against Decay Using Borate Preservatives
- ITS Bulletin 7: Painting Previously Unpainted Woodwork



Figure 38: Visible plugs after the installation of blown-in insulation detract from the building aesthetic [insulationtoledo.com].

SOI Standards for:
WOOD

- ◊ Standard 2
- ◊ Standard 3
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 7



Figure 39: Example of unpainted wood in a downtown historic building [Rosin Preservation].

Wood Preservation Objectives

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

3.7 Concrete.



Figure 40: Ponca City Mill Company, 114 West Central Avenue. Historic elevators are made of reinforced concrete [Rosin Preservation].

Concrete is a common building material comprised of an aggregate bonded together with cement. The material is most commonly installed over metal rebar for added strength. Most of the concrete found within downtown Ponca City is in the form of sidewalks, curbs, ramps, steps, and foundations. A few buildings and structures are made of concrete; most of these buildings were constructed after 1960. The exception is the Ponca City Mill Company Elevators built in the early twentieth century. Texture, created by the aggregate, and color are often important characteristics of historic concrete. Preserve historic concrete features whenever possible. Concrete is often reinforced with metal rebar that corrodes over time due to water infiltration and the freeze/thaw cycle. Find the source of deterioration prior to patching concrete or replacing damaged components. Since water is often the source of concrete deterioration, provide proper grade slope for drainage so that water does not stand on concrete surfaces and drains away from concrete foundations.

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

Recommended Treatments for Concrete:

- Find the source of deterioration (typically rusted reinforcement bar) and replace damaged parts. (Figure 41)
- Match repaired concrete to historic concrete as closely as possible in color and texture (Figure 42).
- Provide proper slope for drainage so that water does not stand on concrete surfaces and drains away from concrete foundations.
- Clean concrete using the gentlest means possible.
- Retain historic color, aggregate, and texture.

Not Recommended Treatments for Concrete:

- Using abrasive cleaning techniques such as sandblasting (Figure 43).
- Patching concrete without addressing the source of deterioration (Figure 44).
- Using a patching material that does not match the original concrete. Make sure new concrete will bond properly with existing concrete in order to avoid water penetration and further damage (Figure 44).
- Using caulk to patch cracks.
- Painting previously unpainted historic concrete.
- Installing modern synthetic stucco systems.



Figure 41: It is recommended to identify the cause of deterioration before patching concrete [Rosin Preservation].



Figure 42: Match aggregate, color, and texture of historic concrete when creating a patch [NPS, Preservation Brief 15].

Applicable Preservation Publications for Concrete:

- Preservation Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
- Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings
- Preservation Brief 15: The Preservation of Historic Concrete
- Preservation Brief 38: Removing Graffiti from Historic Masonry [includes concrete]
- Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings
- National Center for Preservation Technology: Water Transport Characteristics of Masonry Restoration Mortars: Development of a Test Method and a Performance Specification

SOI Standards for:
CONCRETE

- ◊ Standard 2
- ◊ Standard 3
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 7

Concrete Preservation Objectives

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

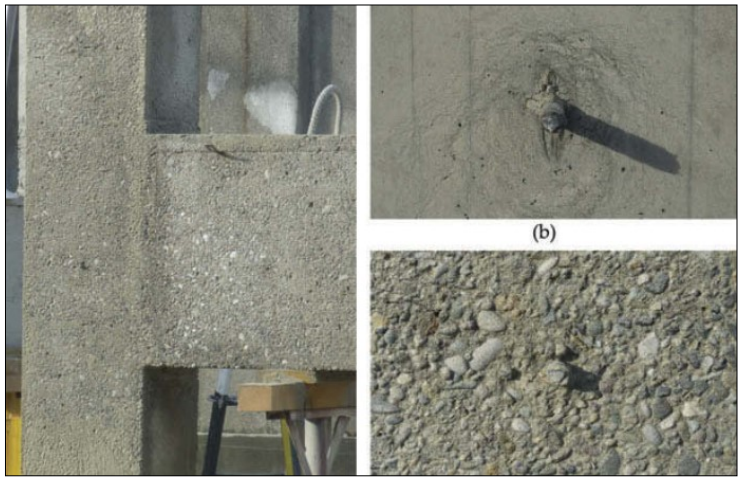


Figure 43: Example of concrete prior to sandblasting (at left and top right) and after sandblasting (bottom right). Sandblasting has removed the outer layer of concrete, leaving aggregate exposed and altering the appearance of the material [Beschi, Meda, and Riva].



Figure 44: Example of poorly matched concrete applied without the underlying problem being remedied [erincovert.wordpress.com].

3.8 Architectural Metal.



Figure 45: Hart Building, 200 East Grand Avenue (1928). Metal cornice [Rosin Preservation].

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



Figure 46: Detail of bronze eagle on the Federal Building, 402 East Grand Avenue (1935) [Rosin Preservation],

Recommended Treatments for Architectural Metal:

- Retain and maintain metal elements that contribute to the character of the building. (Figure 47)
- Make certain that water is not standing on or behind these elements, causing them to rust or otherwise deteriorate. Sometimes roof or gutter damage can also damage these decorative elements.
- Properly prepare metals before painting. Remove all corrosion and repair any damage. Prime all surfaces with appropriate metal primer, if required, and follow paint manufacturer's instructions.
- Only recreate missing features that can be clearly documented (Figure 48).
- Repair metal features when possible or replace materials in kind.

Not Recommended Treatments for Architectural Metal:

- Replacing historic metal with new "updated" replacement materials.
- Leaving metal details exposed if they were originally intended to be painted (Figure 49).
- Using cleaning agents that will harm the finish on the metal, whether it is a natural patina, paint, or sealant.
- Removing patina from metal, as it may be protecting the metal from weather damage.
- Replacing a feature if it can be repaired.
- Removing or altering historic metal features of the building (Figure 50).
- Creating a false historical sense by adding embellishment to a building when it had none before.
- Adding features that are not appropriate for the style of the building or are incompatible in size, scale, material, and color.



Figure 47: This metal cornice was repaired and partially reconstructed [Rosin Preservation].

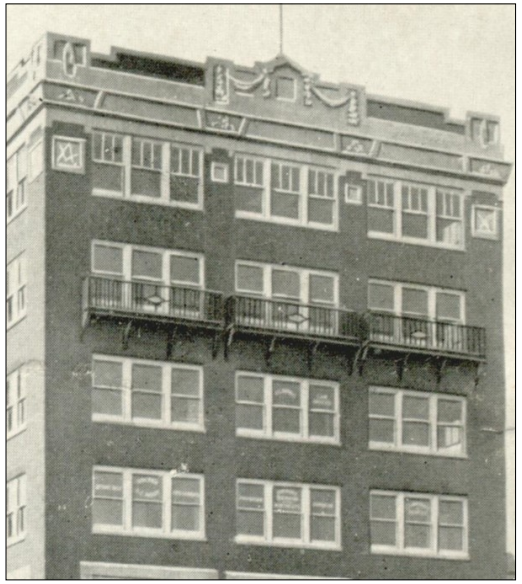




Figure 48: Undated image at left shows historic metal balconettes formerly on Ponca City's Masonic Building, shown at right today [Gateway to Oklahoma History; Rosin Preservation].

Applicable Preservation Publications for Architectural Metals:

- Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings
- Preservation Brief 11: Rehabilitating Historic Storefronts
- Preservation Brief 27: The Maintenance and Repair of Architectural Cast Iron
- Tech Notes – Metals #2: Restoring Metal Roof Cornices
- Tech Notes – Metals #3: In-Kind Replacement of Historic Stamped Metal Exterior Siding



Figure 49: This metal cornice was left exposed to the weather and water infiltration caused the loss of a portion of it [Rosin Preservation].

SOI Standards for:
ARCHITECTURAL METALS

- ◊ Standard 2
- ◊ Standard 3
- ◊ Standard 4
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 7

Architectural Metal Preservation Objectives

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



Figure 50: This building's historic metal cornice was removed in the 1970s [khri.org].

3.9 Prismatic Glass Tiles.



Figure 51: Lahoma Hotel, 214 East Cleveland Avenue (1930). Prismatic glass tile transom on north elevation of building with paint being removed [Rosin Preservation].

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

Recommended Treatments for Prismatic Glass Tile:

- Remove paint and uncover prismatic glass transoms (Figure 51).
- Deteriorated prismatic glass transoms should be repaired using historic tiles.
- Retain and uncover historic glass tiles (Figure 52).
- When tiles are missing, transoms should be replicated using glass that matches closely the appearance of historic tiles.
- Employ a craftsperson familiar with repairing prismatic transoms or stained glass.
- Add structural rigidity to bowed transoms using reinforcing bars on the interior of the transom.
- Install interior storms if efficiency is a concern (Figure 53).
- Use a waterproof grout between the tiles and caming.



Figure 52: Marland Building, 322-324 East Grand Avenue (1928). Prismatic glass tile transoms have been retained and left uncovered [2018 Survey].

Not Recommended Treatments for Prismatic Glass Tile:

- Replacing historic prismatic glass transoms wholesale.
- Painting or covering prismatic glass transoms (Figure 54).
- Recreating or using prismatic glass tile without documentation that the building has this material.



Figure 53: Marland Building, 322-324 East Grand Avenue (1928). Although recommended to be installed on the interior for aesthetics, storm windows can add to the efficiency of these windows [Rosin Preservation].

Applicable Preservation Publications for Prismatic Glass Tiles:

- Preservation Brief 33: The Preservation and Repair of Historic Stained and Leaded Glass [for its similarity to prismatic glass transom structure]
- Tech Notes – Historic Glass #1: Repair and Reproduction of Prismatic Glass Transoms

SOI Standards for:
PRISMATIC GLASS

- ◊ Standard 2
- ◊ Standard 3
- ◊ Standard 4
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 7

Prismatic Glass Tile Preservation Objectives

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



Figure 54: The historic prismatic glass transoms seen in top photo were covered by plywood. This is not a recommended treatment [Rosin Preservation].

3.10 Storefronts.



Figure 55: 409 East Grand Avenue (1927). Historically recessed storefront with prismatic glass transom and midcentury storefront [Rosin Preservation].

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

The rehabilitation of storefronts or the creation of new storefronts should be compatible with the architectural context of the individual building and its immediate surroundings in terms of scale, materials, and proportion. Existing, historic storefronts should be retained and rehabilitated. Multiple storefronts within the same building should be a consistent design; each storefront should have a door (or a component resembling a door). When a new storefront is necessary, historic photographs may help to indicate what the building previously looked like. If no historic records exist, the storefront should have a three-part vertical design of kneewall (bulkhead), display window, and transom. Kneewalls should not be higher than 24" and may be of wood, masonry, or tile. Windows should not be divided into smaller panes (unless there is documentation showing this is a historic condition). Glass should be transparent and compose the majority of the storefront; mirrored or tinted glass are not appropriate. Where mullions are required for structural stability, they should be narrow. Storefronts should fit with existing masonry openings. Residential and security-style doors and windows should not be used in a storefront. Unless historically recessed (Figure 55), the entire storefront should not be recessed. Entries, however, should be recessed where feasible to not inhibit pedestrian traffic on the sidewalk. Unless garage doors were historically located on the storefront level, they should not be used in place of display windows.

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

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



Figure 56: Harter Building, 207 East Grand Avenue (1924). Historic midcentury recessed storefront with designed entry floor [Rosin Preservation].



Figure 57: 211 North 3rd Street (1925). Historic transom and entry door from 1925 and midcentury display windows [Rosin Preservation].

Recommended Treatments for Storefronts:

- Historic entry floors should be retained (Figure 56).
- Character-defining features of the storefront should be identified and retained (Figure 57)
- Historic materials should be retained, and new materials should be compatible with the district (Figures 58 & 59).
- Storefronts should have kneewalls, display glass, door, and transom (Figure 59).
- Inset entries should be retained.
- Replace infilled storefront with historically appropriate storefront.
- Uncover transoms and rehabilitate.
- Glass should be transparent (unless used in a transom, such as prismatic glass)
- New storefronts should fit within historic masonry openings.
- Insulated glazing or interior storms can be used for increased efficiency.
- New kneewalls should be no taller than 24 inches.
- Multiple storefronts within the same building should have a consistent design.
- Non-historic materials should be removed from the storefront.

Not Recommended Treatments for Storefronts:

- Reducing the size of windows.
- Infilling storefronts (Figure 60).
- Installing residential or security-style doors or windows in storefronts.
- Installing garage doors where there were none historically (Figure 61).
- Recessing unless storefronts were historically.
- Dividing display windows into smaller panes unless historic.
- Using tinted or mirrored glass.
- Replacing a historic but not original storefront with a storefront whose design is based on conjecture.
- Adding ramps to the front of the building.



Figure 58: 104 North Main Street, Altus. This is an example of a storefront that retains its older historic transom and cast iron pilasters with a historic midcentury storefront system [Rosin Preservation].



Figure 59: 119-125 West 2nd Street, Bartlesville. This is an example of a new storefront that is compatible with the historic building [Rosin Preservation].

Applicable Preservation Publications for Storefronts:

- Preservation Brief 11: Rehabilitating Historic Storefronts
- Preservation Brief 12: The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
- Preservation Brief #25: The Preservation of Historic Signs
- Preservation Brief 27: The Maintenance and Repair of Architectural Cast Iron
- Preservation Brief 32: Making Historic Properties Accessible
- Preservation Brief 40: Preserving Historic Ceramic Tile Floors
- Preservation Brief 44: The Use of Awnings on Historic Buildings: Repair, Replacement, and New Design
- ITS Bulletin #4: Inappropriate Replacement Doors
- ITS Bulletin #13: Repair/Replacement of Missing or Altered Storefronts
- ITS Bulletin #26: Entrance Treatments
- ITS Bulletin #27: Adding Awnings to Historic Storefronts and Entrances
- ITS Bulletin #48: Replacement of Missing or Altered Storefronts
- ITS Bulletin #49: Designing Compatible Replacement Storefronts
- Avoiding Incompatible Work: Storefronts, INCENTIVES: A Guide to the Federal Historic Preservation Tax Incentives Program for Income Producing Properties



Figure 60: 531 West Broadway, Muskogee. The left storefront has been completely infilled, the right storefront is of an incompatible design, and the transom is covered. These are not recommended treatments [Rosin Preservation].

SOI Standards for: STOREFRONTS

- ◊ Standard 1
- ◊ Standard 2
- ◊ Standard 3
- ◊ Standard 4
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 9

Storefront Preservation Objectives

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



Figure 61: 417 East 3rd Street, Tulsa. The left historic storefront was removed and replaced with a garage door. This is not recommended treatment [Rosin Preservation].

3.11 Awnings, Canopies, and Marquees.



Figure 62: Poncan Theater, 104 East Grand Avenue, with the only existing marquee within downtown [Rosin Preservation].

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

Existing historic canopies and marquees should be retained and rehabilitated. The Poncan Theater is the only building in downtown with an existing marquee. New awnings and canopies should be encouraged unless the building is structurally unable to support one or aesthetically inappropriate to have one. New structures should fit within the existing masonry openings and not span multiple storefront bays. New structures should extend no further than six feet from the building façade; the lowest part of the structure should be no lower than the top of the entry. When installing new structures, care should be taken to minimize damage to historic materials such as storefronts, transoms, and masonry. New structures should also not obscure character-defining features of the storefront. (See 3.12 for information about signage)

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

canvas are preferred as an awning covering; shingles, metal, vinyl and other synthetics, and plastic are not appropriate. Solid colors or vertically striped awnings are appropriate.

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



Figure 63: Ponca City Distributing Company Building, 112 North 3rd Street, has an example of a historic canopy within downtown [2018 Survey].



Figure 64: 201 to 205 East Grand Avenue with examples of awnings [2018 Survey].

Recommended Treatments for Awnings, Canopies, and Marquees:

- Retain and rehabilitate extant historic awnings, canopies, and marquees (Figure 63).
- Awnings and canopies should be installed within a single opening (Figure 64).
- Install new awnings and canopies if the building is structurally able and the addition is historically appropriate.
- Canopies can be added to buildings that historically had them.
- Awnings should be sloped; canopies should be flat.
- Awnings should be of woven fabric such as canvas, canvas blends, and acrylics resembling canvas and can be rigid or retractable .
- Awnings should be a single solid color or vertically striped; canopies should be metal or painted wood frame.
- Discreet lighting may be added under a storefront canopy.
- Install new structures in a way that minimizes damage to historic materials. For instance, attach through joints to minimize damage to historic masonry.
- New structures should extend no further than six feet from the façade. The lowest portion of the structure should be no lower than the top of the entry.

Not Recommended Treatments for Awnings, Canopies, and Marquees:

- Spanning more than one storefront, window, or door with a single awning or canopy (Figure 65).
- Extending vertically into the upper façade (Figure 66).
- Installing on buildings that cannot structurally support them or whose façade design does not allow for the installation without character-defining features being covered.
- Covering character-defining features of a building with a new awning.
- Using shingles, plastic, vinyl, or other similar synthetic materials.
- Removing historic awnings, canopies, or marquees unless they are deteriorated beyond repair.
- Using curved, vaulted, open grid, or semi-spherical awnings.
- Using backlit or illuminated awnings and canopies.

Applicable Preservation Publications for Awnings, Canopies, and Marquees:

- Preservation Brief 3: Improving Energy Efficiency in Historic Buildings
- Preservation Brief 11: Rehabilitating Historic Storefronts
- Preservation Brief 44: The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
- Tech Notes – Windows-#7: Window Awnings
- ITS Bulletin #27: Adding Awnings to Historic Storefronts and Entrances

SOI Standards for: AWNINGS, CANOPIES, and MARQUEES

- ◊ Standard 2
- ◊ Standard 3
- ◊ Standard 4
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 9
- ◊ Standard 10

Awning, Canopy, and Marquee Preservation Objectives

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



Figure 65: 117 East Broadway, Altus. Example of a new awning spanning more than one storefront. This is not a recommended treatment [Rosin Preservation].



Figure 66: 206 East Rogers Boulevard, Skiatook, showing a metal awning that extends into the upper façade. This is not a recommended treatment [Rosin Preservation].

3.12 Signage.



Figure 67: Looking west down Grand Avenue in 1940, showing signs in the downtown [Gateway to Oklahoma History]

Signage is a distinctive feature of a downtown and is critical to the businesses within the district. Historically, signs in downtown Ponca City varied in shape, size, location, and material. Examples ranged from painted murals to neon marquees to mounted flag signs. Signs were historically oriented to both pedestrians and vehicular traffic (Figure 67). Pedestrian signs were located at the ground levels and had smaller font sizes; vehicular-oriented signs were larger and located in the upper façades. The variety of signage showed a vibrancy within downtown.

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

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

Recommended Treatments for Signage:

- Historic signage will be retained and preserved in place (Figure 68).
- Reproduction signage will be allowed if there is documentation to support its reintroduction to downtown.
- New signage will be primarily pedestrian oriented.
- Signs will be of durable materials such as wood, metal, glass, painted acrylic.
- Neon signs may be used if they are appropriate to the building.
- The size of the signage should be subordinate and proportional to the building on which is it located.
- Signs will be mounted so as not to obscure character-defining features. Hardware will be installed within mortar joints and not into masonry units.
- Signage can be applied to new awnings (Figure 69).
- Signs can be hanging, wall-mounted, projecting, awning, or above transom (Figure 74).



Figure 68: Examples of historic signage in downtown Ponca City that has been retained [Rosin Preservation]



Figure 69: Example of projecting signage on 211 North 2nd Street [2018 Survey]



Figure 70: Example of signage applied to new awning at 207 East Grand Avenue [Rosin Preservation]

Not Recommended Treatments for Signage:

- Installing banners, handmade, or other temporary signage (Figure 71).
- Installing illuminated plastic signs. (Figure 72)
- Installing signs to obscure transoms or other character-defining features (Figure 73).
- Installing signs that mostly or completely obscure the storefront display windows.
- Removing historic signage, even if that business is no longer located at the building.



Figure 71: 224 North Main Street, Muskogee, with a handmade sign. [Rosin Preservation]



Figure 72: 317 East Rogers Boulevard, Skiatook, handmade and illuminated signs [Rosin Preservation].



Figure 73: 316 East 2nd Avenue, Tulsa, with a handmade sign obscuring the building's historic transom. [Rosin Preservation]

Applicable Preservation Publications for Signage:

- Preservation Brief 11: Rehabilitating Historic Storefronts
- Preservation Brief 25: The Preservation of Historic Signs
- Preservation Brief 44: The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
- ITS Bulletin #27: Adding Awnings to Historic Storefronts and Entrances

SOI Standards for: SIGNAGE

- ◊ Standard 2
- ◊ Standard 3
- ◊ Standard 4
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 9
- ◊ Standard 10

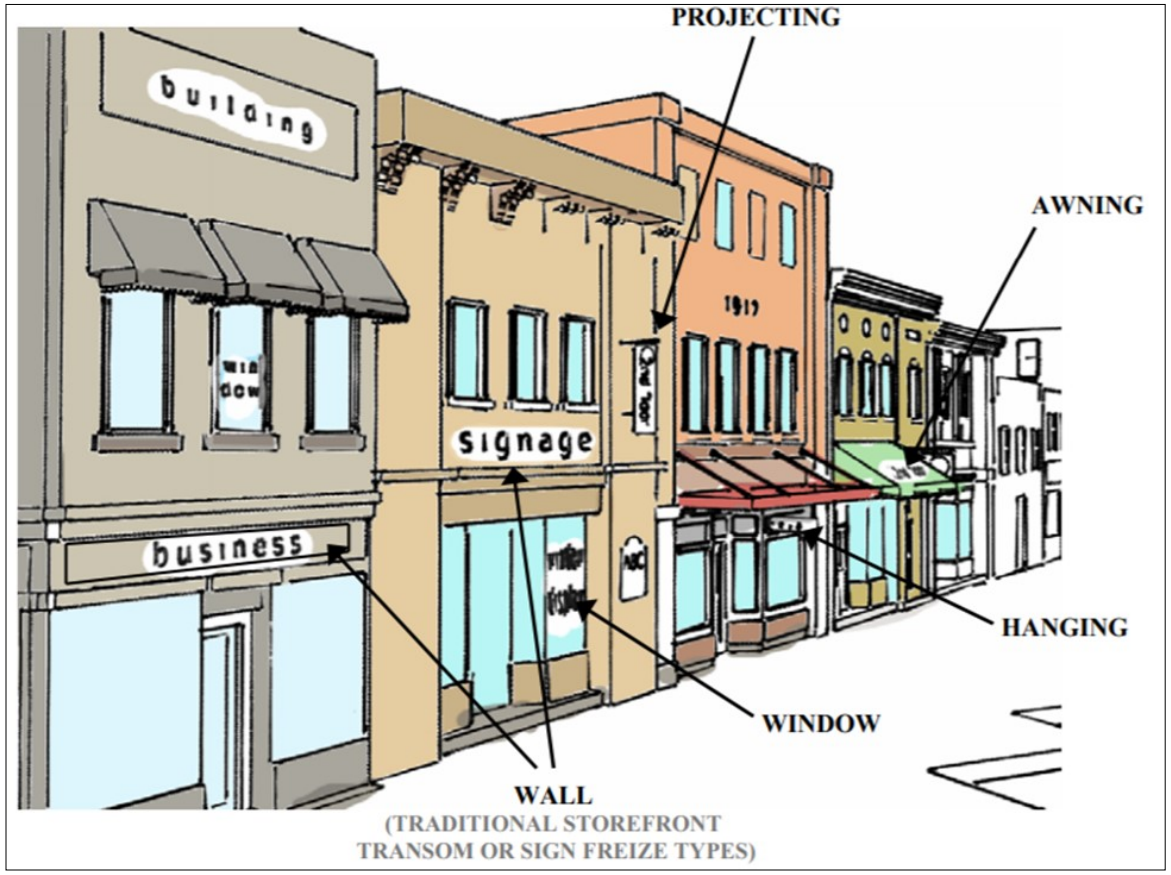


Figure 74: Types of recommended signage and placement [City of Lawrence, Kansas]

Signage Preservation Objectives

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

3.13 Metal Slipcovers.



Figure 75: 309 East Grand Avenue. This building dates to 1911 but had an overall design change at the façade in the 1960s [2018 Survey].

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

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

Recommended Treatments for Metal Slipcovers:

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

Not Recommended Treatments for Metal Slipcovers:

- Removing slipcover without evaluating its significance.
- Removing slipcover without investigating the underlying façade to determine extent of intactness of historic façade.
- Installing new slipcovers on historic façade.

Applicable Preservation Publications for Metal Slipcovers:

- ITS Bulletin #22: Adding New Entrances to Historic Buildings
- ITS Bulletin #38: Alterations Without Historical Basis
- ITS Bulletin #56: Alterations Without Historical Basis
- Carol J. Dyson, "Midcentury Commercial Design Evaluation and Preservation: An Opportunity for Commissions," The Alliance Review (Spring 2017): 4-17.

SOI Standards for:
METAL SLIPCOVERS

- ◊ Standard 2
- ◊ Standard 3
- ◊ Standard 4
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 7
- ◊ Standard 9

Metal Slipcover Preservation Objectives

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

3.14 Doors and Windows.

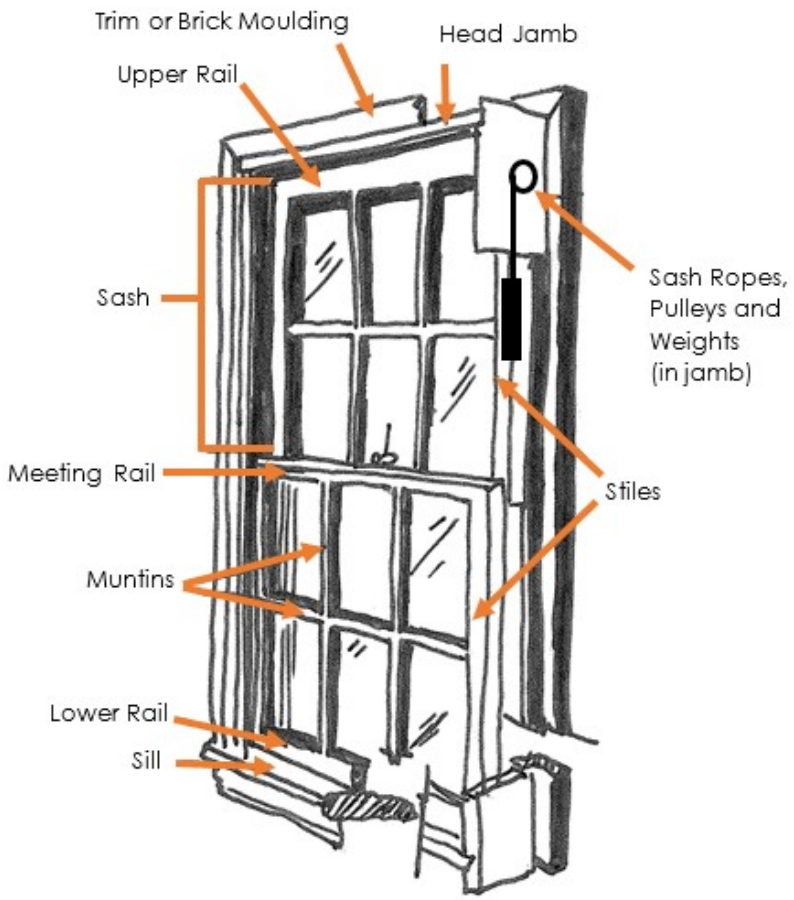


Figure 76: Diagram of a window [Rosin Preservation].

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

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

Windows should be kept in good repair rather than covered with plywood or metal. Care should be taken when rehabilitating building interiors that windows not be blocked by new construction. Severe deterioration or missing features necessitate the installation of new doors and windows. New doors, windows, and hardware should match the original features they replace as closely as possible, including the overall dimensions and individual pieces such as muntins. New doors and windows should be appropriate to the style of the building; if the building historically had sash windows, a fixed or casement window is an inappropriate replacement. Elements of an opening, such as sidelights and transoms, should be maintained.

Door and window openings should not be enlarged or infilled. One exception is the enlargement of an egress door to be ADA compliant; however, the replacement door should match the proportions and style of the historic door. Additional openings should not be created on primary façades where none historically existed. Similarly, openings that historically contained a door or window should not be left without a door or window.

Recommended Treatments for Doors and Windows:

- Maintain and retain historic doors and windows (Figure 77).
- Prioritize repair of windows on primary façades and nearest to ground level.
- When replacement is required, new doors and windows should match original features, size, shape, style, placement, configuration, and materials (including hardware) of the historic doors and windows. Operability does not have to match, but the appearance does (Figure 78).
- For buildings three stories or shorter, replacement windows on primary façades should match historic windows in all their details and in material (wood for wood; metal for metal). For buildings taller than three stories, replacement windows should match the historic windows in size, design, and all details that can be perceived from ground level; substitute materials will be considered to the extent that they do not compromise other important visual qualities.
- New doors and windows should be appropriate to the style of the building.
- Maintain historic sidelights and transoms.
- Storm doors and windows should be inconspicuous by using appropriate materials and colors. Interior storm windows are also a good alternative.
- Keep wood windows and doors properly painted. (Figure 77)



Figure 77: Gill's Mortuary Building, 122 North 2nd Street (1924), showing historic window and doors [2018 Survey].

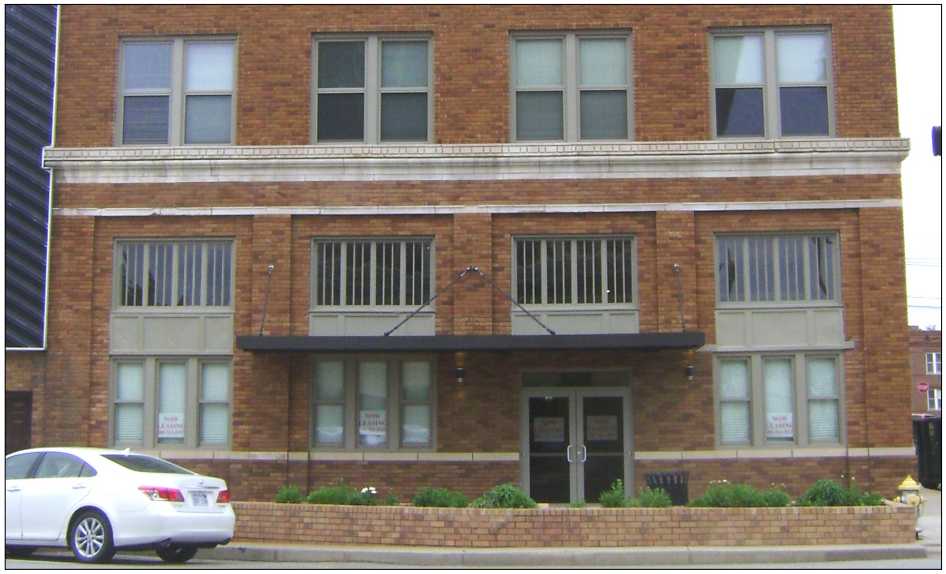


Figure 78: Community Building, 223 East Grand Avenue, showing compatible replacement windows [Rosin Preservation].

Not Recommended Treatments for Doors and Windows:

- Replacing original doors and windows unless they are deteriorated beyond repair. Replacement due to assumed energy inefficiencies should be avoided. A properly fitted and weather-stripped window or a storm window will be just as energy efficient as new units.
- Wholly replacing historic windows if only one unit is beyond repair.
- Using faux muntins. If this treatment is used, the muntin grid should not be only between-the-glass but rather applied to the exterior and interior with a spacer between to simulate the historic muntin pattern.
- Adding shutters where shutters were not historically found.
- Covering or infilling transoms and sidelights.
- Increasing or reducing the original opening size. (Do not install smaller windows within an existing frame) (Figure 79).
- Installing new windows or doors that do not match the original lite configuration. For example, do not replace a multi-lite 6/6 double-hung wood window with a new vinyl casement window. Do not replace a single-lite wood door with a new solid hollow-metal door.
- Using stained wood or leaving wood unpainted.
- Using obscured or colored/stained glass where there historically was none.
- Using highly reflective contemporary storm windows and/or storm door units.
- Removing or recessing windows from their historic masonry openings (Figure 80).



Figure 79: 28 North Guthrie Avenue, Tulsa. Windows sizes have been reduced. This is not a recommended treatment [Rosin Preservation].



Figure 80: Commercial building showing masonry openings that historically contained windows and a storefront. This is not a recommended treatment [khri.org].

Applicable Preservation Publications for Doors and Windows:

- Preservation Brief 3: Improving Energy Efficiency in Historic Buildings
- Preservation Brief 9: The Repair of Historic Wooden Windows
- Preservation Brief 10: Exterior Paint Problems on Historic Woodwork
- Preservation Brief 11: Rehabilitating Historic Storefronts
- Preservation Brief 13: The Repair and Thermal Upgrading of Historic Steel Windows
- Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors
- Tech Notes – Windows: #1-#22
- ITS Bulletin #4: Inappropriate Replacement Doors
- ITS Bulletin #22: Adding New Entrances to Historic Buildings
- ITS Bulletin #23: Selecting New Windows to Replace Non-Historic Windows
- ITS Bulletin #26: Entrance Treatments
- ITS Bulletin #27: Adding Awnings to Historic Storefronts and Entrances
- Avoiding Incompatible Work: Windows, INCENTIVES: A Guide to the Federal Historic Preservation Tax Incentives Program for Income Producing Properties
- Saving Windows Saving Money: Evaluating the Energy Efficiency of Window Retrofit and Replacement

SOI Standards for:
DOORS and WINDOWS

- ◊ Standard 2
- ◊ Standard 3
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 7
- ◊ Standard 9

Door and Window Preservation Objectives

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

3.15 Roofs and Parapets.



Figure 81: Harter Building and the Stiles Block, 207-209 East Grand Avenue [2018 Survey].

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

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

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

See Section 3.16 for information about the installation of mechanical equipment on roofs. See Section 3.18 for information about rooftop additions.

Recommended Treatments for Roofs and Parapets:

- Maintain original shape, materials, and features of roof and parapet to maintain integrity of the structure.
- Use roofing materials that match the historic character of the building (size, scale, pattern, texture and color) when re-roofing.
- Maintain roof and parapet shapes, slopes, and overhangs.
- Maintain flashing, gutters, roof drains, and downspouts to prevent water damage.
- Use qualified subcontractors that understand how to work on historic buildings when installing new roofs on an historic structure.
- Paint new metal gutters and downspouts an appropriate color to match or complement the building.
- Reconstruct missing parapets using historic precedent such as photographs or architectural context (Figure 82).

Not Recommended Treatments for Roofs and Parapets:

- Changing the original shape or features of the roof or parapet (Figure 83).
- New roofing materials are not required to match original materials; however, do not install new materials that are not appropriate to the building style.
- Changing the original slope or overhang of the original roof.
- Changing details such as soffits, fascias, friezes, and ornamentation.
- Adding conjectural features to parapets.
- Allowing gutters to become clogged and overrun with debris and water, allowing water to run down the face of the building.
- Using unqualified roofing contractors.
- Painting new gutters and downspouts with a color that highlights the new system and is not complimentary to the building.
- Installing drainage systems that do not have enough capacity.
- Installing gutters or downspouts on public façades.



Figure 82: 119-125 West 2nd Street, Bartlesville. The missing portion of the brick parapet was rebuilt to match the historic appearance. Top photo is before restoration; bottom photo is after the parapet was rebuilt. Also, note the new windows match the size of the masonry openings [Rosin Preservation].

Applicable Preservation Publications for Roofs and Parapets:

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

SOI Standards for:
ROOFS and PARAPETS

- ◊ Standard 2
- ◊ Standard 3
- ◊ Standard 4
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 7
- ◊ Standard 9
- ◊ Standard 10



Figure 83: 1108 South Detroit, Tulsa. The parapet was either covered with metal or built up. This alters the appearance of the building. It is not a recommended treatment [Rosin Preservation].

Roof and Parapet Preservation Objectives

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

3.16 Mechanical and Electrical Equipment.



Figure 84: 200 East Grand in 1962, showing window air conditioner in upper story window [Gateway to Oklahoma History].

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

Mechanical and Electrical Equipment Preservation Objectives

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

Recommended Treatments for Mechanical and Electrical Equipment:

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

Not Recommended Treatments for Mechanical and Electrical Equipment:

- Installing through-wall air-conditioning units on the building (Figure 85).
- Installing window air-conditioning units on primary façades.
- Cutting channels into or removing historic façade materials to install utility lines or mechanical equipment, including exhaust hood fans, dryer vents, etc.
- Locating utility lines or utility boxes on the front façade of a building.

SOI Standards for: MECHANICAL and ELECTRICAL EQUIPMENT

- ◊ Standard 2
- ◊ Standard 5
- ◊ Standard 9
- ◊ Standard 10

Applicable Preservation Publications for Mechanical and Electrical Equipment:

- Preservation Brief 3: Improving Energy Efficiency in Historic Buildings
- Preservation Brief 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
- Preservation Brief 50: Lightning Protection for Historic Buildings
- ITS Bulletin #51: Installing New Systems in Historic Buildings
- ITS Bulletin #52: Incorporating Solar Panels in a Rehabilitation Project
- ITS Bulletin #54: Installing Green Roofs on Historic Buildings
- Avoiding Incompatible Work: Features and Finishes + Spaces, INCENTIVES: A Guide to the Federal Historic Preservation Tax Incentives Program for Income Producing Properties



Figure 85: 107 East Commerce, Altus, showing window air conditioner units [Rosin Preservation].

3.17 Lighting.



Figure 86: Example of historically compatible street lighting in downtown Ponca City [Rosin Preservation].

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

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

Lighting Preservation Objectives

Historic lighting will be retained. The scale, materials, and design of new lighting should be compatible with the character and appearance of the building and the downtown. Warm spectrum lighting is preferred.

Recommended Treatments for Lighting:

- Choose a fixture that is appropriate for the district and building age. A carriage lamp, for example, on a 1930s building is inappropriate.
- Make sure the fixture is an appropriate scale for the building (Figure 87). Do not place a very large fixture next to a secondary entrance or a very small, residential type fixture next to a storefront.
- Where possible, install a fixture on a masonry wall utilizing mortar joints for mounting locations.
- Warm spectrum (white) lighting source is recommended.
- The most appropriate place for entry lighting is on the ceiling of the entry vestibule or under an awning (Figure 88). A simple ceiling mounted or pendant fixture is most appropriate.

Not Recommended Treatments for Lighting:

- Permanently removing or altering historic lighting fixtures. Do not replace historic fixtures with new "updated" fixtures.
- Installing a lighting fixture in an inappropriate place. Be aware of ADA regulations for lighting dimensions and placement.
- Installing cool spectrum or colored lighting sources.
- Installing fixtures that can easily be damaged or become dangerous if broken.
- Installing fixtures that are out of proportion or scale to the building.

SOI Standards for:
LIGHTING

- ◊ Standard 2
- ◊ Standard 3
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 9
- ◊ Standard 10



Figure 87: Pendant light is too large for this entry [Rosin Preservation].



Figure 88: Indirect lighting at the entry is a preferred location for new lighting, as at 208 East Rogers Boulevard, Skiatook [Rosin Preservation].

3.18 New Construction (Infill and Additions).



Figure 89: Infill at the southwest corner of Grand Avenue and 1st Street [Rosin Preservation].

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

- Mass[6]

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

- Alignment

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

- Pattern

Pattern is a decorative design having a characteristic arrangement and considered a unit. Pattern often includes a repetition of elements or form in a regular manner. Patterns can be found in individual building elements such as windows or in groupings of buildings with similar elements situated along a

street. Ponca City's historic commercial buildings are most often red brick with parapets and simple ornamentation. A building that breaks the pattern of a streetscape tends to look out of place and breaks the coherency of the streetscape.

- Proportion

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

- Materials

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

- New Construction

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

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

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

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

- Building Additions

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

> 9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
>
> 10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The character of the commercial buildings in downtown Ponca City necessarily limits additions. This is because most buildings share party walls with adjacent structures and/or cover the entire parcel. Where feasible, additions should be placed at the rear of a building and should not be taller than the main building. For example, a two story historic building should not have a three story addition. In some instances, roof top additions may be desired. Care should be taken that the historic building is structurally able to handle the extra load. Further, roof additions should be kept to the back of the roof area and not extend past the halfway point; an addition should not be visible from the sidewalk. Materials should complement the existing building and should not call attention to itself. Rooftop additions should be kept to no more than one story tall; they are not recommended for buildings less than four stories tall, and they should not be visible from the street level.

End Notes

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

Recommended Treatments for New Construction:

- New buildings should maintain the same setbacks as the historic buildings.
- New buildings should be proportional in size, scale, mass, and form to the adjacent historic buildings (Figure 90).
- Place additions to the rear of the property, if possible, or at the rear of the roof.
- Additions should be compatible with the original structure but should be differentiated from the old.
- New additions should be designed in a manner that if removed in the future, the form and integrity of the historic structure will not be impaired.
- Additions should be smaller than the primary structure.
- Rooftop additions should not exceed one story in height. Do a mock up of the addition to determine if it is visible from the street.
- Keep additions simple and appropriate in shape, materials, color, and detail.
- Keep the massing, size, and proportion of the addition so that it does not compete with the existing property.



Figure 90: 315 East Cleveland is new infill to the north of the main downtown. The massing and height are compatible to the surrounding district [Rosin Preservation].

Not Recommended Treatments for New Construction:

- Locating additions on the primary façade or front of the property.
- Choosing a design and materials that are drastically stylistically different from the existing structure or that competes with the original structure.
- Constructing a rooftop addition on buildings less than four stories tall due to its visibility from the street.
- Constructing a rooftop addition that is taller than one story (Figure 91).



Figure 91: The rooftop addition of this building overshadows the historic building; this is an example of an inappropriate rooftop addition [Rosin Preservation].

New Construction Requirements:

- A certificate of approval from the Ponca City Main Street Design Committee shall be required prior to obtaining a building permit from the Development Services Department to begin work on the construction of any new building, whether pre-engineered or site built, within the Central Business District.
- The design committee, when considering applications for a certificate of approval, shall base its decisions upon the design guidelines as contained below. An applicant may appeal the decision of the committee to the planning commission, which can affirm, reverse, or modify the decision. Any appeal shall be made in writing to the community development director within twenty (20) days following the decision by the design committee. Final appeals may be made to the mayor and board of commissioners.

  A. Setbacks for new buildings should be in keeping with other buildings on the block; normally, new buildings should be located in the front and side property lines. Where new buildings are not situated on the front and/or side property lines, the setback area should be designed and landscaped so as to complement the existing facilities within the core area. The historic character and texture of the area is best served through the observance of platted building property lines.

  B. Original building facades are an established and a critical characteristic of the CBD. New facades should enhance or complement this characteristic. The design and construction of new buildings should incorporate facade elements that are consistent with and otherwise enhance these same characteristics.

  C. Buildings should have the appearance of a flat roof from the ground, and parapets should hide pitched roofs. Roofs with other appearance should be closely reviewed for the districts' architectural improvement and for design impact on the district and adjacent structures.

  D. Window alignment and type should be compatible with adjacent buildings. Windows should be set in two inches (2") to three inches (3") from the facade front.

Applicable Preservation Publications for New Construction:

- Preservation Brief #14: New Exterior Additions to Historic Buildings
- Tech Notes – Temporary Protection #3: Protecting Historic Structure during Adjacent Construction
- ITS Bulletin #3: New Additions to Mid-Size Historic Buildings #1
- ITS Bulleting #10: Exterior Stair/Elevator Tower Additions
- ITS Bulletin #18: New Additions to Mid-Size Historic Buildings #2
- ITS Bulletin #36: Rooftop Additions
- ITS Bulletin #47: Rooftop Additions on Mid-Size Historic Buildings
- ITS Bulletin #52: Incorporating Solar Panels in a Rehabilitation Project
- ITS Bulletin #54: Green Roofs on Historic Buildings
- Avoiding Incompatible Work, INCENTIVES: A Guide to the Federal Historic Preservation Tax Incentives Program for Income Producing Properties
- Historic Building Exterior: Adjacent New Construction on Site, INCENTIVES: A Guide to the Federal Historic Preservation Tax Incentives Program for Income Producing Properties

SOI Standards for:
NEW CONSTRUCTION

- ◊ Standard 2
- ◊ Standard 5
- ◊ Standard 9
- ◊ Standard 10

New Construction Objectives

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

3.19 Streetscape, Parking, and Landscaping.



Figure 92: Grand Avenue sidewalk with potential for pedestrian-oriented improvements such as benches and planters [Rosin Preservation].

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

- Landscaping

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

- Parking

Street parking should remain within the district. Surface parking or parking structures are not appropriate along Grand Avenue. Parking should be targeted only on lots that are currently vacant not on lots containing historic buildings or structures. Existing parking lots should be modified to allow the dis-

trict to be more pedestrian-oriented. This means that those parking areas that front a numbered (north-south) street should be targeted for new construction, keeping surface parking lots to the interior of the block.

SOI Standards for: STREETSCAPES, PARKING, and LANDSCAPING

- ◊ Standard 2
- ◊ Standard 5
- ◊ Standard 6
- ◊ Standard 9
- ◊ Standard 10

- Street Grid and Sidewalks

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

- Street Objects

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

- Fences

Fences are not appropriate for the downtown district. There are two main exceptions, however. One is the temporary safety fencing installed when a building is undergoing rehabilitation. The other is when the fence demarcates an outdoor seating area associated with one of the downtown businesses such as a café or restaurant. These outdoor areas should not obstruct the sidewalk to such an extent that pedestrians can no longer walk unimpeded or that compromise ADA accessibility. Fences should be simple, be between 30" and 36" tall, of wood or metal materials secured to the concrete sidewalk, and of a design that complements the building. All proposed fences, which require a building permit, will be evaluated on a case-by-case basis.

Streetscape Objectives

Additions and alterations to the streetscape will comply with all other applicable building codes for Ponca City. The streetscape, which includes parking and landscaping, is an important component of downtown Ponca City. Sidewalks will remain pedestrian-oriented with the installation of new objects and plantings that do not impede pedestrian traffic. Artwork will be encouraged but will complement the scale of downtown. Parking will be kept at the interior of blocks and will not be allowed on vacant lots along Grand Avenue.

Recommended Treatments for Streetscapes, Parking, and Landscaping:

- New construction should be targeted for vacant lots along Grand Avenue.
- Historic brick paving should be retained and maintained (Figure 93).
- Vacant lots and parking areas should be landscaped (Figure 94).
- Parking lots should be kept to the interior of a block.
- Low fences may be allowed if they demarcate a business's outdoor seating area and do not obstruct pedestrian traffic.
- The street grid should be retained.
- Street objects should be consistent and match the overall architectural character of the district.

Not Recommended Treatments for Streetscapes, Parking, and Landscaping:

- Vacating streets or alleys (in part or in total) for the construction of a new building or structure.
- Removing historic paving material.
- Cluttering sidewalks with street objects, plantings, and artwork.
- Installing fences or walls.
- Removing buildings to make way for new parking areas.

Applicable Preservation Publications for Streetscapes, Parking, and Landscaping:

- ITS Bulletin #39: Changes to Historic Site
- Historic Building Exteriors: New Site Features: INCENTIVES: A Guide to the Federal Historic Preservation Tax Incentives Program for Income Producing Properties

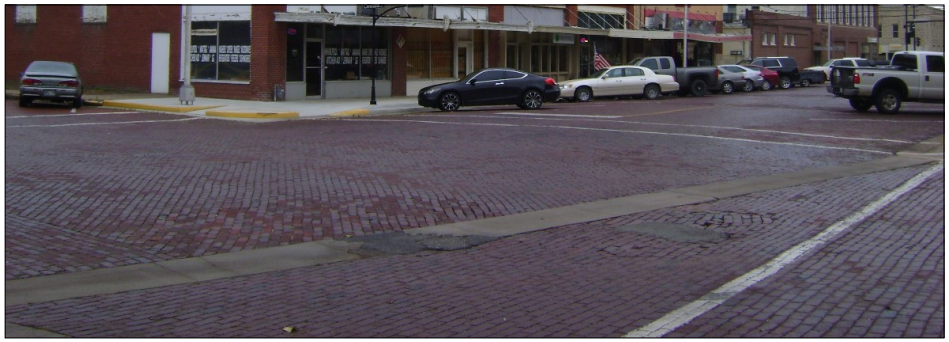


Figure 93: Ponca City's brick streets are character-defining features of the historic downtown [Rosin Preservation].



Figure 94: The Veterans Plaza offers a space for pedestrians to rest while walking in downtown [Rosin Preservation].

3.20 Demolition.



Figure 95: Demolition of the Arcade Hotel at the southwest corner of Grand Avenue and 1st Street in 1974 [Ponca City Public Library vertical files].

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

Historic designation, either local, state, or national, does not protect historic resources from demolition. However, demolition requests for buildings or structures within the Central Business District require review by the Ponca City Main Street Design Committee prior to issuance of a permit. Demolition should only be considered when the building or structure is so deteriorated that it is no longer safe to occupy and cannot be rehabilitated.

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

Neither city staff nor the Ponca City Main Street Design Committee can override a decision by the Building Official if a building or structure poses a life or safety issue. If a building/structure is tagged for an "emergency demolition," meaning an immediate threat to the public's safety and in imminent danger of collapse, no review is required.

- Demolition by Neglect

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

- Pre-Demolition Documentation (Mitigation)

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

Demolition Requirements:

- A certificate of approval from the Ponca City Main Street Design Committee shall be required prior to obtaining a building permit from the Development Services Department to begin the total or partial demolition of any (main) structure within the Central Business District.
- The design committee, when considering applications for a certificate of approval, shall base its decisions upon the design guidelines as contained below. An applicant may appeal the decision of the committee to the planning commission, which can affirm, reverse, or modify the decision. Any appeal shall be made in writing to the community development director within twenty (20) days following the decision by the design committee. Final appeals may be made to the mayor and board of commissioners.
    - A building recognized locally or nationally for its architectural or historical significance should not be demolished unless there is no reasonable economic alternative.

Recommended Procedures for Demolition:

- Properly maintain buildings and structures to prevent destruction by fire, demolition, or demolition by neglect.
- Ponca City Main Street Design Committee will review all demolition applications within the CBD.
- Protect surrounding buildings from collapse as a result of demolition.
- If part of a building or structure is still sound, only remove those portions that are not.
- If demolition is denied, the building should be mothballed (see 3.21 below).
- Document the building or structure before demolition .

Not Recommended Treatments Procedures for Demolition:

- Intentionally allowing a building to fall into disrepair in order to have it demolished.
- Demolishing a building or structure without review or permit.
- Demolishing a building or structure that is structurally sound. Similarly, demolishing an entire building or structure if only a portion is unsound.

Applicable Preservation Publications for Demolition:

- Preservation Brief 43: The Preparation and Use of Historic Structure Reports
- Tech Notes – Temporary Protection #3: Protecting Historic Structure during Adjacent Construction

SOI Standards for: DEMOLITION

- ◊ Standard 2
- ◊ Standard 5
- ◊ Standard 6

Demolition Objectives

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

3.21 Mothballing.



Figure 96: Ponca City Santa Fe Depot (1911) with plywood covered windows [2018 Survey].

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

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

- Roof, Gutters, Downspouts, and Flashing

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

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

Missing or broken windows and doors can allow water infiltration and unwanted public access. If left unchecked, water can lead to the eventual demise of a building, ruining the structural fabric of the building and damaging interior and exterior finishes. An open building is also an invitation for trespassers to enter and possibly damage the building. Existing windows and doors should be made weathertight by replacing broken glass and glazing, repainting, and adding weather stripping. If a building is missing doors or windows, or if it is abandoned, openings should be secured. Openings on the public facades

should be infilled with an appropriate window or door; openings on the rear or alley elevation may be covered with plywood or metal and secured in such a way as to not damage historic materials.

- Missing Exterior Finish Materials

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

- Structural Failure

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

If the condition of the building has deteriorated to the point that the building or a portion of the building cannot be saved, it is sometimes reasonable to propose demolition as a means of "correcting" the structural failure. Demolition will need to be reviewed by the Ponca City Main Street Design Committee.

Applicable Preservation Publications for Mothballing

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

SOI Standards for: MOTHBALLING

- ◊ Standard 2
- ◊ Standard 5
- ◊ Standard 6

4. DESIGN REVIEW PROCESS

4.1 Central Business District Design Review. The zoning ordinance for the Central Business District (CBD) provides for a design review of new construction and the total or partial demolition of any primary structure or building within the zoning district. The Ponca City Main Street Design Committee issues a certificate of approval after reviewing the proposed new construction or demolition. Title 11 of the Ponca City Code addresses the design review process for buildings within the CBD:

11-7-1-E. Design Review Process: A certificate of approval from the Ponca City Main Street design committee shall be required prior to obtaining a building permit from the development services department to begin work on the following:

1. The construction of any new building, whether pre-engineered or site built.
2. The total or partial demolition of any (main) structure.

The design committee, when considering applications for a certificate of approval, shall base its decisions upon the design guidelines as contained below. An applicant may appeal the decision of the committee to the planning commission, which can affirm, reverse, or modify the decision. Any appeal shall be made in writing to the community development director within twenty (20) days following the decision by the design committee. Final appeals may be made to the mayor and board of commissioners.

A. Setbacks for new buildings should be in keeping with other buildings on the block; normally, new buildings should be located in the front and side property lines. Where new buildings are not situated on the front and/or side property lines, the setback area should be designed and landscaped so as to complement the existing facilities within the core area. The historic character and texture of the area is best served through the observance of platted building property lines.

B. Original building facades are an established and a critical characteristic of the CBD. New facades should enhance or complement this characteristic. The design and construction of new buildings should incorporate facade elements that are consistent with and otherwise enhance these same characteristics.

C. Buildings should have the appearance of a flat roof from the ground, and parapets should hide pitched roofs. Roofs with other appearance should be closely reviewed for the districts' architectural improvement and for design impact on the district and adjacent structures.

D. Window alignment and type should be compatible with adjacent buildings. Windows should be set in two inches (2") to three inches (3") from the facade front.

E. A building recognized locally or nationally for its architectural or historical significance should not be demolished unless there is no reasonable economic alternative.

4.2 Matrix of Common Actions. The following are common actions to buildings within downtown district. This is not meant to be an exhaustive list. Before starting a project, consult the City's Development Services Department to verify if a permit is needed. All work also must comply with applicable building codes.

Action	Permit Required?	CBD Review?	Action	Permit Required?	CBD Review?
ADA-compliant ramps	Y	N	Additions	Y	Y
Awnings (new or replacement)	Y	N	Decorative Elements (shutters, balconies, etc.)	Y	N
Demolition (partial or total)	Y	Y	Doors (exterior)	N	N
Exterior Cladding or Trim (replacement in kind or new)	N	N	Fences	Y	N
Foundation Repair	Y	N	Landscaping	N	N
Lighting, Exterior	Y	N	Major Cleaning of Exterior	N	N
Masonry (major rehabilitation)	Y	N	Masonry (repointing, minor repairs)	N	N
Mechanical & Electrical Equipment	Y	N	New Construction	Y	Y
Paint, Exterior	N	N	Parking Areas (new or altered)	Y	N
Relocations	Y	N	Roofing (repair or replacement)	N	N
Sidewalk (repair)	N	N	Signage, historic (repair)	N	N

Action	Permit Required?	CBD Review?	Action	Permit Required?	CBD Review?
Signage, historic (replacement or modification)	Y	N	Signage, historic painted (repainting or modification)	Y	N
Signage (new)	Y	N	Slipcover (removal)	Y	N
Streets (repair or replace)	Y	N	Streetscape Objects (benches, art, lights, etc.)	Y	N
Storefronts (minor repair)	N	N	Storefronts (replace, new, major repair)	Y	N
Windows (new or replace)	N	N	Windows, Storms (new or replace)	N	N

5. RECOMMENDATIONS

5.1 Designate Downtown Ponca City a Local Historic District. A local historic district would provide another layer of design review through the Ponca City Historic Preservation Advisory Panel (HPAP). The historic context of downtown has already been developed both through the intensive level surveys done in 2008 and 2018 and through the preparation of the National Register nomination form. Further, each building within the National Register district and the surrounding blocks has been evaluated for its historic and architectural integrity and significance and rendered either contributing or non-contributing to the historic district; although, no changes to the 2008 National Register nomination have been implemented either by the Oklahoma State Historic Preservation Office or the National Park Service. The following items should be addressed in preparation for a local historic district:

- □ Gather property owner support for a local historic district.
- □ Determine the boundaries of the local district.
  - Should they follow the current boundaries of the National Register historic district?
    - ◊ This would be an easy boundary to explain to property owners and the general public. These boundaries could also expand in future if the National Register district is expanded and owners also want to be part of the local district.
    - ◊ In this district, there would be 109 contributing buildings (due to the loss of one building) and 33 non-contributing buildings.
  - Should they follow the expanded boundaries proposed in the 2018 resurvey of downtown?
    - ◊ This anticipates an expansion of the National Register district. This could be slightly confusing to explain to property owners and the general public.
    - ◊ In this district, there would be 133 contributing buildings and 40 non-contributing buildings.
  - Should they only follow the Central Business District boundaries?
    - ◊ This would exclude some properties in the eastern part of the National Register district and include a number of properties to the west of the current National Register boundary.
  - Other suggestions related to owner support, Main Street programs, etc.?
- □ Determine the Period of Significance for the district.
  - The period of significance will likely span from 1895 to 1960, as in the National Register nomination unless there is justification for extending the date past 1960.
    - ◊ The period of significance may not need to extend past 1960, if there is a provision within the local district narrative that alterations after 1960 will be evaluated for significance when a building permit is pulled.

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

- Appropriate uses for historic buildings.
  - This was an area of concern voiced by building owners and city staff at the May 8 public meeting. The Secretary of the Interior's Standard 1 states, "A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment." Most buildings within the downtown district are zoned as a Commercial Business District (CBD), and city code specifies approved uses. For instance, buildings can be used as hotels but not as personal warehouses. A set of building use guidelines should be based on Standard 1 and the underlying zoning. This guidance can provide examples of recommended and not recommended uses to help understand if the proposed new use supports the integrity of the historic district. In this district, there would be 109 contributing buildings (due to the loss of one building) and 33 non-contributing buildings.
- Downtown signage guidelines.
  - Further development of the sign guidelines could specify sizes and shapes of business signage; the location, size, and material of street and way-finding signs; the appropriateness and locations of historical markers and plaques; etc.
- Landscaping.
  - Further development of landscape guidelines should address types of plant material, sizes of planting strips, planter locations, etc.

6. APPENDICES

6.1 Glossary.

General Terms

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

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

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

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

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

Alteration.....A change to the current condition of a building either through total or partial addition or removal.

Applicant .....Property owner or property owner's representative who applies for a building permit.

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

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

Building Official .....The official who is charged with the administration and enforcement of the City's adopted building codes.

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

Central Business

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

Ponca City's CBD is legally defined as Donahoes Addition, Blocks 1, 26, 27, 28, and Block 25, Lots 1 through 5; Myatts Addition, Blocks 13, 14, 25, and 26; Townsite of Hartman, Block 32, Lots 11-20, Blocks 33-41, and Blocks 46-50; and, Townsite of Lynchville, Blocks 3-7. All of the above stated additions, blocks, and lots are contiguous and are located within the city limits of Ponca City, Kay County, Oklahoma (Municipal Code, 11-7-1-B-3).

Certificate of Approval.....The official document issued by the Ponca City Main Street Design Committee approving and/or concurring in any application for permit for erection or demolition of any building or structure within the Central Business District (Municipal Code, 11-7-1-E).

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

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

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

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

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

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

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

Good Repair.....A condition which not only meets minimum standards of health and safety, but which also guarantees continued attractiveness, continued structural soundness and continued usefulness (Municipal Code, 11-11-2-B).

Historic District.....A specific geographic area defined by a city, state, or federal authority that contains one or more buildings, objects, sites, or structures designated as exceptional or significant historic landmarks or clusters, including their accessory buildings, fences and other appurtenances, and natural resources having historical, architectural, archaeological, and cultural significance, and which may have within its boundaries other buildings, objects, sites, or structures, that, while not of such historical, architectural, archaeological, or cultural significance as to be designated landmarks, nevertheless contribute to the overall visual setting of or characteristics of the landmark or landmarks located within the district.

Improvement.....Any building, structure, place, parking facility, fence, wall, work of art or other object, the addition or deletion of which constitutes a physical betterment of real property, or any part of such betterment of real property (Municipal Code, 11-11-2-B). See also alteration.

In Kind.....To replace a feature of a building with materials of the same characteristics to replicate the original element in material, dimension, texture, color, and profile.

Integrity.....Description of a property that is physically unaltered or one that retains enough of its historic character, appearance, or ambiance to be recognizable to the period when the property achieved significance. Defined by a property's location, setting, design, materials, workmanship, association, and feeling. Integrity is not the same as condition, as a property may retain integrity and be in poor condition; conversely, a property may be in good condition and not retain integrity.

Landmark.....An individual building or structure determined by the City to be historically and/or architecturally significant (Municipal Code, 11-11-2-B).

Mothballing.....Temporarily securing a building to protect it from weather, vandalism, and/or trespassing when all means of finding a productive use have been exhausted or when funds are not currently available to put the deteriorating structure into a useable condition. This can protect the building while planning for future use or raising money for a preservation, rehabilitation, or restoration project.

Non-contributing.....A building, site, structure, or object within a historic district that does not add to the values or qualities of that district because it was not present during the period of significance or because it no longer retains integrity.

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

driveway or parking area be considered ordinary maintenance and repair. (Municipal Code, 11-11-2-B).

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

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

Project.....Any activities requiring the issuance of a permit or Certificate of Approval.

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

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

Restoration.....The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code- required work to make properties functional is appropriate within a restoration project.

Repointing.....The act of repairing the joints of masonry with mortar or cement.

Right-of-Way .....An area or strip of land, either public or private, occupied or intended to be occupied by a street, alleyway, walkway, railroad, utility line, drainage channel, or other similar uses.

Scope of Work.....The detailed description of proposed alterations and improvements.

Setback.....The open space between the property line of the lot and the nearest projection of a building or structure.

Significant.....A property possessing documented historic qualities that are important on a local, regional, statewide, or national level as defined by four general criteria: A) The location of an important event or events; B) The place associated with important people; C) The resource embodies distinctive physical characteristics; and/or D) The property has the potential to yield important information (archeology).

Architectural Terms

Arch.....Curved or pointed structural member used to span an opening.

Ashlar.....A squared or rectangular stone pattern.

Awning.....A projecting roof-like structure that shelters a door, window, or storefront. Commonly made of a metal frame and covered in fabric. Can be flat or pitched; flat awnings are also canopies.

Balcony.....A railed projecting platform found above ground level on a building.

Baluster.....An upright member of closely spaced supports for a railing, bannister, or balustrade.

Balustrade.....A railing composed of balusters and handrail, often used on porch and stairs.

Bay.....A part of a building separated by vertical elements such as windows or doors.

Bay Window.....A window that protrudes from the façade.

Beltcourse.....The horizontal element that runs the length of a building, typically dividing stories of a multiple-story building.

Block.....A molding or projecting course running horizontally along the face of a building, such as a continuous row or layer of stones or brick in a wall.

Bond.....The pattern or arrangement of bricks within a wall. The most common pattern in Ponca City is running bond.

Bracket.....A projecting support placed under an architectural overhang such as a cornice; often ornate.

Brick Mold.....A wood molding covering the gap between a doorframe or window frame and the masonry reveal into which the frame is set.

Building.....As defined by the National Park Service, a construction created principally to shelter any form of human activity (e.g., house, store, hotel). Intentionally distinguished from structure.

Bulkhead.....Kneewall. The area under a storefront window. The horizontal element or assembly at the base of a storefront parallel to a public walkway that provides a transition between the ground and storefront glazing area.

Canopy.....A projecting flat roof-like structure that shelters a storefront. Commonly made of metal framing with metal cladding. Often supported by chains or rods attached to the upper façade.

Capital.....The decorative top of a column or pilaster.

Casement.....A window sash that swings open along its entire length; usually on hinges fixed to the sides of the opening into which it is fitted.

Coping.....The protective uppermost course of a wall or parapet.

Corbeling.....Brick or masonry units that step out in a decorative fashion, sometimes to support a cornice or other element.

Cornice.....An ornamental moulding along the top of a building that typically protrudes from the building in order to make it stand out.

Decorative Brickwork.....A distinguishing feature of brick buildings where individual bricks within the building façade form a specific pattern from simple rectangles to a more elaborate castle-like formation. The bricks, which may or may not protrude from the wall plane, may be the same color as the surrounding façade or an alternate color. Usually found on the public façades at the parapet level. This is a common feature seen in downtown Ponca City.

Dentils.....A series of closely spaced, small, rectangular blocks, used especially in classical architecture.

Display Window.....A window of a store facing onto the public right-of-way used to display merchandise for sale in the store. Often part of a storefront.

Double-Hung Window.....A window of two (or more) sash where one sash slides vertically past the other in order to open the window. Sashes are glazed frames, set in vertically grooved frames or jambs in a building opening and capable of being raised or lowered independently of each other.

EIFS.....Exterior Insulated Finish Systems. A type of building exterior wall cladding system that provides exterior walls with an insulated finished surface and waterproofing in an integrated composite material system intended to simulate the texture and appearance of actual stucco.

Elevation.....An elevation is any external face of a building. See also façade.

Entablature.....The horizontal beam carried by a column. It is horizontally divided into three parts: architrave, frieze, and cornice.

Façade.....An exterior elevation or wall of a building; the principal/primary elevation.

Fenestration.....The composition of windows and door openings on a wall.

Fiberboard.....An insulating board made of wood or cane fibers compressed and cemented into rigid sheets, used as an inexpensive wall finish.

Flat Roof.....A roof that has only enough pitch so that water can drain. Most common roof form in downtown Ponca City.

Form.....The shape and structure of a building as distinguished from its substance or material.

Glazing.....The glass area of windows or doors.

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

Head.....The uppermost member of a doorframe or window frame. The support found on the upper portion of the window or door casing is generally at least twice as thick as the framing component of the door or window and found around the opening. The header will span horizontally across the top of the door or window casing, offering added support that prevents the full weight of the wall from resting on the door or window casing itself.

Jamb.....Either of the vertical sides of an archway, doorway, or window opening.

Joint.....The mortar level between masonry units such as brick and stone.

Keystone.....In masonry, this is the center stone in an arch and is often prominent.

Kickplate.....Plate on lower rail of door or a plate at the opening edge of a stair platform/floor

Kneewall.....Bulkhead. The area under a storefront window. The horizontal element or assembly at the base of a storefront parallel to a public walkway that provides a transition between the ground and storefront glazing area.

Lintel.....The horizontal beam bridging a window or door opening to carry the weight of the wall above the opening; can be wood, stone, or metal.

Lites/Lights.....Panes. The individual glass portion of a window or door.

Marquee.....A large, rigid, and often decorative roof-like structure over the entrance to a commercial building. Often contains the name of the building.

Masonry.....A construction method that stacks stones or bricks and binds them with mortar to form a wall.

Mass/Massing.....The three-dimensional bulk of a building height, width, and depth. The measure of scale which refers to the amount of space occupied by a structure.

Mortar.....A mixture of cement, lime, sand, or other aggregates with water; used in plastering and masonry walls.

Moulding.....Molding. A decorative band or strip with a profile. Generally, mouldings are used in cornices and as trim around a window or door opening.

Mullion.....A vertical dividing member between multiple grouped windows.

Muntin.....One of the thin strips of wood or metal used to separate panes of glass within a multi-lite window.

Object .....As defined by the National Park Service, constructions primarily artistic in nature or of a relatively

Orientation.....Set in relation to, or adjusted to, the surroundings, situation, or environment; placed with the most important parts facing in certain directions; set or arranged in a determinate position.

Parapet.....A low wall at the edge of a roof and are usually found on flat roofs.

Pediment.....A triangular enclosed space in the gable of a classical style building or any similar form above a door, window, or portico.

Pilaster.....A rectangular column or shallow pier attached to a wall.

Plan.....The shape of the building as viewed from above.

Planting Strip .....The landscaped area between the street and the sidewalk.

Prismatic Glass .....Architectural glass usually found in the transoms of commercial buildings that redirects light into interior spaces.

Reveal.....The part of a jamb of a window or door opening that is visible between the outer wall surface and the window or door frame.

Rusticated .....Masonry left with a rough outer surface and wide joints that emphasize the edges of each block.

Sash .....A panel that holds panes of glass, which are often separated from other panes (or "lites") by narrow muntins.

Scale.....The size and proportion of a building as distinguished from its substance or material.

Screening .....Open spaces, landscaped areas, fences, walls, or any combination thereof, used to physically separate or shield one use or property from another so as to visually block noise, lights, or other nuisances.

Shoring.....A general term used in construction to describe the process of supporting a structure in order to prevent collapse so that construction can proceed.

Sign/Signage .....Device, figure, painting, sculpture, drawing, message, placard, poster, billboard, ground sign, temporary sign, marquee, awning canopy, banner, pennant, flag, announcement, decoration, demonstration, display, illustration, or insignia designed to be seen from outside any improvement, and which is used to advertise or promote the interests of any person or business when the same is placed in view of the general public (Municipal Code, 11-11-2-B).

Sill .....The horizontal member beneath a door or window opening.

Site.....As defined by the National Park Service, the location of a significant event, occupation, or activity, or a significant building or structure in ruinous form. Primarily landscape focused. (e.g., parks, gardens).

Slipcover.....Generally a mid-twentieth century (1950s-1970s) addition to the façade of a historic commercial building used to give the building a quick "update." The slipcover hides the historic façade, which may or may not have been irreparably damaged by the installation. As historic districts age, these slipcovers may achieve historic significance in their own right.

Soffit.....The underside of an overhanging element, such as the eaves of a roof.

Stile.....Any of various vertical members framing a panel, as in a window with a glass panel or a door with a wood or glass panel.

Storefront.....The street-level part of a building façade normally divided into two or three main parts, framed on either side by piers (usually masonry), topped by a steel lintel or a midlevel cornice, and filled by a transparency of glass. The storefront includes glass display windows, typically with transom windows above that let light into the back of the store. Other features include a recessed entryway and kneewalls/bulkheads below the display windows.

Storm Window.....A secondary window installed to protect and/or reinforce the main window.

Story.....A building's individual vertical volumes as expressed on its façade.

String Course.....A horizontal course of masonry or wood that projects from a wall surface.

Structure.....As defined by the National Park Service, functional constructions made principally for uses other than human shelter (e.g., bridges, brick streets, grain elevators). Intentionally distinguished from buildings.

Stucco.....Exterior finish material composed of either Portland cement or lime and sand mixed with water. In Ponca City's downtown, most stucco is a historic finish.

Transom.....A horizontal window over a door or window, often moveable.

Veneer.....A thin layer of material, such as wood, brick, or stone, applied to a different material or to a type of construction not ordinarily associated with it. Not structural.

Wall Anchor..... The decorative washer visible on masonry buildings that is part of a tie rod and bolt system used for structural reinforcement. Often a five-pointed star.

Weatherize.....To make a building secure against weather, as by adding thermal insulation, storm windows, or by sealing joints.

Weather Strip.....A strip of metal, felt, vinyl, or foam rubber placed between a door or window sash and its frame to provide a seal against windblown rain or air infiltration.

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6.3 Applicable National Park Service Preservation Briefs.

The Technical Preservation Service of the National Park Service publishes briefs, technical notes, and bulletins that describe best practices for historic buildings and materials. The publications follow the *Secretary of the Interior's Standards*. Copies of these briefs are available from the National Park Service at https://www.nps.gov/tps/how-to-preserve/briefs.htm.

Preservation Briefs

#1 Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
#2 Repointing Mortar Joints in Historic Masonry Buildings
#3 Improving Energy Efficiency in Historic Buildings
#4 Roofing for Historic Buildings
#5 The Preservation of Historic Adobe Buildings
#6 Dangers of Abrasive Cleaning to Historic Buildings
#7 The Preservation of Historic Glazed Architectural Terra-Cotta
#8 Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
#9 The Repair of Historic Wooden Windows
#10 Exterior Paint Problems on Historic Woodwork
#11 Rehabilitating Historic Storefronts
#12 The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
#13 The Repair and Thermal Upgrading of Historic Steel Windows
#14 New Exterior Additions to Historic Buildings: Preservation Concerns
#15 Preservation of Historic Concrete
#16 The Use of Substitute Materials on Historic Building Exteriors
#17 Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character
#18 Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements

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

6.4 Financial Incentives.

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

Ponca City Main Street offers two types of Improvement Grants that share the cost of projects to eligible businesses within the Central Business District. Small Grant Projects are a 50% matching grant up to $100 and Large Grant Projects are a 50% matching grant of $2,500 - $5,000. Eligible improvements include but are not limited to landscaping, public art (sculptures, murals, etc.), window displays, exterior painting, exterior lighting & signage, masonry or mortar joint repair, window or door repair or replacement, removing non-historic materials (siding that covers windows, metal facades, removing paint from brick, etc.), and repair, replacement or addition of awnings. Contact Ponca City Main Street for more information https://www.downtownponcacity.com/grants.html and see enclosed Grant Application.

6.5 Governmental and Organizational Contacts.

City of Ponca City
516 E. Grand Ave.
Ponca City, OK 74601
(580) 767-0383
https://www.poncacityok.gov/

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

Ponca City Main Street
516 E. Grand Ave.
Ponca City, OK 74601
(580) 763-8082
https://www.downtownponcacity.com

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

Oklahoma Historical Society
State Historic Preservation Office (SHPO)
800 Nazih Zuhdi Dr.
Oklahoma City, OK 73105
(405) 521-6249
https://www.okhistory.org/shpo/shpom.htm

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

National Park Service
Technical Preservation Services
1849 C Street NW, Mail Stop 7243
Washington, DC 20240
(202) 513-7270
https://www.nps.gov/tps/about.htm

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

City of Ponca City
Development Services Department

516 E. Grand P.O. Box 1450, Ponca City, OK 74602 * Phone (580) 767-0383 * Fax (580) 767-0325

BUILDING PERMIT APPLICATION

Date:_____ Permit#:_____

TYPE OF PERMIT: BUILDING____ DEMOLITION____ ELECTRICAL____ PLUMBING____ FENCE____

MECHANICAL____ SIGN____ POOL____ MOVING____ OTHER_____

PROJECT ADDRESS/LOCATION:_____

_____

APPLICANT/OWNER:_____

ADDRESS:_____ PHONE:_____

CONTRACTOR(S):

GENERAL:_____

Address:_____ PHONE: _____

ELECTRICAL:_____ PLUMBING:_____

MECHANICAL:_____ ARCHITECT:_____

DESIGN PROFESSIONAL IN CHARGE:_____PHONE:_____

DESCRIPTION OF WORK: ☐NEW ☐REMODEL/REPAIR ☐RESIDENTIAL ☐COMMERCIAL

*OTHER DETAILS:*_____

_____

_____

_____

DOES SCOPE OF WORK INCLUDE SIDEWALKS &/OR DRIVE APPROACHES? ☐ YES ☐ NO

NOTE: SIDEWALKS OR OTHER WORK IN A RIGHT-OF-WAY REQUIRES A SEPARATE PERMIT

SITE PLAN ATTACHED: ☐ YES ☐ NO **COST ESTIMATE:**_____

SITE PLAN ***MUST*** INCLUDE:

1. A PLOT PLAN OF THE PROPERTY SHOWING LOT DIMENSIONS, BUILDING LINES, AND EASEMENTS.
2. LOCATION, HEIGHT, & DIMENSIONS OF EXISTING & PROPOSED STRUCTURES

FEE SCHEDULE

PERMIT TYPE	BUILDING FEE	ELECTRICAL FEE	PLUMBING FEE	MECHANICAL FEE
COMMERCIAL	$16/100 SF	$4/100 SF	$4/100 SF	$4/100 SF
RESIDENTIAL	$8/100 SF	$2/100 SF	$2/100 SF	$2/100 SF
REMODEL	Applicable above fees will be charged; based on adjusted square footage of area to be remodeled*			
MINIMUM FEES	$25	$25	$25	$25
IN-GROUND POOL	$25			
DEMOLITION	$25			
FENCE-FRONT YARD OR REVOCABLE	$25			
WORK BEGUN W/OUT PERMIT	3 X Standard fee	3 X Standard fee	3 X Standard fee	3 X Standard fee
RE-INSPECTION OF NON-APPROVED WORK	$37.50	$37.50	$37.50	$37.50
OCCUPANCY CERTIFICATE	$25			
TEMPORARY ELECTRIC	$25			
SIGN	$25			
UNDERGROUND SPRINKLER	$25			
ACCESSORY STRUCTURE (<200 SF IN AREA)	NO PERMIT REQUIRED			
STATE OF OKLAHOMA UBCC FEE	$4.00	$4.00	$4.00	$4.00

**For interior-only remodels, the work area square footage will be divided by 4 to determine adjusted area*

SIGNATURE OF OWNER/APPLICANT:_____

(SEE PAGE 2 FOR FURTHER INFORMATION)

SUMMARY OF LOCAL R1 (1- & 2-FAMILY) ZONING REGULATIONS

(1) LOT LINE CLEARANCES IN R1 (ONE- & TWO-FAMILY DWELLING) ZONES:
***FRONT BUILDING SETBACK*-AT LEAST 25' FROM STREET RIGHT-OF-WAY/PROPERTY LINE (20' ON CORNER LOTS)**
***SIDE CLEARANCE*-6' MINIMUM** (FOR ALL STRUCTURES), **OR AS REGULATED FOR RESIDENTIAL ACCESSORY STRUCTURES.**
***BACK CLEARANCE*-20' OR 25% OF LOT DEPTH, WHICHEVER IS LESS** (FOR PRIMARY STRUCTURES)
1' MINIMUM (FOR ACCESSORY STRUCTURES IN THE REAR YARD)

(2) MAXIMUM LOT COVERAGES IN ALL RESIDENTIAL ZONES:
***FOR PRIMARY STRUCTURES*-40% OF TOTAL LOT AREA**

(3) MAXIMUM HEIGHT ALLOWANCES IN ALL RESIDENTIAL ZONES:
***FOR PRIMARY STRUCTURES*-2 ½ STORIES OR 35'**

NOTE: PROVISIONS FOR SETBACKS, COVERAGES, & HEIGHT OF ACCESSORY STRUCTURES VARY FROM THOSE FOR PRIMARY STRUCTURES. CONSULT THE ACCESSORY STRUCTURE PERMIT APPLICATION FOR DETAILS.

(4) CAR PORTS:
-MUST BE OVER PAVED SURFACE
***IN FRONT YARD*-5' MINIMUM CLEARANCE FROM RIGHT-OF-WAY/PROPERTY LINE**
-MUST BE OPEN ON ALL SIDES FROM EAVES LINE TO GROUND
-PERMIT IS REQUIRED

(5) FENCES:
-CAN'T EXCEED 8' IN HEIGHT
-MUST BE BUILT OF MATERIALS COMMONLY USED FOR FENCING
***IN FRONT YARD*-CAN'T EXCEED 4' IN HEIGHT**
-CAN'T CREATE A TRAFFIC SIGHT OBSTRUCTION (ONLY OPEN PICKETS, CHAIN LINK, OR OTHER APPROVED MATERIALS ARE ALLOWED; NO BARBED, HOG, OR CHICKEN WIRE)
-CAN'T OBSTRUCT A PUBLIC WALKWAY
-PERMIT IS REQUIRED

(6) OTHER RESTRICTIONS:
NO PERMANENT STRUCTURES, WITH THE EXCEPTION OF FENCES BY REVOCABLE PERMIT, ARE ALLOWED TO BE BUILT IN ANY EASEMENT

SIGNS ARE ALLOWED ONLY IN ACCORDANCE WITH PROVISIONS OF THE CITY OF PONCA CITY ZONING CODE

ALL STRUCTURES MUST CONFORM TO LOCAL BUILDING CODES

OWNER/APPLICANT IS ADVISED THAT PLATTED COVENANTS MAY ALSO APPLY. COVENANTS MAY BE MORE RESTRICTIVE THAN CITY ORDINANCES. THE CITY DOES NOT ENFORCE COVENANT PROVISIONS.

THIS LIST IS ONLY A PARTIAL SUMMARY OF LOCAL ZONING CODES. THE APPLICANT SHOULD BE AWARE THAT OTHER RESTRICTIONS MAY ALSO APPLY.

REQUIRED CONSTRUCTION INSPECTIONS:

-FOOTINGS, FOUNDATIONS & SLABS FOR STRUCTURES MUST BE INSPECTED PRIOR TO CONCRETE PLACEMENT

-FRAMING & ANY LOAD-BEARING ELEMENTS MUST BE INSPECTED BEFORE APPLICATION OF FLOOR, WALL, CEILING OR OTHER COVERINGS

-ALL ELECTRICAL, PLUMBING OR MECHANICAL (HEAT & AIR) WORK MUST BE INSPECTED BEFORE IT IS COVERED BY ANYTHING

-ANY WORK PERFORMED ON A FIRE-RATED ELEMENT MUST BE INSPECTED & APPROVED

Ponca City Main Street Improvement Grant Application

Grant Categories

- Small Grant Projects – 50% matching grant up to $100
- Large Grant Projects – 50% matching grant of $2,500 - $5,000
    - Properties with 25 ft. building frontage are eligible for the $2,500 matching grant and properties with a corner location or large store frontage are eligible for the $5,000 matching grant.

Purpose of the Program

- The purpose of the large grant is to encourage property owners and tenants to make important period appropriate improvements to building facades. The purpose of the small grant is to make our downtown district more attractive by sharing the cost of beautification and improvement efforts with business and property owners.

Eligible Improvements Include (but are not limited to):

- Planters, Flowers, trees, shrubs, and other landscaping including soil, mulch, pots, etc.
- Public art (sculptures, murals, etc.)
- Window displays
- Holiday lighting and decorations for storefront
- Exterior painting (except for applying paint to unpainted brick)
- Exterior lighting & signage
- Masonry or mortar joint repair
- Window or door repair or replacement
- Removing non-historic materials (siding that covers windows, metal facades, removing paint from brick, etc.)
- Repair, replacement or addition of awnings
- Other projects may qualify on a case-by-case basis. See PCMS Design Committee for consultation.

Applicant Criteria

- Applicant has been a $365 business partner for at least (1) year & commits to an additional (2) years of partnership via PCMS contract.
- Building owner(s) &/or tenant(s) are in agreement regarding proposed work.
- Applicant agrees to follow PCMS Design Committee's recommendations, if any are given.
- Applicant shall not begin any fabric-altering work regarding this grant until final approval by PCMS Board.
- Applicant commits to completing work within 6 months of final approval from PCMS Board.
- Application form is filled out in full and thorough information regarding project is included.
- Applicant has not applied for a façade grant in the last thirty-six months.

Program Rules

- Eligible properties are those within the Main Street district whose beautification and improvement will contribute to the overall aesthetic of the downtown district.
- Grants are not awarded for work done prior to approval of Application.
- Before and after photos must be submitted to PCMS. Digital copies are preferred.
- Grantees must use local products and companies as available.
- PCMS will not award a grant if a qualifying proposal is not submitted per this application's guidelines. All decisions regarding applications are the sole authority of PCMS and are final.
- Once the project is completed, Applicant must submit paid receipts for the improvements. PCMS will verify the work was done in accordance to the approval of the project plans before reimbursing funds.
- Labor by Applicant or friends of the Applicant do not qualify for grant funds.
- The following statement must accompany *any and all advertising of project* done by grantee: "This improvement is made possible with the assistance of Ponca City Main Street through their Improvement Grant Program."

Our Process:

- Applications will be reviewed by the Design Committee and sent to the Board for final approval. Applicant will be notified as soon as a decision is made.
- Grants will be awarded to partners on a first-come, first-served basis.
- Applicants are limited to a maximum of $100 in small grants each fiscal year and $2,500-$5,000 per fiscal year in large grants depending on building frontage and availability of funding.

Ponca City Main Street Improvement Grant Application

Application Date: _____

Building Owner / Tenant Name: _____

Address of Project: _____

Phone: _____

Email Address: _____

PROJECT DESCRIPTION: Either below or on a separate page, give a *detailed* description of proposed work.

_____

_____

_____

_____

_____

_____

_____

_____

Describe current condition of façade of building and any unusual problems currently existing:

_____

_____

_____

_____

_____

Attach list of cost estimates from contractors &/or supply houses. Include sketches or photos of all proposed changes to architectural fabric (e.g. windows, doors, awnings, signs, etc.). Include color proposals and samples where appropriate for all items. For window displays, banners, signage, or public art, submit a drawing or proof of the proposed work.

I have read & understood the program rules. I understand that I am responsible for the ongoing maintenance of the improvements described herein. I further understand that Ponca City Main Street must approve the improvements prior to work starting and that I must submit paid receipts before PCMS will issue the grant funds.

Property / Building Owner Signature _____