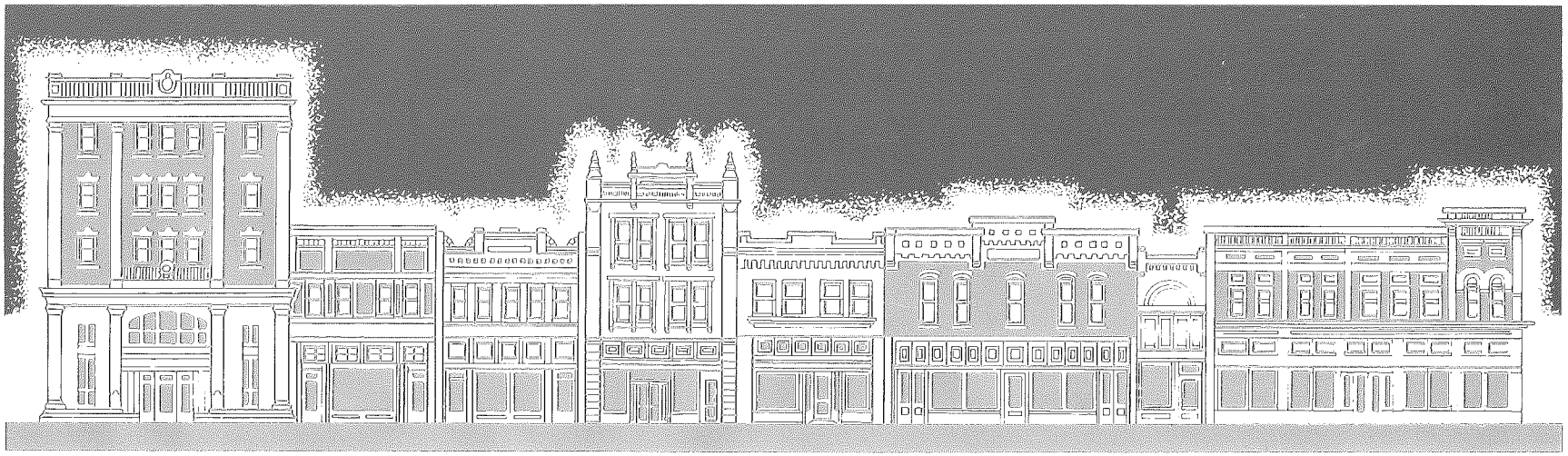
Oklahoma Design Guidelines

Oklahoma Main Street Program ❖ Oklahoma Department of Commerce



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OKLAHOMA DESIGN GUIDELINES

Ronald Frantz, AIA, Architect
Oklahoma Main Street Program

Main Street Memories

Main Street is our three dimensional memory.
Built by our ancestors,
Maintained by us,
And passed to our heirs,
Main Street is as much a part of us
As we are of it.

Moulded from red-clay prairies,
Forged by a fusion of backgrounds,
Generated by a Vision of a need
To make a life better than the previous one.

Main Street is Our Memory.
It rallies our teams,
Displays our troops,
Respects our cultures,
Honors our founders,
And, silently, remembers our bold pioneers.

The buildings of Main Street
Reflect the styles and the trends,
Show the bad times and the good,
Exhibit how we feel of ourselves,
And are a conscience that only we
Can maintain our legacy.

Main Street is where bigger
Is not always better.
But where better is always bigger.
Where local shops
And friendly shopkeepers
Capture the milestones of our minds.
The first haircut,
The first pair of shoes,
The first solo trip
To spend hard-earned change.
The first date—
Maybe to a matinee
Possibly even our first job
That unfolded to a life-long ambition.
To support our children's first haircuts
And first shoes.

After our forgetting of Main Street
And motoring further down the road,
Nostalgia brings us back to Our Memory
To witness worn window sills
Whittled by our Fathers
And heavily trod stairsteps engraved with daily tasks
Main Street reminds us of our Mothers' melted footsteps
From that Big Snow That Year.
Possibly, those footsteps are frozen only in Our Memories.
As they no longer are.
Those memories, laden with our inner sense of peace,
Give us a soothing place of time.
A sense of belonging to,
With,
And for.

The Old Buildings—
Capsules of long ago conversations—
Facades of fierce, but not faded, friendships—
And the streets of our strengths—
Beckon us to come back.
To restore.
To revitalize.
To reclaim.
To remember.
And, to respect.

And though the train may no longer stop here,
It seems the tracks still run home
To a depot of duty.
That we must maintain Our Main Street Memories.
And live them.
And work them.
And cherish them.
For All of Eternity.

by Ronald H. Frantz, Jr.

Ardmore, Oklahoma. 100 Block of West Main Street, north side of street. Part of National Register District.

Private Sector Investment

May 1986 - June 1992

Facade Renovations
Number of Buildings ---------- 442
Total Expenditures ---------- $2,795,362

Other Building Rehabilitation Projects and New Construction
Number of Buildings ---------- 858
Total Expenditures ---------- $16,757,541

Buildings Sold
Number of Buildings ---------- 257
Total Expenditures ---------- $11,692,332

Total Private Sector Investment ---------- $31,245,235
(Facade Renovations, Building Rehabilitation Projects, New Construction, and Buildings Sold)

Total Business Openings, Relocations, and Expansions ---------- 911

Net Gain in Business Openings, Relocations, and Expansions ---------- 517

Net Gain in Jobs Created ---------- 1,320

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PREFACE

Oklahoma Design Guidelines originally appeared as *Design Guidelines for Revitalizing Oklahoma's Downtowns.* Five hundred copies of the first edition were printed in May, 1987. *Oklahoma Design Guidelines* is an updated, revised edition of the original book. Many of the illustrations are new.

The first edition is used by all 23 Main Street towns as a resource. Orders for the book came from some 80 other Oklahoma communities as well as from 37 other states and Canada. The book is a textbook in architectural programs at two universities in two states. The graphics and text appear in many local publications throughout Oklahoma and other states. The format served as a guide for the design guidelines in Paso Robles, California.

From 1987 to 1992, interest in historic preservation increased dramatically in Oklahoma. Awareness of sensitive restoration and maintenance procedures also grew. During these five years, many towns established National Register Districts, created local historic districts and ordinances, and became Certified Local Governments.

Over the past six years, the Oklahoma Main Street towns reinvested over $30 million of private sector money in their historic downtowns. This does not include public expenditures for infrastructure, sidewalks or other public amenities.

Many factors contributed to these efforts. The staff at the OMSP felt it was time to update the original design guidelines as a way to assist the expanding interests in historic preservation.

The Oklahoma Main Street Program continues to grow with the interests. In 1992, the first Small Towns and first Urban Main Street programs increased the revitalization efforts. It is the intent of the state staff that this revised *Oklahoma Design Guidelines* will continue to assist property owners.

Susie Clinard, Director
Oklahoma Main Street Program
June, 1992

INTRODUCTION

What are design guidelines? Contrary to popular belief, design guidelines do not dictate, but *assist* building owners with the rehabilitation of their older downtown commercial buildings. Downtown "fix-up "projects, also called improvement projects, streetscape projects, or townscape projects, of the 1960s and 1970s usually approached the downtown in one way—that is, to make all buildings homogenous by covering them with false facades, turning streets into malls, and recommending that every business have similar signs, awnings, and colors. This was an attempt to make downtown comparable with the new concepts of suburban strip shopping centers and enclosed malls.

The downtown rehabilitation projects of the 1990s, or at least those of the Main Street Program, bring life back to older downtowns by using the Main Street 4 Point Approach: 1) Organization, 2) Promotion, 3) Design, and 4) Economic Restructuring. While all four points are important, these guidelines address the issues concerning the design portion. (For more information on the other points, contact the Oklahoma Main Street office in the List of Resources.)

The design portion of the Main Street approach does not "dictate" grandiose overall facade improvement plans. Instead, the design recommendations address each and every building only when the owner requests assistance. With the realization that each building has special architectural character and that each owner has different schedules and budgets, the design assistance is tailored to each rehabilitation project.

Using these design guidelines eliminates costly mistakes, irreversible damage to the older buildings, and the loss of financial incentives. For towns that receive design assistance from the Main Street office, these guidelines reinforce the recommendations provided by the architect. It is crucial that recommendations are implemented correctly. If there are changes, the local project manager, the state Main Street architect, and, if applicable, the State Historic Preservation Officer (SHPO) should be contacted prior to any deviations from the plans. The withdrawal of low-interest loans, sign grants, and federal tax credits can literally render a project infeasible.

For clarification, the Secretary of Interior's Standards for Rehabilitation defines the process as follows:

> *"Rehabilitation means the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."*

The basis of the design assistance provided by the Oklahoma Main Street Program is these ten standards. These standards are in the "Sensitive Maintenance Procedures" section of this book. In addition, all guidelines listed in this book relate to these standards. With an awareness and obeyance of these standards, design committees and individuals can complete successful rehabilitation projects. The Oklahoma Main Street Program tailored these "Oklahoma Design Guidelines" to assist design committees and individuals with their buildings. For more technical assistance, refer to the Appendix and the List of Resources.

CHARACTERISTICS OF OKLAHOMA DOWNTOWNS

Compared with the rest of the United States, Oklahoma is very young. Until 1889, very few downtowns, as we think of them, existed. Military outposts, trading posts, Indian camps, and railroad stops were the majority of the "communities" in the region known as the Indian Territory. The great land run of 1889 designated the first towns for non-Indian settlement which were settled overnight. Subsequent runs in 1891, 1892, 1893, and 1901 in the Oklahoma and Indian Territories established more towns.

The U.S. Governmental Survey System plotted many Oklahoma towns. Sometimes this is called the rectangle survey since the land is measured with lines running true north and south and lines running east and west.

Quadrangles divide the land into 24-mile square units. Each quadrangle consists of 16 squares called townships which are six miles square. Each township has 36 squares called sections which are one mile square. Although this is a very rational and organized manner to measure land, topographical features were not taken into account.

The plots of many Oklahoma towns adhere to these imaginary lines with adjustments being made when topographical features interrupted the straight lines forming squares. For most towns, a north-south orthogonal street grid system determines the size and location of the blocks. A typical city block measures 300 feet square with a 20 foot wide alley bisecting the block. The widths of the lots vary in sizes. However, most downtown buildings are in increments of 25 feet. The names of structures 25 feet wide include the word "building." Larger structures, measuring 50 feet, 75 feet, or 100 feet, normally are referred to as "blocks." With the rear 10 feet of the lot designated as an alley, the depths of the buildings extend as far as 140 feet.

The streets themselves are typically very wide, ranging from 60 feet to 90 feet. Folklore has it that the streets were wide enough for a wagon to turn around. With few exceptions, the majority of Oklahoma towns consist of this configuration.

Periods or Styles of Buildings

In many parts of the country, there are buildings that reflect true academic "styles" of buildings. These"styles" are actually categorizations of architectural trends that have similar design elements, design philosophies, massings, and sometimes, regional influences. The difficulty with placing the buildings of Oklahoma into these "styles," or "categories" is that many of these buildings vary from strict styles. Some of these buildings have elements from several different styles, or do not have enough elements to make it a fine example of any style. The construction of many buildings occurred without the supervision of an architect or engineer. Therefore these buildings have no formal academic design influence.

Also affecting the mixed styles of buildings in Oklahoma is the fact that a mad rush of people from all parts of the country settled the territory quickly. These people brought with them the remembrances of their hometowns as well as their ideas for new towns. Thus, the buildings of Oklahoma reflect many regional tastes and architectural heritages that were somewhat adopted to the climatic and physical demands of the new territory.

Another factor influencing the overall design of the buildings are the alterations. There was a tremendous increase of population and boom of building during the years that the territory was opened for settlement, roughly from 1889 to 1907. By the 1930's and 1940's, many of the buildings were in need of repair. In many towns, there is extensive evidence of new storefronts reflecting the current architectural tastes and materials of the time. Further, in the 1950's and 1960's, "modernizations" blended old buildings with sleek new buildings having very little detail. The handy-man, do-it-yourself, for-as-little-expense-as-possible design theories of the 1970's and 1980's further altered the architectural integrity of many buildings.

The types of buildings noted here show only typical examples of different periods of architecture having distinctive architectural features. The dates are only approximate, and names given are not academic classifications of architectural historians. These very general classifications serve as basic guides for identifying buildings.

Victorian or Territorial

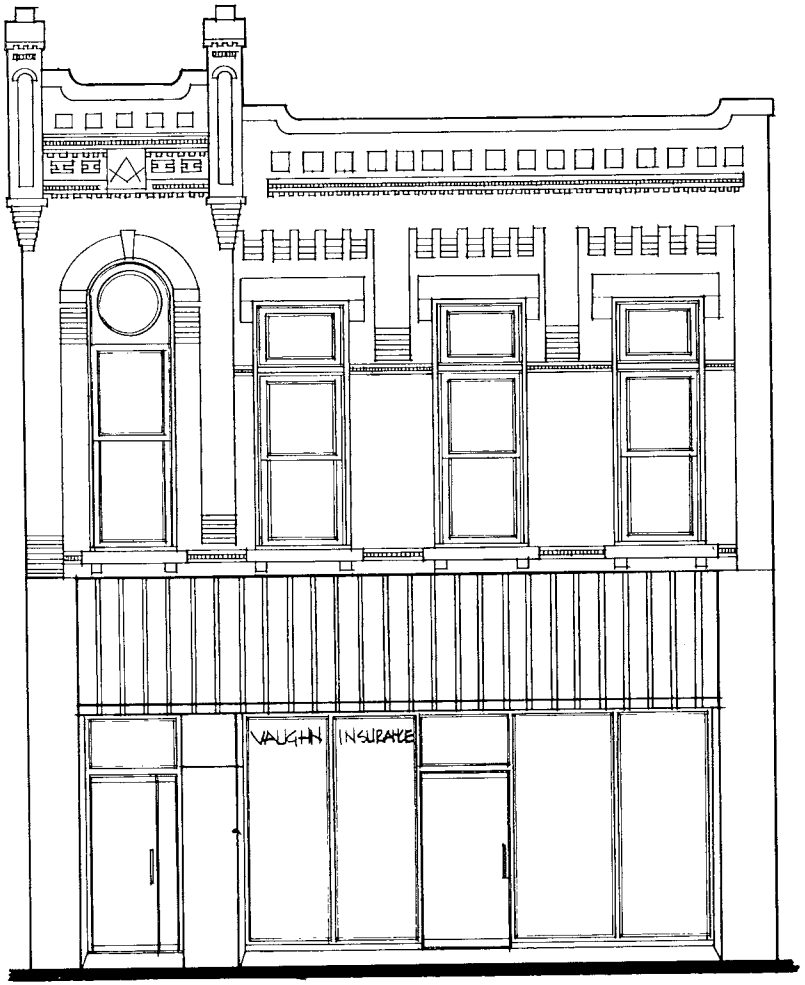
c. 1889 - 1907

Newkirk, Oklahoma. Mickael's Bakery (Geisler Building). Constructed of native limestone. Shown with canvas awning. Listed on the National Register.

These buildings are generally referred to as Victorian, territorial-era, or turn-of-the-century structures. The decorative details are abundant. The materials combine to create plays on shadows, textures, tints,and tones. The combination of on-site fired red clay brick of varying shades of reds and oranges with locally quarried sandstone or Kansas quarried limestone gives a richly textured facade of different tints. Corbelled brick (brick that projects from the front of the building) and rusti-cated stone (smooth cut stone with bevelled edges, diamond-pointed stone, and cyclopean or rough-faced stone) provide the interesting shadows. Many of these buildings have extensive displays of ornamental stamped metalwork in tin and zinc that usually form the cornices of the buildings.

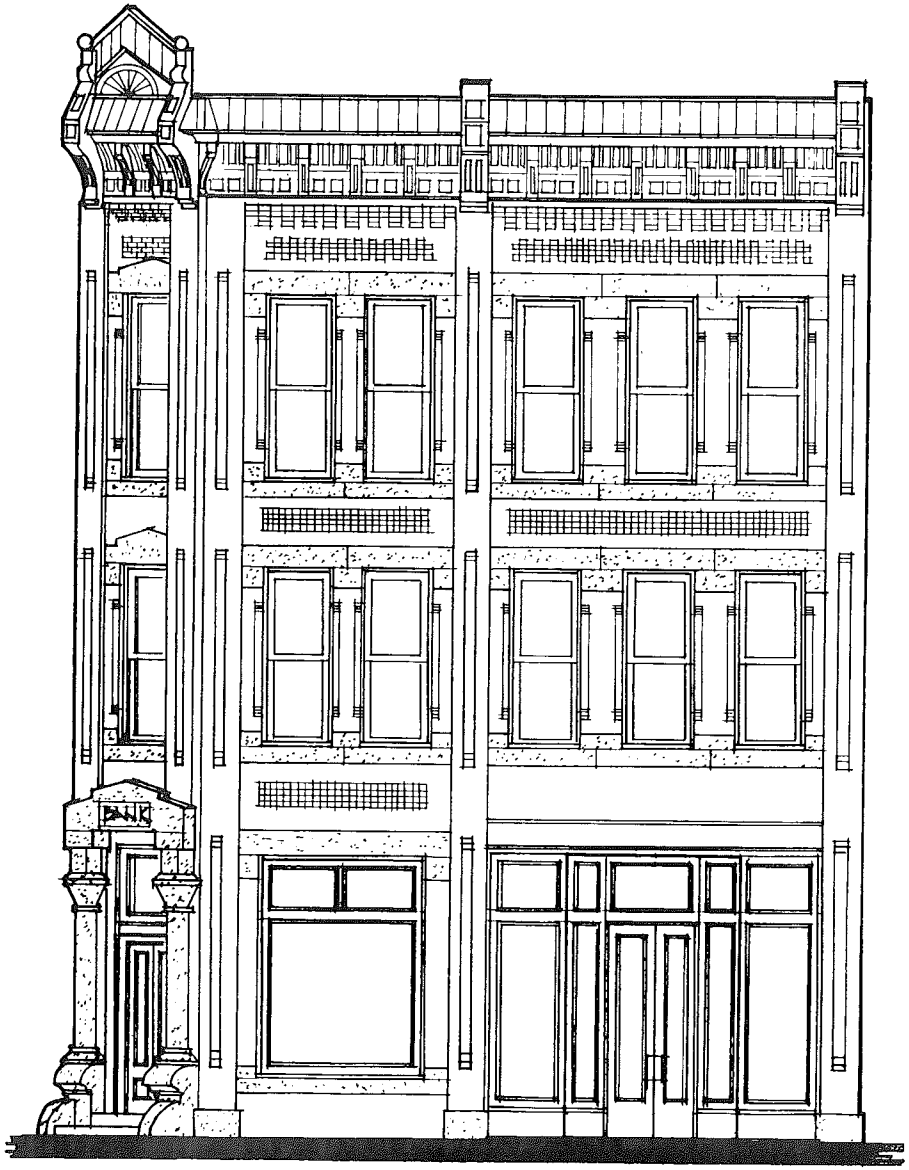
The wooden storefronts have large plate glass storefront windows topped by bands of clerestories or transoms. The glass in the transoms is clear or translucent with a frosted or glue-chip texture. Some transoms are ribbed glass that refract the light into the interior better. Others have panels of a now blue or purple-tinted glass squares set in leaded frames. The upper floor windows are double-hung wood sashes with a one lite over one lite (one piece of glass in each sash) pattern. These are normally rectangular, Roman-arched, or segmen-tally arched windows. Some windows have transoms above them.

El Reno, Oklahoma. Baumwart Insurance. Pressed metal cornice. Altered storefronts shown with canvas awnings.

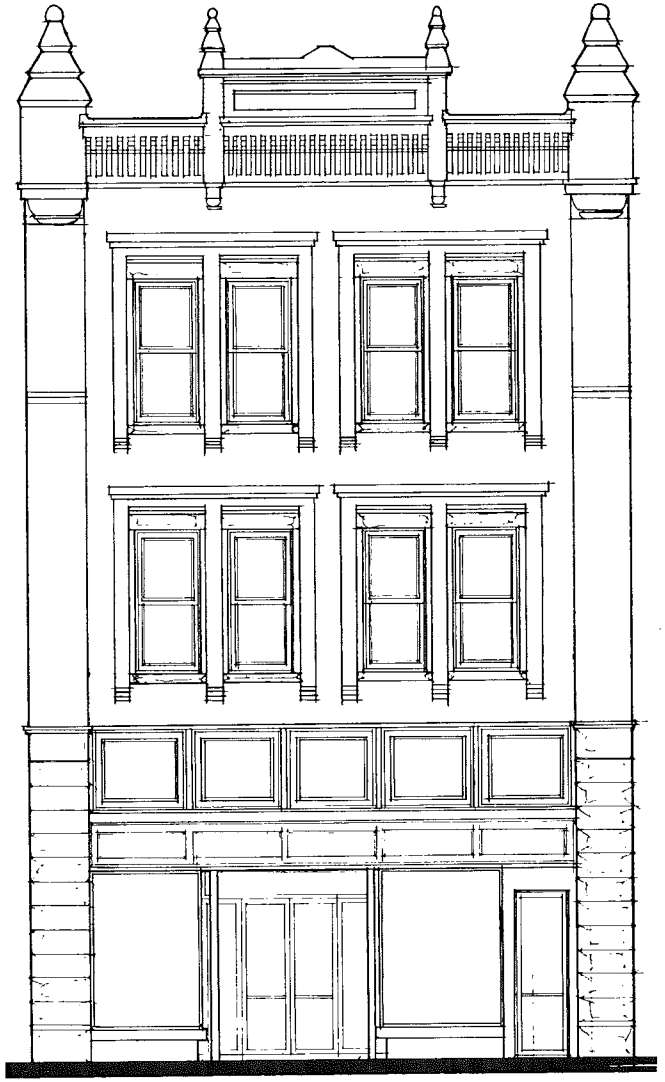


Purcell, Oklahoma. Vaughn Insurance (Masonic Lodge). Altered storefront shown with canvas awning.

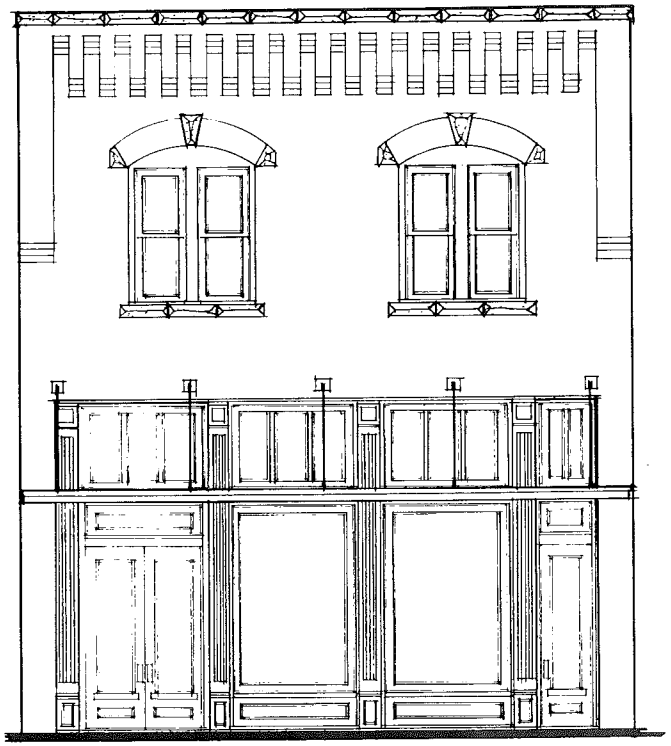
Anadarko, Oklahoma. J.W. Ogle Building (People's Arcade). Reconstructed storefront shown (proposed). Listed on the National Register.



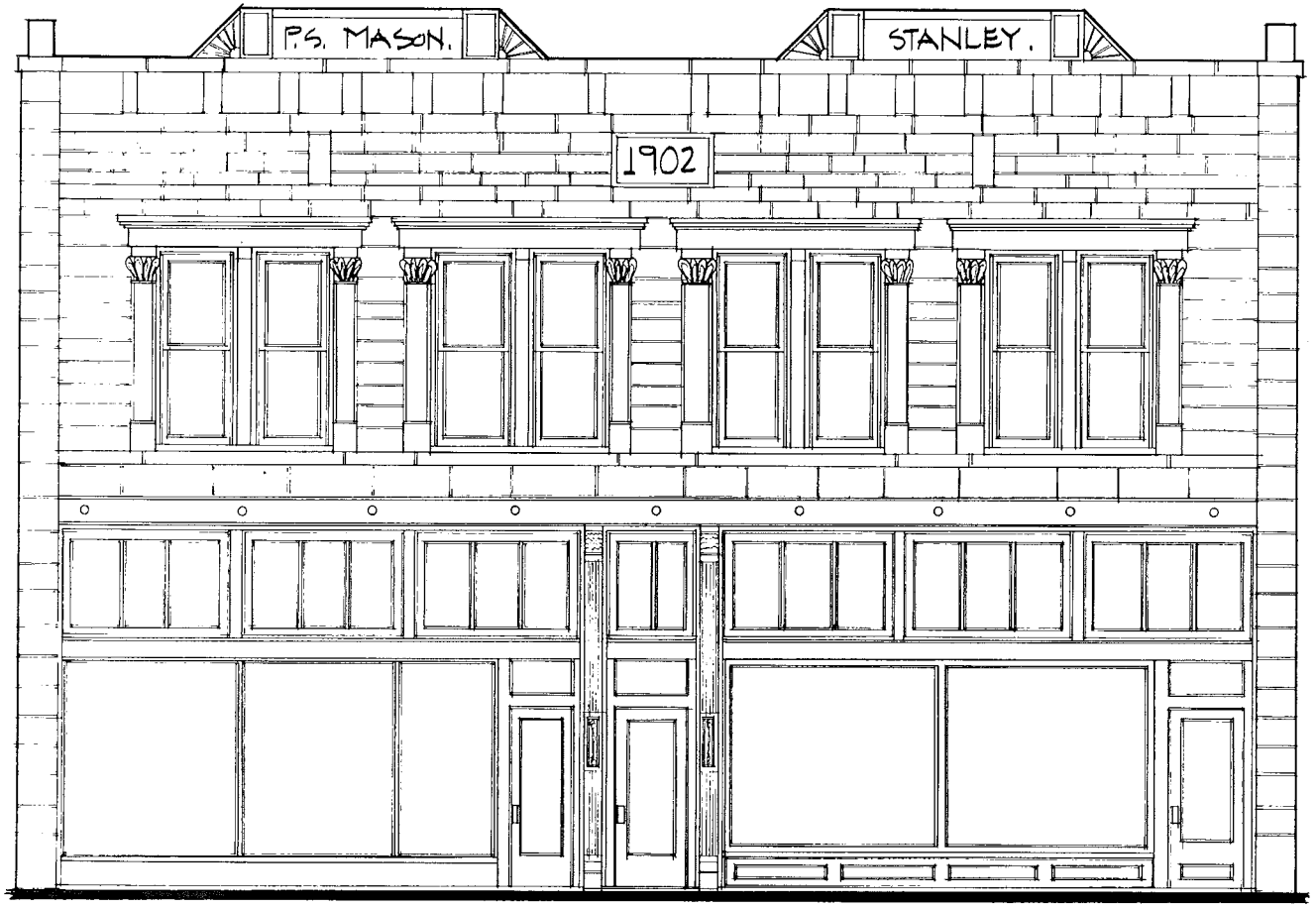
El Reno, Oklahoma. Babcock Building. Pressed metal cornice and sandstone details. Shown with reconstructed storefronts and corner entry.



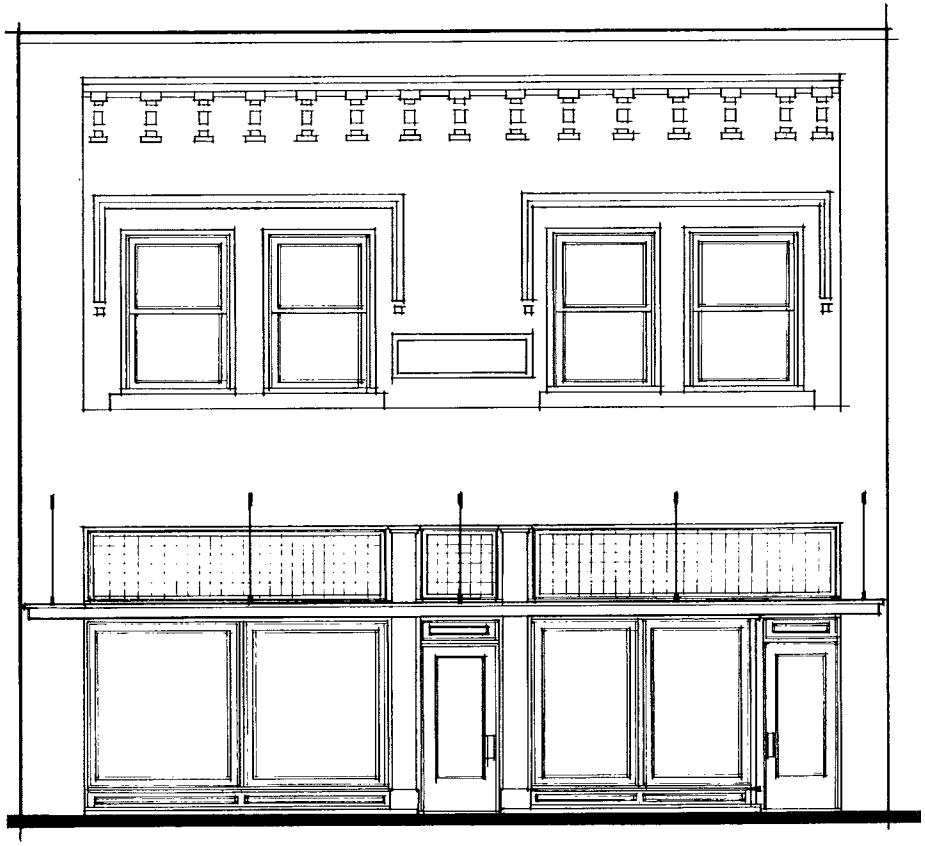
Okmulgee, Oklahoma. Brown's Shoes (part of Parkinson & Co. Building). Altered storefront.



Stillwater, Oklahoma. T.S.O. Building. Reconstructed storefront (proposed) with cast iron columns shown.



Newkirk, Oklahoma. 1902 P.S. Mason & Stanley Buildings. Constructed of native limestone. Listed on the National Register.



Woodward, Oklahoma. Woodward Cultural Center. Decorative parapet removed after tornado. Reconstructed storefront shown (proposed).

Classical Revival

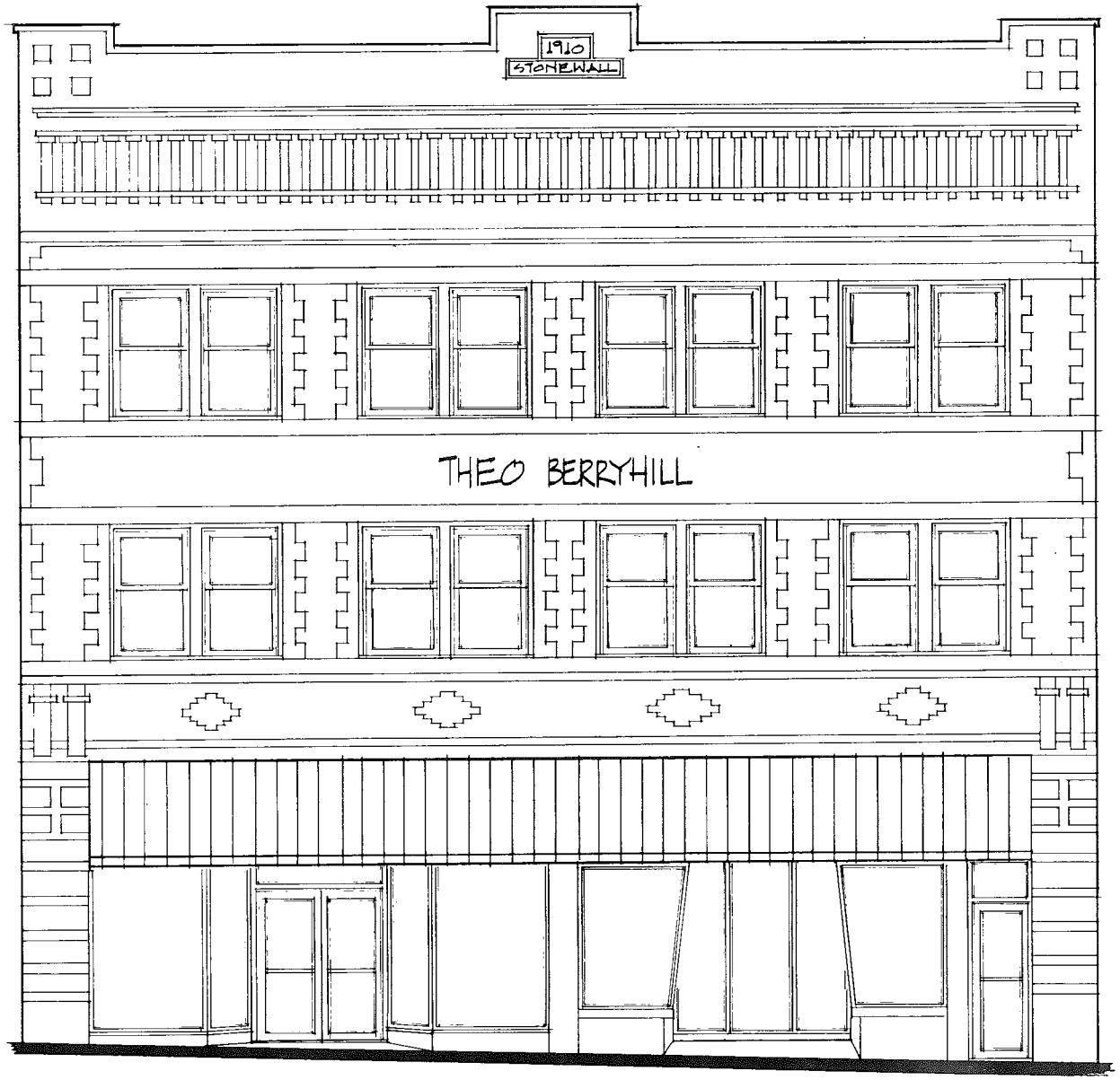
c. 1910 - 1930

Classical Revival buildings can also fall into Romanesque Revival, Beaux Arts, and Colonial Revival categories. These buildings are generally very stately structures that have very orderly facades. Familiar elements of the classical orders of details are found in the columns, pilasters, pediments, entablatures, and cornices. There are many details but they are more sedate than the "whimsical" Victorian details. Grand entrances are common as well as an odd number of bays—3, 5, 7, or 9—are in keeping with Greek and Roman classical architecture. These buildings generally date between 1910 and 1930.

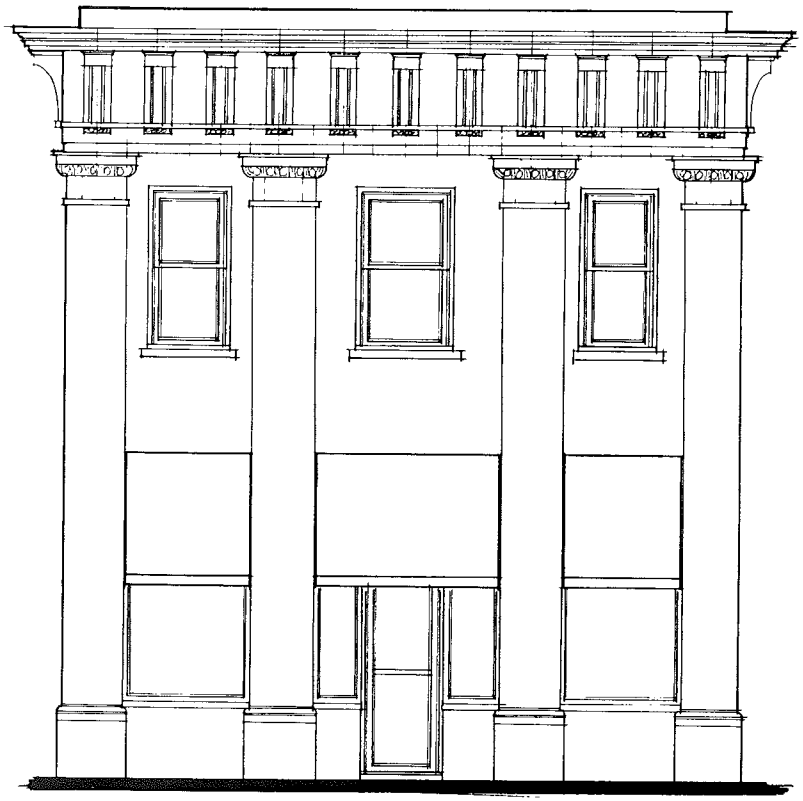
The materials are of higher quality than those of the Victorian Era. The brick is much harder, having been better fired. The colors range in numerous tones of reds and oranges, yellows and golds, and browns and beiges. The decorative details of the brick consist of subtle patterns ranging from the type of bond (the way the brick is laid) to patterns created by weaving various colors together. Limestone, cast stone, and terra cotta are other forms of masonry used. Doors and windows are still wood with the windows sometimes having multiple panes in the upper sashes.

Nowata, Oklahoma. Virginia Building. Altered storefronts shown with exposed transoms.

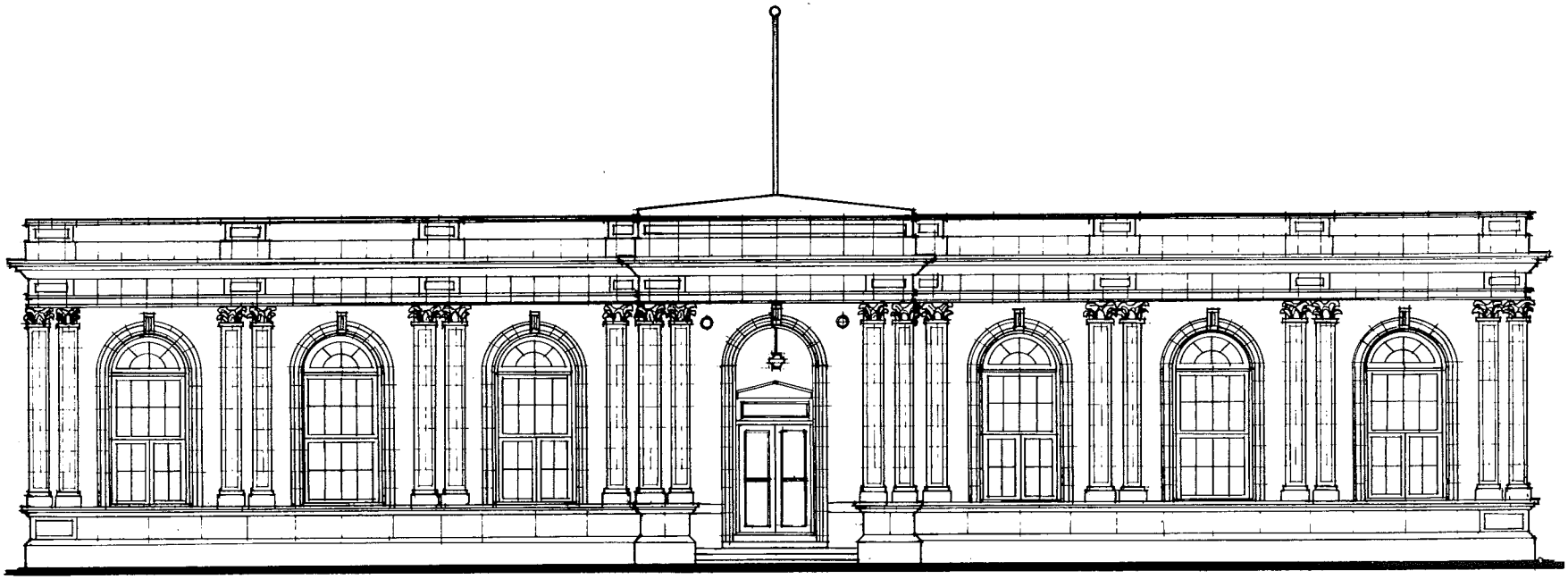
Shawnee, Oklahoma. Shawnee Garment Factory (Roundhouse Overalls).
Awnings shown above altered storefronts.



Sapulpa, Oklahoma. Southern Touch (1910 Stonewall/Theo Berryhill Building). Awnings shown above altered storefronts (since replaced with new storefronts).



Woodward, Oklahoma. Goetzinger Building. Awnings shown above altered storefronts.



Okmulgee, Oklahoma. Okmulgee Public Library. Constructed of brick and glazed terra cotta. Reconstructed windows shown.

Plains Commercial

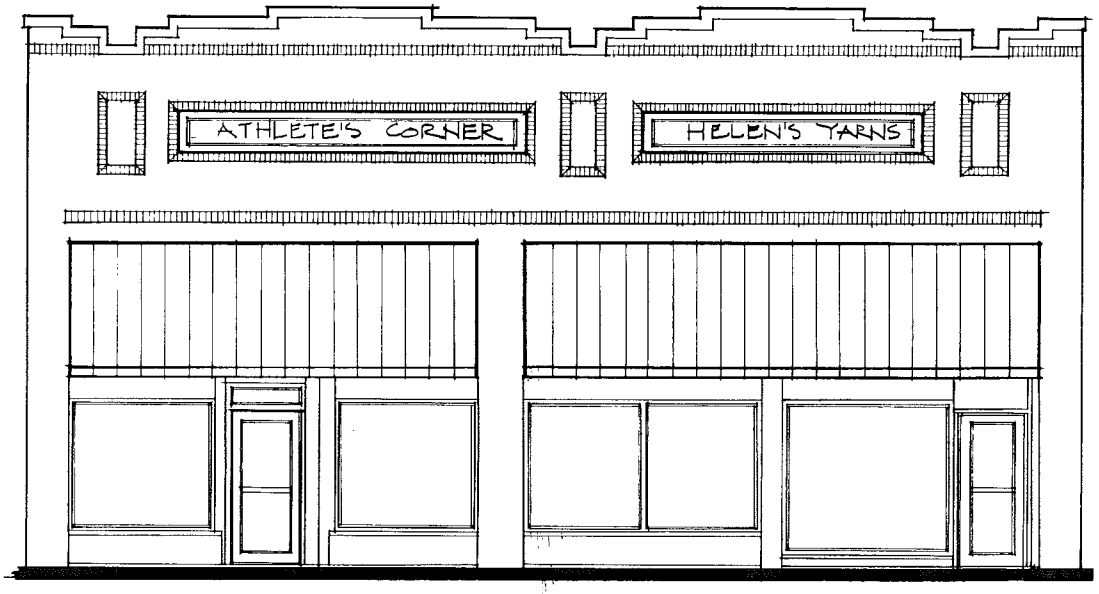
c. 1910 - 1940

Plains Commercial buildings appear to lack much architectural merit. They have generally flat-faced facades with little of the projecting ornament found in the previous styles. Constructed primarily between 1910 and 1950, these buildings include automobile dealerships and garages, and light industrial buildings, as well as commercial buildings.

The brick patterns form much of the limited ornament. These bricks form frames around the doors and windows or around the sign bands. Other details are cast stones set into the brick. These are square, horizontal, or diamond shaped and define sign bands, window corners, and cornices.

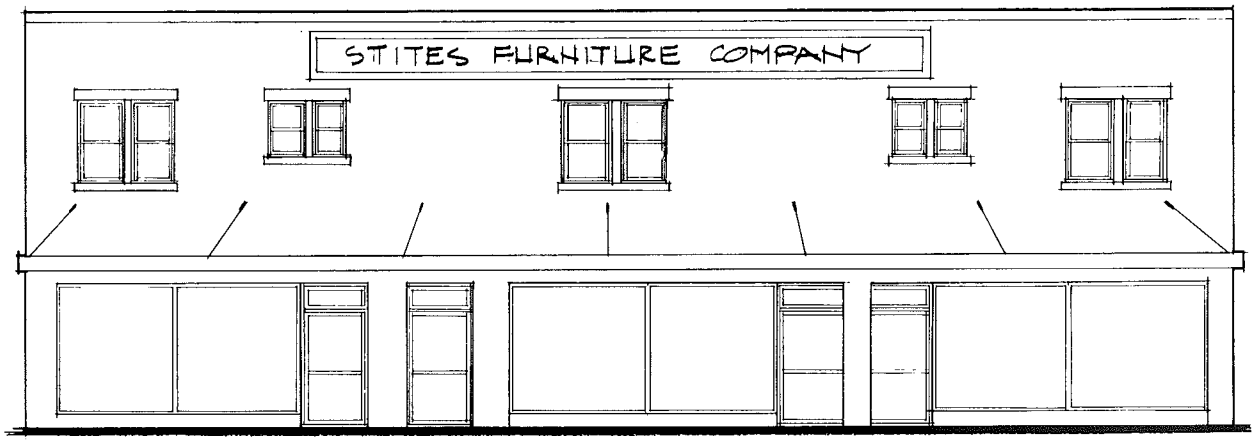
The storefronts of many of these buildings have different materials. For the bulkheads, the areas below the display windows, the materials may be cast stone or glazed tile. The tile colors include red, blue, green, yellow, and black. Many times the different colors combine to make geometric patterns or to simulate Indian designs. The display windows had copper frames with wooden transoms. The storefront configurations became much more interesting with deeply recessed doors, stepped display windows, and freely standing display cases. Upper floor windows, often paired, were of wooden double-hung sashes.

Sand Springs, Oklahoma. Square Dance Country & Cross Stitch Supplies (1924 Boone-Rose Building). Altered storefront.

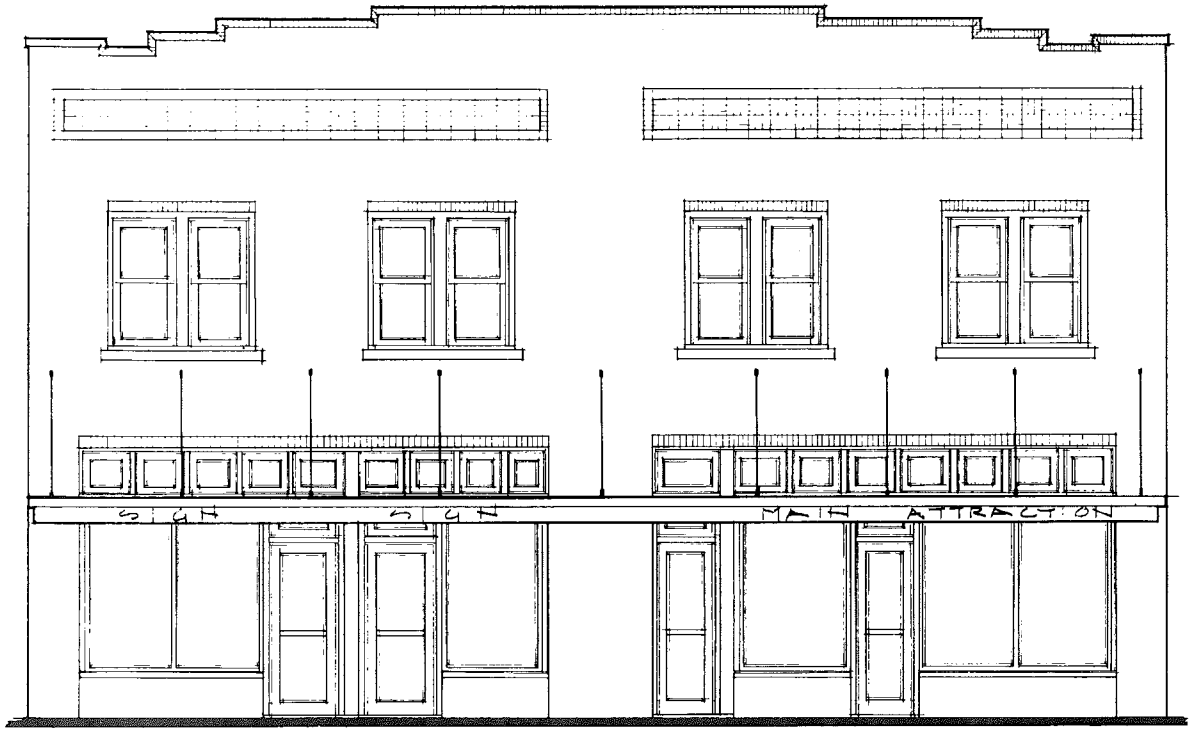


Ardmore, Oklahoma. Athlete's Corner & Helen's Yarns. Awnings shown above altered storefronts. Listed on the National Register.

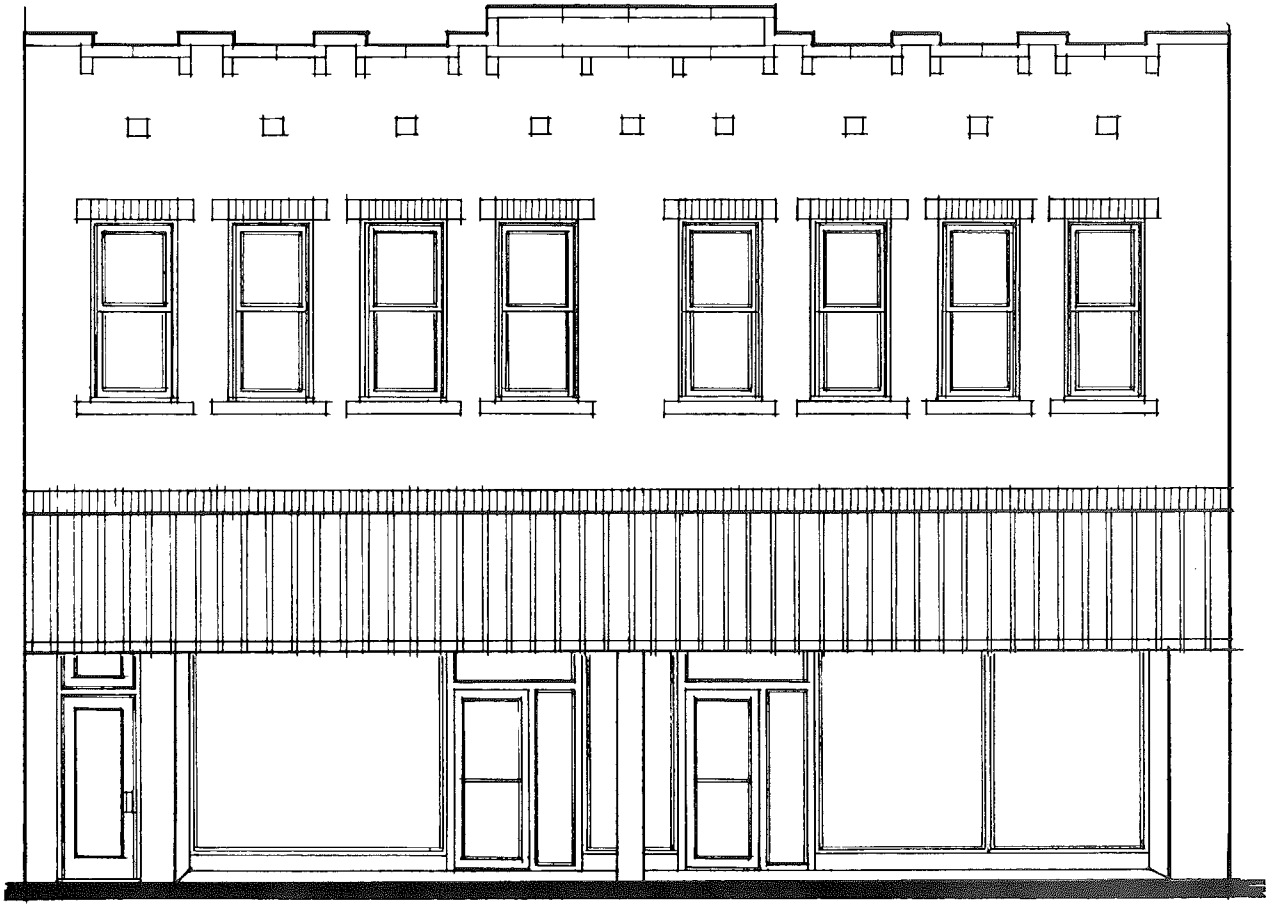
Bethany, Oklahoma. Old Hotel. Awnings shown above storefronts.



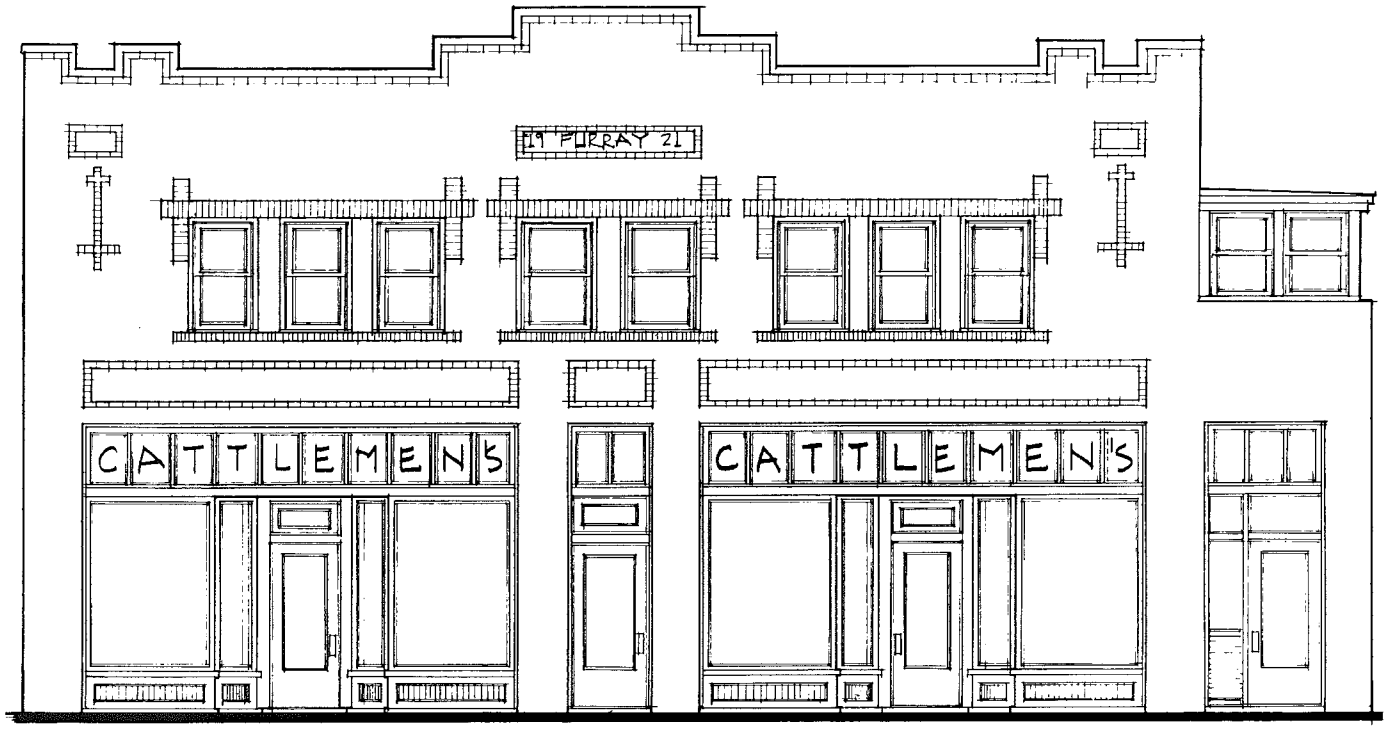
Eufaula, Oklahoma. Stites Furniture Company. Exterior finish of stucco.



Woodward, Oklahoma. King Hotel.

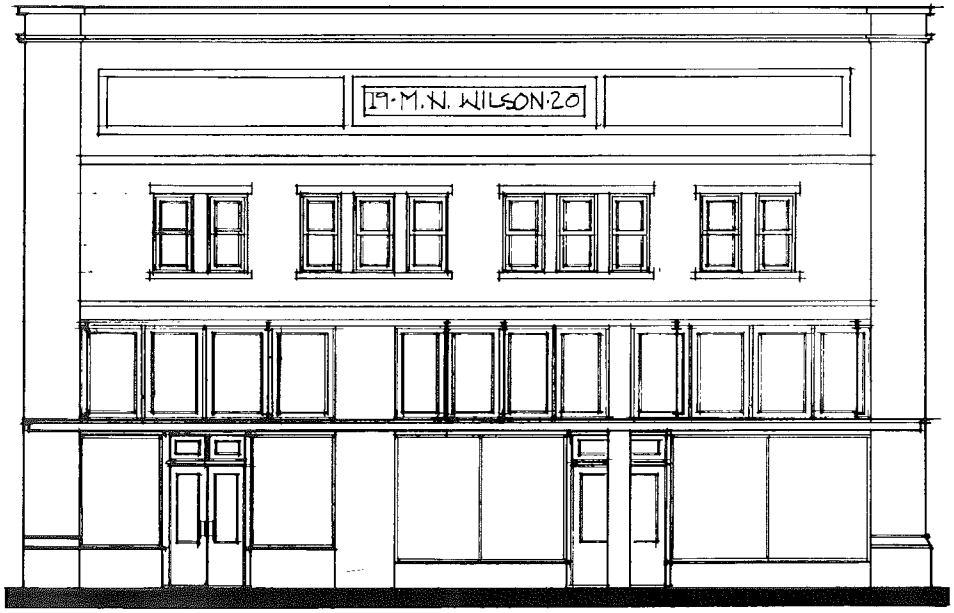


McAlester, Oklahoma. Rexall Building. Awnings shown above altered storefronts.



Stockyards City (Oklahoma City), Oklahoma. Cattlemen's Western Wear (1921 Furray Building). Reconstructed storefronts shown (proposed). Listed on the National Register.

Ponca City, Oklahoma. West End Interiors (West Grand Paris Furniture Building).



El Reno, Oklahoma. Country Craft Mall (1920 M.N. Wilson Building).

Ponca City, Oklahoma. Dollar Saver Stores (J.C. Penney).

Mission Style or Spanish Revival

c. 1910 - 1940

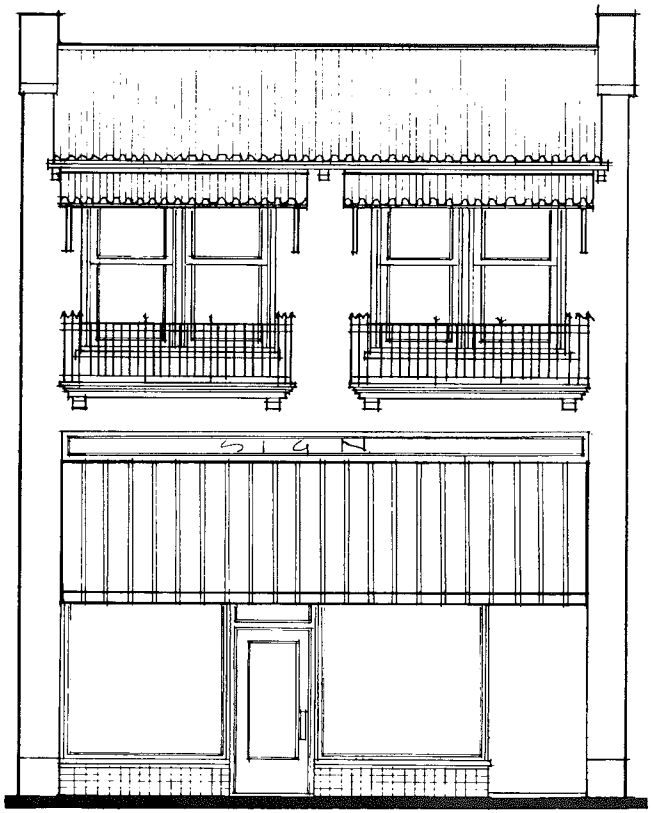
In Oklahoma, this style of architecture adorns early-day filling stations, automobile showrooms, movie theatres, and commercial buildings. Some of these buildings look very much like Plains Commercial structures with very flat brick facades. The brick details are in the pattern arrangement and the play of brick tones and colors. Also, like the Plains Commercial structures, the mission style buildings have decorative concrete details in the brickwork. Sometimes there are glazed tiles or terra cotta details that highlight the fronts.

Mission revival buildings differ from the Plains Commercial in that they have more architectural elements. Some windows are roman arched, segmentally arched, or asymmetrically placed and have decorative items surrounding the borders. Wrought-iron balconies and trim work, decorative concrete sculpture and urns, and clay tile or metal tile roofs are present on many of these buildings.

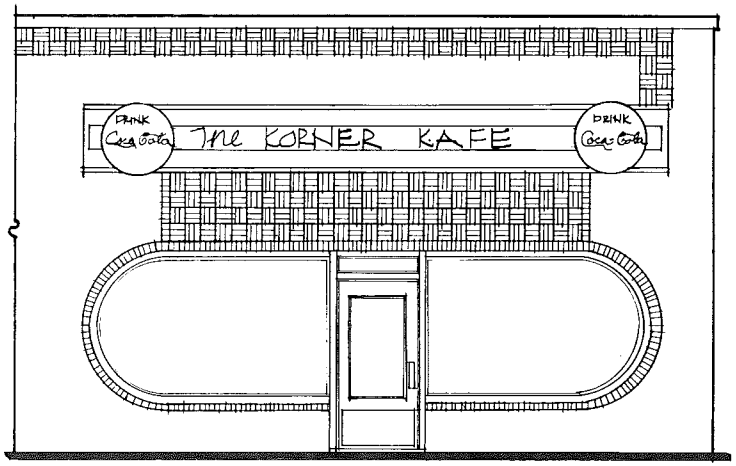
Most mission revival structures have brick exteriors. However, some have exteriors finished with flat-textured stucco that resembles adobe.

One last detail to highlight mission revival buildings is the roof line or parapet. Some buildings have stepped parapets. Sometimes squared towers or turrets with hipped or gabled tile roofs punctuate the parapet.

The storefronts have brick, tile, or stucco bulkheads with wood or copper framing the display windows. Doors are of wood or metal with upper floor windows being of wood. Mission style buildings reflect California trends of the 1920's when Hollywood was becoming the movie capital of the world.



Duncan, Oklahoma. Smith Oil. Reconstructed storefront shown as well as reinstalled wrought iron balcony railings. Roof of clay tile.



Altus, Oklahoma. The Korner Kafe. Transitional design combining Plains Commercial brickwork with rounded windows of Art Moderne influence.

Art Deco or Art Moderne

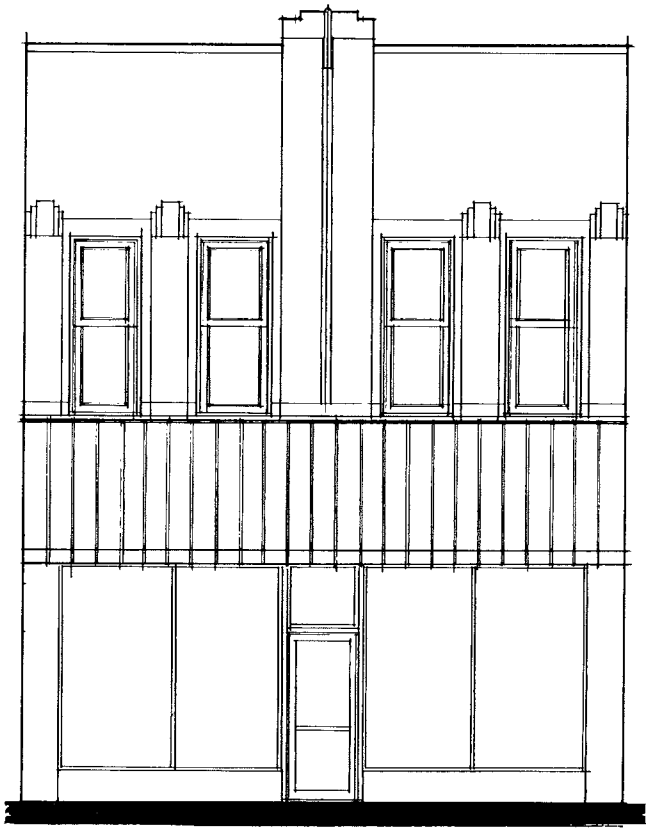
c. 1930 - 1950

The popularity of the Art Deco style lasted from the late 1920s to the 1940s. After that, the Art Moderne or Streamline Moderne became popular. As stated earlier, many storefronts of earlier buildings were in ill-repair and were replaced with new storefronts. Art Deco architecture in small towns appears in the form of new city hall buildings, county courthouses, and utility services buildings. Art Deco architecture is synonymous with movie theaters.

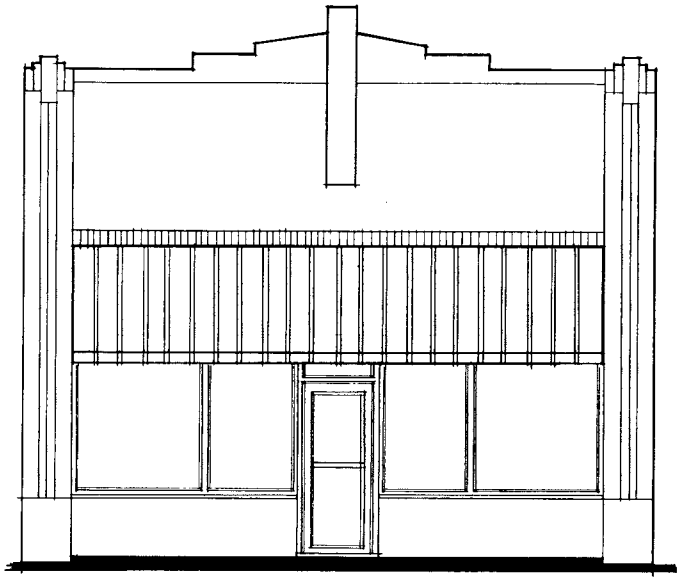
These buildings differ from the Victorian structures. The decorations of the facades consist of geometrical forms either extremely rounded and streamlined or angular and zig-zagged. The massings include stepped roof lines and dramatic entrances. Figures of humans, animals, oil field equipment, Indians, and agricultural implements as well as law, science, and engineering symbols are on municipal buildings. All ornament has a very shallow depth and is highly stylized. The exterior cladding materials range from unornamented creme, buff, and black brick with cast stone details to stucco or terra cotta.

On commercial storefronts, the storefronts are flush or recessed, sometimes having rounded corners with rounded glass or very angular corners. Tile or Carrara glass, a shiny glass panel that came in many colors, covers many bulk-heads. The storefront window frames as well as the door frames are aluminum with the natural silver color. Even the doors are aluminum with decorative pushbars. The upper floor windows are steel casement windows that crank open. The use of glass block on both floors was popular, also.

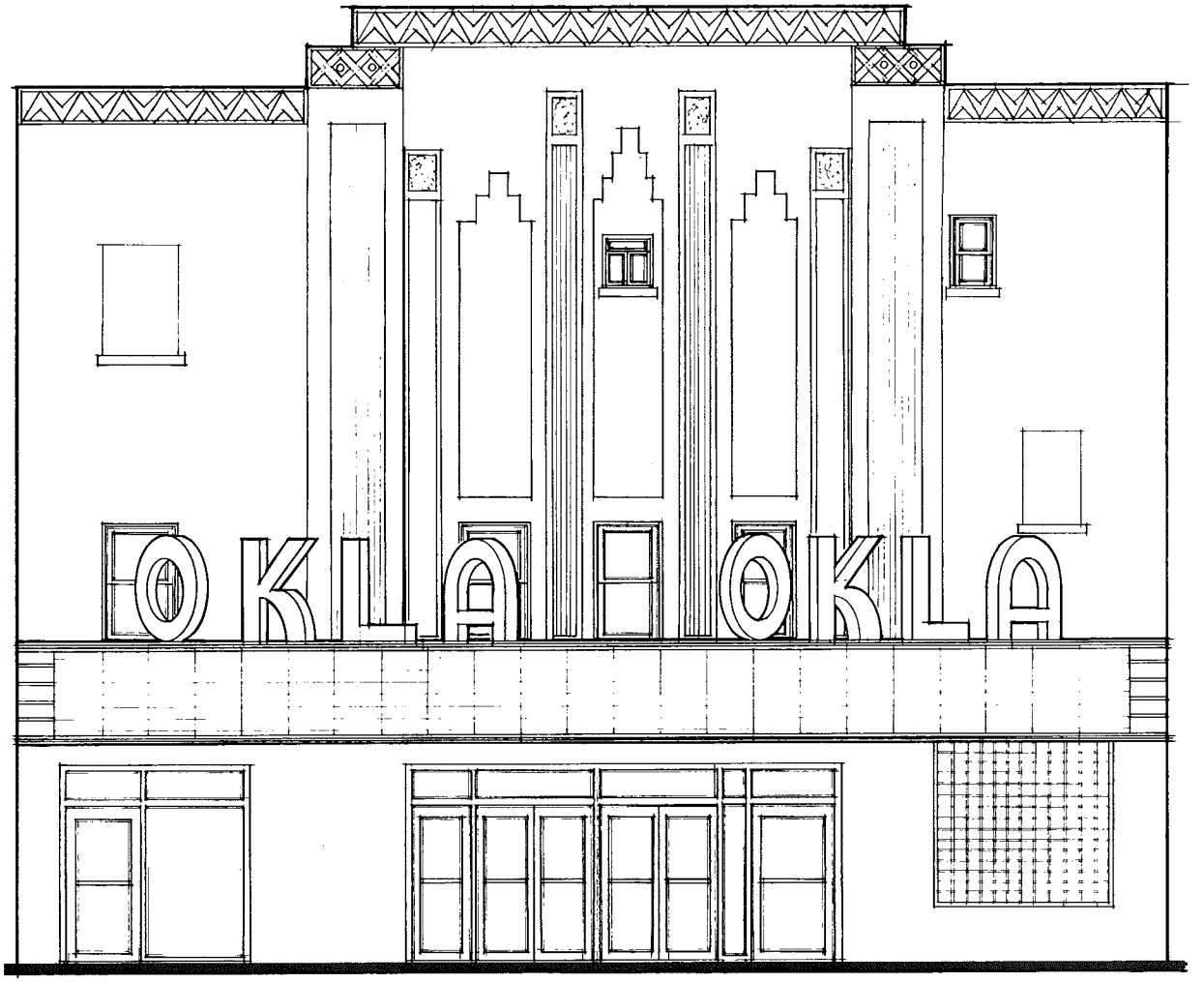
The Art Moderne period removed all ornament. Buildings became much like machines. The function created the form and no other "decoration" appeared.



Ada, Oklahoma. Perry & McGee Furniture. Plain brick facade with stepped cast concrete details. Awnings shown above altered storefront.

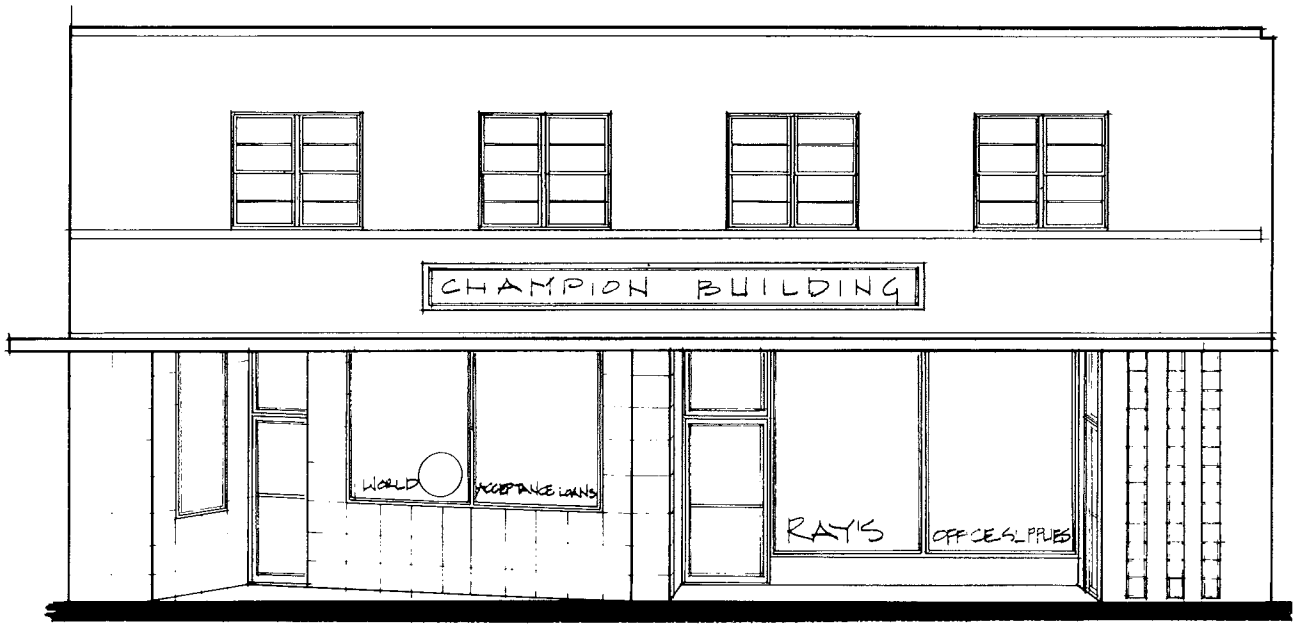


Ada, Oklahoma. Commercial space. Plain brick facade with stepped cast concrete details. Awnings shown above altered storefront.



McAlester, Oklahoma. Okla Theater. Stucco finished design with zig-zag ornamentation.

Eufaula, Oklahoma. Gas Station. Art Moderne structure finished in stucco.



Ardmore, Oklahoma. Champion Building. Carrara Glass panels and glass block on storefronts. Brick facade with steel windows.

Shawnee, Oklahoma. Neal's Furniture (Mammoth Department Store).

Early Skyscrapers

c. 1915 - 1930

Early skyscrapers in small Oklahoma towns also appeared in the 1920's during the oil boom. These buildings, ranging anywhere from four to seven stories or more, reflect the early design philosophies of architects.

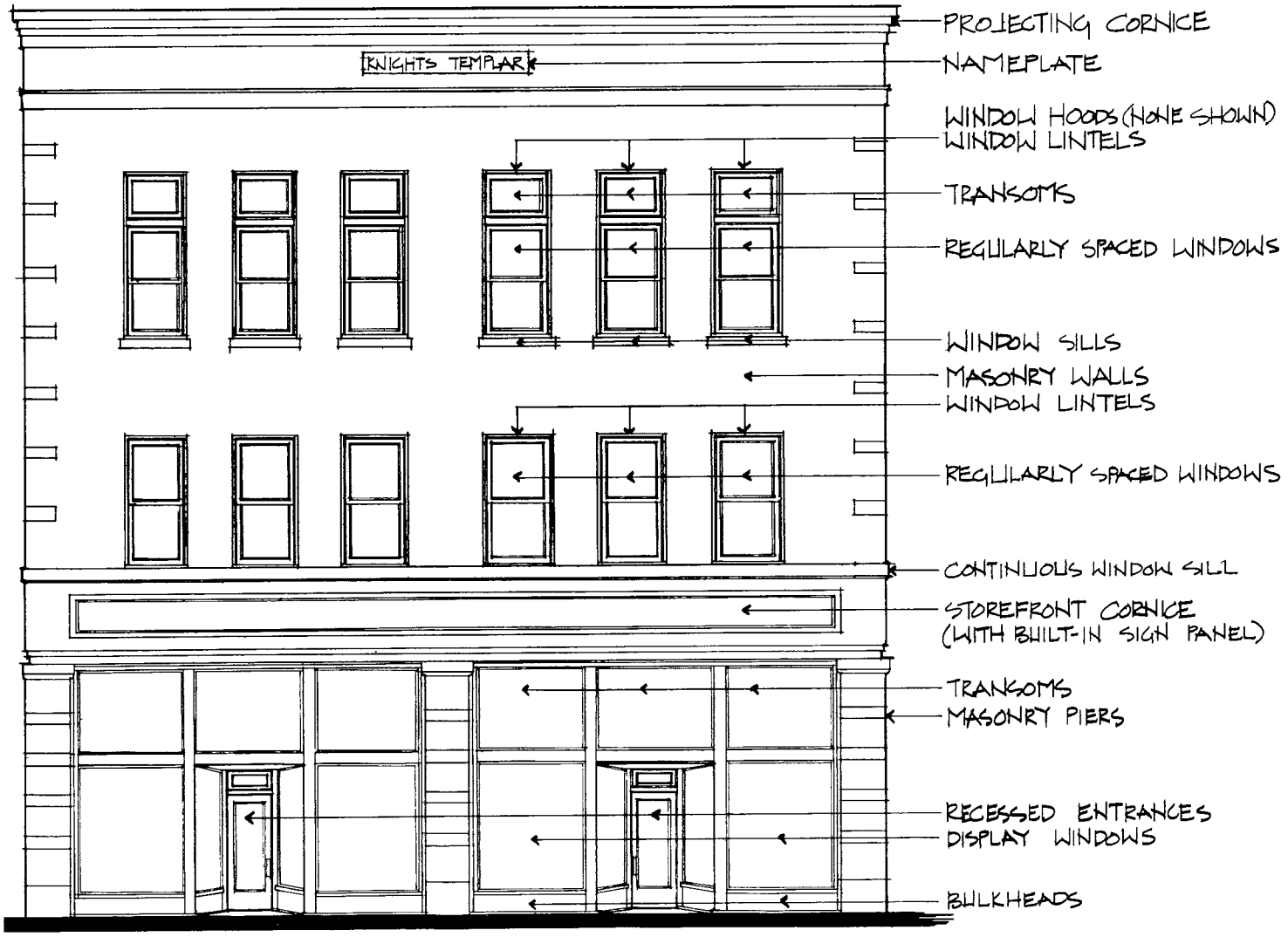
Completed in a variety of styles ranging from classical revival to Art Deco, these buildings simulate columns with a very detailed base, a plain shaft, and an ornamental capital. The exterior materials are normally brick, cast stone, lime-stone, or terra cotta. All other details regarding the storefronts and windows are similar to the other buildings of that time.

The Anatomy of a Main Street Building

All of the parts of a storefront make the total composition work as a unique, significant, architectural contribution. No matter what style, size, or age the buildings are, they all have similar parts treated in similar manners which contribute to a unified, attractive, cohesive downtown.

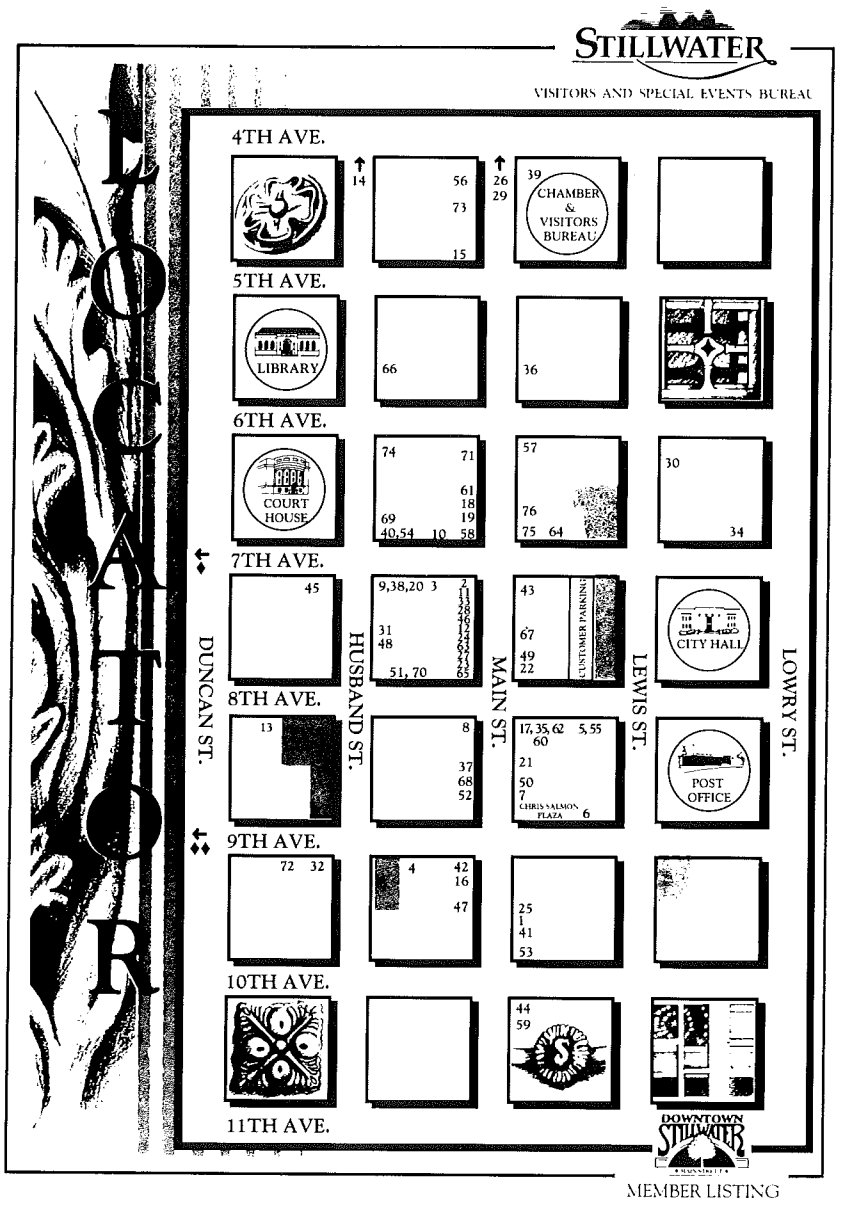
With the installations of mansards, aluminum slipcovers, inappropriate modernizations and themes, and billboards, the buildings lose their architectural integrity and affect the adjacent buildings. With enough of these "non-contributing" buildings, a visual pollution occurs and disrupts the harmony and unity of the downtown commercial district.The key components of the building facade are noted at right.

McAlester, Oklahoma. Knights-Templar Building. Shown with reconstructed storefronts (proposed). The architectural details of this building are typical of many turn of the century structures.


KNIGHTS TEMPLAR
PROJECTING CORNICE
NAMEPLATE
WINDOW HOODS (NONE SHOWN)
WINDOW LINTELS
TRANSOMS
REGULARLY SPACED WINDOWS
WINDOW SILLS
MASONRY WALLS
WINDOW LINTELS
REGULARLY SPACED WINDOWS
CONTINUOUS WINDOW SILL
STOREFRONT CORNICE
(WITH BUILT-IN SIGN PANEL)
TRANSOMS
MASONRY PIERS
RECESSED ENTRANCES
DISPLAY WINDOWS
BULKHEADS

REHABILITATION PROJECT PREPARATIONS

When beginning a storefront rehabilitation project,the best way to begin is by doing nothing at all to the building. Thorough research and accurate documentation are necessary in order to avoid serious mistakes and financial problems during the project.



Stillwater, Oklahoma. Main Street business guide. The documentation of buildings in the forms of maps and surveys provides an inventory for a variety of purposes. Refer to page 44.

Research and Documentation

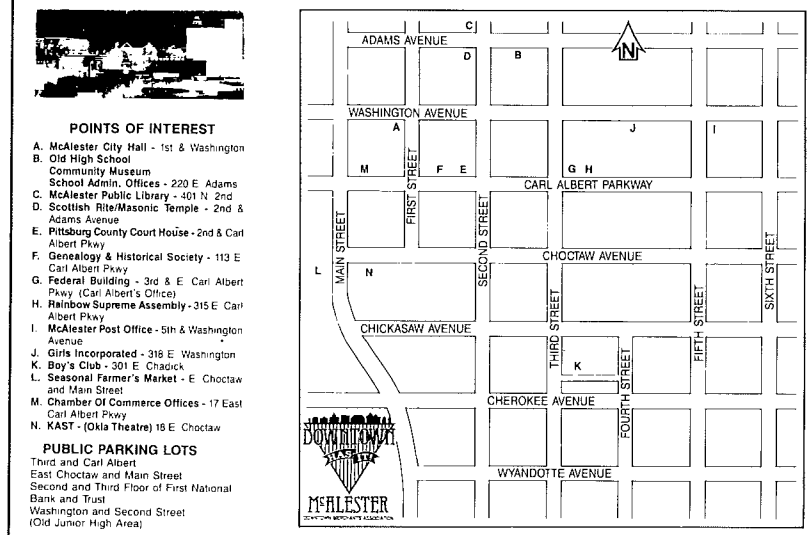
First, determine what the building really is. Knowing the age, size, and condition helps. The age will help determine what normal maintenance procedures are needed. A leaky roof and flaky paint job are much more evident than clogged gutters and frayed wiring. Knowing the size of the building helps budget the money to be spent. Measurements for the facade include width and height. Work gets more expensive the higher the contractors have to go. For roofs and interior work, knowing the width, depth, and number of floors determines the square footage. This information records present conditions.

Researching the history of the building provides clues to what the building originally looked like and what features it originally had. Whether or not the project is to be a certified and documented restoration or a minor facelift, this information helps to determine the scope of work. This information shows how old the building is, how extensive the alterations are, and what building fabric is left with which to work. For buildings obscured by new fronts or for buildings that have new interiors or additions, this research helps determine if it can be returned to the original appearance or not. Even if an accurate restoration is not desired, the alterations can determine what can feasibly be done with the building.

Documenting the age of the building can be done by looking through the abstract, researching county records, or looking at the facade of the building. (Many buildings have a date plate on them.) A history of purchase prices or taxes can determine when major remodelings or additions occurred. Significant increases in either may reflect a more valuable building.

If all else fails, and even if information is already gathered, Sanborn Fire Insurance Maps are an excellent source of information for building owners. These maps provide information for fire insurance rates. The type of construction, size, date, window and door locations, stairs, and skylights are some of the noted details. These maps can reveal undetected alterations as well as obscured structural systems. The maps also show the previous addresses of a building. (Many towns renumbered streets several times. This will allow addresses noted in old newspaper ads and other publications to be more accurate.)

Knowing the history, the changes, and the condition of a building, an owner is then able to decide the approach of work for various financial incentives. The owner can then prepare a more accurate scope of work and determine a more realistic budget.



McAlester, Oklahoma. Business directory. Good, comprehensive downtown maps can be the basis for business directories, walking tours, historic districts, planning, and documentation purposes.

Approach of Work

Before determining the scope of work, the approach of the work must be determined. For some downtowns, there may be elements in place that pre-determine the approach of work or encourage a more extensive scope of work.

There are three sets of codes, rules, or ordinances that govern construction in downtowns. The first is the building code. Each town has an official building code, most often the Universal Building Code (UBC) or Building Officials and Code Administrators (BOCA) Code. Some Oklahoma towns have the Southern Building Code. The building owner must adhere to these codes and obtain all licenses and permits that are required. The city code officer or building inspector is to enforce all codes.

The Uniform Code for Building Conservation (UCBC) continues to be adopted by more communities. This code is very good for working with older commercial districts undergoing revitalization.

Some towns designate districts with special regulations for older downtowns. An ordinance supports the guidelines of the locally-designated historic district. This is a document that complies with the building code, but has more specific guidelines for the historic downtown buildings. Applications

for all work must be submitted to a design review committee or a historical commission for review and approval **before** work begins.

Official Main Street towns designate Main Street Project areas. Although these areas may not be concerned with historic preservation, the Main Street programs provide guidelines and services to assist owners with these buildings. Main Street Design Committees only review work that receives assistance from the program. (This assistance ranges from free design service to low-interest loans or sign grants.) It is up to the local design review committee to encourage all merchants and owners in the area to take advantage of the services. If a storefront rehabilitation does not adhere to approved plans, the committee can recommend that penalties be enacted. These include correcting the unapproved work or withdrawing financial incentives.

Buildings considered for renovation can be listed on the National Register of Historic Places. The building can be an individual listing (as it is the oldest only surviving territorial building in town); a thematic listing (all the places where George Washington slept or all the buildings built by a certain architect); or a district listing (all of downtown: Anadarko, Guthrie, and Pawhuska are examples). This National Register listing has no legal controls on these designated buildings. It is a way to designate a building as being historic in hopes that the building will be preserved.

Financial incentives, discussed later, are also greater for a building that is listed on the National Register and that is RESTORED IN THE CORRECT MANNER.

Some of the designations listed above also provide financial incentives to assist building owners implement and maintain quality facade renovation projects. These incentives include the following:

All official Oklahoma Main Street towns and a few other towns have low-interest loan pools for facade renovations. The Main Street design committee must review all work using the loan pool money.

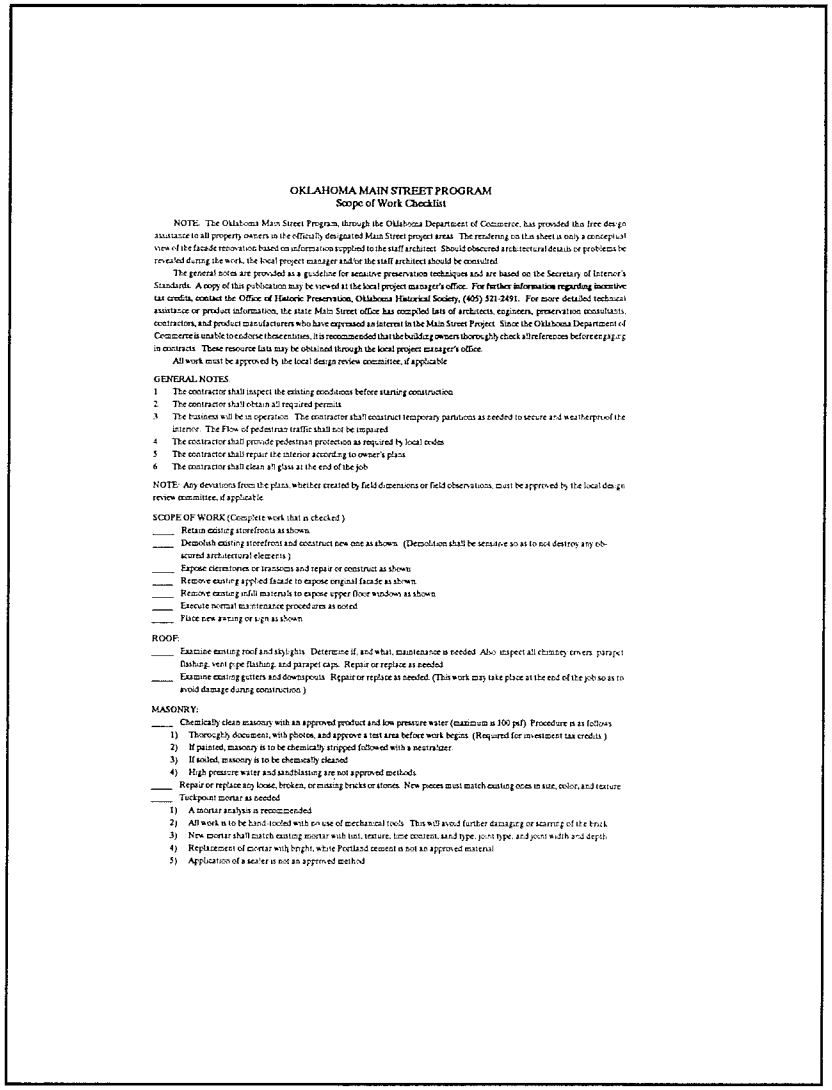
At the local level, many Main Street towns create sign grants, paint grants, and other incentives for facade rehabilitations.

Another financial incentive is the investment tax credits. There are two levels of credits which are available. Tax credits for certified rehabilitation are available only for buildings on the National Register of Historic Places. Thorough documentation by the owner and approval from the State Historic Preservation Office must be completed before tax credits are approved. Owners who have buildings on the Register and want tax credits, but do not want certified rehabilitations, must de-certify their buildings in order to take the lesser credits.

Buildings that are not listed on the National Register of Historic Places, but meet other requirements, qualify for lesser credits.

Certain procedures must be taken in order to insure tax credits are approved. Refer to the Appendix for further information or to the Resources for the address and phone number of the State Historic Preservation Office.

Codes and ordinances, available assistance, and financial incentives determine the approach of work. Now it is time to determine the scope of work.



OKLAHOMA MAIN STREET PROGRAM
Scope of Work Checklist

NOTE: The Oklahoma Main Street Program, through the Oklahoma Department of Commerce, has provided this free design assistance to all property owners in the officially designated Main Street project areas. The rendering on this sheet is only a conceptual view of the façade renovation based on information supplied to the staff architect. Should obscured architectural details or problems be revealed during the work, the local project manager and/or the staff architect should be consulted.

The general notes are provided as a guideline for sensitive preservation techniques and are based on the Secretary of Interior's Standards. A copy of this publication may be viewed at the local project manager's office. For further information regarding incentive tax credits, contact the Office of Historic Preservation, Oklahoma Historical Society, (405) 521-2491. For more detailed technical assistance or product information, the state Main Street office has compiled lists of architects, engineers, preservation consultants, contractors, and product manufacturers who have expressed an interest in the Main Street Project. Since the Oklahoma Department of Commerce is unable to endorse these entities, it is recommended that the building owners thoroughly check all references before engaging in contracts. These resource lists may be obtained through the local project manager's office.

All work must be approved by the local design review committee, if applicable.

GENERAL NOTES:

1. The contractor shall inspect the existing conditions before starting construction.
2. The contractor shall obtain all required permits.
3. The business will be in operation. The contractor shall construct temporary partitions as needed to secure and weatherproof the interior. The flow of pedestrian traffic shall not be impaired.
4. The contractor shall provide pedestrian protection as required by local codes.
5. The contractor shall repair the interior according to owner's plans.
6. The contractor shall clean all glass at the end of the job.

NOTE: Any deviations from the plans, whether created by field dimensions or field observations, must be approved by the local design review committee, if applicable.

SCOPE OF WORK (Complete work that is checked.)

____ Retain existing storefronts as shown.
____ Demolish existing storefront and construct new one as shown. (Demolition shall be sensitive so as to not destroy any obscured architectural elements.)
____ Expose elementones or transoms and repair or construct as shown.
____ Remove existing applied façade to expose original façade as shown.
____ Remove existing infill materials to expose upper floor windows as shown.
____ Execute normal maintenance procedures as noted.
____ Place new awning or sign as shown.

ROOF:

____ Examine existing roof and skylights. Determine if, and what, maintenance is needed. Also inspect all chimney covers, parapet flashing, vent pipe flashing, and parapet caps. Repair or replace as needed.
____ Examine existing gutters and downspouts. Repair or replace as needed. (This work may take place at the end of the job so as to avoid damage during construction.)

MASONRY:

____ Chemically clean masonry with an approved product and low pressure water (maximum is 300 psi). Procedure is as follows:
1) Thoroughly document, with photos, and approve a test area before work begins. (Required for investment tax credits.)
2) If painted, masonry is to be chemically stripped followed with a neutralizer.
3) If soiled, masonry is to be chemically cleaned.
4) High pressure water and sandblasting are not approved methods.

____ Repair or replace any loose, broken, or missing bricks or stones. New pieces must match existing ones in size, color, and texture.
____ Tuckpoint mortar as needed.
1) A mortar analysis is recommended.
2) All work is to be hand-tooled with no use of mechanical tools. This will avoid further damaging or staining of the brick.
3) New mortar shall match existing mortar with test, texture, lime content, and type, joint type, and joint width and depth.
4) Replacement of mortar with bright, white Portland cement is not an approved material.
5) Application of a sealer is not an approved method.

This is a typical scope of work checklist provided to building owners by the Oklahoma Main Street Program.

Scope of Work

A thorough inspection of the building exterior and interior determines the scope of work. The scope of work should not only include what is to be done now, but also what is to be done in the future. Many storefront projects are in phases. A leaking roof destroys all other elements; therefore, the roof should be top priority. (Guttering and all flashing on parapets should be included.) The second step is to correct all masonry problems. Deteriorated mortar, missing bricks, and structural cracks eventually lead to collapsed wall. (Certainly if a wall is in poor condition, this work should take precedence over the roof, which immediately follows.) The third step is to weather-proof the building by closing all windows, replacing any broken or missing glass, and securing any openings where doors and windows are no longer intact.

The scope of work should be organized so that present work is not damaged by later work, whether it follows immediately or in a year or two. Replacing deteriorated woodwork after a new paint job or watching a mason accidentally drop a brick through a new canvas awning are unnecessary and unpleasant events.

The following is a rule of thumb list for the order in which work takes place:

- ❒ Removal of all false fronts, outdated canopies, signs, mansards, and other face lift projects. Also remove all extraneous hardware for old signs, support wires, and electrical lines.
- ❒ Correct all structural problems.
- ❒ Repair the roof, gutters, and flashing.
- ❒ Chemically clean the masonry if needed.
- ❒ Repoint all damaged masonry and replace missing masonry.
- ❒ Secure, repair, or replace any other architectural details such as pressed tin work, decorative finials, cupolas, etc.
- ❒ Secure, repair, or replace upper floor windows.
- ❒ Repair existing storefront or replace it with a new one.
- ❒ Prepare and paint all wood and metal trim.
- ❒ Install all new signs.
- ❒ Install all new awnings or canopies.

It is strongly advised that architects, engineers, interior designers, and contractors be consulted for major projects. For more information on the resources available, please refer to the List of Resources following the guidelines.

Checklist for scope of work:

- ❒ Retain existing storefront.
- ❒ Demolish existing storefront and construct new one. (Demolition shall be sensitive so as to not destroy any obscured architectural elements.)
- ❒ Expose clerestories or transoms and repair or construct.
- ❒ Remove existing applied facade to expose original facade.
- ❒ Remove existing infill materials to expose upper floor windows.
- ❒ Execute normal maintenance procedures.
- ❒ Place new awning or sign.

SENSITIVE MAINTENANCE PROCEDURES

The maintenance procedures listed in these guidelines follow ten "Standards for Rehabilitation" provided by the Secretary of the Interior. More specific guidelines, recommendations, and "non"-recommendations evolved from actual experience of working with older buildings in the downtowns of Oklahoma.

The Secretary of the Interior's Standards for Rehabilitation:

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

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

As stated in the definition, the treatment "rehabilitation" assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alteration must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments—if improperly applied—may cause or accelerate physical deterioration of a historic building. This can include using improper repointing or exterior masonry cleaning techniques, or introducing insulation that damages historic fabric. In almost all of these situations, use of these materials and treatments will result in a project that does not meet the standards. Similarly, exterior additions that duplicate the form, material, and detailing of the structure to the extent that they compromise the historic character of the structure will fail to meet the Standards.

Roofs

NOT recommended:

- ❒ Altering the roof type and configuration (making a flat roof pitched with gables, etc.)

Roofs of most downtown commercial buildings are considered "flat" even though most of them slope from front to back. On some buildings, this slope drops the roof some four or five vertical feet. This slope allows all water from the roof to drain to the rear of the building. A system of gutters runs along the sides of the parapets that separate the building from the adjacent buildings. Gutters and downspouts are at the rear of the building. When repairing or replacing a roof, all of these elements should be retained and repaired as needed since they all serve a different purpose. At some time, a roof can no longer be patched and repaired. The shear weight that has accumulated over the years will become a structural, and sometimes threatening, burden to the building.

A complete removal of the roof allows corrections to be made with quality materials, new drainage systems, and proper flashing. It is recommended that new build-up roofs have more than the typical layers of materials. Adding a layer of light-colored gravel to the final roofing layer will protect the roof from exposure to the sun. Known as a 20-year gravel top roof, this roof requires much less maintenance over the years than the typical hot tar "mop-top" roof. New roofing materials or "miracle" materials should be thoroughly researched before applying them.

The last elements regarding roof maintenance include pipes, vents, and skylights. Many of the pipes and vents protruding through the roof may no longer be functional. If so, then these should be removed when the roof is repaired or replaced.

Skylights served two functions when new. They allowed natural light into interior spaces as well as permitted natural ventilation. This primitive air-conditioning came before today's sophisticated mechanical systems. Most buildings received new heating, ventilating, and air-conditioning systems, outdating the second purpose. However, the first purpose of the skylight—natural lighting—is still important. It is recommended that all skylights be retained and repaired as needed.

In summary, no corners can be cut when it comes to roof maintenance. A good roof protects the interior from the elements of destructive weather. A roof that is poorly constructed or hastily repaired only causes many problems in the future.

Checklist for roof repairing:

- ❒ Examine existing roof and skylights. Determine if, and what, maintenance is needed. Also, inspect all chimney covers, parapet flashing, vent pipe flashing, and parapet caps. Repair or replace as needed.
- ❒ Examine existing gutters and downspouts. Repair or replace as needed. (This work may take place at the end of the job so as to avoid damage during construction.)

Masonry Cleaning

NOT recommended:

- ❒ Sandblasting
- ❒ Waterblasting
- ❒ Painting

The masonry on historic buildings is very different from the masonry used today on new buildings. Therefore, it must be treated differently. As a rule, the masonry, and especially red clay brick and sandstone, on older buildings in Oklahoma is much softer than the new bricks. What is appropriate for new masonry work is not good for old masonry. Cleaning masonry is a crucial part of the entire project. Proper techniques are necessary in order to avoid structurally damaging mistakes. Also, not using the correct techniques can jeopardize the tax credits for a certified rehabilitation.

Some masonry on our historic buildings has become dull, discolored, or sometimes completely obscured over the years. Nature is responsible for some of this in the manner of accumulated grime and dirt, pigeon droppings, rust stains, or water stains. However, man-made alterations are also responsible. These alterations include paint, abrasive cleaning, and new wood, metal, and glass surfaces insensitively attached to the original surfaces. The lack of maintenance further contributes to the deterioration.

In order to return the brick to its original state, cleaning or "stripping" the brick is necessary. Abrasive techniques are extremely harmful for the soft brick. These techniques not only cause severe consequences aesthetically and structurally, but also can be detrimental financially. Incorrect or bad work cannot be left unanswered. Additional work is required to correct the problems. Some work, though, is irreversible—that is, once the work is done, it cannot be corrected.

The most notably destructive, and irreversible cleaning method is "sandblasting" which was very popular in the 1960's. Contractors who are insensitive to the fabric, or materials, of old buildings now disguise this word as "wetblasting," "sandslushing," "mud slushing," and "mud slinging." Caution should be used when hiring a contractor with this vocabulary range. Each technique, regardless of the name, removes the face of the brick and pits the soft center. Future water absorption ultimately destroys the entire brick. Sandblasting, it is believed, reduces the life span of the brick to no more than ten years.

Water blasting is just that. High pressure water can literally blast a brick to pieces as well as unnecessarily remove mortar. For porous masonry, waterblasting penetrates the outer wall surface and damages the inner wall.

Painting masonry creates another future problem. Paint on masonry hides stains, discolorations, or poor tuckpointing. Paint disguises deteriorated mortar or structural cracks. Since paint is not structural, these problems will only reappear at a later date.

Paint on masonry also creates a waterproof membrane which does not allow the bricks and mortar joints to absorb or expel moisture as needed. If moisture is trapped in the brick behind the paint, the paint bubbles, buckles, flakes, and chips as the moisture tries to escape. During very cold weather,the moisture freezes and causes the brick to spall. Spalling is the cracking of the hard, exterior surface of the brick. The brick face crumbles or separates completely. Water damage further deteriorates the soft brick interior.

Painting masonry is nothing but a major maintenance problem. It is ironic that so many people go to all lengths to replace wooden windows, siding, and trim with aluminum or vinyl products so future painting is eliminated. However, at the same time, they paint the brick. This creates a new maintenance item that has much more square footage to keep painted than the wooden elements.

Masonry Repointing

Following the completion of cleaning (if needed), repointing repairs or replaces any loose or missing masonry. Repointing is a fine art, and a mason sensitive to older buildings should be selected. Ideally, a mortar analysis determines the composition of the mortar. Techniques and materials changed drastically over the last 80 years, and new products are generally not compatible with old fabrics.

Old mortar joints are raked out no less than 2½ times the width of the joint. All work is hand tooled with no electrical equipment which may scar the face of the masonry. The joints are thoroughly cleaned before new mortar is applied.

A good mortar mixture matches the old one in sand type, lime content, texture and tint (color). A good mason matches the existing mortar joint with the new one not only in the type of rake but also with the width and depth. Good pointing is not noticeable at the end of the job.

A common—and disastrous—mistake is to use bright, white portland cement. Portland cement is stronger than most old masonry. During expansion and contraction, the portland cement overpowers the brick and causes spalling which was described earlier. As a rule, portland cement is not used. Again,each situation is different, and experts should be consulted.

NOT recommended:

- ❒ Bright, white portland cement
- ❒ Smeared concrete, caulk, or other substitute
- ❒ Electric grinders

Masonry Sealing

NOT recommended:

❒ Applying a sealer to the masonry

Many times, an application of a masonry sealer becomes a cure-all for masonry. As a rule of thumb, a sealer is not applied. Not only does it change the appearance of the brick, but it also has the potential to do damage. As well as not allowing water into the masonry, the sealer does not allow moisture out of the masonry. If applied during humid or wet weather, the moisture is then trapped. A white discoloration, called efflorescence, appears periodically. Eventually, the trapped moisture causes spalling should it freeze. Sealing masonry is normally an expense that can be avoided. Some situations require a sealer. However, consulting a quality mason, knowledgeable architect, or the Office of Historic Preservation is strongly recommended.

Checklist for Masonry Cleaning, Pointing, and Sealing:

❒ Chemically clean masonry with an approved product and low pressure water (maximum is 100 pounds per square foot). Procedure is as follows:

1) Thoroughly document, with photos, and approve a test area before work begins.(Required for investment tax credits.)
2) If painted, masonry is chemically stripped, followed with a neutralizer.
3) If soiled, masonry is chemically cleaned.

❒ High pressure water and sandblasting are not approved methods.

❒ Repair or replace any loose, broken, or missing bricks or stones. New pieces must match existing ones in size, color, and texture.

❒ Repoint mortar as needed:

1) A mortar analysis is recommended.
2) All work is to be hand-tooled with no use of mechanical tools. This will avoid further damaging or scarring of the brick.
3) New mortar shall match existing mortar with tint, texture, lime content, sand type, joint type, and joint width and depth.
4) Replacement of mortar with bright, white portland cement is not an approved method.

❒ Application of a sealer is not an approved method.

Metalwork Repairing

The use of decorative and functional metal varies in different towns throughout Oklahoma. Some towns, like Guthrie, Lexington, and Sapulpa, have, or had, many buildings that had entire facades of decorative metalwork. Other towns, such as Woodward, Duncan, and Sand Springs, have relatively no decorative metal except for a few cast iron columns. Decorative metal may be found in these general areas:

Storefronts:

Cast iron columns with decorative details; copper framing around display windows; stamped tin trim on canopies; stamped tin trim on the undersides of canopies.

Upper facades:

Stamped tin trim around windows; inset stamped tin panels in the masonry (often used to imitate more expensive, highly decorative, hand carved stone details); projecting oriel windows; and, sometimes, the entire facade. These entire metal facades consist of a combination of stamped tin and soldered zinc details. Other upper floor details completed in tin and zinc include cornices, gables, finials, and nameplates. Parapet caps, gutters, and flashing were of galvanized iron or copper.

Repairing metalwork is preferred to completely replacing it. Replacement pieces for metalwork need to be of the same type of metal (copper with copper, galvanized iron with galvanized iron, etc.) The replacement metal needs to also be of the same gauge (thickness), dimensions (height, length, and width), and configuration (shape).

Each metalwork job is different. Modifications must sensitively be incorporated when eliminating water problems or correcting structural changes.

Checklist for metalwork repairing:

- ❒ Repair existing metalwork (thresholds, columns, beams, trim details, and cornices) as needed. Replace pieces that are deteriorated beyond repair with duplicate pieces.
- ❒ Replace missing metalwork with duplicate pieces.
- ❒ Sensitively wirebrush all metalwork so as not to damage it.
- ❒ Prime all metalwork with a suitable, high quality rust-inhibiting primer.*
- ❒ Apply two coats of oil-based or "super-latex" paint that is compatible with the primer.*
- ❒ For new metal, clean metal with mineral oil before priming and painting.*
- ❒ For aluminum trim, etch with acid before priming and painting.*

*Consult the local paint distributor for recommendations on all procedures.

Woodwork Repairing

NOT recommended:

- ❒ Total removal of woodwork with replacement of inappropriately detailed trim.

Of all materials used on the exteriors of the buildings, the woodwork is normally the most deteriorated. Peeling paint, missing and loose caulk, and damaging water combined with negligent maintenance contribute to the deterioration.

Every effort shall be made to repair, rather than replace, original wood trim pieces. When repaired and painted, the wood may still show signs of damage in the form of nicks, gashes, chips, or slight warps. This is part of the "patina" of some 60 to 70 years of use and wear and should not be a concern.

New trim pieces shall duplicate old pieces in height,width, depth, and length. Special cutting blades can duplicate the piece exactly. If a segment of the old trim is not found, old photographs can reveal the details for duplication.

Trim pieces reflecting earlier architectural styles are not recommended. These could range from Colonial details on a Victorian structure to Victorian details on a Plains Commercial structure. If new woodwork on the storefronts, windows, and doors is needed, the woodwork should be compatible with the architectural features of the building.

Checklist for woodwork repairing:

- ❒ All wood that is to be exposed shall be clear and rated #1 or better. Clear yellow pine is preferred over redwood.
- ❒ Plywood shall be marine grade plywood with all joints located behind decorative trim pieces.
- ❒ All structural members shall be #2 or better.

Storefronts

NOT recommended:

- ❒ A "theme" storefront that represents an unrecognizable style, an inaccurate cultural contribution, or an insensitive "quick-fix" "cover-up."

Storefronts received the most abuse and alterations. They were "updated" with the current styles over the years. There are several approaches to the storefront.

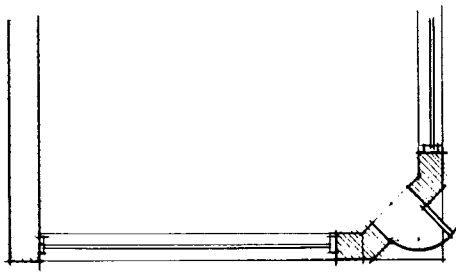
1. If the original storefront exists, retain and repair it as needed.
2. If a newer storefront, representing a later but significant architectural style, exists, retain and repair it.
3. If a new, incompatible storefront exists:
   A. Retain and try to improve it.
   B. Remove it and reconstruct a new one.
      1. The new one can be a reconstruction of the old one based on photographs and drawings.
      2. The new one can be a sensitive, contemporary storefront that enhances, but does not detract, from the existing original architecture.

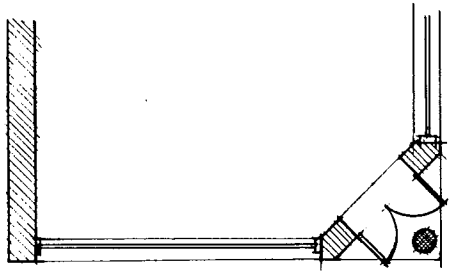
Storefronts are the "advertising space" for businesses. They reflect the quality of goods and services provided inside. A very attractive storefront is worth a thousand sales pitches.

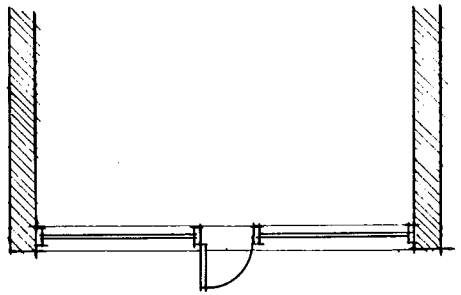
Checklist for storefronts:

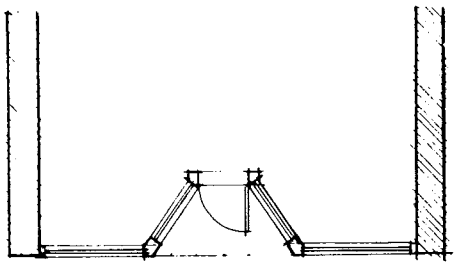
- ❒ Keep displays fresh and new.
- ❒ Keep display windows clean.
- ❒ Do not use sunscreen or any other reflective film on the windows that does not allow one to look inside or to view the merchandise.
- ❒ Do not use dark tinted glass.
- ❒ Use laminated safety glass as required by local codes.
- ❒ Do not let business signs, sale signs, and other stickers and emblems overpower the display window.

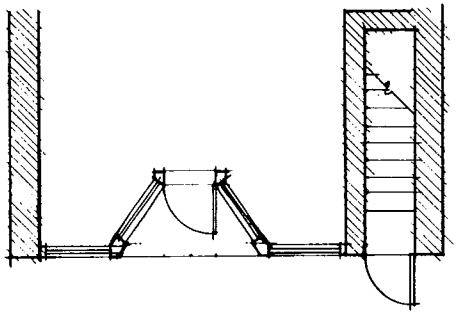
Storefront Variations
All illustrations are for a 25 foot wide storefront.

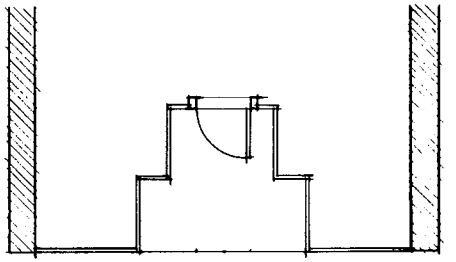








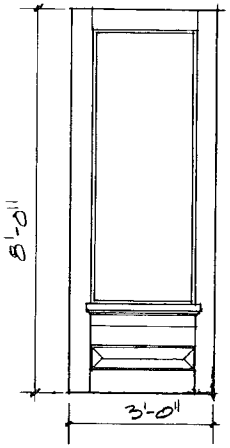


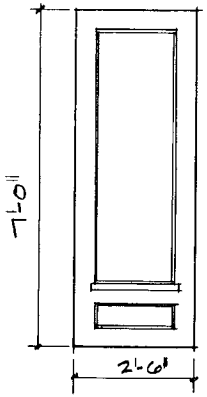


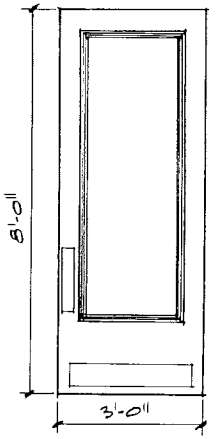
Top row, left to right: Bevelled corner entry with bevelled corner second floor; Bevelled corner entry with squared second floor supported by a cast iron column; Flush storefront.

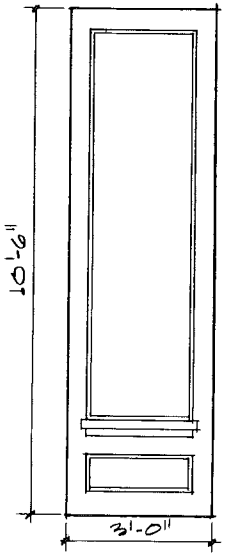
Bottom row, left to right: Centrally-located recessed storefront; Off-center, recessed storefront with separate door for stairs leading to second floor; Recessed entry with stepped display windows common on 1930's and 1940's buildings. (Larger stores had freely standing display windows that could be viewed from all four sides.)

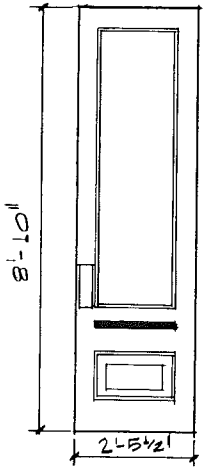
Custom Milled Doors
All illustrations are the same scale.

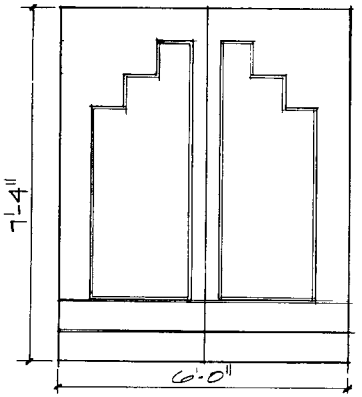












Top row, left to right: Osage Block, Guthrie, Oklahoma; G.W. Hopkins Building, Guthrie, Oklahoma; Cadwalader Building, Chandler, Oklahoma.

Bottom Row, left to right: Robert Reed Block, Guthrie, Oklahoma; Bill Smith Building, Guthrie, Oklahoma; Terry's Cabinets and Millworks, Alva, Oklahoma.

Doors

NOT recommended:

- ❒ Using standard sized typical commercial aluminum-framed doors.
- ❒ Using residential type doors.

A door is the last exterior feature to attract a customer into the store. Attractive doors have clean glass panels. Original doors on buildings in Oklahoma were normally simple in design. The hardware, however, was elaborately designed and well manufactured. Quality hardware not only lasts longer but also makes a lasting impression. It is the first physical contact a customer makes with your business. Cheap door hardware with several screws missing and barely hanging in place gives quite a different impression than a nicely polished, solid hardware set.

Retaining original doors and hardware keeps the fabric of the building. Weathered and deteriorated doors can be rebuilt. For replacement doors, wood doors matching the old ones can be milled. Old photographs provide clues as to what the original doors looked like if they are no longer in place.

New wooden doors can also reflect streamlined, contemporary lines. The best doors, whether duplicates of original ones or contemporary ones, relate in scale to the rest of the facade. New commercial doors range in size from 6'-8" to 7'-0" tall and 2'-6" to 3'-0" wide. Older doors sometimes were as tall as 9'-0" and 4'-0" wide.

Checklist for doors:

- ❒ Retain, repair, and refinish existing doors.
- ❒ Mill new doors to match existing ones.
- ❒ Mount doors to swing outwardly.
- ❒ All hardware shall be brass or brass-plated,lacquered, and polished.
- ❒ All doors shall have three hinges per door with non-removable hinge pins.
- ❒ Double doors shall have a latch at the top and bottom of the left door as well as an exterior astragal.
- ❒ Doors shall be weatherstripped with 1-1/8" spring bronze on sides and tops and a “sweep” type weatherstrip on bottom.
- ❒ Use laminated safety glass as required by local code.

Windows

NOT recommended:

- ❒ Installing aluminum, aluminum clad, or vinyl clad replacement windows, especially residential size windows.

Upper floor double-hung windows can be salvaged and can be energy efficient. Over the years, windows become loose due to deteriorated wood, broken sash cords, and damaged glazing. Reworking wood windows includes rebuilding the sashes, attaching the weights with new sash cords, and using new glazing compound around the glass as well as weatherstripping. Retaining the old, wavy rolled plateglass with imperfections also keeps the "character" of the window. There are carpenters who are willing to do this work as well as guidelines for do-it-yourselfers.

New wood replacement windows are preferred to aluminum, aluminum clad, or vinyl clad. Many wood windows are more efficient than the other alternatives not to mention being more appropriate.

The sashes of new wood windows should duplicate in size and character those of the old windows. The width of the sash rails and stiles and the depth should match exactly. (The depth may vary if the replacement windows are double-paned.) The lite pattern (or pieces of glass) in each sash should be the same size and configuration as well as width of the mullions that separate the pieces. Spring loaded operable sashes are acceptable as a replacement for the old counter weights.

Checklist for windows:

- ❒ Repair existing wood windows or replace with duplicates.
- ❒ Caulk all windows as needed.
- ❒ Replace all cracked, broken, or missing glass with clear, insulating glass with no tint.
- ❒ Replace existing aluminum windows with wood windows.
- ❒ Repair existing metal casement windows or replace with duplicates.

Screens and Storm Windows

NOT recommended:

❒ Standard raw aluminum, residential storm windows.

Preferably, the upper floor windows remain operable rather than being sealed. Additional treatment to the windows includes screens or storm windows.

Wooden screens are preferred to aluminum ones as they are more in keeping with historic buildings. Lightweight, redwood screens, when properly maintained, can last for many years.

Removable, fixed glass storm windows with wood frames are more sympathetic with the appearance of older buildings. There are sources for these windows which also custom mill the replacement windows. Interior storm windows are available. These attach to the wood trim with screws or adhesive strips and can be of glass or plexiglass. Interior storm windows do not affect the exterior appearance of the building and remove easily from the inside.

Checklist for Screens and Storm Windows:

❒ The sizes of all screens and storm windows shall duplicate the sizes of the windows.

❒ The horizontal division shall align with the horizontal division of the window. (The sashes on many older windows are unequal.)

❒ The design of all screens and storm windows shall be as plain as possible and shall not detract from the architectural character of the window, sill, and hood.

Painting

NOT recommended:

- ❒ Covering wood with vinyl siding, aluminum siding, or any other inappropriate material.

Over the years, the composition of paint changed dramatically. Even the way paint ages changed as it now peels rather than powders. This is due in part to the elimination of lead-based paint. Currently, latex paint is preferred by most painters over oil-based paint. Both application and clean-up are easier with the latex. In addition, the preferred application switched from hand brushing to mechanically spraying. The majority of the buildings downtown have very little woodwork, so brushing is the more practical application. For elaborately detailed metal fronts, the base color is sprayed, and the detail work is brushed afterwards.

Preparation for painting is the most crucial step for a good paint job. Wood should be repaired, scraped, and caulked thoroughly. A gentle cleaning with warm water and a mild detergent removes all dirt, grime,and paint flakes providing a clean painting surface. At this time, the original color may be revealed. If not, a paint scraping can determine the first coat of paint. Time should be allowed for drying before a compatible primer is applied. For old woodwork, spot priming is fine; for new wood, a thorough prime coat is recommended. At

least two coats of paint are best for protecting the wood. Oil based or latex paint is optional. The local paint distributor can provide assistance.

Lately, a "super-latex" is the popular choice. This is a mix of the longevity of oil-base paint with the application and clean-up ease of latex paint. For more information on this type of paint, contact the local paint distributor.

Paint colors for buildings are sometimes controversial issues. Colors can be changed; therefore painting does not fall into the category of "irreversible work." However, selecting the correct paint colors can make the total facade renovation successful. Many paint colors do not have to be "loud, garish" colors to attract attention nor do they have to be dark, somber colors or bland, pastel colors. The colors should harmonize with given architectural elements: color of brick or stone, colors of tile on bulkhead; color of Carrara Glass; colors of adjacent buildings. Awning and sign colors should also coordinate with the paint colors.

Many paint manufacturers now offer "historic" lines of paints. Many of the colors are "authentic" documented colors while others are sensitive to the period. As a general rule, "colonial" colors are too early for Oklahoma buildings. Even many "Victorian" colors are too early. Applying correct colors for Oklahoma buildings is not a difficult task. Since many of the buildings in Oklahoma have only one or two coats of paint, it is easy to determine the original colors with paint scrapings. Most of the paint scrapings reveal shades of green (commonly referred to as Hunter Green, Boulevard Green, or John Deere Green), black, dark red, or white. Using only these colors can lead to monotonous blocks of buildings. Therefore, sensitive, but interesting, color schemes can be created from a number of paint charts.

Checklist for Painting:

- ❒ Fill all holes, caulk all joints, and prime all new or exposed wood.
- ❒ Paint all wood with two coats of compatible oil-based, super-latex or latex paint. Consult the local paint distributor.
- ❒ Doors shall be stained with a medium to dark stain as determined by the owner. Varnish with at least three coats of polyurethane varnish, high gloss. Apply as many coats as needed to fill grain while lightly sanding between coats.

Eufaula, Oklahoma. 1900 Wilson Building. Awnings shown on west, northwest and north openings. Brick building now covered with stucco. Listed in the National Register.

Awnings and Canopies

NOT recommended:

- ❒ Cedar shake mansards
- ❒ Aluminum mansards or canopies

Awnings and canopies not only protect pedestrians from inclement weather, but also shade merchandise in the display windows from direct exposure to the sun. Many buildings originally had stationary or retractable canvas awnings, wood or stamped metal canopies supported by turnbuckles, or stationary, shed-roofed lean-to's supported by columns at the outside edges of the sidewalk.

Canvas awnings are probably the most popular shading devices. There are now many types of fabrics available as well as colors and patterns. With improved fabrics and mounting methods, the lifespan of these awnings greatly increased.

Canopies are another way to shade display windows and cover the sidewalk. Supported by turnbuckles, these project from the building. Since they are constructed in place, canopies are stationary. The materials consist of wood frames, wood or metal finish trim, wood or stamped metal undersides, and built-up, gravel-topped roofs. More elaborate canopies are clad in copper and have glass panel valances along the lower edge. Many buildings retain the original canopies, which should be repaired.

Looking at old photographs of downtowns in Oklahoma, many buildings originally had covered sidewalks in front of them. These covers were lean-to additions with shed roofs. On the edge of the sidewalk, where curbs are now, was a line of poles that supported the roofs. These were of wood with wood shake roofs. Later versions included metal pipe columns for supports. Corrugated tin was a material for the roofs, also.

Most current building codes do not allow the use of wooden structures or wood shakes to be used in downtown areas. Also, the Main Street in many towns is a designated state highway which has regulations against protrusions of this sort. This type of awning, if allowed by code, is another option that the building owner could consider.

No matter what type of window protection is selected, it should complement the existing architectural character of the building and not detract from it.

Checklist for Awnings and Canopies:

- ❒ Remove existing canopy, awning, or mansard.
- ❒ Retain and repair existing canopy or awning.
- ❒ Construct new canopy.
- ❒ Hang new canvas awning.
- ❒ Awning should meet local codes. Most codes require the lower edge of the awning to have a minimum 8'-0" clearance from the sidewalk level and the outer edge of the awning to be no more than one-half the width of the sidewalk or 5'-0" with the lesser one governing.

Signage

NOT recommended:
- ❒ Billboards
- ❒ Flashing and rotating signs
- ❒ Plastic backlit signs

Properly scaled signage with a good design, attractive colors, and effective verbiage can be much more beneficial than large, gaudy, flashy signs.

Recommended signs are as follows:
- ❒ Gold-leaf or mock gold-leaf signs (on windows and door glass)
- ❒ Painted signs (on window or door glass)
- ❒ Wood or metal flush-mounted signs (mounted directly on the building)
- ❒ Wood or metal protruding signs (bracketed or hung perpendicularly to the building)
- ❒ Custom stitched signs (stitched onto canvas awning)
- ❒ Silk screened (on canvas awnings)

Checklist for Signage:
- ❒ Remove existing sign(s).
- ❒ Retain and repair existing sign(s).
- ❒ Place new sign(s).

IMPLEMENTATION OF THE GUIDELINES

Oklahoma Design Guidelines is a publication that benefits all downtown building owners. However, the book makes a much greater impact if it is officially adopted by the city government, referred to by a designated historical commission, or used by an official Oklahoma Main Street Design Committee.

Which approach a town should take for implementing design guidelines is sometimes difficult to determine. The list on the following page is a summary of the various steps and approaches outlined in the "Approach of Work" on pages 44 and 45. The manner in which a city determines the approach of work is much like one that a building owner must follow.

The steps to implementing design guidelines are as follows:

Implementation Steps for Oklahoma Design Guidelines

1. Inventory or Survey Downtown District
2. Determine if National Register listing is possible

3a. If yes...
- ❒ Submit individual, thematic or district nomination.
- ❒ Receive confirmation of listing

3b. If no...
- ❒ Designate local historic district
- ❒ Designate Main Street target area (for official Oklahoma Main Street towns only)

4. Establish local historic district commission or design review commission. (For official Oklahoma Main Street towns, organize Main Street design committee.)
5. Create and/or adopt sign design guidelines.
6. Create and/or adopt building design guidelines.
7. Approve historic district ordinance or design review ordinance for district.
8. Establish Certified Local Government program (meeting all requirements)
9. Encourage use of federal tax incentives.
   - ❒ 20% for National Register properties
   - ❒ 10% for any properties built prior to 1936
10. Create local incentives
    - ❒ Low interest loan pools for facade rehabilitations
    - ❒ Sign grants
    - ❒ Paint grants
    - ❒ Design assistance
11. Submit all building design and sign changes to historic district commission or design review commission.

12a. Approve submissions
OR
12b. Disapprove submissions
OR
12c. Disapprove submissions but request resubmission with more information and changes.

CONCLUSION

The information provided in "Oklahoma Design Guidelines" is for completing quality restorations which ultimately generate a successful Main Street revitalization. The basis of these guidelines is the Secretary of the Interior's Standards for Rehabilitation. If followed correctly, the guidelines meet all requirements for local incentives in official Oklahoma Main Street communities. Further, when properly implemented, these guidelines meet the criteria for federal tax incentives. Regardless of the approach of the work or the scope of the work, these guidelines avoid unnecessary damage to the buildings during restoration and slow or halt additional deterioration.

Quality restorations of the buildings on Oklahoma Main Streets are imperative. The appearance of the downtown represents the first physical impression that a community projects to a potential resident, tourist, or industry. It also displays the attitude that a community has of itself as well as the relationship between the public and private sectors.

Combined with a good Main Street organization and effective promotions, the design portion generates quality restorations which bring rewards. This is a physical statement of the devotion Main Street and the entire community has for creating a better quality of life. With the three other portions of the program underway (organization, promotion, design), the fourth and most important point occurs. The economic restructuring phase brings new opportunities for business, growth, and vitality.

GLOSSARY

Adaptive use: The process of converting a building to a use other than that for which it was designed, e.g., changing a factory into housing. Such conversions are accomplished with varying alterations to the building.

Amenity: A building object, area or landscape feature that makes an aesthetic contribution to the environment, rather than one that is purely utilitarian.

Background buildings: Buildings that may lack exemplary character or significance but that are nonetheless essential to maintain a sense of place.

Certificate of appropriateness: A document awarded by a preservation commission or architectural review board allowing an applicant to proceed with a proposed alteration, demolition or new construction in a designated area or site, following a determination of the proposal's suitability according to applicable criteria.

Certified historic structure: For the purposes of the federal preservation tax incentives, any structure subject to depreciation as defined by the Internal Revenue Code that is listed individually in the National Register of Historic Places or located in a registered historic district and certified by the Secretary of the Interior as being of historic significance to the district.

Certified rehabilitation: Any rehabilitation of a certified historic structure that the Secretary of the Interior has determined is consistent with the historic character of the property or the district in which the property is located.

Code enforcement: Local regulation of building practices and enforcement of safety and housing code provisions, a principal tool to ensure neighborhood upkeep.

Cultural resource: A building, structure, district, site, object or document that is of significance in American history, architecture, archeology or culture.

Demolition by neglect: The destruction of a building caused by abandonment or lack of maintenance.

Design guidelines: Criteria developed by preservation commissions to identify design concerns in an area and to help property owners ensure that rehabilitation and new construction respect the character of designated buildings or districts.

Design review: The process of ascertaining whether modifications to historic structures, settings and districts meet standards of appropriateness established by a governing or advisory review board.

Dismantling: Taking apart a structure piece by piece, often with the intention of reconstructing it elsewhere.

Displacement: The movement of individuals, businesses or industries from property or neighborhoods because of real estate activities.

Easement: A less-than-fee interest in real property acquired through donation or purchase and carried as a deed restriction or covenant to protect important open spaces, building facades and interiors.

Extended use: Any process that increases the useful life of an old building, e.g., adaptive use or continued use.

Fabric: The physical material of a building, structure or city, connoting an interweaving of component parts.

Facadism: The retention of only the facade of a historic building during conversion while the remainder is severely altered or destroyed to accept the new use.

Found Space: Old buildings or spaces within them that have been retrieved from near oblivion for rehabilitation or adaptive use after having been abandoned or "lost."

Gentrification: British term for the process by which young professionals or "gentry" buy into inner-city areas as part of a neighborhood preservation trend.

Historic district: A geographically definable area with a significant concentration of buildings, structures, sites, spaces or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a historic district board or commission.

Homesteading: Programs under which abandoned buildings are made available at little or no cost in return for an agreement to rehabilitate and occupy them for a specified period of time. Similar programs to recycle commercial structures may be called shopsteading.

House museum: A museum whose structure itself is of historical or architectural significance and whose interpretation relates primarily to the building's architecture, furnishings and history.

Human scale: A combination of qualities in architecture or the landscape that provides an appropriate relationship to human size, enhancing rather than diminishing the importance of people.

Landmarks register: A listing of buildings, districts and objects designated for historical, architectural or other special significance that may carry protection for listed properties.

Landscape: The totality of the built or human influenced habitat experienced at any one place. Dominant features are topography, plant cover, buildings or other structures and their patterns.

Mixed use: A variety of authorized activities in an area or a building, as distinguished from the isolated uses and planned separatism prescribed by many zoning ordinances.

Outdoor museum: A restored, re-created or replica village site in which several or many structures have been restored, rebuilt or moved and whose purpose is to interpret a historical or cultural setting, period or activity.

Preservation: Generally, saving from destruction or deterioration old and historic buildings, sites,structures and objects and providing for their continued use by means of restoration, rehabilitation or adaptive use. Specifically, "the act or process of applying measures to sustain the existing form, integrity, and material of a building or structure, andthe existing form and vegetative cover of a site. It may include stabilization work, where necessary, as well as ongoing maintenance of the historic building materials." (Secretary of the Interior's Standards)

Preservation commission: A generic term for an appointed municipal or county board that recommends the designation of and regulates changes to historic districts and landmarks. It may be called a historic district review board or commission, architectural or design review board or landmarks commission; the latter's authority may be limited to individual buildings.

Reconstruction: "The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared at a specific period of time."(Secretary of the Interior's Standards)

Redlining: A practice among financial institutions and insurance companies of refusing to provide services to certain supposedly high-risk geographical areas, regardless of the merits of individual applicants; derived from the red line that the institutions may draw around the area on a map.

Redundant building: British term for a building or site no longer in demand for its original or current use. In the United States the terms "endangered property" and "surplus property" are more often used.

Rehabilitation: "The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values." (Secretary of the Interior's Standards)

Reinvestment: The channeling of public and private resources into declining neighborhoods in a coordinated manner to combat disinvestment.

Renovation: Modernization of an old or historic building that may produce inappropriate alterations or elimination of important features and details.

Restoration: "The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work." (Secretary of the Interior's Standards)

Sense of place: The sum of attributes of any place that give it a unique and distinctive character.

Stabilization: "The act or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of unsafe or deteriorated property while maintaining the essential form as it exists at present." (Secretary of the Interior's Standards)

Street furniture: Municipal equipment placed along streets, including light fixtures, fire hydrants, police and fire call boxes, signs, benches and kiosks.

Streetscape: The distinguishing and pictorial character of a particular street as created by its width, degree of curvature and paving materials, design of the street furniture and forms of surrounding buildings.

Style: A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also, a general quality of distinctive character.

Sweat equity: The investment of property owners' or occupants' own labor in rehabilitation work as a form of payment.

Townscape: The relationship of buildings, shapes, spaces and textures that gives a town or area its distinctive visual character or image.

Visual pollution: Anything that, because of its placement or intrinsic nature, is offensive to the sense of sight, such as garbage dumps and billboards.

All definitions are from *The Brown Book, A Directory of Preservation Information*, edited by Diane Maddex for the National Trust for Historic Preservation.

APPENDIX

The Oklahoma Main Street Program of the Oklahoma Department of Commerce and the State Historic Preservation Office of the Oklahoma Historical Society prepared the selected forms and fact sheets. These are for building owners, historic district commissions, downtown associations,and city governments to use. For more information concerning these forms, refer to the List of Resources for the addresses and phone numbers of these two offices.

Checklist for Facade Renovation

This is a standard Checklist for Facade Renovations that is part of the design assistance provided by the Oklahoma Main Street Program for building owners in officially designated Main Street areas.

Any building owner, design committee, or historic district commission can use this checklist for determining the scope of work for any building.

The general notes are a guideline for sensitive preservation techniques as stated by the Secretary of Interior's Standards. A copy of this publication is at the local project manager's office. For further information regarding incentive tax credits, contact the State Historic Preservation Office at (405) 521-6249. For more detailed technical assistance or product information, the Oklahoma Main Street Program has lists of architects, engineers, preservation consultants, contractors, and product manufacturers who expressed interest in the Oklahoma Main Street Program. Since the Oklahoma Department of Commerce is unable to endorse these entities, it is recommended that the building owners thoroughly check all references before engaging in contracts. These resource lists are available at the local program manager's office.

All work must be approved by the local design review committee, if applicable.

GENERAL NOTES:

1. The contractor shall inspect the existing conditions before starting construction.
2. The contractor shall obtain all required permits.
3. The business will be in operation. The contractor shall construct temporary partitions as needed to secure and weatherproof the interior. The flow of pedestrian traffic shall not be impaired.
4. The contractor shall provide pedestrian protection as required by local codes.
5. The contractor shall repair the interior according to owner's plans.
6. The contractor shall clean all glass at the end of the job.

NOTE: Any deviations from the plans, whether created by field dimensions or field observations, must be approved by the local design review committee, if applicable.

SCOPE OF WORK:
(Complete work that is checked.)

- ❒ Retain existing storefront as shown.
- ❒ Demolish existing storefront and construct new one as shown. (Demolition shall be sensitive so as to not destroy any obscured architectural elements.)
- ❒ Expose clerestories or transoms and repair or construct as shown.
- ❒ Remove existing applied facade to expose original facade as shown.
- ❒ Remove existing infill materials to expose upper floor windows as shown.
- ❒ Execute normal maintenance procedures as noted.
- ❒ Place new awning or sign as shown.

ROOF:

- ❒ Examine existing roof and skylights. Determine if, and what, maintenance is needed. Also, inspect all chimney covers, parapet flashing, vent pipe flashing, and parapet caps. Repair or replace as needed.
- ❒ Examine existing gutters and downspouts. Repair or replace as needed. (This work may take place at the end of the job so as to avoid damage during construction.)

MASONRY:

- ❒ Chemically clean masonry with an approved product and low pressure water (maximum is 100 psf). Procedure is as follows:
  1) Thoroughly document, with photos,and approve a test area before work begins. (Required for tax credits.)
  2) If painted, masonry is to be chemically stripped followed with a neutralizer.
  3) If soiled, masonry is to be chemically cleaned.
  4) High pressure water and sandblasting are not approved methods.
- ❒ Repair or replace any loose, broken, or missing bricks or stones. New pieces must match existing ones in size, color, and texture.
- ❒ Repoint mortar as needed.
  1) A mortar analysis is recommended.
  2) All work is to be hand-tooled with no use of mechanical tools. This will avoid further damaging or scarring of the brick.
  3) New mortar shall match existing mortar tint, texture, lime content, sand type, joint type, and joint width and depth.
  4) Replacement of mortar with bright, white portland cement is not an approved method.
  5) Application of a sealer is not an approved method.

METALWORK:

- ❒ Repair existing metalwork (thresholds, columns, beams, trim details, and cornices) as needed. Replace pieces that are deteriorated beyond repair with duplicate pieces.
- ❒ Replace missing metalwork with duplicate pieces.
- ❒ Sensitively wirebrush all metalwork so as not to damage it.
- ❒ Prime all metalwork with a suitable, high quality rust-inhibiting primer.
- ❒ Apply two coats of oil-based or "super latex" paint that is compatible with the primer.
- ❒ For new metal, clean metal with mineral oil before priming and painting.
- ❒ For aluminum trim, etch with acid before priming and painting.

Consult the local paint distributor for recommendations on all procedures.

WOODWORK:

Storefront:

- ❒ Refer to Additional Notes concerning the storefront.

Windows:

- ❒ Repair existing wood windows or replace with duplicates.
- ❒ Replace existing aluminum windows with wood windows.
- ❒ Repair existing metal casement windows or replace with duplicates.
- ❒ Caulk and glaze windows as needed.
- ❒ Windows shall remain operable.

Doors:

- ❒ Retain, repair, and refinish existing doors.
- ❒ Mill new doors to match existing ones.
- ❒ Mill _____ doors as shown.
- ❒ Mill _____ sets of doors as shown.
- ❒ Mount doors to swing outwardly.
- ❒ All hardware shall be brass or brass-plated, lacquered, and polished.
- ❒ All doors shall have three hinges per door with non-removable hinge pins.
- ❒ Double doors shall have a latch at the top and bottom of the left door as well as an exterior astragal.
- ❒ Doors shall be weatherstripped with 1-1/8" spring bronze on sides and tops and a "sweep" type weatherstrip on bottom.

Wood Finishing Notes:

- ❒ All wood that is to be exposed shall be clear and rated # 1 or better. Yellow pine is preferred over clear redwood.
- ❒ Plywood shall be marine grade plywood with all joints located behind decorative trim pieces as shown on drawing.
- ❒ All structural members shall be #2 or better.
- ❒ Fill all holes, caulk all joints, and prime all new or exposed wood.
- ❒ Paint all wood with two coats of compatible oil-based, super-latex or latex paint.
- ❒ Doors shall be stained with a medium to dark stain as determined by the owner. Varnish with at least three coats of polyurethane varnish, high gloss. Apply as many coats as needed to fill grain while lightly sanding between coats.

GLASS:

- ❒ Reglaze all windows and glass areas as needed.
- ❒ Replace all cracked, broken, or missing glass with clear insulating glass with no tint.
- ❒ Use laminated safety glass in all doors and storefront windows as required by local codes.

CANOPIES AND AWNINGS:

- ❒ Remove existing canopy, awning, or mansard.
- ❒ Retain and repair existing canopy or awning .
- ❒ Construct new canopy as shown.
- ❒ Hang new canvas awning as shown.
- ❒ Refer to **Additional Notes**.

SIGNS:

- ❒ Remove existing sign(s).
- ❒ Retain and repair existing sign(s).
- ❒ Place new signs as shown.
- ❒ Refer to **Additional Notes**.

ADDITIONAL NOTES:

Samples of Design Assistance

NOTE: The Oklahoma Main Street Program, through the Oklahoma Department of Commerce, has provided this free design assistance to all property owners in the officially designated Main Street project areas. The rendering on this sheet is only a conceptual view of the façade renovation based on information supplied to the staff architect. Should obscured architectural details or problems be revealed during the work, the local project manager and/or the staff architect should be consulted.

The general notes are provided as a guideline for sensitive preservation techniques and are based on the Secretary of Interior's Standards. A copy of this publication may be viewed at the local project manager's office. For further information regarding incentive tax credits, contact the Office of Historic Preservation, Oklahoma Historical Society, (405) 521-2491. For more detailed technical assistance or product information, the state Main Street office has compiled lists of architects, engineers, preservation consultants, contractors, and product manufacturers who have expressed an interest in the Main Street Project. Since the Oklahoma Department of Commerce is unable to endorse these entities, it is recommended that the building owners thoroughly check all references before engaging in contracts. These resource lists may be obtained through the local project manager's office.

All work must be approved by the local design review committee, if applicable.

PAINT COLORS:

☐ WHITE (TO MATCH STONE TRIM) ☐

AWNING COLORS:

GLENRAVEN/SUNBRELLA/TERRA COTTA FANCY/#4767

SOUTH ELEVATION

AS APPROX. 1/4" = 1'-0"

GENERAL NOTES:

1. The contractor shall inspect the existing conditions before starting construction
2. The contractor shall obtain all required permits
3. The business will be in operation. The contractor shall construct temporary partitions as needed to secure and weatherproof the interior. The flow of pedestrian traffic shall not be impaired
4. The contractor shall provide pedestrian protection as required by local codes
5. The contractor shall repair the interior according to owner's plans
6. The contractor shall clean all glass at the end of the job

NOTE: Any deviations from the plans, whether created by field dimensions or field observations, must be approved by the local design review committee, if applicable

SCOPE OF WORK:

(Complete work that is checked.)

- ✓ Retain existing storefront as shown
- ___ Demolish existing storefront and construct new one as shown. (Demolition shall be sensitive so as to not destroy any obscured architectural elements.)
- ___ Expose clerestories or transoms and repair or construct as shown
- ✓ Remove existing applied façade to expose original façade as shown
- ✓ Remove existing infill materials to expose upper floor windows as shown
- ✓ Execute normal maintenance procedures as noted
- ✓ Place new awning or sign as shown

ROOF:

- ✓ Examine existing roof and skylights. Determine if, and what, maintenance is needed. Also, inspect all chimney covers, parapet flashing, vent pipe flashing, and parapet caps. Repair or replace as needed.
- ✓ Examine existing gutters and downspouts. Repair or replace as needed. (This work may take place at the end of the job so as to avoid damage during construction.)

MASONRY:

- ✓ Chemically clean masonry with an approved product and low pressure water (maximum is 100 psi). Procedure is as follows:
  1) Thoroughly document, with photos, and approve a test area before work begins. (Required for investment tax credits.)
  2) If painted, masonry is to be chemically stripped followed with a neutralizer
  3) If soiled, masonry is to be chemically cleaned
  4) High pressure water and sandblasting are not approved methods
- ✓ Repair or replace any loose, broken, or missing bricks or stones. New pieces must match existing ones in size, color, and texture
- ✓ Tuckpoint mortar as needed
  1) A mortar analysis is recommended
  2) All work is to hand-tooled with no use of mechanical tools. This will avoid further damaging or scarring of the brick
  3) New mortar shall match existing mortar with tint, texture, lime content, sand type, joint type, and joint width and depth
  4) Replacement of mortar with bright, white portland cement is not an approved material
  5) Application of a sealer is not an approved method

METALWORK:

- ✓ Repair existing metalwork (thresholds, columns, beams, trim details, and cornices) as needed. Replace pieces that are deteriorated beyond repair with duplicate pieces
- ✓ Replace missing metalwork with duplicate pieces
- ✓ Sensitively wirebrush all metalwork so as not to damage it.
- ___ Prime all metalwork with a suitable, high-quality rust-inhibiting primer
- ___ Apply two coats of oil-based or "super-latex" paint that is compatible with the primer
- ___ For new metal, clean metal with mineral oil before priming and painting
- ___ For aluminum trim, etch with acid before priming and painting

Consult the local paint distributor for recommendations on all procedures

WOODWORK:

Storefront:

- ___ Refer to Additional Notes concerning the storefront

Windows:

- ✓ Repair existing wood windows or replace with duplicates
- ___ Replace existing aluminum windows with wood windows
- ___ Repair existing metal casement windows or replace with duplicates
- ✓ Caulk and glaze windows as needed
- ✓ Windows shall remain operable

Doors:

- ✓ Retain, repair, and refinish existing doors
- ___ Mill new doors to match existing ones
- ___ Mill _____ doors as shown
- ___ Mill _____ sets of doors as shown
- ___ Mount doors to swing outwardly
- ___ All hardware shall be brass or brass-plated, lacquered, and polished
- ___ All doors shall have three hinges per door with non-removable hinge pins
- ___ Double doors shall have a latch at the top and bottom of the left door as well as an exterior astragal
- ___ Doors shall be weatherstripped with 1 1/8" spring bronze on sides and tops and a "sweep" type weatherstrip on bottom

Wood Finishing Notes:

- ✓ All wood that is to be exposed shall be clear and rated #1 or better. Redwood is preferred over clear yellow pine
- ✓ Plywood shall be marine grade plywood with all joints located behind decorative trim pieces as shown on drawing
- ✓ All structural members shall be #2 or better
- ✓ Fill all holes, caulk all joints, and prime all new or exposed wood
- ✓ Paint all wood with two coats of compatible oil-based, super-latex or latex paint. Consult the local paint distributor
- ___ Doors shall be stained with a medium to dark stain as determined by the owner. Varnish with at least three coats of polyurethane varnish, high gloss. Apply as many coats as needed to fill grain while lightly sanding between coats

GLASS:

- ✓ Reglaze all windows and glass areas as needed
- ✓ Replace all cracked, broken, or missing glass with clear insulating glass with no tint
- ✓ Use laminated safety glass in all doors and storefront windows as required by local codes

CANOPIES AND AWNINGS:

- ✓ Remove existing canopy, awning, or mansard
- ___ Retain and repair existing canopy or awning
- ___ Construct new canopy as shown
- ✓ Hang new canvas awning as shown
- ___ Refer to Additional Notes

SIGNS:

- ✓ Remove existing sign(s)
- ___ Retain and repair existing sign(s)
- ___ Place new signs as shown
- ___ Refer to Additional Notes

ADDITIONAL NOTES:

- ✓ REPAIR ALL DAMAGE CAUSED BY [illegible] INSTALLATION.

OKLAHOMA MAIN STREET

OKLAHOMA DEPARTMENT OF COMMERCE
6601 Broadway Extension, Oklahoma City, OK 73116 • (405) 843-9770
Drawn by: [illegible] Date: [illegible]

J.C. PENNEY BUILDING
[illegible] EAST PENNEY
[illegible], OKLAHOMA

REVISIONS

SHEET
OF [illegible]

Sapulpa, Oklahoma. Antique Mall (J.C. Penney Building). Awning shown above storefront.

Sample of Design Assistance

NOTE: The Oklahoma Main Street Program, through the Oklahoma Department of Commerce, has provided this free design assistance to all property owners in the officially designated Main Street project areas. The rendering on this sheet is only a conceptual view of the façade renovation based on information supplied to the staff architect. Should obscured architectural details or problems be revealed during the work, the local project manager and/or the staff architect should be consulted.

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All work must be approved by the local design review committee, if applicable.

PAINT COLORS:

- ☐ OFF-WHITE (MATCH CAST STONE)
- ☐
- ☐

AWNING COLORS:

- ☐ GLOSSY BLACK
- ☐
- ☐

VIEW OF SOUTHWEST CORNER

SCALE: NOT TO SCALE

GENERAL NOTES:

1. The contractor shall inspect the existing conditions before starting construction
2. The contractor shall obtain all required permits
3. The business will be in operation. The contractor shall construct temporary partitions as needed to secure and weatherproof the interior. The flow of pedestrian traffic shall not be impaired
4. The contractor shall provide pedestrian protection as required by local codes
5. The contractor shall repair the interior according to owner's plans
6. The contractor shall clean all glass at the end of the job

NOTE: Any deviations from the plans, whether created by field dimensions or field observations, must be approved by the local design review committee, if applicable

SCOPE OF WORK:
(Complete work that is checked.)

- ✓ Retain existing storefront as shown
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- ✓ Expose clerestories or transoms and repair or construct as shown
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ROOF:

- ✓ Examine existing roof and skylights. Determine if, and what, maintenance is needed. Also, inspect all chimney covers, parapet flashing, vent pipe flashing, and parapet caps. Repair or replace as needed
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METALWORK:

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Consult the local paint distributor for recommendations on all procedures

WOODWORK:

Storefront:

- ___ Refer to Additional Notes concerning the storefront

Windows:

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- ___ Remove existing canopy, awning, or mansard
- ___ Retain and repair existing canopy or awning
- ___ Construct new canopy as shown
- ___ Hang new canvas awning as shown
- ✓ Refer to Additional Notes

SIGNS:

- ✓ Remove existing sign(s)
- ✓ Retain and repair existing sign(s)
- ✓ Place new signs as shown
- ✓ Refer to Additional Notes

ADDITIONAL NOTES:

- ✓ REFER TO SEPARATE MEMO FOR ADDITIONAL ITEMS

OKLAHOMA MAIN STREET

OKLAHOMA DEPARTMENT OF COMMERCE
6601 Broadway Extension, Oklahoma City, OK 73116 • (405) 843-9770
Drawn by _____ Date _____

WESTFALL BUILDING

REVISIONS

SHEET 1 OF 1

Sapulpa, Oklahoma. C.J.'s Book Nook (1910 Westfall Building). Circa 1940s storefront and canopy shown. Canopy now replaced by canvas awnings.

Fact Sheet #1

National Register of Historic Places

What the National Register Does:

1. Provides recognition of a property's significance in history, architecture, archaeology, or engineering.
2. Provides *limited* protection when a property is endangered by a *federally* funded or licensed action.
3. Provides the owner of income-producing property (commercial or rental residential) the opportunity to receive investment tax credits for "certified rehabilitation."
4. Provides the owner the opportunity to apply for matching grant-in-aid for restoration/rehabilitation (when funding is available).

What the National Register Does Not Do:

1. Does not restrict the use of the property. (For example, an owner can continue to live in a listed house, convert a listed property to another use, continue to farm ground where a listed archaeological site may be located, conduct new construction on the site, etc.)
2. Does not restrict the sale of private property.
3. Does not require continued maintenance of private property.
4. Does not require that any specific guidelines be followed in a rehabilitation (unless the owner is using *federal* funds or receiving an investment tax credit).
5. Does not require the owner to give tours of the property or open it to the public.
6. Does not guarantee funds for restoration.
7. Does not guarantee perpetual maintenance of the property.
8. Does not provide a tax credit for a private residential structure.
9. Does not provide a historic marker for the property.

The National Register Nomination Process:

1. Any person or organization can submit a nomination for any property.
2. To nominate a property to the National Register, a "National Register of Historic Places Registration Form," and, if appropriate, a "National Register of Historic Places Multiple Property Documentation Form" must be completed and submitted to the State Historic Preservation Office, 621 N. Robinson, Suite 375, Oklahoma City, OK 73102.
3. The State Historic Preservation Office staff reviews each nomination received. If the nomination is complete and in acceptable format, it will be scheduled for presentation at the earlier possible Historic Preservation Review Committee meeting. Unacceptable nominations will be returned to the preparer with written comments.

4. The Historic Preservation Review Committee meets at 10:00 a.m. on the third Thursday of January, April, July, and October in the Oklahoma Historical Society Boardroom, unless otherwise announced.

5. If the Historic Preservation Review Committee approves the nomination, it will be sent to the Keeper of the Register, Washington, D.C.; written comments received before or during the committee meeting will be transmitted with the nomination to the Keeper of the Register.

6. The Keeper of the Register has forty-five (45) days from date of receipt of nomination to act. The Keeper can list the property in the National Register, issue a determination of eligibility (in special circumstances), reject the property for listing, or return the nomination for additional information or clarification.

7. The Keeper notifies the State Historic Preservation Office of the listing of the property in the National Register of Historic Places, and the SHPO then notifies all property owners and elected state and local officials of the designation. The SHPO shall also inform the owner (and nomination preparer, if not the owner) when a property is rejected for listing or returned for additional information.

8. If an owner requests it in writing, a certificate denoting listing in the National Register will be issued by the SHPO.

How Nominations Are Scheduled for the Review Committee:

Acceptable nominations received by the State Historic Preservation Officer are scheduled for the first possible meeting of the Historic Preservation Review Committee. Generally, acceptable nominations received sixty (60) days prior to a meeting of the committee will be presented. However, if more nominations are received than can be processed in accordance with federal regulations, the nominations will be scheduled in accordance with the priorities listed below.

1. Properties considered to be endangered.

2. Properties that are examples of a rare type or that are surviving examples of a once common type.

3. Properties that are candidates for the special tax incentives or grants program.

4. Properties considered eligible for nomination to the National Register by a Certified Local Government.

5. Properties for which there is a demonstrated public concern.

6. Other properties for which sufficient documentation exists to warrant nomination to the National Register of Historic Places.

Fact Sheet #3

Investment Tax Credits for Rehabilitation

Federal Tax Law currently provides attractive incentives for the rehabilitation of historic and older buildings. These special benefits encourage revitalization of historic districts as well as individual buildings. To qualify for the tax incentives, requirements of both the Internal Revenue Service and the U.S. Department of the Interior must be met. The State Historic Preservation Office (SHPO) participates in the review of proposed rehabilitation projects and is the initial contact for applicants. The U.S. Department of the Interior, National Park Service, is the agency responsible for certifying historic structures and rehabilitation work.

WARNING: To qualify for the 20% Investment Tax Credit for "certified rehabilitation" of a "certified historic structure," the applicant must receive the National Park Service's written approval. **Applicants are STRONGLY ADVISED to seek NPS review before actual construction work begins.** Failure to obtain this preliminary certification may jeopardize the tax credits for the entire project. Applicants who proceed with rehabilitation work prior to receipt of NPS preliminary certification do so at their own risk.

How Much Are the Credits Worth?

20% of the allowable costs of a "certified rehabilitation" of a "certified historic structure."

OR

10% of the cost of rehabilitation of buildings constructed prior to 1936 that are not certified historic structures. (*The requirement for National Park Service certification of rehabilitation does not apply to this lesser credit.*)

What is a "Certified Historic Structure"?

A "certified historic structure" is defined as a structure, subject to depreciation as set forth in the Internal Revenue Code, and that is:

- ❒ individually listed in the National Register of Historic Places; or
- ❒ a contributing resource in a historic district listed in the National Register of Historic Places; or
- ❒ a contributing resource in a historic district designated under a certified local ordinance.

What Are the Requirements for a "Certified Rehabilitation"?

To qualify as a "certified rehabilitation," all project work must be done in accordance with the **Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings** *and* must satisfy all IRS requirements.

What Are the Requirements for the 10% Credit?

Project work undertaken for this lesser credit ***must*** satisfy all Internal Revenue Service requirements. Applicants interested in obtaining it should consult with their tax advisor. The NPS and the SHPO do not review these projects.

NOTE: **"Certified Historic Structures" do not qualify for the 10% credit.**

Who Should I Contact for Further Information?

State Historic Preservation Office
Oklahoma Historical Society
621 N. Robinson, Suite 375
Oklahoma City, OK 73102
(405) 521-6249

Revised: December 1991

Fact Sheet #5

Certified Local Governments

The Certified Local Governments Program is designed to promote the participation of local governments in the nationwide historic preservation program. Under the National Historic Preservation Act of 1966, as amended, the Federal and State governments have worked closely toward the identification, evaluation, and protection of the nation's significant historic resources. The CLG program gives the local governments a more direct role in these important efforts.

In Oklahoma, to become a CLG, the Local Government MUST:

1. Enforce appropriate state or local legislation for the designation and protection of historic properties.
2. Establish an adequate and qualified historic preservation review commission by state or local legislation.
3. Maintain a system for the survey and inventory of historic properties consistent with the system of the SHPO.
4. Provide for adequate public participation in the local historic preservation program including the process of recommending properties for nomination to the National Register of Historic Places.
5. Satisfactorily perform the responsibilities delegated to it under the certification agreement.

The Benefits of CLG Status Are:

1. A direct role in the recommendation of properties for nomination to the National Register of Historic Places.
2. Eligibility for a share of the State's annual Historic Preservation Fund grant award.
3. A direct role in the responsibilities of the State Historic Preservation Office as may be delegated.

The Local Zoning Ordinance (Local Legislation) Must Contain:

1. A statement of purpose.
2. Definitions.
3. Membership requirements for the review commission and duties of that body.
4. Procedures for designation of local districts and landmarks.
5. Criteria for evaluation of local districts and landmarks.
6. Provision for public review of designations.
7. Provision for mandatory review of alterations, demolitions, or new construction affecting listed properties in historic districts or individual landmarks. These decisions must be binding, and a system of appeals must be provided.
8. Adoption of specific guidelines to be used in the review of projects which involve listed properties, consistent with the "Secretary of the Interior's Standards for Rehabilitation."
9. Set specific time frames for project review.
10. Establish penalties for non-compliance.

For Further Information:

Contact State Historic Preservation Office
621 N. Robinson, Suite 375
Oklahoma City, OK 73102
405/521-6249

Request: "Certified Local Governments Program for Oklahoma"

Fact Sheet #6

Historic District Designations

What is a "historic district"?

A district is a significant concentration, linkage, or continuity of sites, building structures, or objects united historically or aesthetically by plan or physical development. A residential neighborhood, a downtown commercial district, a rural environment, or a concentration of archeological sites in a particular drainage area can all be considered historic districts.

Are there different "historic district" designations?

Yes. A "historic district" may be listed in the National Register of Historic Places. Or, it may be designated under a city's historic preservation zoning ordinance. In some cases a "historic district" may have both designations.

What does it mean for me if I own property in a district listed in the National Register of Historic Places?

Owners of private property located within a National Register listed "historic district" can do whatever they wish with their property. If the property is income producing, the owner *may* qualify for federal tax incentives when the property is appropriately rehabilitated. If the owner uses *federal funds* to alter or demolish a property in a district listed in or eligible for the National Register, the State Historic Preservation Office is required by law to review the project.

What does it mean for me if I own property in a district designated under a local historic preservation zoning ordinance?

While local historic preservation zoning ordinances vary from city to city, they generally have a similar effect on owners of private property within the boundaries of these locally designated "historic districts." When a property owner plans to do something to the property that requires a building permit from the city government, the proposed work must first be approved by the local historic preservation review commission (a body appointed by the mayor). Such ordinances do not extend to the interior of the building. It is important to keep in mind that when there is no feasible alternative or when economic hardship can be demonstrated, even demolition of properties in "historic districts" is permitted.

What if both these designations apply to a historic district?

The effects on owners described above continue to apply. There are no additional restrictions.

ILLUSTRATION CREDITS

All of the illustrations of the *Oklahoma Design Guidelines* are of buildings in official Oklahoma Main Street communities.

Unless noted below, all drawings are by Ronald Frantz, Architect, Oklahoma Main Street Program. The selection of drawings came from what was in the files of the Oklahoma Main Street Program at the time of publication, June, 1992.

Credits for illustrations not completed by the Oklahoma Main Street office are:

Page 42 "Downtown Stillwater Business Guide" published by Stillwater Main Street and Stillwater Visitors and Special Events Bureau.

Page 4 "McAlester" business directory published by McAlester in Motion (Main Street) and McAlester Chamber of Commerce.

Special Note: Reproductions of all illustrations in *Oklahoma Design Guidelines* are not at the same scale due to a wide variety of building sizes. The reproductions of many drawings are as large as possible for best illustrating architectural styles and details.

LIST OF RESOURCES

(This is only a partial list of resources that are available for rehabilitating Oklahoma's downtowns. The two best informational sources for Oklahomans are the Oklahoma Main Street Program office and the Oklahoma State Historic Preservation Office.)

Oklahoma Main Street Program
Oklahoma Department of Commerce
Mailing address:
P.O. Box 26980
Oklahoma City, Oklahoma 73126-0980
Street address:
6601 Broadway Extension
Oklahoma City, Oklahoma 73116
(405) 843-9770

Susie Clinard, Director
Ronald Frantz, AIA, Architect
Melody Kellogg, Assistant State Coordinator
Les Hall, Small Towns Coordinator
Juanita Moore, Secretary

Publications:
Oklahoma Design Guidelines

State Historic Preservation Office
Oklahoma Historical Society
621 North Robinson, Suite 375
Oklahoma City, Oklahoma 73102
(405) 521-6249

Melvena Heisch, Deputy State Historic Preservation Officer
Marshall Gettys, Historic Archaeologist
Marsha Weisiger, Architectural Historian
Harry Simms, Jr., Historic Preservation Architect
Kim Dobbs, Grants Manager
Susan Allen, Preservation Research Assistant
Kathryn Davis, Secretary
Pam McCarty, Administrative Assistant

Publications:
Fact Sheet #1 National Register of Historic Places
Fact Sheet #3 Investment Tax Credits for Rehabilitation
Fact Sheet #5 Certified Local Governments
Fact Sheet #6 Historic District Designations

The Association for Preservation Technology International
P.O. Box 8178
Fredericksburg, Virginia 22404

Publications:
APT Bulletin
APT Communique

National Trust for Historic Preservation and the National Main Street Center
1785 Massachusetts Ave., N.W.
Washington, D.C. 20036

Publications:
Historic Preservation
Main Street News
Preservation News

The Old-House Journal, Inc.
2 Main Street
Gloucester, MA 01930

Publications:
The Old-House Journal
The Old-House Journal Catalog

Traditional Building
69A Sevenue Avenue
Brooklyn, New York 11217

Publication:
Traditional Building

National Park Service
Preservation Assistance Division—424
P.O. Box 37127
Washington, D.C. 20013-7127

Publications:
The Secretary of the Interior's Standards for Rehabilitation
Preservation Briefs:

#1 The Cleaning and Waterproof Coating of Masonry Buildings
#2 Repointing Mortar Joints in Historic Brick Buildings
#3 Conserving Energy in Historic Buildings
#4 Roofing for Historic Buildings
#5 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 Sidings on Historic 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
#13 The Repair and Thermal Upgrading of Historic Steel Windows

#14 New Exterior Additions to Historic Buildings: Preservation Concerns
#15 Preservation of Historic Concrete: Problems and General Approaches
#16 The Use of Substitute Materials on Historic 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 and Preserving 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

Sanborn Fire Insurance Maps
Collection may be found at these two places:

University of Oklahoma
Western History Collection
Monnet Hall

Oklahoma State University
Edmon Low Library