



City of Sulphur

Historic
Preservation
Ordinance

ORDINANCE NO. 2003-2

An Ordinance to establish a Historic Preservation Commission in the City of Sulphur; To provide for designation of historic properties or historic districts; to provide for issuance of Certificates of Appropriateness; to provide for an appeals procedure; to repeal conflicting ordinances; and for other purposes.

Sec. 1. Purpose

In support and furtherance of its findings and determination that the historical, cultural, archaeological, and architectural heritage of the City of Sulphur is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people; in order to stimulate revitalization of the business districts and historic neighborhoods and to protect and enhance local historical attractions to tourists and thereby promote and stimulate business; to encourage the development of financial and other incentives at all levels of government and the private sector that will serve to promote the preservation of historic resources; in order to enhance the opportunities for federal or state tax benefits under relevant provisions of federal or state law; in order to provide for the designation, protection, preservation and rehabilitation of historic properties and historic districts and to participate in federal or state programs to do the same; in order to promote the reuse and recycling of existing building stock in Sulphur and thereby conserve valuable natural resources;

The City Council of the City of Sulphur hereby declares it to be the purpose and intent of this Ordinance to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures, objects, landscape features and works of art having a special historical, cultural, architectural, or archaeological significance, in accordance with the provisions of this Ordinance.

Sec. 2. Historic Preservation Commission

- A. **Creation of the Historic Preservation Commission:** There is hereby created a commission whose title shall be the "Sulphur Historic Preservation Commission," hereinafter Commission.
- B. **Historic Preservation Commission position within the City of Sulphur:** The Commission shall be considered a part of the planning and development functions of the City of Sulphur and the staff function shall be appropriately assigned by the City Manager at such time as it becomes necessary.
- C. **Historic Preservation Commission Members:** Number, Appointment, Terms, and Compensation; The Commission shall consist of five members appointed by the City Council of the City of Sulphur, and one ex-officio member taken from the Council membership. All members shall be residents of the City of Sulphur and shall be persons who have demonstrated special interest, experience or education in history,

architecture or the preservation of historic resources.

At least one member should be appointed from among persons in the fields of architecture, building construction or real estate appraisal; said professional member may reside outside the City of Sulphur and may be selected from among University faculties or professional planning or preservation organizations. Upon the expiration of such members initially appointed, at least one member shall be a property owner in a designated Historic District.

The five members shall serve staggered three-year terms. The Sulphur City Council will have the authority to remove any member of the historic preservation commission appointed by it for cause, on written charges, after a public hearing.

D. Statement of the Commission's Powers

The Commission shall be authorized to:

1. Prepare and maintain an inventory, available to the public in the office of the City Clerk, of all property within the City of Sulphur having the potential for designation as a historic property;
2. Recommend to the City Council specific places, districts, sites, buildings, structures, objects, or works of art to be designated by ordinance as historic properties or historic districts;
3. Review Applications for Certificates of Appropriateness and approve, approve with conditions, or deny same in accordance with the provisions of this Ordinance;
4. Recommend to the City Council that the designation of any place, district, site, building, structure, object or work of art as a historic property or historic district be revoked or removed;
5. Restore or preserve any historic properties acquired by the City of Sulphur with the approval of the City Council;
6. Conduct educational programs on historic properties located within the City of Sulphur and on general historic preservation activities;
7. Make such investigations and studies of matters relating to historic preservation, including consultation with historic preservation experts, as the City Council or Commission may, from time to time, deem necessary or appropriate for the purposes of preserving historic resources;
8. Seek out local, state, federal, and private funds for historic preservation, and make recommendations to the City Council concerning the most appropriate uses of any funds acquired;
9. Submit to the State Historic Preservation Office a list of historic properties or historic districts designated, and seek their comments and advice on said designation;
10. Perform historic preservation activities as the official agency of the City of Sulphur's historic preservation program;
11. Receive donations, grants, funds, or gifts of historic property and acquire and sell historic properties. The Commission shall not obligate the City of Sulphur without prior consent or appropriation;

12. Review and make comments to the State Historic Preservation Office concerning the nomination of properties within its jurisdiction to the National Register of Historic Places;
 13. Participate in private, state and federal historic preservation programs and with the consent of the City Council enter into agreements to do the same;
 14. Recommend to the City Council such financial and/or other incentives that can be expected to encourage the preservation of the communities' historic resources and provide a positive incentive to affected property owners;
 15. Consult with historic preservation experts in the State Historic Preservation Office, the National Trust for Historic Preservation, and other historic commissions.
- E. **Commission's Powers to Adopt Rules and Standards:** The Historic Preservation Commission shall adopt rules and standards for the transaction of its business and for consideration of applications for designations and Certificates of Appropriateness, such as By-Laws, removal of membership provisions and design guidelines and criteria. ~~The Commission shall have the flexibility to adopt rules and standards without amendment to this Ordinance.~~ The Commission shall determine its meeting schedule, but shall meet no less than once per quarter, and shall provide for the time and place of regular meetings. The Commission shall select such officers as it deems appropriate from among its members.
- F. **Conflict of Interest:** At any time the Commission reviews a project in which a member of the Commission has ownership or other vested interest, including the involvement of relatives, that member will be forbidden from presenting, voting, or discussing the project, other than answering a direct question. Provided, however, the commission member may be excused from sitting in attendance with the commission on such matter and may then address the commission as an affected citizen.
- G. **Records of Commission Meetings:** A public record shall be kept of the Commission's resolutions, proceedings and actions.

Sec. 3 Recommendation and Designation of Historic Districts and Historic Properties

A. Preliminary Research by the Commission

1. **Commission's mandate to conduct a survey of local historic resources:** The Commission shall compile and collect information and conduct surveys of historic resources within the City of Sulphur
2. **Commission's power to recommend historic districts and properties to the City Council for designation:** The Commission shall present to the City Council recommendations for historic districts and historic properties
3. **Commission's Documentation of proposed designation:** Prior to the Commission's recommendation of a historic district or historic property to the City Council for designation, the Commission shall prepare a report consisting of:
 - a. a physical description;
 - b. a statement of the historical, cultural, architectural significance;
 - c. a map showing district boundaries and classifications (i.e., historic, non-historic, inclusive) of individual properties therein, or showing

- boundaries of individual historic properties
- d. a statement justifying district or individual property boundaries; and
- e. representative photographs

B. Designation of a Historic District

1. **Criteria for Selection of Historic District:** A historic district is a geographically definable area which contains buildings, structures, sites, objects, landscape features and works of art or a combination thereof, which:
 - a. have special character or special historic significance
 - b. represent one or more periods, styles, or types of architecture typical of one or more eras in the history of the city, county, state or region; and
 - c. cause such area, by reason of such factors, to constitute a visibly perceptible section of the city
2. **Boundaries of a Historic District:** Boundaries of historic districts shall be included in, or amended to, this Ordinance and shall be shown on the official zoning map of the City of Sulphur as H-1 overlay zones.
3. **Valuation of properties within Historic Districts:** Individual properties within Historic Districts shall be classified as:
 - a. **Contributing:** A building, structure, object, site or work of art that adds to the historic architectural qualities or archaeological values for which the district is significant because it was present during the period of significance, relates to the documented significance of the district, and possesses historic integrity or is capable of yielding important information about the period of significance.
 - b. **Non-contributing:** A building, site, structure, work of art, or object that does not add to the historic associations, historic architectural qualities or archaeological values for which a district is significant because it was not present during the period of significance or does not relate to the documented significance of the district, or due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity or is capable of yielding important information about the period.

C. Designation of a Historic Property

1. **Criteria for Selection of a Historic Property:** A historic property shall be a building, structure, site, object, landscape feature, or work of art, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of significance to the City of Sulphur, State of Oklahoma, or local region, for one of the following reasons:
 - a. it is an outstanding example of a building, structure, object, or work of art representative of its era
 - b. it is one of the few remaining examples of past architectural styles or types, either in the City of Sulphur or in its respective neighborhood
 - c. it is a place, building, site, object, work of art, or structure associated with an event or person of historical or cultural significance to the City of Sulphur, state of Oklahoma, or the region; or
 - d. it is the site of a natural interest that is continuing to contribute to the

cultural or historical development and heritage of the city, county, state, or region.

2. **Boundary Description for Historic Properties:** Boundaries of historic properties shall be amended to this ordinance and shall be shown on the official zoning map of the City of Sulphur as H-1 overlay zones.

D. Requirements for Adopting an Ordinance for the Designation of Historic Districts and Historic Properties:

1. **Application for designation of Historic Districts or Property may be proposed by the City of Sulphur, the Commission or:**

- a. for historic districts—a historical society, neighborhood association, preservation organization, or a group of property owners may apply to the Commission for designation
- b. for historic properties—a historical society, neighborhood association, preservation organization or property owner may apply to the Commission for designation.

2. **Required components of a Designation Ordinance;** Any ordinance designating any property as a historic property or any historic district as a historic district shall:

- a. list each property in a proposed historic district or describe the proposed individual historic property;
- b. set forth the name(s) of the owner(s) of the individual properties with the proposed historic district or of the proposed historic property;
- c. Require that, upon designation, Certificate of Appropriateness be obtained from the Commission prior to any material change in appearance of the historic district or historic property;
- d. Require that, upon designation, the historic district or historic property be shown on the official zoning map of the City of Sulphur and kept as a public record to provide notice of such designation.

3. **Required Public Hearing:** The Commission and the City Council shall hold a public hearing on any proposed ordinance amendment for the designation of any historic district or property. Notice of the hearings shall be published and written notice of the hearings shall be mailed by the Commission to all owners and occupants of such properties. All such notices shall be published or mailed not less than ten (10) nor more than twenty (20) days prior to the date set for the public hearing.

4. **Recommendations on Proposed Designations:** A recommendation to affirm, modify, or withdraw the proposed ordinance amendment for designation shall be made by the Commission in the form of a resolution to the City Council at the next regularly scheduled Council meeting following the hearing.

5. **City Council Action on Commission Recommendation:** Following receipt of the Commission's recommendation, the City Council may adopt the proposed ordinance amendment as proposed, may adopt the proposed ordinance amendments with any changes it deems necessary, or reject the proposed ordinance amendment.

6. **Notification of Office of Historic Preservation:** No less than thirty days prior to making a recommendation on any ordinance amendment designating a

historic district or a historic property, the Commission must submit a report, as required in Subsection III (a) (3), to the State Historic Preservation Office.

7. **Notification of Adoption of Ordinance for Designation:** Within thirty (30) days following the adoption of the ordinance amendment for designation by the City Council, the owner(s) and occupants(s) of each designated historic property, and the owner(s) and occupant(s) of each structure, site, or work of art located within a designated historic district shall be given written notification of such designation by the City Council. This written notice shall inform said owner(s) and occupant(s) of the necessity of obtaining a Certificate of Appropriateness prior to undertaking any material changes in appearance of the historic property designated or within the historic district designated.
8. **Moratorium on Applications for Alteration or Demolition while the Ordinance for Designation is Pending:** If an ordinance for designation is being considered, the City Council of the City of Sulphur shall have the power to freeze the status of the involved property for up to sixty (60) days.
9. **Any properties designated as historic properties, or any district designated as a historic district shall in no way affect the established allowable uses set forth in the Comprehensive Zoning Ordinance of the City of Sulphur:** All boundaries of designated properties and districts shall overlay existing boundaries of existing or future zones, and the intent of the one shall not be in conflict with the intent of the other.

Sec. 4. Application to Preservation Commission for Certificate of Appropriateness

- A. **Approval of Alterations in Historic Districts or Involving Historic Properties:** After the designation by ordinance of a historic property or of a historic district, no demolition or material change in the exterior appearance of such historic property, or of a structure, site, object, or work of art within such historic district, shall be made or permitted to be made by the owner or occupant thereof, until a Certificate of Appropriateness has been granted by the Commission
- B. **Approval of New Construction within designated districts.** After the designation by ordinance of a historic district, all new structures constructed within a designated historic district shall require a Certificate of Appropriateness which the Commission shall issue if these structures conform in design, scale, building materials, setback, and landscaping features to the character of the district specified in the Design Guidelines.
- C. **Guidelines and Criteria for Certificates of Appropriateness.** When considering applications for Certificates of Appropriateness for historic districts and historic properties, the Commission will consult the Historic District Design Guidelines. See Section IV for adopting and making changes to the Design Guidelines.
- D. **Submission of plans to Commission.** An Application for a Certificate of Appropriateness shall be accompanied by such drawings, photographs, plans, or other documentation as may be required by the Commission. Applications involving demolition or relocation shall be accompanied by post-demolition or relocation plans for the site. An Application for a Certificate of Appropriateness shall be accompanied by a non-refundable fee in the amount of \$25.00.

- E. Commission reaction to Applications for Certificates of Appropriateness.**
1. The Commission shall approve or approve with conditions the application and issue a Certificate of Appropriateness if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the historic, or architectural significance of the historic property or historic district. In making this determination, the historic preservation commission shall consider, in addition to other pertinent factors, the historical and architectural significance, architectural style, general design arrangements, texture, and material of the architectural features involved, and the relationship thereof to the exterior architectural style, and pertinent features of the other structures, buildings, objects, or works of art in the immediate neighborhood.
 2. The Commission shall deny a Certificate of Appropriateness if it finds that the proposed new construction or material changes(s) in the appearance of an existing structure(s) would have substantial adverse effects on the historic, or architectural significance of the historic property or the historic district.
- F. Necessary Action to be taken by Commission upon rejection of Application for Certificate of Appropriateness**
1. In the event the Commission rejects an application, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons, in writing, to the applicant. The Commission may suggest alternative courses of action it thinks proper if it disapproves of the application submitted. The applicant, if he or she so desires, may make modifications to the plans and may resubmit the application at any time after doing so.
 2. In cases where the application covers a material change in the appearance of a structure, building, object, or work of art which would require the issuance of a building permit, the rejection of the application for a Certificate of Appropriateness by the Commission shall be binding upon the building official or other administrative officer charged with issuing building permits, and in such a case, no building permit shall be issued.
- G. Public Hearings on Applications for Certificates of Appropriateness, Notices, and Right to be Heard:** At least seven (7) days prior to review of an Application for Certificate of Appropriateness, the Commission shall take such action as may reasonably be required to inform the owners of any property likely to be affected by reason of the application, and shall give applicant and such owners an opportunity to be heard. In cases where the Commission deems it necessary, it may hold a public hearing concerning the application.
- H. Interior Alterations:** In its review of applications for Certificates of Appropriateness, the Commission shall not consider interior arrangement, use, or finish having no effect on exterior architectural features.
- I. Technical Advice:** The Commission shall have the power to seek technical advice from outside its members on any application.
- J. Deadline for Approval or Rejection of Application for Certificate of Appropriateness**
1. The Commission shall approve, approve with conditions, or deny an application for a Certificate of Appropriateness within forty-five (45) days

after the filing of a complete application by the owner or authorized agent of a historic property or of a structure, site, object, or work of art located within a historic district. An application will not be considered filed until all required information is submitted with the application. Evidence of approval shall be a Certificate of Appropriateness issued by the Commission. Failure of the Commission to Act with such forty-five (45) days shall constitute approval and not other evidence of approval shall be needed.

- K. **Undue Hardship:** Where, by reason of unusual circumstance, the strict application of any provision of this Ordinance would result in the exceptional practical difficulty or undue hardship upon any owner of a specific property, the Commission, in passing upon applications, shall have the power to vary or modify strict adherence to said provisions, or to interpret the meaning of such provisions, so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historical integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the Commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this Ordinance. An undue hardship shall not be a situation of the person's own making.
- L. **Requirements of Conformance with Certificates of Appropriateness**
1. All work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate. In the event work is performed not in accordance with such certificate, the building official shall issue a cease and desist order and all work shall cease. Any work performed after such order has been issued shall constitute an offense and shall be punishable by a fine of not more than \$200. Each day that work is performed shall constitute a separate offense.
 2. The City Council or the Commission shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in appearance of a designated historic property or historic district except those changes made in compliance with the provisions of this ordinance or to prevent any illegal act or conduct with respect to such historic property or historic district.
- M. **Certificate of Appropriateness Void if Construction Not Commenced:** A Certificate of Appropriateness shall become void unless construction is commenced within sixty (60) days of date of issuance. Certificates of Appropriateness shall be issued for a period of six (6) months and are renewable.
- N. **Recording of Applications for Certificates of Appropriateness:** The Commission shall keep a public record of all Applications for Certificates of Appropriateness, and all of the Commission's proceedings in connection with said application.
- O. **Acquisition of Property:** The Commission may, where such action is authorized by the City Council and is reasonably necessary or appropriate for the preservation of a unique historic property, enter into negotiations with the owner for the acquisition by gift, purchase, exchange, or otherwise, of the property or any interest therein.
- P. **Appeals:** Any person adversely affected by any determination made by the Commission relative to the issuance or denial of a Certificate of Appropriateness may

appeal such determination to the City Council. Any such appeal must be filed with the City Council within thirty (30) days after the issuance of the determination pursuant to Sec. 4(J)(1) of this Ordinance. The City Council may approve, modify, or reject the determination made by the Commission, if the governing body finds that the Commission abused its discretion in reaching its decision.

Sec. 5 Maintenance of Historic Properties; Building and Zoning Code Provisions

- A. Ordinary Maintenance or Repair:** Ordinary maintenance or repair of any exterior architectural or environmental feature in or on a historic property to correct deterioration, decay, or damage, or to sustain the existing form, and that does not involve a material change in design, material or outer appearance thereof, does not require a Certificate of Appropriateness. Application of all forms of siding, including aluminum, vinyl, asphalt, or other forms does constitute a material change and requires a Certificate of Appropriateness.
- B. Failure to Provide Ordinary Maintenance or Repair:** Owners of designated "historic properties" or properties located within a designated "historic district" shall be required to maintain their property in accordance with existing laws of the City of Sulphur which provide for the same. The Sulphur Historic Preservation Commission does not have the power to require special maintenance of historic properties or historic districts. The Commission may, however, request the appropriate City officials to take action on properties being neglected or not maintained.
- C. Affirmation of Existing Building and Zoning Codes** Nothing in this Ordinance shall be construed as to exempt property owners from complying with existing City building and zoning codes, nor to prevent any property owner from making any use of this property not prohibited by other statutes, ordinances, or regulations.

Sec. 5. Design Guidelines

- 1. Identification of Design Guidelines:** Concurrent with, or immediately following, the designation of any historic district, site, object, building, structure, or work of art, the historic preservation commission shall make recommendations to the City Council based on the Design Guidelines. The guidelines are intended to identify the characteristic features of the designation that will be used in determining the compatibility of new construction or alteration of size, location, materials, style, rhythm, and any other quality deemed by the historic preservation commission to contribute to the character of the historic property.
- 2. Procedure for Adoption of Design Guidelines:** In the absence of an active Historic Preservation Commission, The Sulphur Historic District Guidelines shall be developed by City staff in accordance with generally accepted standards throughout the Preservation community. Once the Commission has been established, future changes to the Design Guidelines shall follow this procedure. The Historic Preservation Commission must draft and recommend the proposed changes to the City Council at a public hearing. Adoption of the proposed changes by the City Council may only be considered after the Historic Preservation Commission's recommendation and following a public hearing held by the City Council. Notice of

the hearing shall be published. All such notices shall be published not less than ten (10) days nor more than twenty (20) days prior to the date set for the public hearing.

3. **Concurrent Action:** The Historic Preservation Commission may recommend, and the City Council may consider and adopt, the design guidelines at the same public hearing and/or meeting as the designation of the corresponding historic district or historic property. The legal notices for the guidelines and designated area(s) may be combined into one notice if the hearings are to be combined.

SECTION VII: DEFINITIONS

- A. **Certificate of Appropriateness**-a document evidencing approval by the Historic Preservation Commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district.
- B. **Exterior Architectural Features**- the architectural style, general design and general arrangement of the exterior of a building or other structure, including but not limited to the kind of texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, features, details or elements relative to the foregoing.
- C. **Exterior Environmental Features; Landscape Features**- Means all those aspects of the landscape or the development of a site which affect the historical character of the property, i.e. walls, fences, paving, walks, drives, etc., but not plants, trees, or flowers of any kind.
- D. **Historic District**- a geographically definable area which contains structures, buildings, objects, sites, works of art, or a combination thereof which exhibit a special historical, architectural, or environmental character as designated by the Commission.
- E. **Historic Property**- an individual building, structure, site, object, or work of art which exhibits a special historical or architectural character as designated by the Commission.
- F. **Material Change of Appearance**- a change that will affect either the exterior architectural or environmental features of a historic property or any buildings, structure, site, object, landscape feature or work of art within a historic district, such as:
 1. A reconstruction or alteration of the size, shape, or facade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details, or elements;
 2. Demolition or relocation of a historic structure;
 3. Commencement of excavation for construction purposes;
 4. A change in the location or design of advertising visible from the public right-of-way on any historic property; or
 5. The erection, alteration, restoration, or removal of any building, structure, object, or work of art within a historic property, including walls, fences, steps, and pavements or other appurtenant features.

SECTION VIII: PENALTY PROVISIONS

Violation of any provisions of this Ordinance shall be punished in the same manner as provided for punishment of violations of other validly-enacted Ordinances of the City of Sulphur.

SECTION IX: SEVERABILITY

In the event that any section, subsection, sentence, clause, or phrase of this Ordinance shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect the other sections, sentences, clauses, or phrases of this Ordinance, which shall remain in full force and effect, as if the section, subsection, sentence, clause, or phrase so declared or adjudged invalid or unconstitutional were not originally a part thereof.

SECTION X: REPEALER

All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION XI: AMENDMENTS

1. This ordinance, including the official historic district and historic property map, may be amended by the City Council on its own motion or on the recommendation of the Historic Preservation Commission; but no amendment shall become effective unless it shall have been submitted to the Historic Preservation Commission for review and recommendation. All amendments to historic districts and property shall follow the procedure set forth in Section III of this ordinance, known as "RECOMMENDATION AND DESIGNATION OF HISTORIC DISTRICTS AND HISTORIC PROPERTIES."

SECTION XII: EFFECTIVE DATE

This Ordinance shall become effective on August 11, 2003 (date).

THEREFORE, BE IT RESOLVED that the City Council does hereby ordain, resolve, and enact the foregoing Historic Preservation Commission Ordinance for the City of Sulphur.

Adopted this 11th day of August, 2003.

Date of Implementation: 11th day of August, 2003.

Approved:

Don Day
Mayor

ATTEST:

Shannon Couel
Clerk

TABLE OF CONTENTS

City of Sulphur Comprehensive Plan Element

(to be inserted at later date)

Introduction

- 2.1 Purpose and Goals
- 2.2 Historical Overview
- 2.3 Historic Downtown Sulphur Commercial District Map
- 2.4 Laws and Policies (standard from SHPO)
- 2.5 Resources (information on SHPO materials)
- 2.6 Certified Rehabilitation Tax Credits
- 2.7 Secretary's Standards for Rehabilitation

Types of Work

Building Exterior

- 4.1 Building Fronts
- 4.2 Masonry
- 4.3 Wood
- 4.4 Ornamental Metals
- 4.5 Roofing
- 4.6 Windows
- 4.7 Entrances
- 4.8 Storefronts
- 4.9 Awnings and Canopies
- 4.10 Structural Systems
- 4.11 Mechanical and Electrical Equipment

District Features

New Construction

Signs

7.1 Recommended Work

7.2 Sign Types

a. Wall Signs

b. Projecting Signs

c. Hanging Signs

d. Three-dimensional Signs

e. Temporary Signs

f. Custom Neon Signs

g. "Open" and "Closed" Signs

h. Non-compatible Sign Types

7.4 Sign Design

7.5 Size and Quantity

Incentives, Regulations and Sources

Historic Preservation Tools

Directory of Organizations, Funding and Information Sources

Definitions

2.1 Purpose and Goals

The Sulphur Historic District Design Guidelines (“Guidelines”) is an illustrated guide intended to assist with decisions regarding design, material, or external appearance changes to historic resources within the Sulphur Historic District (“District”). This document will serve as a tool for the Sulphur Historic Preservation Commission to use when determining approval or disapproval of applications for Certificates of Appropriateness, and also for anyone planning a change that will affect historic resources in the District, such as property owners, tenants, contractors, realtors and design professionals.

The goals of the guidelines are:

- ❖ To assist the Sulphur Historic Preservation Commission in making sound decisions based on appropriate standards for rehabilitation,
- ❖ To preserve Sulphur’s historic architecture by encouraging quality rehabilitation based on the “Secretary of the Interior’s Standards for Rehabilitation,”
- ❖ To educate and aid residents and professionals who are engaged in activities that affect historic property in the City of Sulphur, and
- ❖ To serve as a resource guide for those interested in learning more about Sulphur’s historic architecture and relevant rehabilitation standards.

2.2 Historical Overview

The Historic Downtown Sulphur Commercial District comprises the heart of sustained commercial development in the City of Sulphur. Relocated twice to accommodate Platt National Park and protect the various springs located therein, the town of Sulphur has long has a close tie with the springs and creeks that made this area attractive to the Chickasaw Indians and white settlers. Centered on Muskogee Avenue, the Historic Downtown Sulphur Commercial District contains the buildings that best represent the development of the City in its final location.

The history of Sulphur is deeply intertwined with its geographical location in the Arbuckle Mountains, with the Chickasaw and Choctaw Nations, and with the National Park Service. The City's roots date back to 1891, when white settlers began to construct permanent dwellings and businesses in order to take advantage of the various springs that were found in the area. Because the springs were located on land owned by the Chickasaw Nation, the settlers had no claim to the land. The Chickasaws requested that the federal government step in to protect the area. In 1902, the Chickasaw and Choctaw Nations ceded 640 acres of land - the section that contained the bulk of the springs, creeks and

natural features - to the federal government. The creation of this preserve, to be called Platt National Park, meant that the City had to be relocated.

Buildings were either disassembled, razed, or moved to a new site, just on the border of the park. What was known as Sulphur I almost completely disappeared...and Sulphur II would soon follow. Shortly after the relocation, it became apparent that drainage from the new city was contaminating the springs. The Department of Interior decided to increase the boundaries of the park to include much of the local watershed. The increase of the Park's acreage to 846 meant that Sulphur II had to go.

The final location of the City is along the northern edge of the Park, now called Chickasaw National Recreation Area. Even though it is not located directly adjacent to the springs and streams located in the heart of CNRA, the City has long served the needs of visitors and workers in the park. In addition, Sulphur developed as a commercial and cultural center for those who settled on the agricultural lands to the north and east.

The City became popular as a tourist destination because of its natural setting in the foothills of the Arbuckles and its proximity to features such as Panther Falls, Little Niagara, and Lost Falls. The alleged healing properties of the natural springs and mud baths only served to increase the City's popularity as a health resort. In the early 1900s, Sulphur was served by two rail lines, the Frisco and the Santa Fe. As many as three trainloads of passengers arrived daily to bathe in the medicinal waters or to drink from the many artesian wells. Newspaper stories and advertisements were filled with testimonials recounting the healing qualities of the waters.

During this time, Sulphur began to take on the appearance of a big city, boasting 50 two-story brick and stone buildings and as many as thirteen hotels, numerous restaurants, and various entertainment venues. Many of the City's best hotels were built in this first decade of Sulphur III, including the luxurious five-story Artesian Hotel, known as the "citadel of gentility." By 19??, Sulphur's population had risen above 4,000, and increased many times over during the summer months. In 1906, local boosters predicted that the population would increase to 15,000 by 1912. They were wrong. The City's population leveled off around 5,000 and has remained there since.

Situated just north of one of the nation's earliest national parks, the Historic Downtown Sulphur Commercial District represents the era of the City's greatest prominence. The retail merchants of the District, who catered to the clientele of the fine hotels, were known to travel as far as New York for merchandise. Many businesses served both locals and tourists. Drug stores, groceries, restaurants, hardware store and furniture stores occupied the storefronts; barbers, cobblers, tailors and other service industry businesses occupied the buildings; doctors, dentists, solicitors and other professionals occupied the upper floors. Pool halls

and a moving picture theater catered to the entertainment needs of local residents and tourists alike.

Typical of the buildings located in the District, 110 West Muskogee was home to a retail operation, a clothier, on the first floor; the upper floors served as the Pennsylvania Hotel. The Schwake Bakery, opened by German immigrants in 1924, is located at 214 West Muskogee and is still in operation eighty years later. The Hassen Building at the corner of Muskogee and 2nd was home to the Sulphur Dry Goods store for many years and the upper floor housed professional offices.

The Historic Sulphur Downtown Commercial District was the center of commercial activity in Sulphur and the surrounding area for more than half a century. It was listed on the National Register of Historic Places in 19??.

2.3 Historic Downtown Sulphur Commercial District Map

2.4 Laws and Policies

2.5 Resources

2.6 Certified Rehabilitation Tax Credits

One option that is open to a property owner is to pursue a Certified Rehabilitation for a federal tax credit. To obtain the tax credit, a building must be a certified historic structure. If it is not yet a certified historic structure (i.e. either listed individually in the National Register of Historic Places or located in a registered historic district and certified as contributing to the historic significance of that district), the first step of the process for pursuing tax credits is to present the building to the National Park Service through the SHPO for a preliminary determination of whether or not it has a reasonable expectation of being considered a certified historic structure. The building must be certified within 30 months of the date that it is placed in service following the rehabilitation.

In addition, the Internal Revenue Service has a list of requirements. (For example, the cost of rehabilitation must exceed \$5000 or the adjusted basis of the building and its structural components, whichever is greater.) A 20% tax credit is available for properties rehabilitated for commercial, industrial, agricultural, or residential rental purposes. It is not available for properties used exclusively as the owner's private residence. A 10% tax credit is available for the rehabilitation of non-residential buildings constructed before 1936 which are not eligible to be certified historic structures. Please contact the SHPO at 405.521.6249 for further information.

If a building owner chooses to pursue a Certified Rehabilitation for tax credits, the Department of Interior recommends consultation with an accountant, tax attorney or other professional tax advisor, legal counsel, or the Internal Revenue Service for help in determining the tax and other financial implications of this process.

2.7 The Secretary of Interior's "Standards for Rehabilitation"

The Secretary of Interior's "Standards for Rehabilitation" are the most important basic principles for guiding changes to historic resources. They are reproduced here to place special emphasis on their importance.

"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 anew 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. When 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 structure, 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."

TYPES OF WORK

Correct evaluation of the type of work required and the impact of changes on a historic resource and its neighbors is the first step in the work process.

The Secretary's Standards provide a hierarchy of types of work "recommended" on historic resources. These are listed below in order from the type of work that has the least impact on historic character to the type of work that is most challenging to historic preservation. The first three items are always applicable to preservation projects. Replacement and new design or construction should be carefully reviewed for appropriateness before proceeding.

1. **Identify, retain and preserve** character-defining form, materials and design.
2. **Protect and maintain** character-defining materials and features in reasonably good condition.
3. **Repair** character-defining materials and features when normal maintenance procedures fail to address a problem. Patching or limited replacement with replicated parts may be necessary.
4. **Replacement** may be warranted if an entire feature is so deteriorated that repair is impossible. Replacement is only to be attempted if form and detailing can be accurately replicated through careful documentation.
5. **New design** of a feature may be required if the historic form and detailing cannot be accurately replicated. The new design is to be compatible with, but clearly differentiated from, the historic fabric.
6. **New construction** in the form of additions or alterations to existing resources or infill
 - a. must not radically change, obscure, or destroy character-defining spaces, materials, features or finishes;
 - b. is to be compatible with the District's historic architecture;
 - c. is to be in harmony with its historic surroundings, without creating a false historical appearance; and
 - d. should carefully consider, from a design perspective, how materials, height, rhythm, setting, proportion and scale are used in District buildings. For example, the use of an opaque wall finish material or a multi-pane window in the portion of an elevation traditionally used for a storefront glazing system with large panes of glass is an inappropriate use of materials because it is not compatible with the District's historic architecture.

BUILDING EXTERIOR

In accordance with the City of Sulphur's Historic Preservation Ordinance, changes to the "...exterior of any structure or site" within the Historic District are subject to review. Types of work requiring a certificate of appropriateness from the Preservation Commission include "...erection, moving, demolition, reconstruction, restoration or alteration."

Before making a change to an individual resource, it may be helpful to observe the dominant historic design characteristics of it and its neighbors from a distance. It is important to disregard non-historic alterations or additions that cover historic material.

It is critical to preserve historic integrity of historic architectural components and architectural details, including sizes, shapes, colors, textures, materials and locations. Depending on the type of change contemplated, items to note may include, but are not necessarily limited to, the following:

1. Rooftops and cornice - rhythm, pattern, variation, ornament and shape.
2. Second story - window shape, pattern, placement, spacing and window surrounds; amount of glazed area in relation to solid area.
3. First story - placement and proportions of the clerestory and storefront components.
4. Relationship between first and second story - consider the entire elevation as a design. Often, alterations unrelated to its historic character are made to modernize the first story of a building. For example, there may be new materials and radically different façade treatments at entries, while upper stories and secondary elevations are unchanged, even if hidden under superficial coverings.

The visual unity and value of a historic district is generally derived from the use of a limited palette of materials. This limited palette is used to construct a set of elements that tend to be consistent from one building to another. A brief discussion of the materials and elements relevant to the Historic Downtown Sulphur Commercial District is included in this section.

4.1 Building Front Components

Sign Panel: Centered vertically in masonry element.

Cornice: Ornamental corbelled brick

Window Surrounds: Ornamental brick arches

Windows: Wood sash. Double hung with arched top sash.

Sill: Articulated stone or brick.

Exposed Structure: Horizontal steel.

Clerestory: Glass above storefront.

Canopy: Horizontal projecting between storefront and clerestory.

Storefront: Large glass panels over a solid base.

Second floor entrance: Door with transom.

Base: Continuous full width horizontal band that may incorporate the glazing sill and masonry or wood elements.

Entry: Door(s) with glass transom.

Foundation: Horizontal band between floor and ground lines, usually masonry.

4.2 Masonry

Masonry, especially brick masonry, is the dominant wall material in the District. In addition, brick, stone and cast stone details provide important historic character-defining features.

Recommendations for masonry include:

1. Identify, retain and preserve historic masonry.
2. Maintain and repair historic masonry. Inspect masonry joints periodically for deterioration.
3. Clean masonry only when necessary. Use the gentlest means possible, such as low pressure (100 psf) water and an approved mild detergent or chemical cleaner.
4. In general, do not paint unpainted masonry. Exceptions to allow painting of masonry may be made on an individual basis, such as where previous patching and repair work has been done and there is no other way to unify the appearance of a masonry wall, where paint is firmly adhered to previously painted masonry, or the application of an approved painted sign on masonry.
5. Repair mortar joints with a mortar that matches in strength, composition, color and texture. Joint treatments are to be identical to historic joints in width and profile. Do not fill joints that have

- opened as a result of structural expansion as this adds to the problem.
6. Masonry may deteriorate due to water infiltration, stresses on the masonry, or other conditions. Find the cause of the deterioration and address the problem.
 7. Repair stone masonry with a limited amount of deterioration with recognized preservation methods such as consolidation or piecing in matching material. This work is best left to design and technical professionals with experience in the preservation of historic masonry.
 8. Do not patch cracks in masonry units unless using recognized preservation methods. Patching cracks in masonry with mortar may accelerate the deterioration process.
 9. Replace entire damaged masonry units or features with matching material. If a historic feature is either too deteriorated to replace or missing, it may be replicated using historical, pictorial or physical documentation.
 10. If documentation for a missing feature is not available, a new design for the missing feature that is compatible with the historic character of the building may be used.
 11. Where a new masonry alteration, addition or infill is planned, respect the historic character of the resource.
 12. Do not create a false historical appearance by replacing missing historic masonry based on insufficient documentation.
 13. When replacing masonry, do not use non-historic masonry materials and methods that give the building a patchwork appearance.
 14. Removal of newer materials that cover historic masonry is encouraged. Prior to removal, carefully investigate to establish that historic material is still present and that removal will not damage historic material.
 15. Construction materials and methods that cover or damage historic masonry are prohibited. Temporary protection, such as installing plywood in windows to weatherproof a building prior to window repair, is permitted provided that protective materials can be removed without doing damage.

Resources:

Preservation Brief #1: The Cleaning and Waterproof Coating of Masonry Buildings. (NPS)

Preservation Brief #2: Repointing of Masonry Joints in Historic Brick Buildings. (NPS)

Preservation Brief #6: Dangers of Abrasive Cleaning to Historic Buildings. (NPS)

4.3 Wood

Historic evidence indicates that wood was used extensively in the construction of District storefronts, windows and doors. Extant wood elements contribute to the character of the District.

Recommendations for wood include:

1. Identify, retain and preserve historic wood.
2. Protect and maintain wood with protective coatings. In general, paint is the key to wood preservation.
 - a. Remove unsound paint to the first sound layer using the gentlest means possible (hand scraping and hand sanding).
 - b. Remove layers of paint that obscure detail.
 - c. If paint has failed down to bare wood, prime and paint wood as soon as possible.
 - d. Apply a compatible coating system following proper surface preparation (materials for repainting must be compatible with the underlying surface materials and finishes).
 - e. Determine historic paint colors by carefully removing accumulated paint layers from a small area to expose historic colors, or choose color schemes that are appropriate for the building and the District.
 - f. Do not paint over deteriorated wood.
3. Sometimes damaged wood components may be easily repaired with a consolidation product using recognized preservation methods. Other times damaged wood may require replacement with a matching material or a compatible substitute.
4. Replacement should be considered only when wood is severely deteriorated. Retain deteriorated components for accurate replication.
5. Replacement of modernized components such as aluminum storefronts with historic replications or compatible designs is encouraged, unless it is determined that the modernized components have gained significance.

Resources:

Preservation Brief #10: Exterior Paint Problems on Historic Woodwork.
(NPS)

4.4 Ornamental Metals

Some buildings in the District include historic ornamental metal cornices and other metal ornaments that give richness and individuality to the character of the District.

Recommendations for ornamental metals include:

1. Identify, retain and preserve ornamental metal.
2. Inspect ornamental metal at eye level to determine the presence of damage and the type of metal.
3. Protect and maintain ornamental metal by identifying sources of damage and correcting them. The most common type of damage is corrosion from improper drainage and failure of corrosion protection.
4. Clean and remove corrosion with the gentlest means possible that is compatible with the metal and corrosion protection.
5. Apply corrosion inhibitors, coatings and paints that are compatible with and appropriate for the underlying surface materials and finishes.
6. Repair severely corroded metal with patches or splice following recognized preservation methods. Repair material and fasteners must be the same type of metal or a compatible substitute material to eliminate galvanic activity.
7. Replicate an entire ornamental metal feature based on accurate documentation or physical evidence. If using the same kind of material is not technically or economically feasible, a compatible substitute material may be used. For example, damaged cast iron features have been replicated in aluminum or fiberglass and painted to match historic material.
8. Missing ornamental metal features without documentation may be replaced with a new design that is compatible with the size, scale, material and color of the historic building.

4.5 Roofing

District roofs have low slopes and are generally hidden behind front and side parapets. Although roofing and waterproofing are not as noticeable as most exterior features, they must be carefully maintained to prevent water damage to historic resources.

Recommendations for roofs and roofing include:

1. Identify, maintain and preserve roofs and their functional and decorative features.
2. Protect and maintain the entire roof system, including waterproofing such as flashings, sealants, masonry parapet caps and decorative metal at cornices.
3. Examine roofing at least once annually as a preventative measure. Protect leaking areas against infiltration until repairs are made.

4. Choose compatible materials for required repairs. Professional and technical assistance may be necessary to make appropriate choices.
5. Parapet flashings and other types of waterproofing should not be visible from the street unless they were visible in the historic design.
6. Roof replacement may be necessary when the roof is deteriorated or when structural repairs are necessary. When a roof is replaced:
 - a. Choose materials close in appearance to the historic roofing.
 - b. Maintain roof elevations and slopes at, or very close to, their original positions unless prohibited by code.
 - c. Replace broken or missing features, such as a missing parapet capstone, based on accurate documentation or physical evidence.
7. If possible, avoid installation of a "torch applied" roofing system for safety considerations.

Resources:

Preservation Brief #4: Roofing for Historic Buildings. (NPS)

4.6 Windows

Historic windows at upper stories and secondary elevations are generally single or double-hung wood windows. As opposed to storefront glazing for large displays, these windows are usually operable and have a smaller scale that reflects different uses, such as residences over shops or offices.

Recommendations for windows include:

1. Identify, retain and preserve historic windows.
2. Remove alterations which obscure windows. The proportion of window area to wall area is a basic design feature on District buildings. Do not board up windows except as a temporary protective measure during construction. Do not use windows as sign boards. Do not paint out windows. If it is desired that building interiors are not to be visible from the street, an alternative is to install an interior window covering.
3. Protect and maintain historic windows. Examine windows periodically for evidence of deterioration of the window material, protective finish, sealants, weather stripping and other components.
4. Check glazing putty for soundness to keep glass secure and weathertight.
5. Repair deteriorated window components. Limited damage to wood components may be repaired with a consolidation product using recognized preservation methods. Damaged material may also be reinforced by patching or splicing with a matching or compatible material.
6. Severely deteriorated window components may require replacement. Retain deteriorated components for an accurate replication.

7. If existing glass requires replacement, use glass to match historic material. Typically, historic glass is clear.
8. Severely deteriorated windows may require replacement. Replicate replacement windows to match historic units. Historic photos show that most windows have two rectangular sashes, sometimes surmounted by a round or segmental arch with solid infill or a rectangular glazed panel. Windows may also have a rectangular bottom sash with a glazed round or segmental arch at the top sash.
9. Where historic windows have been replaced and replication is not possible because of a lack of documentation, new windows must be compatible with window openings, the historic character of the building and historic patterns in the District.
 - a. Use only clear glass in new windows. Thermal glazing may be considered.
 - b. Size new windows to completely fill the historic window opening. Historic photos show that infill panels were not used except occasionally in the area under segmental or round arches, terminating above a rectangular upper window sash.
10. Do not use stock residential windows unless their design is compatible with the historic windows in the District.
11. The use of compatible substitute materials for new windows may be considered.
12. Storm windows can help preserve historic windows.
 - a. Repair or replicate deteriorated historic storm windows.
 - b. Set new storm windows either on the interior or exterior. They are to match the size, overall pattern, and glass type of the historic window, and be set as close to the historic window as is practical.
 - c. Avoid the use of mill finish aluminum for storm windows.
 - d. Do not cover significant historic trim or mouldings with storm windows.

Resources:

Specification Requirements for Proposed Window Replacement in Historic Buildings. (NPS)

Specification Requirements for Storm Windows in Historic Buildings. (NPS)

4.7 Entrances

Entrances are the gateways to the District's buildings and businesses. The District has interesting historic entrance treatments. Many are inset entries with stepped or angled storefronts, decorative mosaic tile floors with borders and the historic building or business name.

Recommendations for entrances include:

1. Identify, retain and preserve historic entrances.
2. Protect and maintain historic entrance components such as doors, sidelights, and floor finishes. Most historic doors in the District are made of wood panel or wood stile and rail construction. Maintain door finishes in order to protect doors.
3. Doors are under constant stress because they move. Assess door condition periodically to determine if repairs are required. Common problems include doors going out of square, weakened joints, and deteriorated material at the lower portion of the door.
4. Doors typically have large glazed areas. Check to assure that glass is secure, weather tight and unbroken.
5. Retain historic glazing or infill panel materials at transoms or arches above doors. If possible, remove non-historic finishes that obscure transoms or arches. For example, where transoms above side doors to upper levels are boarded up, it may be possible to remove the board covering and expose this building feature.
6. Repair deteriorated wood entrance components. Limited damage to wood components may be repaired with a consolidation product using recognized preservation methods. Damaged material may also be reinforced by patching or splicing with a matching material.
7. Reinforce weak joints. Design reinforcements so that the appearance of the historic door is retained.
8. Severely deteriorated doors may require replacement. Retain deteriorated doors for accurate replication.
9. Replacement glass is to match historic glass. Typically historic glass is clear.
10. Retain original hardware or use documented reproduction hardware, whenever possible.
11. When an entrance is to be replaced on a historic building and replication is not possible because of a lack of documentation, the new entrance should be compatible with the historic character of the building and historic patterns in the District. Refer to historic documentation for design ideas. Avoid the use of elements associated with dissimilar architectural styles. Avoid creating a false historical appearance because the replaced entrance is based on insufficient physical, historical and pictorial documentation.
12. Set new doors in the historic location. Design new doors to completely fill the historic opening. Avoid the use of a smaller door with an infill panel.
13. New entrances may be constructed of a compatible substitute material if using the historic material is not technically or economically feasible.
14. New entrances are not to convey a false historic appearance.
15. Do not use stock residential doors or doors that do not have a commercial scale and character.

16. Use clear glass in new entrances. Consider thermal glazing. Code issues also affect glass choice.
17. Code and accessibility issues may affect hardware choice on new doors.

Resources:

Specification Requirements for Proposed Door Replacement in Historic Buildings. (NPS)

4.8 Storefronts

The primary character-defining feature of the District is its concentration of early commercial storefronts, dating from 19???. The District also contains altered storefronts below intact upper stories.

Recommendations for storefronts include:

1. Identify, retain and preserve historic storefronts. They are important in defining the overall historic character of the building.
2. It may be possible to uncover historic features under newer alterations. Examples include historic masonry under an aluminum panel finish or clerestory glazing under solid infill panels.
3. Protect and maintain historic storefronts. Failing paint, leaking glass installation, and other sources of water infiltration, rust, rotting wood and other deterioration require maintenance and repairs. Evaluate storefront condition to see if repairs are required.
4. Limited damage to wood storefront components may be repaired with a consolidation product using recognized preservation methods. Damaged material may also be reinforced by patching or splicing with a matching material. This strategy saves most of the historic fabric and also saves money. Conceal repairs under a coat of paint or other appropriate finish.
5. Severely deteriorated components may be removed and replicated in the same material or a compatible substitute/
6. If a storefront glazing system is beyond repair, a new and more energy efficient system that very closely resembles the original may be an acceptable alternative. Code issues may affect glass choice.
7. Severely deteriorated storefronts may require replacement. Retain storefront components for accurate replication.
8. When a modernized storefront system is to be replaced on a historic building and replication is not possible because of a lack of documentation, the new storefront design should consider the design, scale and proportions of the building and historic patterns in the District. Look at historic District photos, proportions and materials that comprise common District storefront design components, and at site characteristics such as setbacks to assist with design. Avoid the use

of contemporary materials, styles and designs that are not compatible with the historic character of the District, such as unfinished aluminum stick storefront and entry door systems, opaque exterior finishes in lieu of storefront glazing, and designs that do not use basic storefront components or incorporate obtrusive features that are not compatible with the historic character of the District. Professional and technical assistance may be required for a new storefront design.

9. New storefront designs are not to convey a false historic appearance that is not based on documentation.
10. Do not use residential windows or windows that lack commercial character in lieu of a storefront glazing system. Choose contemporary storefront glazing systems with care to be compatible with the historic commercial character of the District.

Resources:

Preservation Brief #11: Rehabilitating Historic Storefronts. (NPS)

4.9 Awnings and Canopies

A sloped awning or, less commonly, a flat canopy, were features on storefronts that protected both pedestrians and merchandise from the elements. Typically, awnings and canopies were supported from the building wall without columns.

Recommendations for awnings and canopies include:

1. Identify, retain, and preserve historic awnings and canopies.
2. Protect and maintain awning coverings and supports and canopy roofing and structures. Evaluate awning and canopy condition to see if repairs are required.
3. Repair damaged awning coverings to prevent further damage. Repair canopy roofing to prevent canopy structural damage.
4. Replicate severely deteriorated awning coverings and supports. Retain components for accurate replication.
5. Generally, canopies are heavier than awnings. If a canopy is deteriorated, consulting a qualified licensed professional to verify the structural integrity of canopy framing and supports is recommended.
6. Non-historic or inappropriate awnings, canopies and projections should be removed and prohibited. These include mansard overhangs, contemporary metal awnings, roofed structures supported by sidewalk-mounted posts, and other types of new awnings or canopies where their use or existence is not supported by historic documentation.
7. A new sloped awning or flat canopy may be installed if it is compatible with the design, scale and proportions of the building and historic patterns in the District.

8. New framing and supports for canopies should be designed by a qualified licensed professional in order to verify the structural integrity of building components that support the canopy, building-to-canopy connections, and the canopy structure.

4.10 Structural Systems

Structural systems and components are an important part of a building's historic character. Their form may be plain or decorative. Examples include masonry bearing walls, horizontal steel beams or lintels above storefronts, and wood, metal or masonry columns.

Recommendations for structural systems include:

1. Identify, retain and preserve structural systems and components that are important in defining the overall character of a building.
2. Protect and maintain structural systems and components to prevent deterioration. Protect masonry, wood and steel from sources of damage such as weather, insect infestation or impact. Maintain protective finished in good condition.
3. Examine and evaluate the physical condition of structural components and systems using non-destructive methods. Professional assistance may be required in order to obtain a competent evaluation.
4. Repair deteriorated structural components by reinforcing or upgrading individual parts. Repairs are to be compatible with the character of the building. Professional and technical assistance may be necessary to make needed repairs.
5. Deteriorated structural components may require replacement. The replacement must appear the same as the original and comply with applicable building codes. Substitute material may be used if it conveys the same form, design and overall visual appearance of the original material. A licensed professional should be consulted regarding the design of replacement structural components.

4.11 Mechanical and Electrical Equipment

Electrical, plumbing and climate control technologies differ greatly from when the District was developed. New equipment affects building appearance and requires consideration.

Recommendations for equipment include:

1. Identify, retain and preserve equipment that is an important character-defining feature. Examples include historic vent stacks, chimneys, and light fixtures.

2. Protect and maintain equipment with cleaning, inspections, and other appropriate measures.
3. Repair equipment, whenever feasible, by augmenting or upgrading parts.
4. New equipment locations are to be as unobtrusive as possible. Locate equipment mounted to the building exterior on the back wall or the back portion of the roof. Check structural capacity for roof mounted equipment.
5. Avoid system designs that damage or alter historic building fabric, such as cutting holes in walls or venting through windows.
6. Installation of screens for equipment on grade is recommended to limit visibility. Screens may be structures, such as wood trellises or fencing, or landscaping. Screen design is to be unobtrusive and compatible with the historic character of the building and the District.
7. Window unit air conditioners may be utilized if their use is temporary. Install window unit air conditioners so that windows are not damaged or altered.
 - a. The best location for a window unit air conditioner is the back of the building.
 - b. The second best location is the side of the building.
 - c. Installation at the front of the building is not recommended and should be prohibited.

Resources:

Preservation Brief #24: Heating, Ventilating and Cooling Historic Buildings: Problems and Recommended Approaches. (NPS)

DISTRICT FEATURES

The relationship between the District's buildings and the streetscape and landscape features common to the District is a key element in defining its historic character. Common streetscape and landscape features include streets, side streets, alleys, walkways, street lights, street furnishings, and landscaping.

Recommendations for District Features include:

1. Identify, retain and preserve District features and relationships that help define overall historic character.
2. Protect and maintain historic District features and relationships. For example, maintain the condition and circulation patterns of sidewalks, streets and alleys.
3. Setbacks are consistent within the District and this consistency is to be preserved. Refer to local codes for information about setbacks.
4. New streetscape projects, including landscaping, decorative paving, street furnishings and lighting should be compatible with the design, scale and proportions of the buildings and the District's historic character. Streetscape that adversely impacts the historic character of the District is prohibited.
5. Locations for streetscape must be carefully considered. Sidewalks and curb ramps must remain accessible and unobstructed in conformance with code requirements.
6. New street lights are to match or coordinate with the period fixtures represented in historical data such as photographs. Such fixtures should be installed in approved locations only.
7. Street furnishings such as benches, planters and trash receptacles must be selected from a list approved by the Preservation Commission, should match or closely coordinate with existing streetscape elements, and should be fabricated with low maintenance materials.
8. Landscaping provides a change in texture and color that can be a welcome contrast with hard surfaces. Low maintenance plants and planting designs can be attractive during the entire year. Bermed planted areas can be used to screen parking lots, and trees provide shade for benches.
9. Parking lots within the District should be designed to be as unobtrusive as possible. Important considerations for parking lot design include locations, safety and code requirements, overall circulation patterns, and screening.
10. The size and number of outdoor vending machines is to be limited so that building elevations are not obscured, walkways are not obstructed, and street clutter is alleviated.

Resources:

Community Design Book. (DesignWorks, Oklahoma Arts Council).

NEW CONSTRUCTION

New additions, accessory buildings and infill may be required to restore a historic feature, adapt a building to a different use, or optimize use within the District. New construction presents particularly complex design and technical challenges.

Recommendations for new construction include:

1. Restore missing historic elements based on historical, pictorial and physical documentation.
2. New additions and accessory buildings must be compatible with the historic building. Materials, workmanship, proportions and composition of the overall design and elements within the design are important considerations, and developing the design may require professional assistance.
3. New designs are not to create a false historical appearance.
4. Choose the location of new construction carefully, with respect to its visual impact on the historic resource. Under most circumstances, building additions and accessory structures must be limited to the back of any building within the District.
5. If a new addition is proposed to a historic building, a qualified licensed professional should be consulted about tying the new structure into the historic structure.
6. Demolition of non significant construction, streetscaping, or landscaping that detracts from the character of the historic District may be permitted. Demolition must be performed carefully, in order to ensure that the historic fabric of the District is preserved.
7. Infill construction is to be distinguishable from yet compatible with the historic character of neighboring buildings and the District in terms of size, scale, design, detailing, material, color, and texture. Professional assistance will almost certainly be required to develop an acceptable design for infill construction.

Resources:

Preservation Brief #14: New Exterior Additions to Historic Buildings
Preservation Concerns. (NPS)

7.1 Recommended Work

Correct evaluation of the type of work required and the impact of new signs or sign changes on a historic resource is the first step in the work process.

The Secretary of Interior's "recommended" types of work on historic resources pertain to signs and are listed below. They are listed in order from those having the least impact on historic character to those presenting the biggest challenge to historic preservation.

1. **Identify, retain and preserve** historic signs whenever possible. Retaining faded "ghost signs" and original building name signs, and preserving original sign locations and configurations contributes to the District's historic character.
2. **Protect and maintain** historic signs that are in reasonably good condition.
3. **Repair** historic signs when normal maintenance procedures fail to address a problem. Limited parts replacement may be necessary; however, evidence of the apparent age of a sign is to be recognized as one of the major features contributing to its historic significance.
4. **Reuse historic signs** when possible. Options include:
 - a. Retain the unaltered sign as a marketing tool, even if the business has changed.
 - b. Relocate the sign to the interior and use it as a decorative element in order to preserve it.
 - c. Make minor modifications to the sign to adapt it to use by a new business.
5. **New signs:**
 - a. Must be compatible with the District's historic architecture.
 - b. Must be viewed as part of an integrated graphics system for the building.

7.2 Sign Types

Many different sign types are appropriate for the District. Signs may incorporate words, symbols and objects to communicate effectively. The following subparagraphs list recommended and incompatible sign types for the District.

Recommended sign types include:

1. **Wall signs**

- a. Hand painted, vinyl or raised letters on the horizontal element above the storefront or above the clerestory.
 - b. Hand painted, vinyl or raised letters on:
 - i. A solid panel above the storefront, where the clerestory is covered with solid infill or has been replaced with solid infill.
 - ii. Wall surfaces on side and back elevations.
 - iii. Flat panel signs attached flush to wall surfaces on side elevations.
 - c. Hand painted, leafing or vinyl applied directly on storefront glazing, window or door glass.
 - d. Signage on awnings or awning borders.
 - e. Lettering on the outer surfaces or sides of boxed canopies.
2. **Projecting signs**, mounted perpendicular to the building on horizontal standards, with the following restrictions:
 - a. Do not project more than four (4) feet from the building or less than eight (8) feet from the lot or sidewalk surface.
 - b. On two story buildings, do not extend above the sills of second floor windows.
 - c. On one story buildings, do not extend above the cornice line.
 - d. Are appropriately located on storefront elevation.
 3. **Hanging signs**, mounted on canopies or in entry openings more than four (4) feet from the building or less than eight (8) feet above the sidewalk.
 4. **Hanging, walk or projecting signs** that are three-dimensional signs depicting objects or symbols.
 5. **Temporary signs**, with the following restrictions:
 - a. Must be less than six (6) square feet in area and designed to be compatible with other approved permanent signs
 - b. For new businesses, may be used in cases where designs for permanent signs are not yet approved.
 6. **Custom neon signs** may be used sparingly as an artistic accent or in signs on buildings constructed after the mid- 1920s. Use shall be reviewed for appropriateness and design on a case by case basis.
 7. **“Open” and “Closed” signs** of unobtrusive stock neon, wood or cardboard.

Sign types that are not compatible with the historic architecture within the District include:

1. **Projecting signs** on sidewalk mounted poles with the exception of City of Sulphur or State of Oklahoma directional, regulatory, informational or seasonal signage or banners.
2. **Free standing signs.**
3. **Wall signs:**
 - a. Mounted flush that project beyond the parallel surface edge of a building element that provides its background or frame.

- b. That project above or obscure parapets, roof lines, windows or canopies or other building features.

4. **Plastic sign panels or plastic letters.**
5. **Internally illuminated signs.**
6. **Production neon signs** such as contemporary name brand advertising used as window signs.
7. **Temporary signs** that are not compatible with other approved signage.

7.3 Sign Design

The best sign design is simple, legible and compatible with the design of the historic building. Carefully designed and executed graphics that coordinate with the design elements of the building (or any other background) can have great visual impact without being obtrusive, and they are most likely to be appropriate to the historic character of the District.

Design recommendations for signs include:

1. Design signs with respect to the historic context of the building or resource. For example, plastic signs on District buildings are inappropriate. However, plastic signs on newer buildings may be acceptable if the sign is appropriate to the size, design, color and style of the building, and to the context of the District.
2. New sign design can follow documentation of original signs and locations. If documentation is not available, compare building elevation to similar buildings where sign types and placement can provide design clues.
3. Utilize original sign panels, signs painted in windows, projecting signs, or painted signs designed to fit within the context of the building design.
4. Sign panels may be wood or metal. Wood panels must have a minimum thickness of one half inch. Metal panels must have a finished edge to give the appearance of a one half inch thickness.
5. Sign colors are to be part of an overall harmonious building color scheme that is in context with the District. Light and dark contrast may be used for legibility.
6. Lettering is to complement the historic resource and sign design. Two-dimensional lettering and other graphics must be professionally painted or vinyl. Borders are recommended.
7. Lighting: plastic backlit (or indirectly lit) signs are inappropriate for the District and are prohibited. Signs may be directly lit with exterior building lights.

8. New signs, like the best early twentieth century signs, are to be artistic, designed to complement the buildings, and should emphasize quality, not quantity.

7.4 Sign Size and Quantity

The size and quantity of new signs must be compatible with the building (or any other background) design and proportions. Historic patterns for signage within the District vary, but in general, documentation shows that quantities, sizes, and proportions of permanent signs on commercial buildings complemented rather than competed with the architecture.

Size and quantity recommendations for signs include:

1. Signs must not obscure, dominate, cover over or disfigure architectural and/or historic features or details.
2. Each commercial building is limited to one primary business sign per elevation. In addition, each business may also place signage directly lettered on a window, door or storefront glass.
3. In general, the storefront and window area covered by signage is not to exceed 30 percent when a rectangle is drawn around the finished sign.
4. Letter height must be proportional to the sign and building design. Letter height is to be limited to 20 inches on building wall signs or other signs intended for distant viewing from vehicles. Lettering on smaller signs, such as those painted on storefront glass or projecting signs, is to be proportionately smaller.
5. Signs placed or painted directly on building elements are to use that element as a frame for height limits. For example, the borders for a sign placed on the horizontal beam above a clerestory should be limited to the space provided by the beam surface.

Resources:

Oklahoma Sign Design Guidelines. (Oklahoma Main Street Program).

This document is no longer in print, but a copy is available at the Sulphur Main Street Office.

Preservation Brief #25, The Preservation of Historic Signs. (NPS)

Community Design Book. (DesignWorks, Oklahoma Arts Council)

FEDERAL AND STATE PRESERVATION INCENTIVES, REGULATIONS AND SOURCES

The Archaeological and Historical Preservation Act of 1974

This Act provides for the preservation of prehistoric, historic, or archaeological resources that may be lost as a result of activities of federally licensed or funded programs.

National Historic Preservation Act of 1966

The National Historic Preservation Act of 1966 established the National Register of Historic Places, created the Advisory Council on Historic Preservation, authorized Historic Preservation Fund Grants, and encouraged local governments to survey their historic resources. Section 106 of this Act also provides for review of federally assisted activities that affect historic resources.

National Register of Historic Places

The National Register of Historic Places is the Nation's official list of cultural resources worthy of preservation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archaeological resources. Properties listed on the Register include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archaeology, engineering, and culture. The National Register is administered by the National Park Service, which is part of the US Department of Interior.

The National Register includes National Historic Landmarks designated by the Secretary of Interior for their importance to all Americans and properties nominated by governments, organizations, and individuals because they are significant to the nation, to a state, or to a community. National Register properties have been documented and evaluated according to uniform standards. These criteria are designed to help identify important historic and archaeological properties worthy of preservation and of consideration in planning and development decisions.

National Register listing brings recognition of national, state or local significance, eligibility for Federal tax benefits, and qualification for Federal assistance for historic preservation when funds are available.

Properties are nominated to the National Register by the State Historic Preservation Officer (SHPO), by the Federal Preservation Officer (FPO) for properties under Federal ownership or control, or by the Tribal Preservation Officer (TPO) if the property is on tribal lands. State nomination forms are usually prepared by private individuals and then

submitted to the SHPO for approval. During the time the proposed nomination is reviewed by the SHPO, property owners and local officials are notified of the intent to nominate, and given the opportunity to comment on the nomination.

National Historic Landmarks are site of significant historical events, where prominent Americans worked or lived, that represent ideas that shaped the nation, or provide important historic information, or are outstanding examples of design or construction.

While many historic places are important locally or on a state or regional level, a few have meaning for most Americans. Places that “possess exceptional value or quality in illustrating and interpreting the heritage of the United States” are designated National Historic Landmarks.

The Federal Historic Preservation Tax Incentives Program

This program is one of the nation’s most successful and cost-effective community revitalization programs. Jointly managed by the National Park Service and the Internal Revenue Service in partnership with State Historic Preservation Offices, the Historic Preservation Tax incentives program rewards private investment in the rehabilitation of historic buildings. The Federal Historic Preservation Tax Incentives are available for buildings that are National Historic Landmarks, that are listed in the National Register, or that contribute to National Register Historic Districts and certain local historic districts. Properties must be income-producing and must be rehabilitated according to standards set by the Secretary of Interior for the full historic rehabilitation incentives. There are also incentives for rehabilitation of non-historic buildings.

The Tax Reform Act of 1986 provides a two-tier credit Rehabilitation Credit as outlined below:

1. A 10 percent credit available for rehabilitation of buildings which do not meet historic certification criteria with an additional requirement that the building must have been originally constructed before 1936 (Non-historic Rehab Credit).
2. A 20 percent credit available for the rehabilitation of a Certified Historic Structure. A Certified Historic Structure is one that is listed on the National Register of Historic Places or located in a Registered Historic District and determined to be a contributing resource to the Historic District (Historic Rehab Credit).

The Challenge Cost-Share Program

This program was established in 1993 for the National Park Service to increase participation by communities, groups, property owners, universities, and others to preserve natural, recreational, and cultural resources. “Small dollar” projects (a maximum \$30,000 Federal share)

with a required “match” of non-Federal cash or in-kind services are carried out jointly with partners. Partners have included local State, municipal, and county departments; American Indian and Alaska Native organizations; neighboring community volunteer or “friends” groups; historic property owners; university and college researchers; museums; local affiliates of national conservation or park, cave, national trails, or resource-related non-profit foundations; user associations; and chambers of commerce.

Projects include historic structure and other building rehabilitation for reuse, oral history interviews, heritage education programs, historic site restoration, and more.

Historic Preservation Fund (HPF)

The HPF provides matching grants to encourage private and non-federal investment in historic preservation efforts nationwide, and assists State, local governments, Indian tribes, and the National Trust for Historic Preservation with expanding and accelerating their historic preservation activities nationwide. HPF grants serve as a catalyst and provide “seed money” for preserving and protecting our nation’s irreplaceable heritage for this and future generations. Each year, the US Congress appropriates approximately \$40 million to the HPF. Funding is used by States, tribes and local governments to pay part of the costs of surveys, comprehensive historic preservation plans, National Register nominations, brochures and educational materials, as well as architectural plans, historic structure reports, and engineering studies necessary to repair listed properties. Restoration (“bricks and mortar”) development projects are also available within the limited funds available.

Technical Preservation Services (TPS)

TPS help home owners, preservation professionals, organizations, and government agencies preserve and protect this nation’s heritage by providing readily available materials (guidance pamphlets and books, videos, and the National Park Service Website) on preserving, restoring and rehabilitating historic buildings. This National Park Service program is dedicated to improving the quality of work on our nations’ historic buildings by promoting their long-term preservation and fostering the responsible use of both traditional and innovative techniques in their care and maintenance. It is the nations’ leading provider of information and guidance on the care of historic buildings. TPS provides the tools and information necessary to take effective measures to protect and preserve historic buildings, ranging from historic masonry and window repairs to lead paint abatement to accessibility for people with disabilities. There are over 100 TPS publications that are readily available to the public. TPS provides technical consultation for significant historic properties, including

National Historic Landmarks and prominent federally-owned buildings, as well as state and privately-owned properties.

Oklahoma Historical Society

The State Historic Preservation Officer (SHPO) is authorized under 53 O.S., 1984 Supplement, Sections 351-355.

The SHPO administers the State Historic Preservation program, the Certified Local Governments Program, and is the reviewing and nominating authority to the National Register of Historic Places. It also oversees compliance with the Tax Incentive Program and the Section 106 Review Process. State regulations pertaining to preservation programs derive from those responsibilities.

HISTORIC PRESERVATION TOOLS

Historic Preservation Zoning

The Historic Preservation District zoning category is an overly or supplemental zoning. The designation of an area or property as a Historic Preservation District indicates the imposition of regulations in addition to those imposed by the underlying zoning district in which it is located. The property in an HP zoned district may be used for any purpose permitted within the underlying district. Any change to an existing building exterior or site may not commence unless a Certificate of Appropriateness has been approved by the Council.

Preservation Easements

Preservation easements are appropriate as financing or regulating tools for specific buildings or district where owners are unable to commit resources to rehabilitate or maintain a designated or listed resource. Preservation easements have been used for open space, facades, and interiors. Open space easements have been used to control land development surrounding historic structures. Façade or exterior easements have been used to regulate the alteration of, or maintain the exterior portions of a structure. Interior easements have been used to restrict the adverse alteration of interiors of historic structures.

An easement is an acquired privilege or right of use, falling short of ownership, which one party may have in the land of another. An affirmative easement is a right to make some use of land or property belonging to another entity. A negative easement is a restriction placed by a property owner on ones land or property for the purpose of benefiting another. Easements may: (1) be assignable to other parties; (2) run with the land; and (3) be acquired through gift or purchase. Easements have tax basis and Historic Preservation Tax Incentives consequences that should be considered before they are entered into.

The Easement Program of the Oklahoma Historical Society limits the modifications that the donor of easement and succeeding owners of property may make to the structures and sites in which the easement has been granted. Such easements must: (1) contain covenants which are binding and enforceable; (2) run with the land and structure; and (3) obligate the owner to assure protection of the property. The donor of the easement retains interest in the property, except the right(s) given away in the easement document.

Protective Covenants and Reverter Clauses

Protective covenants are contractual agreements between private parties that run with the land or property, thereby restricting uses that may be

made of the land or property. Reverter clauses in deeds stipulate that unless certain conditions are followed or met, ownership of the land or property involved will return to the conveyer or to a designated third party. Both of these mechanisms may be used to maintain the historic integrity of a property. An advantage of covenants is that specific provisions for penalties or other remedies may be included which go into effect when the terms of the agreement are broken. Reverter clauses lack this flexibility, providing only for the reversion of title to the conveyer or his designee in the event of a breach of its conditions.

Rehabilitation Loan Programs

Low-interest loans can be made available for the rehabilitation of owner-occupied, single-family residences. Such loans are usually limited to persons of low and moderate income, and may be used to benefit certain historical areas. In addition, some communities have established a revolving, low-interest loan pool program through local financial institutions to finance façade improvements of historic resources. Monies from repaid loans are funneled back into continuing façade improvement efforts. In all instances, certain eligibility requirements and financial standards must be met by applicants.

Transfer of Historic Preservation Tax Incentives

Tax incentives can be transferred to a second or third party as consideration for providing rehabilitation loan funds or capital.

Capital Improvement Program

Capital improvements programs plan and fund physical improvements in a community. These programs are generally three to five years in scope, and fund projects in a manner to provide continuous and orderly infrastructure development.

Tax Increment Capital Improvement Financing

Tax increment financing for capital improvements (TIF) can be utilized in specific districts. Increased property taxes from improved properties in a district are used for capital improvements. The present assessed value of an area and the resulting property taxes are set as the base. When the assessed values rise, the property tax amount above the base is applied to capital improvements in the district.

Technical Assistance

The Oklahoma Main Street Program, the National Trust for Historic Preservation, the National Park Service, and the State Historic Preservation Office distribute preservation publications and can answer many preservation-related questions. Locally available technical assistance greatly strengthens the preservation program.

DIRECTORY OF ORGANIZATIONS, FUNDING AND INFORMATION SOURCES

The following is a list of selected resources for obtaining preservation information, assistance and guidance. However, this list does not represent a complete listing of all such sources.

National and State Agencies and Organizations

Advisory Council on Historic Preservation: The Advisory Council on Historic policies is a Federal agency for influencing Federal activities, programs, and policies as they affect historic resources. Established by the National Historic Preservation Act (NHPA) in 1966, it's goal is to have Federal agencies as responsible stewards of our Nation's resources when their actions affect historic properties. As directed by NHPA, the Council: advocates full consideration of historic values in Federal decision-making; reviews Federal programs and policies to promote effectiveness, coordination, and consistency with national preservation policies; and recommends administrative and legislative improvements for protecting our Nation's heritage with due recognition of other national needs and priorities. Contact them at Advisory Council on Historic Preservation 1100 Pennsylvania Avenue, NW, Suite 809 Old Post Office Building Washington, DC 20004 Phone: (202) 606-8503 E-mail: achp@achp.gov Web site: www.achp.gov.

The Archaeological Institute of America (AIA) has been dedicated to the encouragement and support of archaeological research and publication and to the protection of the world's cultural heritage. Contact the AIA at Boston University – 656 Beacon Street, Boston, MA 02215-2006 (tel.: 617-353-9361; fax: 617-353-6550; e-mail: aia@bu.edu) or, for the State Chapter in Oklahoma City: Farland Stanley, Jr. (405) 364-5633.

Center for Preservation Policy Studies: The Center provides research and testimony on pending federal legislation, advocacy of preservation policy issues. For more information, call: (202) 673-4254.

International Council on Monuments and Sites: The U.S. Committee of the International Council on Monuments and Sites is the focus of international culture resource exchanges in the United States. This organization shares preservation information and expertise worldwide, and highlights and interprets the U.S. preservation system. For more information, call: (202) 842-1866.

National Alliance of Preservation Commissions: An alliance of local preservation commissions that provides information regarding historic preservation law, local ordinances, design review, and local preservation planning. It also maintains a speakers bureau and publishes the periodic "Alliance Review". For more information, call:

(404) 542-4731.

National Alliance of Statewide Preservation Organizations: An umbrella group for all private, nonprofit statewide preservation organizations that seeks to promote preservation, communication, and information sharing among statewide organizations. For more information, call: (617) 723-3383.

National Conference of State Historic Preservation Officers: A professional organization that provides a network and newsletter, and organizes an annual meeting of members. For more information, call: (202) 624-5465.

National Park Service, U.S. Department of the Interior: The principal federal agency responsible for preservation laws and activities. The National Park Service maintains the National Register of Historic Places and administers the certification program for federal tax incentives. The National Park Service operates regional offices across the country. For more information, call the Department of the Interior main number: (202) 343-1100 or contact National Park Service Regional Office: Southwest Regional Office P.O. Box 728 Santa Fe, NM 87504 505/988-6100.

National Register of Historic Places: The United States' official list of nationally recognized historic, architectural, archaeological, and cultural resources. The Register is maintained by the National Park Service, U.S. Department of the Interior. For more information, call the Oklahoma State Historic Preservation Office at: (405) 521-6249, or call the National Park Service at: (202) 3439505.

The National Preservation Institute (NPI) is a nonprofit organization offering specialized information, continuing education, and professional training for the management, development, and preservation of historic, cultural, and environmental resources. For information about seminars, customized training, authentication of historic reproductions, historic real estate, or any other NPI service contact National Preservation Institute P.O. Box 1702 Alexandria, Virginia 22313 703.765.0100info@npi.org.

National Trust for Historic Preservation: The private, non-profit corporation chartered by the United States Congress to encourage historic preservation in the United States. Individuals or organizations may become members of the National Trust. For more information, contact the National Trust for Historic Preservation Southwest Regional Office: 500 Main Street, Suite 1030 Fort Worth, TX 76102-3943; (817) 332-4398, Fax: (817) 332-4390 E-mail: swro@onramp.net

Oklahoma Historical Society: The Oklahoma Historical Society is a private membership organization and state agency dedicated to the preservation and interpretation of Oklahoma's rich heritage. The organization has been in

existence in some form since 1893. Membership in the Society is open to anyone who wants to share in the preservation excitement of state and local history. For more information, contact Oklahoma State Historic Preservation Office (SHPO): SHPO, Director Oklahoma Historical Society 2100 N. Lincoln Boulevard Oklahoma City, OK 73105 (405) 521-2491 FAX (405) 521-2492 E-mail: mheisch@oklaosf.state.ok.us.

Oklahoma State Historic Preservation Office (SHPO): The SHPO administers Park Service preservation programs such as the National Register, the federal rehabilitation tax incentive certification program, the Certified Local Governments program, and federal grants. For more information, contact State Historic Preservation Office 2707 Villa Prom, Shepard Mall Oklahoma City, OK 73105 (405) 521-6249 Fax (405) 947-2918

Preservation Action: A national grass-roots citizen lobby with lobbying coordinates in many states. It works closely with the National Trust and other historic preservation organizations in lobbying for historic preservation efforts and programs. For more information, call: (202) 659-0915.

Preservation Oklahoma, Inc.: A non-profit organization to foster the preservation of historic buildings and sites through advocacy, education, and technical and financial assistance within a state-wide network. For more information, contact Preservation Oklahoma, Inc. PO Box 25043 Oklahoma City, OK 73125-0043 (405) 232-5816.

The Society of Architectural Historians encourages scholarly research in the field and promotes the preservation of significant architectural monuments that are an integral part of our worldwide historical and cultural heritage. Contact them at Charnley-Persky House, 1365 North Astor Street, Chicago, Illinois 60610-2144 (312)573-1365, E-mail: info@sah.org.

Society for Historical Archaeology (SHA) is the largest scholarly group concerned with the archaeology of the modern world (A.D. 1400-present). Contact P.O. Box 30446, Tucson, AZ 85751, Phone: (520) 886-8006, Fax: (520) 886-0182, E-mail: sha@azstarnet.com

State Historic Reservation Officer: The chief designated preservation official at the state level. Refer to Oklahoma State Historic Preservation Office.

Design and Planning Organizations

American Institute of Architects: This is the national professional organization for architects. The Central Oklahoma Chapter may be reached by writing: AIA-Central Oklahoma Chapter, 3000 General Pershing Blvd., Oklahoma City, OK 73107
Phone: (405) 948-7174.

American Institute of Certified Planners: This national professional organization for planners. This organization represents planners tested and certified as professionals. Write the organization at: AICP, 1776 Massachusetts Avenue, NW, Washington, D.C. 20036, or phone: (202) 872-0611.

American Planning Association: This is the national organization for planners and those involved in planning. There is an Oklahoma Chapter of the American Planning Association. The national organization may be reached by writing: APA, 1776 Massachusetts Avenue, NW, Washington, D.C. 20036, or call (202)872-0611.

American Institute of Landscape Architects: This is the national professional organization for architects. Contact the American Society of Landscape Architects, 636 Eye Street, NW, Washington, D.C. 20001-3736 (202) 898-2444, Fax: (202) 898-1185.

Funding and Financing

National Preservation Loan Fund: These are loans that can be made below-market-rate to nonprofit organizations and public agencies to help preserve properties listed in, or eligible for listing in the National Register of Historic Places. National Trust for Historic Preservation Southwest Regional Office: 500 Main Street, Suite 606 Fort Worth, TX 76102-3943; Phone: (817) 332-4398 Fax: (817) 332-4390 E-mail: swro@onramp.net

National Trust Funding and Financial Aid: For information on specific financial aid or assistance programs, refer to 'Critical Issues Fund', 'National Preservation Loan Fund', or call the National Trust Regional Office at (303) 623-1504.

Critical Issues Fund: These monies are matching grants for local, state, and nationally non-profit organizations and local government entities seeking support for research or model projects or model projects that pursue broadly applicable solutions to pressing, long-term preservation problems. Call the National Trust Regional Office at (303) 623-1504.

The Inner-City Ventures Fund is the lending arm of the National Trust's Community Partners Program, providing short-term loans for real estate in low, moderate, and mixed-income historic neighborhoods.

Disaster Relief: When natural disasters threaten or destroy historic sites, the National Trust can provide technical assistance and emergency relief funds. For additional information, call the National Trust Regional Office at (303) 623-1504.

Programs Services and Assistance

Certified Local Governments: Local governments that have historic preservation programs and meet specific prescribed standards make them eligible for special enhanced participation in national preservation programs, grants-in-aid and technical assistance from the state historic preservation offices to assist in carrying out preservation activities at the local level. The City of Sulphur is currently a Certified Local Government. The City may be reached at Department of Development Services (580) 223-3477. The State Historic Preservation Office (SGPO) directly administers the program in Oklahoma. It may be reached at (405) 521-6249. The National Park Service of the Department of the Interior administers the Certified Government Program at the national level. It may be reached at (202) 343-9505.

Oklahoma Main Street Program: This national program is dedicated to improving and preserving our down towns. The program was established in Oklahoma in 1977. It is administered by the Oklahoma Department of Commerce (ODOC). Participation in the Main Street Program enables communities to access vast resources, training, and technical assistance that would be otherwise cost prohibitive. The newsletter, "Oklahoma Main Street News" is published by the ODOC. For more information, contact Oklahoma Main Street Program Oklahoma Department of Commerce P.O. Box 26980 Oklahoma City, Oklahoma 73126-0980 (405) 815-6552.

National Main Street Center: This program of the National Trust for Historic Preservation is continually developing new strategies and techniques to rebuild traditional commercial districts. They help state and local efforts in such areas as: Organizing Your Program; Economic Development; Preservation, Planning and Physical Improvements; Marketing Your Town; Workshops; Technical Services.

For more information, email the National Main Street Center's technical assistance division or call (202) 588-6219.

Preservation Easements: The National Trust assists organizations in initiating and administrating preservation easement programs along with other tools. Easements are discussed in more detail in the document section on Preservation Tools. For additional information, call: (202) 673-4035.

Legal Services: Educational information and advice on legal issues is provided by the National Trust's legal department. Information is provided on preservation law and historic districts, zoning, monitoring of preservation litigation, intervention as an *amicus curiae* friend of the court

in litigation, and advice on tax incentives and easements. For additional information, call: (202) 673-4305.

Legislative Information Hotline: To obtain updates on preservation legislation or to place an order for bills, testimony, fact sheets, and other public-policy information, call: 1-800-765-NTHP.

Publications

The Chronicles of Oklahoma: A quarterly publication of the Oklahoma Historical Society. It deals with a broad sweep of Oklahoma's rich heritage. This publication may be obtained by writing: "The Chronicles of Oklahoma", Wiley Post Historical Building, 2100 N. Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4997, or by calling: (405) 521-2491.

"Education Supplement": A list of historic preservation degree programs is published annually in Historic Preservation News. To receive a copy, call: (202) 673-4296.

Directory of Statewide Preservation Organizations: The National Trust publishes a directory of statewide organizations that serve local preservation activities within their states which may be obtained by calling: (202) 673-4162.

Forum Letter: A bimonthly newsletter published by the National Trust for the professional and organized preservation constituency. To order new or back issues, call: (202) 673-4296.

Mistletoe Leaves: The Oklahoma Historical Society Publishes a monthly newsletter containing articles of historical and preservation interest in Oklahoma. Copies may be obtained by writing: Oklahoma Historical Society, Wiley Post Historical Building, 2100 N. Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4997, or by calling: (405) 521-2491.

Preservation Forum: A quarterly journal published by the National Trust for the professional and organizational preservation constituency. Members of Preservation Forum receive copies for the journal and other membership benefits. To join Preservation Forum, or to order issues of the journal, write: Preservation Forum, National Trust for Historic Preservation, 1785 Massachusetts Avenue, NW, Washington, D.C., 20036, or call: (202) 673-4296.

Preservation Law Reporter: A legal periodical that reports information on local, state, and federal legislation and decisions on preservation

issues and matters. It also presents recent I developments, comprehensive model ordinances, and easement provisions. For more information, call: (202) 673-4035.

Preservation Press: The book publishing division of the National Trust. For general information, call: (202) 673-4057; trade marketing, call: (202) 673-4066; wholesale customer service, call: (202) 673-4058; and for individual orders, call: 1-800-274-3694. The mailing address is: Preservation Press, National Trust for Historic Preservation, 1785 Massachusetts Avenue, NW, Washington, D.C. 20036.

Conferences, Expositions

National Town Meeting: The national annual meeting of Main Street revitalization professionals and volunteers. For more information, call: (202) 673-4219.

Oklahoma Statewide Preservation Conference: An annual May conference of preservationists sponsored by the SHPO to provide information, present projects and awards for good preservation work. Contact the State Historic Preservation Office 2704 Villa Prom, Shepard Mall Oklahoma City, OK 73105.

Preservation Week: Sponsored by the National Trust for Historic Preservation, this event is a preservation promotional effort that is usually celebrated in the second full week in May. Preservation Week is a nationwide celebration of our Nation's heritage and local, state and national preservation activities and efforts. For a "Preservation Week Kit", call: (202) 673-4141.

Rehabitat: A national exposition of products, services, skills, and crafts for restoring, rehabilitating, and maintaining old and historic buildings and sites. Rehabitat is held during the National Preservation Conference. For more information, call: 1-800-YES-NTHP (1-800-937-6847).

DEFINITIONS

Federal Preservation Definitions:

“Certified historic structure.” Any building that is listed individually in the National Register of Historic Places, or located in a “registered historic district” and certified as being a contributing resource to that district.

“Registered historic district.” Any district that is listed in the National Register of Historic Places.

“Certified Rehabilitation.” Any rehabilitation of a certified historic structure that is consistent, with the historic character of the property and, where applicable, the district in which it is located.

“National Historic Landmarks.” These are the historic resources that are recognized as the United States’ most important historic and cultural resources and includes buildings, historic districts, structures, sites, and objects that possess and exceptional value or quality in illustrating or interpreting our heritage.

“Section 106 Review.” The Section 106 Review Process is a federal review process designed to ensure that historic properties are considered during federal project planning and execution. The process is administered by the Advisory Council on historic Preservation and the state historic preservation offices. The Section 106 Review Process is initiated in Sulphur by the Department of Development Services for federally funded projects.

Sulphur’s Preservation Definitions:

These definitions identify types of treatment that can be undertaken on historic properties or sites and the general terms that are used in Sulphur’s historic preservation documents and codes.

“Archaeological site.” The land on or under which prehistoric or historic artifacts and features are located.

“Building.” Any structure built for the support, shelter or enclosure of persons, animals, chattel or property of any kind including but not limited to houses, churches and hotels.

“Certificate of Appropriateness.” The approval issued by the local Historic Preservation Review Commission for alterations of historic properties designated under a local ordinance (local legislation), demolition of such properties, or new

construction in a district designated under the ordinance or that may impact a designated property.

“Certification Agreement.” The executed document between the Certified Local Government and the State Historic Preservation Officer for participation in the CLG program.

“Certified Local Government (CLG).” A local government that has been certified to carry out the purpose of the National Historic Preservation Act, as amended, in accordance with the procedures and guidelines set forth in “Certified Local Governments Program for Oklahoma,” as approved by the Secretary. The program involves local governments in the preservation process, to help integrate preservation into local planning and resource management programs.

“Conservation.” (1) the protection or preservation of material remains of a historic property using scientific techniques; (2) continued use of a site or building with treatment based primarily on its present value; (3) in archaeology, limiting excavations to a minimum consistent with research objectives and with preserving archaeological sites for future scientific endeavor.

“Contributory Element.” Any building, structure, property or physical/visual element within a designated historic district which by its physical/visual character, architectural character and/or quality, and/or historic importance is a significant element to the designation of the landmark, landmark site or historic district.

“Demolition.” The act of razing, dismantling or removal of a building or structure, or portion thereof to the ground level.

“Designation.” The process by which a structure, site or district is formally recognized by a government as historically significant.

“Design Review.” A process utilizing guidelines developed to ensure building designs are compatible with the characteristics of the neighborhood in terms of scale, mass, building patterns, façade, articulation, and incorporating design elements of prevalent neighborhood architectural styles; and that building additions are compatible with the principal structure.

“Determination of Eligibility (D.O.E.).” A process by which a site is determined eligible for designation as a historic landmark by the National Park Service but has not yet been nominated.

“Historic District.” A geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, objects or areas which are united by past events or aesthetically by plan or physical development. A district may also be comprised of individual resources

which are separated geographically but are thematically linked by association or history.

“Historic Preservation.” The protection, rehabilitation, restoration, and/or reconstruction of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering and/or culture.

“Historic Preservation Board.” A governmental body consisting of seven members appointed by the Mayor with approval of City Commission. The role of the Board is to act in an advisory capacity to the City Commission to recommend designation of specified areas of the City as Historic Preservation districts, to be responsible for final action on any certificate of appropriateness, and to be responsible for final action on any certificate of economic hardship.

“Historic Resource.” A building, structure, district, site, object or document that is of significance in national, state or local history; architecture, archaeology or culture; and is listed or eligible for listing on the National Register of Historic Places or on the local landmark list.

“Historic Survey.” A comprehensive survey involving the identification, research and documentation of buildings, sites and structures of any historical, cultural, archaeological or architectural importance.

“Integrity.” The authenticity of a property or site’s historic identity, evidenced by the survival of the physical characteristics that existed during the property or site’s historic or prehistoric period.

“Landmark Site.” The land on which a historic landmark and related buildings, structures, or archaeological features and artifacts are located and the land that provides the grounds, the premises or the setting for the historic landmark.

“Maintenance.” (1) Protective care of an object or building from the climate, chemical and biological agents, normal use and intentional abuse; (2) Ordinary maintenance, as work not requiring a building permit or certificate of appropriateness done to prevent deterioration of a building or structure of any part thereof by restoring the building or structure as nearly as practicable to its condition prior to such deterioration, decay or damage.

“National Historic Landmark.” A National Historic Landmark is recognized as one of our nation’s most important historical and cultural resources. They are buildings, districts, structures, sites and objects that possess exceptional value and quality in illustrating or interpreting the history of the United States.

“National Register of Historic Places.” Established by Congress in 1935, a national list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture, maintained

by the Secretary of the Interior under authority of Section 101(a)(1)(A) of the National Historic Preservation Act, as amended.

“Object.” A material thing of functional, aesthetic, cultural, historical, or scientific value that may be by nature or design, movable, yet related to a specific setting or environment.

“Planning.” The establishment or upgrading of processes designed to evaluate impacts on historic/archeological properties, predict trends that may affect historic/archaeological properties, and serve as a guideline or framework for cultural resource management decisions.

“Reconstruction.” The authentic reproduction of a building or site that once existed but disappeared or was demolished.

“Rehabilitation.” The act or process of returning a property to a state of utility through repair or alternation that makes possible an efficient contemporary use while preserving those portions or features of the property that are significant to its historical, architectural and cultural standards.

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

“Review and Compliance.” Under Section 106 of the National Historic Preservation Act, the SHPO participates in the review of projects receiving federal funds or requiring federal permits or licenses to determine their impact on historic/archaeological resources.

“Secretary.” The Secretary of the United States Department of the Interior.

“SHPO.” The Oklahoma State Historic Preservation Office(r). The SHPO is responsible for devising the annual CLG work program, recommending certification of local governments to the Secretary, monitoring and evaluating CLG performance, and determining those programs at the state level that address the requirements of the Secretary.

“Significance.” A legal concept that refers to the relative importance of a site to local, regional, or national prehistory or history; used by planning agencies in the management of cultural resources.

“Site.” The location of a significant event, activity, building, structure, or archaeological activity.

“State Historic Preservation Officer.” The state official who has been delegated and appointed by the Governor to administer the state’s Historic Preservation program.

“Structure.” Anything, excluding paving, constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground. Structures shall include but not be limited to, buildings, walls, screened panels, swimming pools and exterior mechanical equipment, such as air-conditioning compressors or pumps.

“Survey.” The system for identification of those buildings, structures, sites, districts, and objects that may be of historic, architectural, archeological, or cultural significance. Surveys are performed at either the “Reconnaissance” or “Intensive” level. Reconnaissance surveys give an overview of a broad area, identifying potential National Register individual listings and districts. Intensive surveys minimally document potential National Register individual listings and every individual resource within a potential district, if further documentation is recommended within the context of a reconnaissance survey.

“Thematic Grouping.” Individual resources which are separated geographically but are historically significant due to a linked association or history.

Certified Local Government Definitions:

“Certificate of Appropriateness.” The approval issued by the local Historic Preservation Review Commission for alterations of historic properties, designated under a local ordinance (local legislation), demolition of such properties, or new construction in a district designated under the ordinance or that may impact a designated property.

“Certification Agreement.” The executed document between the Certified Local Government and the State Historic Preservation Officer for participation in the CLG program.

“Certified Local Government.” A local government that has been certified to carry out the purposes of the National Historic Preservation Act, as amended, in accordance with the procedures and guidelines set forth in “Certified Local Governments Program for Oklahoma,” as approved by the Secretary.

“Certified Local Governments Fund.” That portion of the SHPO’s annual allocation from the Historic Preservation Fund set aside for Certified Local Governments.

“Certified Local Governments Program Agreement.” The contract between the Certified Local Government and the State Historic Preservation Officer for transfer of a share of the Certified Local Governments Fund.

“Chief Elected Local Official.” The elected head of a local government.

“Decertification.” The Secretary’s revocation of Certified Local Government status in accordance with the “Certified Local Governments Program for Oklahoma.”

“Historic Preservation Fund.” The monies accrued under the Outer Continental Shelf Lands Act, as amended, to support the program of matching grants-in-aid to the States for historic preservation programs and projects, as authorized by Section 101(D)(1) of the National Historic Preservation Act, as amended.

“Historic Preservation Review Committee.” The state review board appointed by the Governor to evaluate nominations to the National Register of Historic Places and provide advice to the State Historic Preservation Officer.

“Local Legislation.” The local government’s code. Statute, ordinance, etc. which creates the Historic Preservation Review Commission and sets forth its function, responsibilities, and membership.

“National Register of Historic Places.” The national list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture, maintained by the Secretary of the Interior under authority of Section 101(a)(1)(A) of the National Historic Preservation Act, as amended.

“The National Register Programs Manual.” The manual that sets forth National Park Service administration procedures and guidelines for activities concerning, the federally related historic preservation programs of the National Trust for Historic Preservation, the States, and local governments. The manual includes guidelines and procedures for the administration of the historic preservation grants-in-aid program and supercedes the HPF Grants Management Manual.