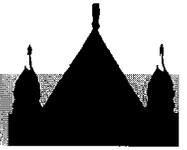
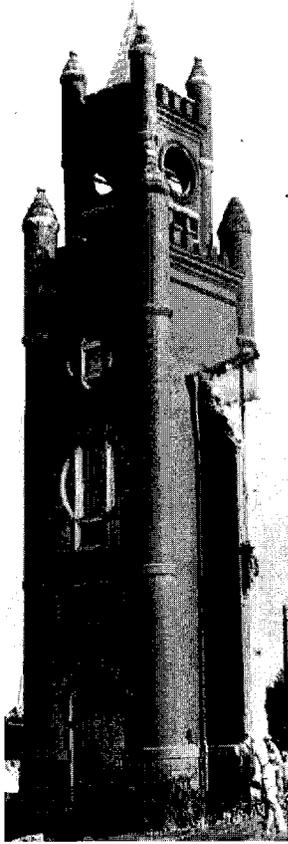


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1. INTRODUCTION



1.1 Purpose

The purpose of the Guthrie Design Guidelines is to provide an illustrated guide to assist with decisions regarding changes in design, material or external appearance to historic resources within the Guthrie Capitol Townsite Historic District (CTHD).

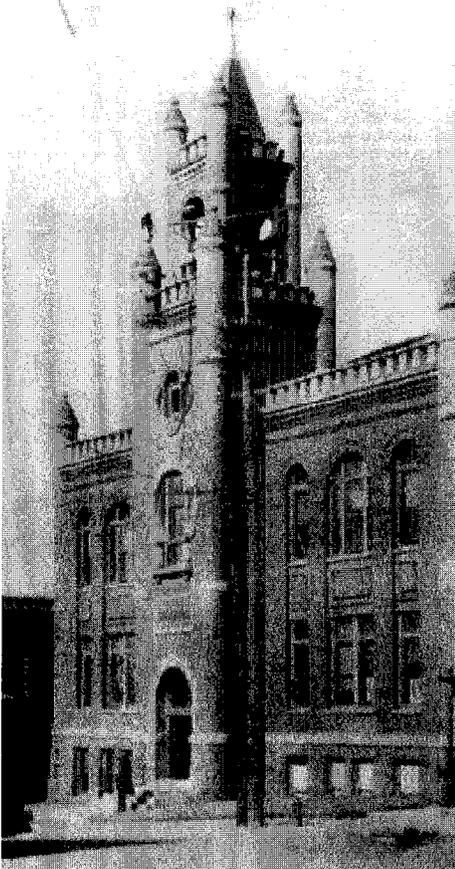
This document is available as a tool for:

- anyone planning a change that will affect historic resources within the District, such as property owners, tenants, contractors, realtors, design professionals, and
- the Guthrie Historic Preservation Commission to assist with determining approval or disapproval of applications for Certificates of Appropriateness

1.2 Goals

The goals of the Guthrie Design Guidelines are to:

- Assist the City of Guthrie's Historic Preservation Commission in making sound decisions based on appropriate standards for rehabilitation.
- Preserve Guthrie's historic architecture by encouraging quality rehabilitation based on the "Secretary of the Interior's Standards for Rehabilitation."
- Educate and aid residents and professionals who are engaged in activities that affect historic property in the CTHD.
- Serve as a resource guide for those interested in learning more about Guthrie's historic architecture and relevant rehabilitation standards.



1.3 Historic Background



In 1889, Guthrie was the location of the United States Land Office for claims from the eastern district of the newly opened lands of Oklahoma Territory. Subsequently, Guthrie served as the capital of Oklahoma Territory from 1890 until statehood in 1907 and, also, as the Oklahoma state capital until 1910.

The Guthrie Historic District was placed on the National Register of Historic Places in 1974. In the “Statement of Significance” from the National Register nomination, the Guthrie Historic District is described as containing “...the largest and best preserved collection of pre-statehood commercial, residential and cultural buildings in the state” of Oklahoma.

One of the most notable areas within the Guthrie Historic District is the CTHD. The Capitol Townsite Historic District possesses an outstanding collection of masonry commercial buildings. Most of these buildings were constructed between 1889 and 1910. This period of significance starts from the opening of Oklahoma Territory, extends through the founding of Guthrie, and ends at the time that the state capitol was moved from Guthrie to Oklahoma City. In a report by the Historic American Buildings Survey (HABS), the original commercial area of Guthrie is described:

“By the time of statehood, 1907, 18 years after its founding, it had taken on a solid, stable, and even impressive look...In all this a certain homogeneity began to arise, due in part to the nature of available materials, brick, sheet metal, and especially sandstone of a characteristically dull red color. A ‘commercial style’ arose, a style of long narrow buildings on deep lots, of two to three storeys...The variations on the theme were rich, but it is difficult to imagine a building district with a more cohesive physical aspect and visual character.”

The first Guthrie Historic Preservation Ordinance was written in 1978. This law was designed to preserve the CTHD.

In addition to its National Register status, a portion of the CTHD has the added distinction of being listed as a National Historic Landmark. Guthrie’s Capitol Townsite Historic District is a unique and beautiful place, in large part due to the high degree of integrity of its historic resources. Consequently, it is of primary importance to preserve the historic integrity of the CTHD.



1.4 How the Guthrie Design Guidelines Work

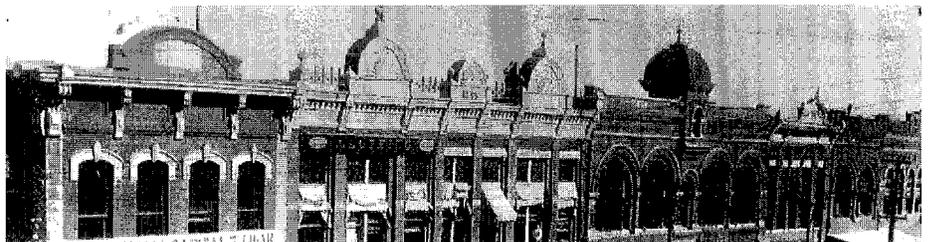
The Guthrie Design Guidelines is intended to be used as an interpretive, rather than a prescriptive, document. Decisions are influenced by a number of contributing factors, including:

- the scope of the proposed changes
- the relationship of the property under discussion to its neighbors
- the cumulative effect of the proposed changes in relation to past changes, and
- many other variables relating to specific projects and the CTHD in general.

The Guthrie Design Guidelines cannot be written with the complexity and foresight required to cover all situations that are likely to be experienced in the CTHD. The Guthrie Design Guidelines is intended as a framework on which decisions are based that protect the historic resources of the CTHD against adverse effects.

1.5 Organization of the Guthrie Design Guidelines

The Guthrie Design Guidelines is organized along the lines of the Secretary of the Interior's "Guidelines for Rehabilitating Historic Buildings." In general, recommendations under individual topics are listed in order, from the type of work that has the least impact on historic character to the type of work that presents the most challenges in terms of historic preservation concerns.

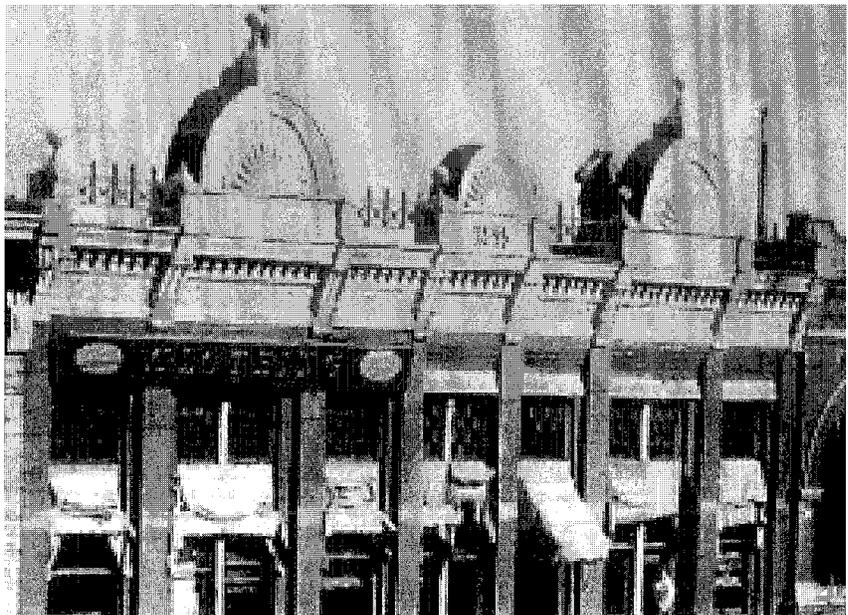


1.6 Laws and Policies

The Guthrie Design Guidelines coordinates with the Guthrie Sign Guidelines and the Guthrie Historic Preservation Ordinance. The Guthrie Design Guidelines contains written and graphic descriptions of performance requirements for changes to historic resources within the CTHD. The Guthrie Design Guidelines also supplements, with topics of particular interest to the CTHD, information presented by the Department of Interior in the Secretary of the Interior's "Standards for Rehabilitation" and "Guidelines for Rehabilitating Buildings."

The Guthrie Design Guidelines is not a substitute for the Guthrie Historic Preservation Ordinance, and it does not eliminate requirements specified in the Ordinance. The Guthrie Historic Preservation Commission must review and approve all work to the exterior of a property in the "Area of Application" defined under Section 3 of the Guthrie Historic Preservation Ordinance. (Refer to the map of the CTHD on the following page.)

Local, state and federal laws and policies may affect decisions for changes within the CTHD. Projects must comply with the Americans with Disabilities Act; the Guthrie City Code, the Guthrie Historic Preservation Ordinance, the Secretary of Interior's "Standards for Rehabilitation", and other applicable regulatory documents that affect the public's health, safety, and welfare. Please contact the Community Planning and Development Office at the Guthrie City Hall for information about regulations affecting a particular project.



1.7 Resources

The Oklahoma State Historic Preservation Office (SHPO) has assembled a handbook called Rehabilitating Properties for the Federal Investment Tax Credits. Two of the documents included in this handbook are the “Standards for Rehabilitation”, the most important basic principles for guiding changes to historic resources; and the “Guidelines for Rehabilitating Historic Buildings,” which provides useful general design and technical recommendations for many different topics relating to the rehabilitation of historic buildings. There are references to resource materials under specific topics within this guideline. These resource materials are available from the Community Development and Planning Office at the Guthrie City Hall at (405) 282-1110, on a limited basis.

It is generally recommended that design decisions be based on historic documentation. Good collections of photographs and other historic documents exist, including:

- the collections of the Oklahoma Territorial Museum and the State Capitol Publishing Museum,
- the library of the Oklahoma Historical Society,
- the holdings of the SHPO,
- publications that focus on Guthrie’s written and photographic history, and
- private collections.

Please contact these organizations or the Community Planning and Development Office at the Guthrie City Hall for information about finding historic documentation.



1.8 Certified Rehabilitations for Tax Credits



A building owner may choose 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 individually listed in the National Register of Historic Places or located in a registered historic district and certified by the National Park Service 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 rehabilitation must exceed of \$5,000.00 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 rental residential 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.

1.9 Professional Assistance



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.

In some cases, there are recommendations within the Guthrie Design Guidelines to obtain professional or technical assistance. Applicable codes also indicate when professional help is required in relation to the scope or type of a proposed change. Outside of these recommendations and code requirements, it may be prudent to utilize professional or technical assistance because older buildings present special challenges in the design and construction process. Recommendations within the Guthrie Design Guidelines do not take the place of professional or technical assistance, and they do not relieve anyone planning to make a change to an historic resource of the responsibility to obtain professional or technical assistance.

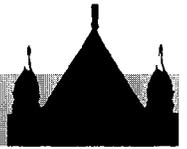
1.10 The Secretary of The Interior's "Standards For Rehabilitation"

The Secretary of Interior's "Standards for Rehabilitation" are important basic principles for guiding changes to historic resources. They are excerpted and 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 a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. 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 structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

2. TYPES OF WORK



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

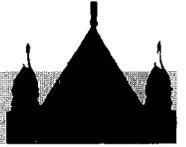
There is a hierarchy of acceptable types of work on historic resources. These are listed below in order, from the type of work that has the least impact on historic character to the type of work that presents the most challenges in terms of historic preservation concerns.



1. **Identify, retain and preserve** character-defining materials and features.
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:
 - must not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes.
 - must be compatible with the CTHD's historic architecture.
 - must be in harmony with the CTHD's historic surroundings, without creating a false historical appearance.
 - must take into account important design considerations, including materials, height, rhythm, setting, proportion and scale.



3. BUILDING EXTERIOR



It is important to note that changes to all exposed building elevations within the CTHD, including elevations facing alleys and sidestreets, are subject to review. The Guthrie Historic Preservation Ordinance explicitly states that the Guthrie Historic Preservation Commission has the power to "...regulate...**EXTERIOR** alterations to landmarks, landmark sites and properties within defined historic districts".

Before making a change, it may be helpful to look at an individual resource and its neighbors from across the street to observe dominant historic design characteristics. Disregard nonhistoric alterations or additions that cover historic material.

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

- Rooftops and Cornice: Rhythm, pattern, variation, ornament, shape, materials and texture.
- Second Story: Window shape, pattern, placement, spacing and materials. Materials and textures surrounding windows. Amount of glazed area in relation to solid area.
- First Story: Placement and proportions of the entresol (clerestory) and storefront components.
- Relationship Between First and Second Story: Consider the entire elevation as a design. Often, alterations are made to modernize the first story that do not relate to the historic character of the second story. Look at surrounding buildings that have retained their integrity to ascertain appropriate proportions, heights, widths, and other design elements.

In large part, the visual unity of the CTHD is derived from the use of a limited palette of materials. This limited palette is used to construct a set of elements which tend to be consistent from one building to another. A brief discussion of these materials and elements is included in this section.

Basic Parts of a Commercial Building Front Elevation



Sign Panel: Centered on and projecting above parapet edge.

Parapet above cornice.

Cornice: Ornamental stone ledge supported by stone brackets.

Second Story Windows: Usually operable. This example has fully glazed segmental arches at top sash.

Entresol: (or Clerestory) Located between horizontal structural elements below second story and above storefront glazing.

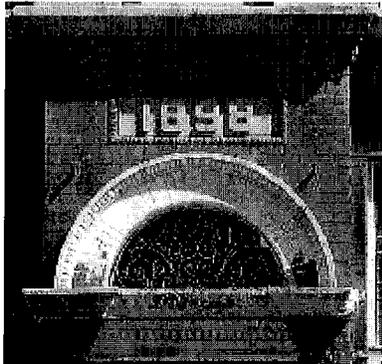
Door with Transom: Coordinates with storefront.

Storefront Glazing System: Large panes of glass for display above the base; between walls, pilasters, or columns; and below a horizontal structural element.

Base: A consistent horizontal line across the width of a building that may incorporate the glazing sill line and masonry elements.

Foundation: A horizontal band that follows the floor and ground lines.

3.1 MASONRY



Sign and Arch above Door



Arch at Doorway

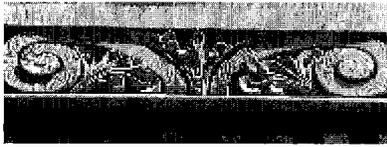


Arched Window and Terra Cotta Panels

Masonry, especially brick masonry, is the dominant wall finish material in the CTHD. In addition, brick, stone and cast stone details provide important historic features.

Recommendations for masonry include:

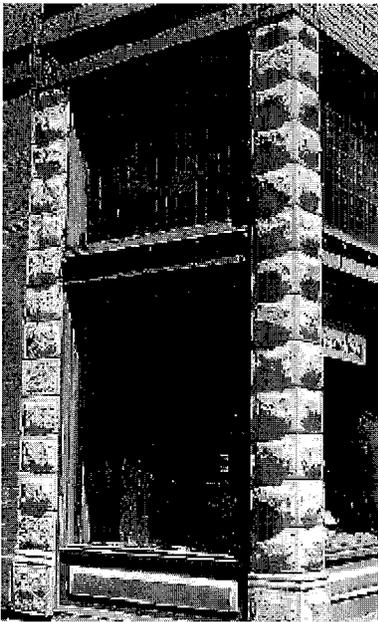
- A. Identify, retain and preserve historic masonry.
- B. Maintain and repair historic masonry. Execute repairs which convey the visual appearance of the surviving parts of the masonry being repaired, and which are physically and chemically compatible. Inspect masonry joints periodically for deterioration.
- C. 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, using natural bristle brushes.
- D. Painting of unpainted masonry is discouraged. 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, where masonry was painted historically, or application of an approved painted sign on masonry.
- E. Masonry may deteriorate due to water infiltration, stresses on the masonry, or other conditions. Find the cause of the deterioration and address the problem.
- F. Check joints at masonry treatments around openings for windows and doors. Open joints can provide a path for moisture to the building interior.
- G. 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.



Detail Panel



Decorative Wall Patterns



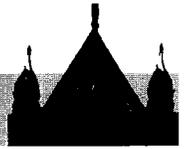
Storefront Columns

- H. Repair 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.
- I. Do not patch cracks in masonry units unless using recognized preservation methods. Patching cracks in brick or stone with mortar may accelerate the deterioration of the masonry.
- J. 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.
- K. 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.
- L. Where a new masonry alteration, addition, or infill is planned, respect the historic character of the resource.
- M. Do not create a false historical appearance by replacing missing historic masonry based on insufficient documentation.
- N. Do not use nonhistoric masonry materials and methods that give the building a patchwork appearance.

Resources: The following documents are some of the resources available for further information.

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)
The Maintenance and Repair of Architectural Sandstone. (New York Landmarks Conservancy)

3.2 WOOD



Detail at Storefront



Storefront and Arched Upper Window

Wood was used extensively in the construction of CTHD storefronts, and it is the dominant material for windows and doors. Wood decorative features also contribute a great deal to the character of the CTHD.

Recommendations for wood include:

- A. Identify, retain and preserve historic wood.
- B. Protect and maintain wood with protective coatings. In general, paint is the key to wood preservation.
 1. Remove unsound paint to the first sound layer using the gentlest means possible (handscraping and handsanding).
 2. Remove layers of paint that obscure detail.
 3. If paint has failed down to bare wood, prime and paint wood as soon as possible.
 4. Apply a compatible coating system following proper surface preparation. (Materials for repainting must be compatible with the underlying surface materials and finishes.)
 5. Determine historic paint colors by removing layers to expose historic colors or choose color schemes that are appropriate for the building and the CTHD.
 6. Do not paint over deteriorated wood.
- C. Wood components may be deteriorated from mold or insect damage. Some damage may be easily reinforced or repaired with a consolidation product using recognized preservation methods. Other damaged material may have to be replaced with a matching material or a compatible substitute.
- D. Replacement of a wood component is to be considered only when it is severely deteriorated. Retain deteriorated components for accurate replication.

Resources: The following documents are some of the resources available for further information.

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

Historic Palette Paint Color Charts: Sample paint color charts are available at the Community Development and Planning Office at the Guthrie City Hall.

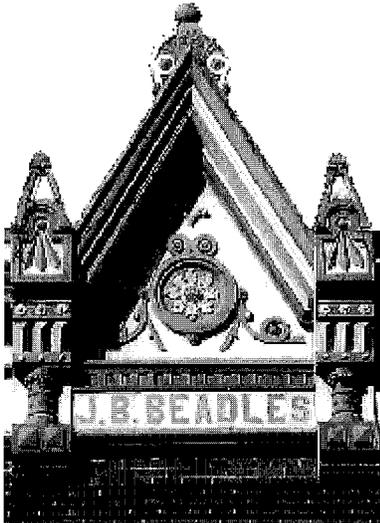
3.3 ARCHITECTURAL METALS



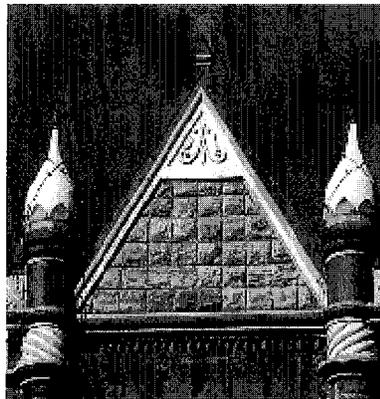
Guthrie has a number of buildings with exceptional historic ornamental metal cornices, finials, towers, building signs, and other metal ornaments that give richness and individuality to the character of the CTHD.

Recommendations for architectural metals include:

- A. Identify, retain and preserve historic architectural metal.
- B. Inspect architectural metal at eye level to determine the presence of damage and the type of metal.
- C. Protect and maintain architectural 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.
- D. Clean and remove corrosion with the gentlest means possible that is compatible with the metal and corrosion protection.
- E. Apply corrosion inhibitors, coatings and paint that are compatible with and appropriate for the original finish coating and underlying metal.
- F. Repair severely corroded metal with patches or splices following recognized preservation methods. Repair material and fasteners must be the same type of metal or a compatible substitute material to eliminate galvanic activity.
- G. Replicate an entire architectural 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 has been replicated in aluminum or fiberglass and painted to match historic material.
- H. Missing architectural 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.



Decorative Caps, Gable End Panel and Finial

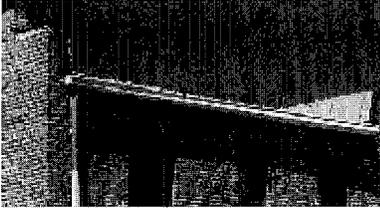


Decorative Caps, Panel at Gable Apex and Finial

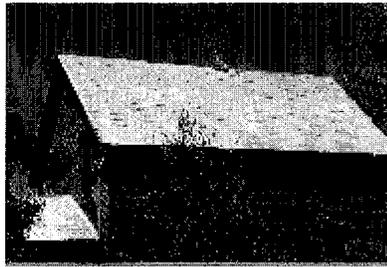


Decorative Arched Infill Panel Above Window

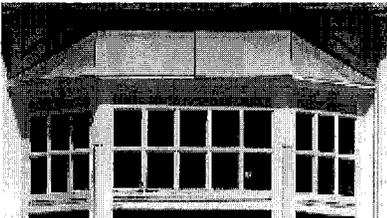
3.4 ROOFS/ROOFING



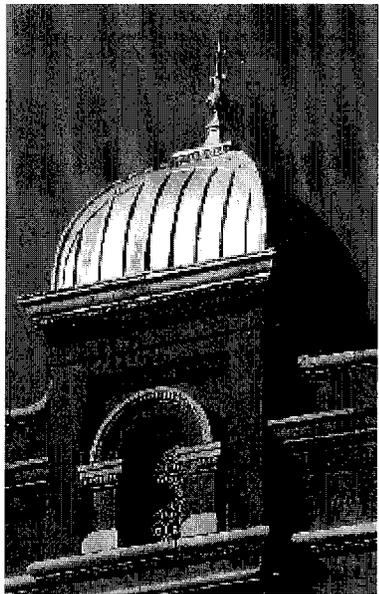
Parapet and Guttering



Metal Shingle Roofing



Roofing at Bay Window



Metal Cupola Roofing

CTHD roofs have low slopes and are usually hidden behind front and side parapets. Although roofing and waterproofing are not as noticeable as most exterior materials, they must be maintained as the first line of defense against water damage to historic resources.

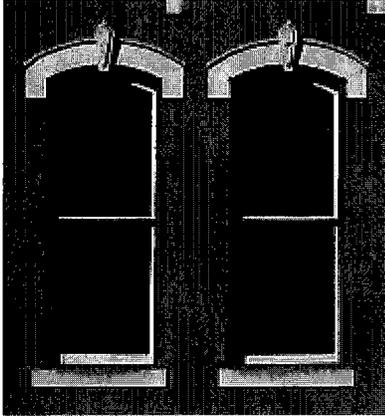
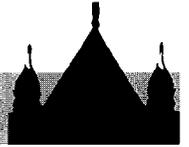
Recommendations for roofs and roofing include:

- A. Identify, retain and preserve roofs and their functional and decorative features.
- B. Protect and maintain the entire roof system, including waterproofing such as flashings, sealants, masonry and metal caps, and decorative metal roofing.
- C. Examine roofing at least once annually as a preventative measure. Protect the leaking areas against infiltration until repairs are made.
- D. Choose compatible materials for required repairs. Professional and technical assistance may be necessary to make appropriate choices.
- E. Parapet flashings and other types of waterproofing should not be visible from the street, unless they were visible in the historic design.
- F. Roof replacement may be necessary when the roof is deteriorated. When a roof is replaced:
 1. Choose materials close in appearance to the historic roofing.
 2. Roof elevations and slopes should be maintained at, or very close to, their original positions unless prohibited by code.
 3. Replace features, such as a cupola, based on accurate documentation or physical evidence.
 4. Missing roof features without documentation may be replaced with a new design that is compatible with the size, scale, material, and color of the historic building.
- G. If possible, avoid installation of a “torch applied” roofing system for safety considerations.

Resources: The following document is one of the resources available for further information.

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

3.5 WINDOWS



Segmental Arch, Fully Glazed



Rectangle, Fully Glazed

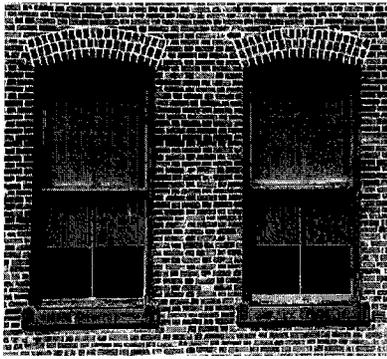


Round Arch, Fully Glazed

Historic windows at upper stories and secondary elevations in the CTHD are, generally, single or double-hung wood windows. There are also a few examples of metal casement windows. As opposed to storefront glazing for a large display, these windows have a smaller scale that reflects building uses requiring more privacy, such as residences over shops or offices.

Recommendations for windows include:

- A. Identify, retain and preserve historic windows.
- B. Remove alterations which obscure windows.
- C. Protect and maintain historic windows. Examine windows periodically for evidence of deterioration of the window material, protective finish, sealants and weatherstripping.
- D. Periodically check glazing putty for soundness to keep glass secure and weathertight.
- E. 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 material.
- F. Severely deteriorated wood window components may require replacement. Retain deteriorated components for an accurate replication.
- G. If existing glass requires replacement, use glass to match historic material.
- H. Severely deteriorated windows, where the majority of historic fabric is beyond repair, may require replacement. Replicate replacement windows to match original units. Most CTHD windows have two rectangular sashes or a rectangular bottom sash with one of the following types of top sashes:
 1. Fully glazed round arches
 2. Fully glazed segmental arches
 3. Solid infill segmental arches above rectangular sashes.



Segmental Arch, with Infill



Storm Windows, set inside Historic Trim

- I. 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 established patterns in the CTHD.
 1. Use only clear glass in new windows. Low-E glazing and insulated glazing may be considered.
 2. Size new windows to completely fill the historic window opening. In general, use of infill panels is only acceptable in segmental arches.
 3. Do not use stock residential windows unless their design is compatible with the historic windows in the CTHD.

- J. Storm windows can help preserve historic windows and improve energy efficiency. Storm windows and insect screen sashes are not to obstruct the visibility of historic window assemblies and are to match the existing or historic glass, dividing rail(s), sash face, and screening in clarity, location, dimension and color.
 1. Repair or replicate deteriorated historic storm windows.
 2. 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.
 3. Do not cover significant historic trim or mouldings with storm windows.

Resources: The following documents are some of the resources available for further information.

Preservation Brief #9: The Repair of Historic Wooden Windows. (NPS)

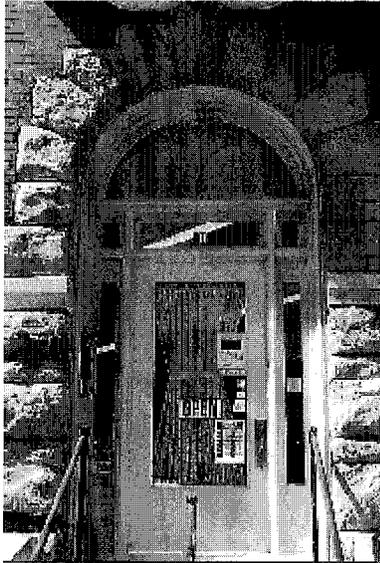
Preservation Brief #10: Exterior Paint Problems on Historic Woodwork. (NPS)

Preservation Brief #13: The Repair and Thermal Upgrading of Historic Steel Windows. (NPS)

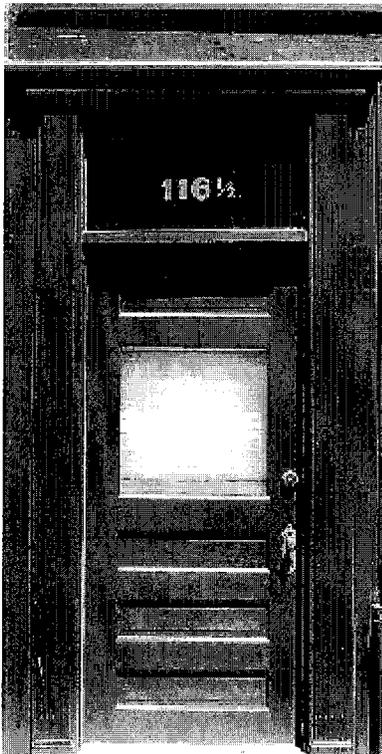
Specification Requirements for Proposed Window Replacement in Historic Buildings. (NPS)

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

3.6 ENTRANCE DOORS



Arched Opening with Door, Sidelights, Transom

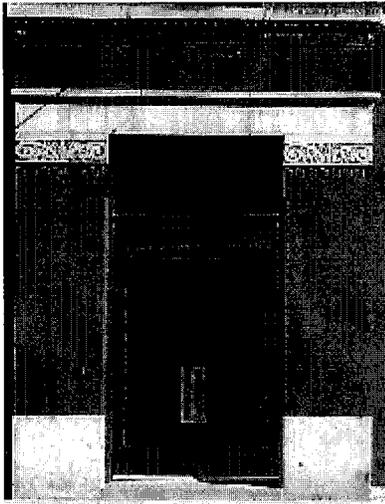


Door to Second Story with Transom

Entrance doors are the gateways to the CTHD's historic buildings. The entrance door makes a big impression because it is the part of the building exterior that people actively use.

Recommendations for entrance doors include:

- A. Identify, retain and preserve historic doors.
- B. Protect and maintain historic doors. Most historic doors in the CTHD are of wood panel or wood stile and rail construction. Wood doors can remain serviceable for a long time if finishes are maintained to give protection from water infiltration and weather.
- C. 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 because joints weaken and deterioration of material at the door's lower portion.
- D. Doors typically have large glazed areas. Check to assure that glass is secure, weathertight, and unbroken.
- E. Preserve arches above doors with their original glazing or infill panel materials.
- F. Repair deteriorated wood door 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.
- G. Reinforce weak joints. Design reinforcements so that the appearance of the historic door is retained.
- H. Severely deteriorated wood doors may require replacement. Retain deteriorated doors for accurate replication.
- I. Replacement glass is to match existing.
- J. Retain original hardware or use documented reproduction hardware, whenever possible. Code and accessibility issues may affect hardware choices on new doors.



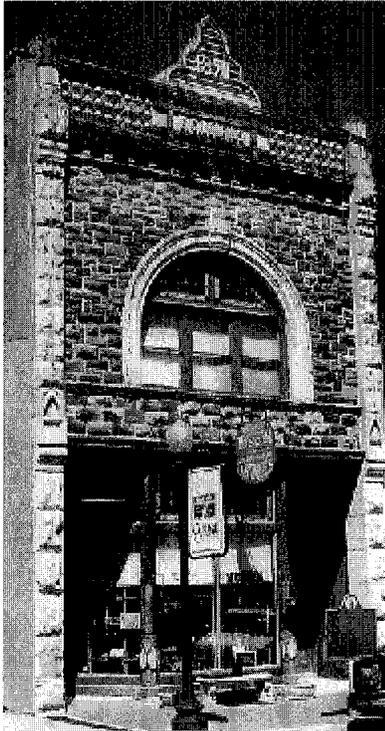
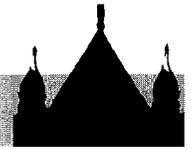
Double Door with Transom
at Side Entry

- K. A new replacement door may be required when historic doors have been replaced and replication is not possible because of a lack of documentation. New doors must be compatible with door openings, the historic character of the building, and established patterns in the CTHD.
- L. Set new doors in the historic location. Design new doors to completely fill the historic opening. Use of a smaller door with an infill panel is prohibited.
- M. New doors may be constructed of a compatible substitute material if using the historic materials is not technically or economically feasible.
- N. New doors are not to convey a false historic appearance.
- O. Do not use stock residential doors or doors that do not have a commercial scale and character.
- P. Use clear glass in new doors. Consider using Low-E or insulated glass to improve thermal efficiency.

Resource: The following document is one of the resources available for further information.

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

3.7 STOREFRONTS



Symmetrical Storefront
with Recessed Entries

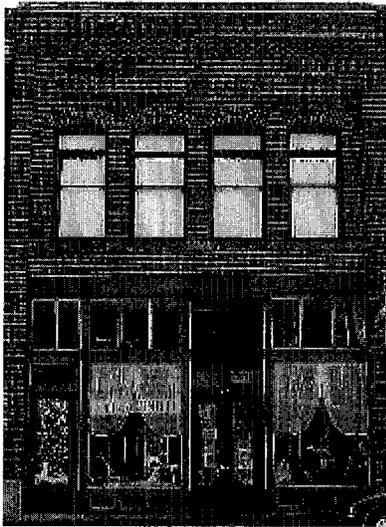


Simple Planar Storefront
with Side Door

The primary character defining feature of the CTHD is its concentration of Territorial Era and early statehood storefronts. The CTHD also contains a few altered storefronts and newer buildings.

Recommendations for storefronts include:

- A. Identify, retain and preserve historic storefronts - and their functional and decorative features - that are important in defining the overall historic character of the building. Major components and details contribute to historic character.
- B. Historic features may be uncovered under newer alterations. Examples include decorative masonry under an aluminum panel facade or entresol (clerestory) glazing under solid infill panels.
- C. Protect and maintain historic storefronts. Evaluate storefront condition to see if repairs are required. Common types of maintenance and repair items include failing paint, sources of water infiltration such as glass installation that is not weathertight, rust, rotting wood, and other types of material deterioration.
- D. Limited damage to storefront components may be repaired with consolidation products 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. Repairs may be concealed under a coat of paint or other appropriate finish if the material previously had a finish.
- E. Severely deteriorated components may be removed and replicated in the same material or a compatible substitute.
- F. If a storefront glazing system is beyond repair, a new system that very closely resembles the original may be an acceptable alternative. Retain storefront components for accurate replication.



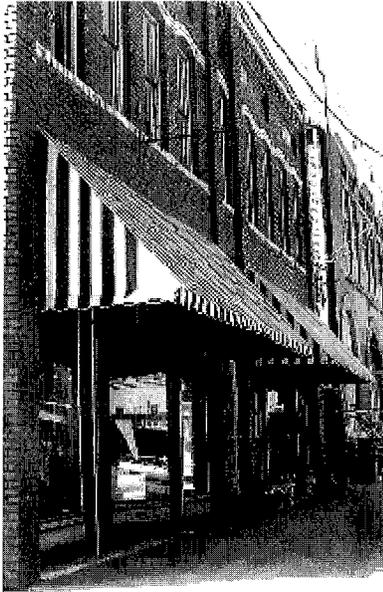
Asymmetrical Storefront with Double Door at Main Entrance and Single Door to Second Story

- G. A new storefront design may be required when the historic design has been replaced and replication is not possible because of the removal of historic material and a lack of documentation. New storefront design is to take into account the design, scale and proportions of the building and established patterns in the CTHD. Look at the common design components illustrated, neighboring buildings, and site characteristics such as setbacks to assist with design. Professional and technical assistance may be required for a new storefront design.
- H. New storefront designs are not to convey a false historic appearance that is not based on documentation.
- I. Do not use residential windows or windows that do not have a 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 CTHD.

Resource: The following document is one of the resources available for further information.

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

3.8 AWNINGS AND CANOPIES



Striped Canvas Awnings

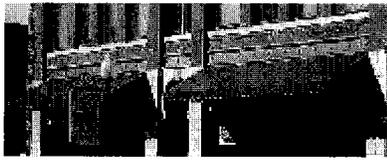


Historic Wood Porch and Balcony

A sloped awning (a light, flexible covering, usually fabric, on a light weight frame) or, much less commonly, a flat canopy (a roofed covering on a structural frame) were features on Territorial Era storefronts that protected both pedestrians and merchandise from the elements. Typically, awnings and canopies were supported from the building wall without columns. Porches (roofed structures at the front of the building supported by columns at the exterior edge of the roof) were also depicted in historic photographs on a small number of CTHD buildings.

Recommendations for awnings and canopies include:

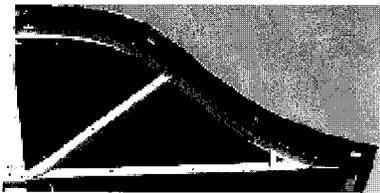
- A. Identify, retain and preserve historic awnings and canopies.
- B. Protect and maintain awning coverings, canopy roofing, and supporting frames and structures. Evaluate awning and canopy condition to see if repairs are required.
- C. Repair damaged awning coverings to prevent further damage. Repair canopy roofing to prevent canopy structural damage.
- D. Replicate severely deteriorated awning coverings and supports. Retain components for accurate replication.
- E. Canopies are, generally, heavier than awnings. It is recommended that a qualified licensed professional be consulted to verify the adequacy of canopy framing and supports if the canopy is deteriorated.
- F. It is recommended that nonhistoric or inappropriate awnings, canopies or porches be removed and prohibited. (Examples include shingled mansard roofs, most roofed structures supported by sidewalk-mounted posts, and new awnings or canopies that are not supported by historic documentation.)
- G. A new sloped awning or flat canopy may be installed if it is compatible with the design, scale and proportions of the building and established patterns in the CTHD.
 1. Awnings are to have a pitch to closely match others on the street.



Solid Canvas Awnings



Historic Wood Canopy



Historic Industrial Metal
Awning at Alley Elevation

2. Awnings and canopies are to have an overhang that is similar to others on the street.
3. Signs may be incorporated into the design of awnings and canopies.
4. Awning design is to include endcaps and valances for a finished appearance.
5. Awning coverings were, traditionally, canvas. However, installation of an awning with a different covering material may be considered if there is supporting documentation.

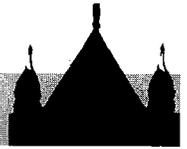
H. It is recommended that new framing and supports for canopies are designed by a qualified licensed professional to verify the structural integrity of building components that support the canopy, building-to-canopy connections, and the canopy structure.

Resources: The following documents are some of the resources available for further information.

Rehabilitation Project Review: Evaluating New Awnings (NPS).

The Guthrie Sign Guidelines if a sign is to be incorporated into an awning or canopy design.

3.9 STRUCTURAL SYSTEMS



Iron Column Base



Steel Beam on Stone



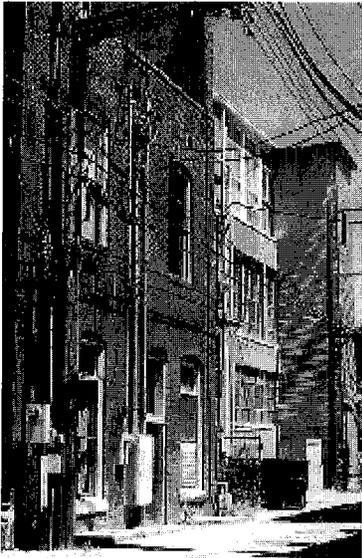
Steel Beam on Brick

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 or steel columns.

Recommendations for structural systems include:

- A. Identify, retain and preserve structural systems and components that are important in defining the overall character of a building.
- B. 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 finishes in good condition.
- C. Examine and evaluate the physical condition of structural components and systems using non-destructive methods. Professional assistance may be necessary to make a competent evaluation.
- D. 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 required to make necessary repairs.
- E. Extremely deteriorated structural components may require replacement. The replaced component is to convey the same visual appearance 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. It is recommended that a qualified licensed professional be consulted about design of replacement structural components.

3.10 MECHANICAL/ELECTRICAL



Technologies for communications, lighting, plumbing, and conditioning space for comfort have changed a great deal since the construction of the CTHD. Integrating new equipment with historic buildings affects external appearance and requires planning.

Recommendations for mechanical and electrical equipment include:

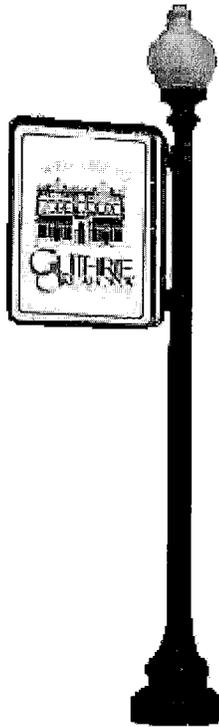
- A. Identify, retain and preserve equipment that is an important character defining feature. Examples include vent stacks, chimneys, and light fixtures.
- B. Protect and maintain equipment with cleaning, inspections, and other appropriate measures.
- C. Repair equipment, whenever feasible, by augmenting or upgrading parts.
- D. 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.
- E. Avoid system designs that damage or alter historic building fabric, such as cutting holes in walls or venting through windows.
- F. 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 CTHD.
- G. 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.
 - 1. The best location for a window unit air conditioner is the back of the building.
 - 2. The second best location is the side of the building.
 - 3. Installation at the front of the building is not recommended.



Resource: The following document is one of the resources available for further information.

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

4. DISTRICT/NEIGHBORHOOD



Street Lighting

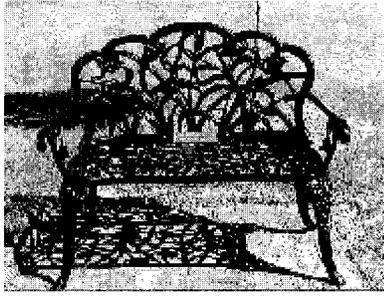
The relationship between the CTHD's buildings and the streetscape and landscape features common to the CTHD is a key element in defining its historic character. Common streetscape and landscape features include streets, sidestreets, alleys, walkways, street lights, street furnishings, and landscaping.

Recommendations for the District/Neighborhood include:

- A. Identify, retain and preserve CTHD features and relationships that help define overall historic character. Examples include brick sidewalks, alleys, and setbacks.
- B. Protect and maintain historic CTHD features and relationships. For example, maintain the condition and circulation patterns of sidewalks, streets and alleys.
- C. Alleys and sidestreets are a fascinating window to the more utilitarian side of the CTHD. The relationship of buildings to alleys and sidestreets is to be preserved. Compliance with codes and ordinances, for instance maintaining clearances for fire fighting equipment and easements for utilities, is to be strictly observed.
- D. Setbacks are consistent within the CTHD and this consistency is to be preserved. Refer to local codes for information about setbacks.
- E. New streetscape and landscape is to be compatible with the design, scale and proportions of the buildings and the CTHD's historic character. Streetscape and landscape that adversely impacts the historic integrity of the CTHD is prohibited.
- F. Locations for streetscape and landscape must be carefully considered. Sidewalks and curb ramps must remain accessible and unobstructed in conformance with code requirements.
- G. New street lights must match or coordinate with the period fixtures currently installed and must be installed in approved locations.



Basement Level Activity



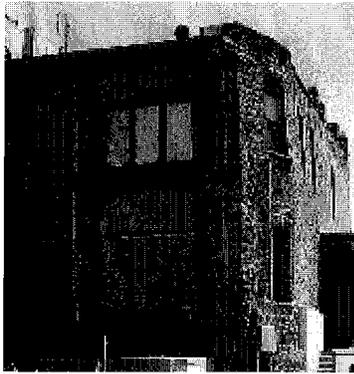
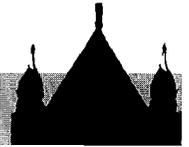
Outdoor Seating



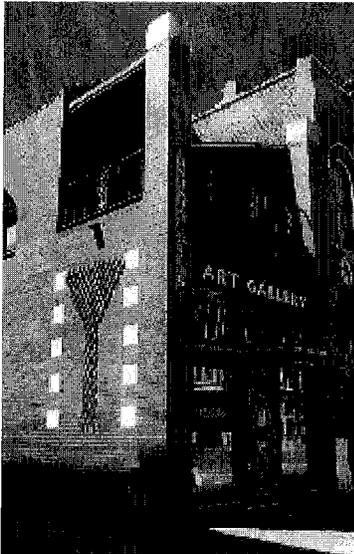
Landscaped Berm

- H. Street furnishings such as benches, planters, and trash receptacles are to be designed to match or closely coordinate with existing approved street amenities. Choose low maintenance materials that harmonize with the CTHD's architecture. Coated metal street furnishings can be a durable, low maintenance choice. Brick planters screen parking lots and can provide a showcase for landscaping that coordinates with building materials.
- I. Landscaping provides a change in texture and color that can be a welcome contrast with hard surfaces. Choose low maintenance plants and planting designs that can be attractive during the entire year. Bermed planted areas can be used to screen parking lots and trees can provide shade at benches. Seasonal plants in pots in front of individual buildings are not difficult to maintain and provide accents to the architecture.
- J. Parking lots within the CTHD are to be as unobtrusive as possible. Important considerations for parking lot design include location, safety and code requirements, overall circulation patterns, and screening.
- K. Outdoor vending machines, other than coin operated newspaper vending machines, are prohibited. Newspaper vending machines will be reviewed for appropriateness and design on a case by case basis. The size and number of vending machines is to be limited so that building elevations are not obscured, walkways are not obstructed, and street clutter is alleviated.
- L. Permanent installation of outdoor public telephones is to be considered on an individual basis.

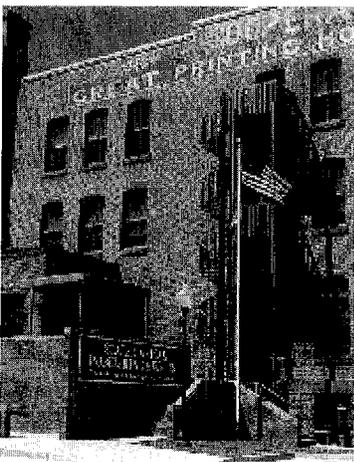
5. NEW CONSTRUCTION



Alley Elevation Infill



New Building Infill



Entry Addition

New construction in the form of 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 CTHD. New construction presents particularly complex design and technical challenges.

Recommendations for new construction include:

- A. Restore missing historic elements based on historical, pictorial, and physical documentation.
- B. New additions and accessory buildings must be designed to be compatible with the historic building. Materials, workmanship, and the proportions and composition of the overall design and elements within the design are important considerations. Professional assistance may be required to develop an acceptable design.
- C. New designs are not to create a false historical appearance.
- D. 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 CTHD.
- E. If a new addition is proposed to a historic building, it is recommended that a qualified licensed professional be consulted about tying the new structure into the historic structure.
- F. Demolition of nonsignificant buildings, additions, or streetscape and landscape features that detract from the historic character of the CTHD is permitted. Demolition must be done carefully to assure that historic fabric is not unnecessarily damaged or lost.
- G. Infill construction is to be contemporary yet compatible with the historic character of neighboring buildings and the CTHD in terms of size, scale, design, detailing, material, color, and texture. Professional assistance will almost certainly be required to develop an acceptable design.

Resource: The following document is one of the resources available for further information.

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

Design Guidelines Photo Credit List:

Thanks to Lloyd C. Lentz, III and Bob Bozarth for their kind permission to reprint historic photos from their private collections in Sections 1 and 2 of this document. The following is a list of the recent photos used in Sections 3, 4, and 5 to show examples of Guthrie's CTHD architecture.

| | |
|---------------------------|--|
| Cover page | State Capital Publishing Museum, 301 W. Harrison |
| DG-11 | Goodrich Building, 124 W. Oklahoma |
| DG-12, top | Bierer/Anderson Building, 116/118 W. Oklahoma |
| DG-12, center | Gaffney Building, 212 W. Oklahoma |
| DG-12, bottom | Oklahoma Building, 102 E. Oklahoma |
| DG-13, top | Oklahoma Building, 102 E. Oklahoma |
| DG-13, center | Starr Building, 322 W. Oklahoma |
| DG-13, bottom | Goodrich Building, 124 W. Oklahoma |
| DG-14, top | Bierer/Anderson Building, 116/118 W. Oklahoma |
| DG-14, bottom | Victor Building, 202 W. Harrison |
| DG-15, top | J.R. Beadles Building, 210 W. Oklahoma |
| DG-15, center | Gaffney Building, 212 W. Oklahoma |
| DG-15, bottom | DeSteiguer Building, 110/112 E. Oklahoma |
| DG-16, top | C.W. Hopkins Building, 222 S. 2 nd |
| DG-16, second from top | Olds House, 223 S. 1 st |
| DG-16, second from bottom | Victor Building, 202 W. Harrison |
| DG-16, bottom | Bierer/Anderson Building, 116/118 W. Oklahoma |
| DG-17, top | Goodrich Building, 124 W. Oklahoma |
| DG-17, center | Triumph/ W.S. Smith Building, 106 W. Oklahoma |
| DG-17, bottom | Oklahoma Building, 102 E. Oklahoma |
| DG-18, top | State Capital Publishing Museum, 301 W. Harrison |
| DG-18, bottom | Gaffney Building, 212 W. Oklahoma |
| DG-19, top | Gray Bros. Building, 101 W. Oklahoma |
| DG-19, bottom | 116 ½ W. Harrison |
| DG-20, bottom | Oklahoma Building, 102 E. Oklahoma |
| DG-21, top | Bonfils Building, 107 S. 2 nd |
| DG-21, bottom | DeFord Building, 116 S. 2 nd |
| DG-22, top | 113 E. Oklahoma |
| DG-23, top | Pioneer Telephone Building, 111 S. Division |
| DG-23, bottom | C.D. Wachob Building, 215 S. 1 st |
| DG-24, top | Gaffney Building, 212 W. Oklahoma |
| DG-24, center | I.O.O.F. Building, 221 E. Harrison |
| DG-24, bottom | 330 W. Oklahoma |
| DG-25, top | Bonfils Building, 107 S. 2 nd |
| DG-25, center | DeSteiguer Building, 110/112 E. Oklahoma |
| DG-25, bottom | Bierer/Anderson Building, 116/118 W. Oklahoma |
| DG-26, top | Between W. Harrison and W. Oklahoma, view from 1 st |
| DG-26, center | alley behind 111 W. Oklahoma |
| DG-26, bottom | alley behind 113 W. Harrison |
| DG-27, top | typical street light |
| DG-27, bottom | Eager & Hirzel Building, 124 W. Harrison |
| DG-28, top | typical bench at Honor Park, 2 nd and W. Harrison |
| DG-28, bottom | landscaped berm at Honor Park, 2 nd and W. Harrison |
| DG-29, top | Starr Building, 322 W. Oklahoma |
| DG-29, center | Powell Building, 121 W. Harrison |
| DG-29, bottom | State Capital Publishing Museum, 301 W. Harrison |