

Historic Courthouse Square Information & Guidelines



Acknowledgments

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City Clerk Sue Brown does a super job of handling all the mailings and notifications as required of the Commission. A tip of the hat also goes to all the ladies in the City Office. Zetta Penner, Ladonna Perring and Janiece Reed cheerfully dispatch the Commission's mail and answer all our questions. Cordell is known as "A Friendly City," a moniker which is truly exemplified by the City Clerk and the City Office Staff. And, we can't forget City Administrator David Fuqua for his assistance and most importantly the time spent in meeting after meeting.

Dennis Haws, Chairman
Cordell Historic Preservation Commission

Cordell Historic Preservation Commission

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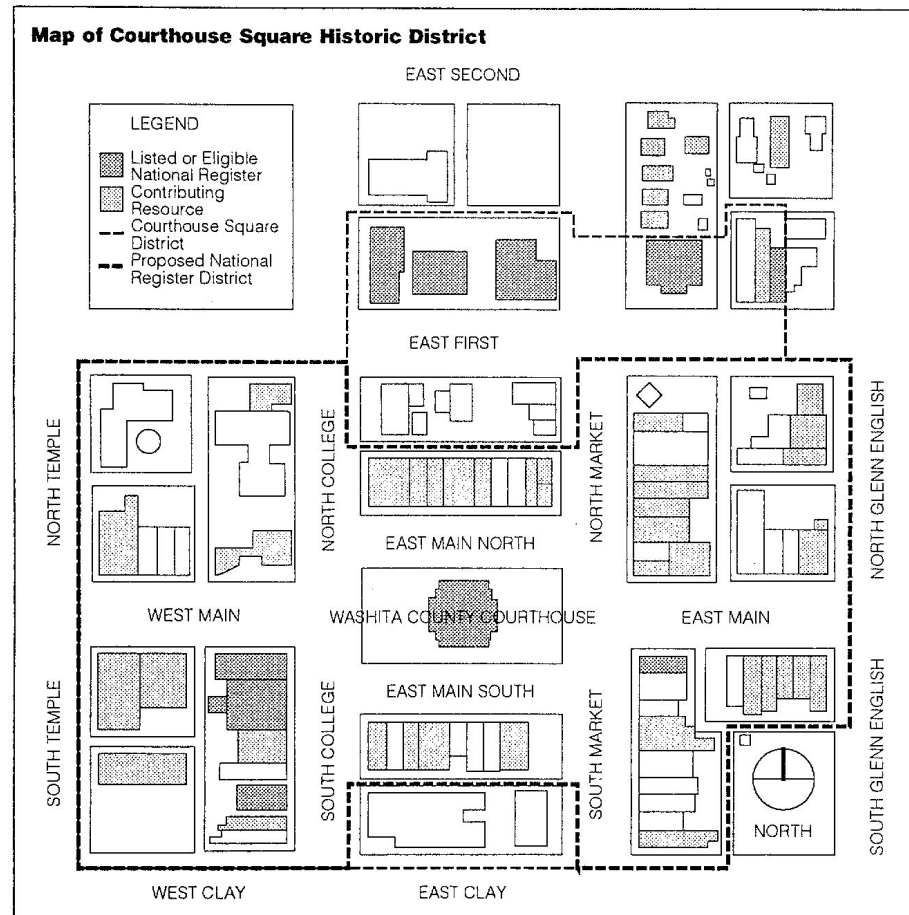
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Purpose of the Historic Resource Planning and Preservation Ordinance

The Historic Resource Planning and Preservation Ordinance is designed to allow designation and protection of properties which have been determined to be architecturally, archaeologically, culturally or historically significant to the City of New Cordell, Oklahoma and to allow interested parties the opportunity to arrange for the preservation of such properties.

The purposes of the ordinance are to

- Promote the designation of historic properties and landmarks and the creation of historic districts for the educational, cultural, economic and general welfare of the public;
- Safeguard New Cordell's cultural and architectural heritage;
- Preserve and enhance the environmental quality of neighborhoods;
- Strengthen the City's economic base by stimulation of structural and district conservation, reuse and revitalization;
- Stabilize and preserve property values and;
- Promote harmonious, orderly and efficient growth and development of the community, through the integration of the preservation and comprehensive planning processes within the City.

New Cordell Preservation Review Commission

The Preservation Review Commission is appointed by the Mayor, with the consent of the City Council and has six members. Each of the six members must have a demonstrated interest in historic preservation. A minimum of two of the six members shall be professionals with preservation-related experience and may reside outside the City of New Cordell, Oklahoma. These members may be selected from university faculties or professional preservation or planning organizations. The Commission will meet a minimum of four times each year and conduct a meeting with four of its six members present as a quorum.

Regularly scheduled meetings will occur on the first Thursday of each quarter. Additional meetings will be scheduled to accommodate applicants. The Commission will have the following powers and duties:

- To develop appropriate criteria and standards for identifying and evaluating neighborhoods, places, structures and improvements which might be classified as landmarks, historic sites or historic districts;
- To designate landmarks, historic sites or historic districts within the City limits of the City of New Cordell, Oklahoma; once designated by the Commission, such landmarks, historic sites and historic districts shall be subject to all the provi-

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- sions of this Ordinance, as well as any other specifically appropriate Zoning Ordinance provisions;
3. To compile a list of structures which would be eligible for designated landmark or historic structures status. Such structures may be within or outside a historic district; the Commission may negotiate with the owners of such structures for an agreement binding the owner and property; such agreement may be for a specified period of time and shall be binding on subsequent owners until the end of the time specified;
 4. To acquire a fee or lesser interest, including preservation easements, in historic properties by donation, bequest or, with the approval of the City Council, by purchase;
 5. To cooperate with Federal, State, local and other agencies in pursuing the objectives of historic preservation;
 6. To develop and recommend Ordinances, legislation and programs, and otherwise provide information on historic preservation to the New Cordell, Oklahoma, City Council;
 7. To design appropriate markers for designated landmarks, historic sites and historic districts;
 8. To take all steps necessary, including the taking, preparation and collection of photographs, measured drawings, descriptions, recorded interviews, written dates and documentation to permanently record the origin, development, use and historical significance of each landmark, site or district;
 9. To promote public education, interest and support for the preservation and enhancement of such landmarks, historic sites and historic districts; and
 10. To review, subject to this Ordinance, applications for new or existing Building or Demolition Permits; and to work on a voluntary basis with the owners of landmarks, historic sites or structures within a historic district, advising them on the benefits, problems and techniques of preservation and encouraging their participation in preservation activities; and to issue or deny "Certificate of Appropriateness" for said work.
 11. To make recommendations regarding the proposed demolition of designated landmarks or historic structures;
 12. To rescind designation of landmarks, historic sites or historical districts;
 13. To review requests for exceptions for uses within any historic district;
 14. To accept or raise funds from public and private sources; and to
 15. Make an annual report to the City Council regarding its activities.

The Certificate of Appropriateness

One of the primary duties of the Preservation Review Commission is to review applications for new or existing Building or Demolition Permits; and to work on a voluntary basis with the owners of landmarks, historic sites or structures within a historic district, advising them on the benefits, problems and techniques of preservation and encouraging their participation in preservation activities; and to issue or deny a "Certificate of Appropriateness" for said work.

Issuing the Certificate of Appropriateness is to make all concerned parties aware that all required submittals and approvals have been completed and that the proper Permit may be issued before the work is started. All requests for Building Permits for structures within a historic district and for those designated as landmarks or historic sites shall be referred to the Preservation Review Commission.

The Commission will review applications for a Certificate of Appropriateness within thirty (30) days. At the Commission meeting the applicant will present their application and proposal. The Commission will discuss the proposed changes with the owner of the structure in question and after the review is completed may issue or deny issuance of a "Certificate of Appropriateness" for the proposed work. The applicant has sixty (60) days to request a Building Permit and begin the work.

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A Certificate of Appropriateness is required before a Building Permit is issued for any of the following to occur in a historic district or on a designated historic landmark or site:

1. Demolition of the property;
2. Moving a property;
3. Material change(s) such as exterior reconstruction, alteration, or color changes other than those approved in the original application; or
4. Building of new structures or properties.

Sample Application for Certificate of Appropriateness**Application for Certificate of Appropriateness**

City of New Cordell, County of Washita, State of Oklahoma

Application is hereby made to the Historic Resource Planning and Preservation Commission, for the approval of the plans and specifications, herewith submitted, for the alteration, addition, construction or demolition of the building herein described.

All provisions of the Ordinance governing historic districts and designated historic landmarks shall be complied with, for the alteration, addition, construction or demolition of said buildings whether specified herein or not. Drawings, photographs, sample materials, and other information are hereto attached.

Dated this _____ day of _____, 19____ Signature of Owner or Agent _____

Address of Property _____

Present Name of Building _____ Historic Name _____ Date Built _____

Legal Description _____

Owner (Name & Address) _____

Agent (Name & Address) _____

Project Description _____

_____ Plans Attached Yes _____ No _____

Estimated Cost of Improvements _____

Action: Approved _____ Deferred _____ Denied _____

Conditions (for deferral or denial) _____

Date of Meeting _____

Signature of Staff _____ Date Received by HRPP Chairman _____

Additional Notes _____

Application Process

The applicant may obtain a copy of the application for a Certificate of Appropriateness from the City Clerk. In addition to completing the application for a Certificate of Appropriateness the applicant must also submit all or some of the following:

1. Drawings of the proposed project which must include accurate elevations of each facade, adequate detailing to indicate materials, colors, texture, light-reflecting characteristics, and special features intended for the building. Sketches may also be provided.
2. Photographs
3. Actual samples of the building materials to be used for the proposed project.
4. Other information may include cost estimates or information and presentations by the architect/designer/contractor.
5. A ten dollar filing fee must also be submitted to the City Clerk.

The completed application and supplemental information must be submitted to the Building Inspector (Code Enforcement Officer). The Building Inspector will send the application and accompanying information to the Preservation Review Commission to be reviewed in the same manner as a rezoning application and request. The Commission must meet with the applicant within 30 days.

If the application is not submitted with adequate information to explain the proposed project, the Commission may defer the application and request that the applicant appears at the next meeting with the additional information.

After the Preservation Review Commission has approved and issued a Certificate of Appropriateness, the applicant must begin the project within sixty days or the Certificate shall expire and reapplication must be made. The Preservation Review Commission may grant a minimum of two, thirty-day extensions for individual projects.

Appeals, Penalties, and Demolition**APPEALS**

If the applicant chooses to appeal the decision of the Preservation Review Commission, the appeal must be in writing and filed with the City Clerk within fifteen days of notification of the decision of the Preservation Review Commission. The City Council will hold a hearing on each property submitted for appeal and

1. Shall either approve the decision as submitted by the Preservation Review Commission, or
2. Approve the decision subject to modification, or
3. Deny the decision, or
4. Return the decision to the Preservation Review Commission for further study.

PENALTIES

Any person, firm or corporation who violates any provision of the Historic Preservation Ordinance shall, upon conviction, be punished by a fine not exceeding one hundred dollars (\$100.00). A violation exists whenever there is a performance of an act which is prohibited by the provisions of Historic Preservation Ordinance or a failure to perform an act which is required by the Historic Preservation Ordinance. It shall be considered a separate offense each day the ordinance is violated.

If any building or structure is erected, constructed, externally reconstructed, externally altered, added to or demolished in violation of the Historic Preservation Ordinance, the City or any person may begin an appropriate action or proceeding in a court with competent jurisdiction to prevent such unlawful erection, construction, reconstruction, exterior alteration, addition or demolition. The violating party shall pay all court costs and expenses, including reasonable attorney's fees, if the court should find in favor of the City or persons suing on behalf of the City to enforce the Historic Preservation Ordinance.

DEMOLITION

Building owners or agents wishing to demolish any structure located within the boundaries of the historic district must apply for and receive a Certificate of Appropriateness before said demolition begins. The Commission will make recommendations regarding the proposed demolition of designated landmarks or historic structures, including public demolition procedures initiated through Statutory "nuisance abatement" processes, as well as other public or privately-initiated demolition processes. No Permit to demolish all or part of such landmarks or structures shall be granted by the Building Inspector, except as follows:

1. Except as otherwise provided, no person, including an agent of the City of New Cordell, Oklahoma, in charge of a landmark or historic site improvement in a historic district shall be

granted a Permit or permission to demolish, partially or in total, such property without the written approval of the Preservation Review Commission.

2. Upon filing an application with the Commission, the Commission will determine whether the proposed change would destroy or adversely affect the historical features of the landmark, historic site or historic district property.
3. If the Commission determines that the property within the historic district would be adversely affected by the proposed change, it may withhold its consent to the granting of permission of the Permit. The Commission will make its decision within thirty days after the filing of the application, and shall state in writing the reasons for withholding consent. This document will be mailed to the applicant.
4. If the Commission refuses to grant permission or approve issuance of a Demolition Permit, it shall cooperate with the applicant to arrive at a mutually agreeable plan to avoid demolition, maintain historic integrity and achieve the applicant's objective.

If no plan is agreed upon within six months of the filing of the application, the Building Inspector may issue the Permit to demolish the subject property or the Municipal agent may proceed without the approval of the Commission.

Description

History

NEW CORDELL

New Cordell, located in Washita County and established in 1897, is the second site of the town. Old Cordell, located one-and-one-half-miles from the courthouse square, was founded in 1892. However, within several years it was evident that the water sources for the original city were insufficient. Most of the businesses moved to the new site, including the newspaper (The Cordell Beacon), which originally started in Cloud Chief, Oklahoma.

New Cordell was not the original Washita County Seat. Cloud Chief, the first county seat, also had problems supplying enough water to its residents. When New Cordell was platted in 1897, the town-site was platted with a central square to accommodate the possibility of later claiming the county seat. The two cities campaigned for the county seat until 1904 when Theodore Roosevelt signed a special act and legalized the move.

New Cordell's development is directly connected with the county seat status and the railroad. By 1910 there were offices for lawyers, abstracters, physicians, general and dry good stores, hardware stores, and other types of specialty businesses which serviced the needs of farmers and homesteaders. In 1902 the Bes Line Railroad (now known as the Frisco) was constructed through New Cordell coming from Enid and going to Vernon, Texas. Since the

economy of Washita County was heavily connected to agriculture, the presence of a railroad made the city an important shipping point, which attracted new industries, such as cotton gins and granaries.

The town grew at a steady and rapid rate during the first ten years. By 1908, the population of New Cordell was 2,000.

COURTHOUSE SQUARE

The Courthouse Square derives its name from the presence of the dominating Washita County Courthouse, which was built in 1910. The original square includes six blocks that surround the courthouse, however, later development along First Street (north of the original square) is an extension of the business district. One- and two-story brick buildings, mostly built between 1900 and 1929, characterize the commercial buildings facing the court house.

The courthouse square was platted in 1897 when "Old" Cordell was moved to its present site and renamed "New" Cordell. The Courthouse is the third courthouse built on the square. The first courthouse on the site, a wood-framed building, moved to New Cordell in 1900 from Cloud Chief. The second building, also wood-framed, replaced the original courthouse in 1902, but it was burned to the ground in a fire in 1909.

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In Cordell, like many other county seats across the United States, the location of the county courthouse influenced the design of the city. The courthouse square was a popular plan for many Oklahoma county seats. Located prominently in the center of the city, the courthouse functioned as the location for administrative, judicial and local legislative functions. The importance of its function and its use as a symbol of power for the entire county promoted local citizens to seek out prominent architects to design the building. The Washita County Courthouse was designed Layton, Weyss, Hawk and Smith, the same firm responsible for the design of the Oklahoma State Capitol.

The incorporation of a square in the middle of the downtown was a result of the desire of citizens of Cordell to eventually relocate the county seat to their city. The courthouse square is on the middle of a section line which originally served as the boundary for two homesteads. Main Street, which is also Highway 152, was also located on the section line and runs east and west. Located high on a hill in the middle of Main Street, the Washita County Courthouse serves as a dramatic focal point from both approaches to the city.

The Washita County Courthouse is the largest building in the historic district and sits prominently in the center of the square. It is a three-stories and constructed of brick with a stone foundation and has classical features. The dome on the courthouse has clocks on each side visible from the streets on the square and most of the secondary streets.

The buildings facing Main Street and the design of the streets around the square are also important features of the district. Most buildings located on the New Cordell Courthouse Square Historic District are one- and two-story, brick, commercial style business buildings, mostly erected before 1929. The businesses served a variety of needs in New Cordell and attracted people into town from surrounding farms and communities.

Some early businesses located on the square included the Washburn and Taylor Drug Store, at 100 E. Main, which later became the first Rexall Drug Store in New Cordell; the Wright Place, owned and operated by C. H. Wright, sold dry goods and shoes; C. T. Aker's Jewelry and Optometry, was one of the earliest properties in New Cordell; and the Cordell Beacon Newspaper, which moved to New Cordell in 1907 and has been continuously publishing since.

The boundaries of the district include the six blocks which surround the square, with the exception of the southeast corner of Temple and First and the northwest corner of Clay and Glenn English. The First Baptist Church, the Carnegie Library, the Cordell Post Office, and the Washita County Jail are also included in the historic district.

Description

Significant Buildings

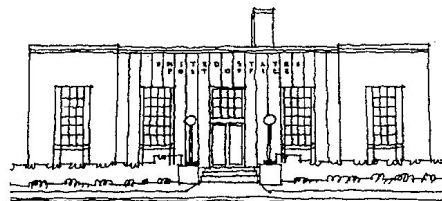


WASHITA COUNTY COURTHOUSE: Courthouse Square. This building is locally significant for its role in county government. Built in 1911 in the Beaux Arts Style, the courthouse is listed on the National Register of Historic Places.

FLORENCE HOSPITAL, 100 S. COLLEGE: The building was originally built as a furniture store and men's clothier in 1904 in the Commercial Style. However, it is locally significant for its role as the first full-service hospital in Washita County. Named after his wife, Dr. A. H. Bungardt owned and operated the hospital, which was on the second floor. The hospital was the first hospital in Washita County and was still the only hospital in 1914. The hospital operated until early in the 1950s. It is individually eligible for listing on the National Register of Historic Places.

104-108 S. COLLEGE: This building is locally architecturally significant as an excellent example of Commercial Style architecture and demonstrates the use of contrasting brick laid in decorative patterns on the facade of the building. The building was constructed circa 1909. It is individually eligible for listing on the National Register of Historic Places.

ANDERSON CLINIC, 116 S. COLLEGE: Built circa 1929, this building is locally architecturally significant as an example of Mission/Spanish Colonial Revival style. It is individually eligible for listing on the National Register of Historic Places.



CORDELL POST OFFICE, 121 E. FIRST: This building is locally significant as the main post office of New Cordell. It is also significant as a W.P.A. project. Located on an interior wall is a mural which was painted as part of the W.P.A.. The building was built in 1937 in the Art Moderne Style.

FIRST BAPTIST CHURCH, 101 E. FIRST: Built in 1940, the building is locally architecturally significant as the only example of Gothic Revival architecture in New Cordell. This congregation was the first to organize in New Cordell and a church has been at this site since the turn of the century.

CITY HALL BUILDING, 101-103 E. MAIN: This building was constructed in 1922 and has continuously served as an office and auditorium for New Cordell. It is an example of the Early Commercial style of architecture.



NEW CORDELL CARNEGIE LIBRARY, 105 E. MAIN: This building is locally significant as the public library of New Cordell. Built in 1911 with the assistance of an Andrew Carnegie grant, it is an outstanding example of the Spanish Mission Style of architecture. It was designed by A.A. Crowell, an Enid architect. The building served as the public library until 1981. It now serves as the Washita County Museum. It is listed on the National Register of Historic Places.

Description

DIXIE STORE BUILDING, 118-120 E. MAIN: This building was constructed in ca. 1912-1913. The owner, William Laxman, started the store in a wood building on the west side of the square in 1911.

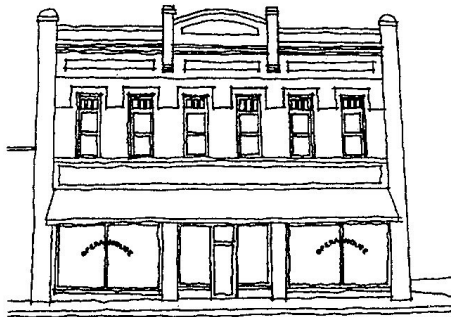
STEELE BUILDING, 125 E. MAIN: This building was constructed in 1929 by Robert Steele, the first mayor of New Cordell after the elected mayor resigned.



OKLAHOMA STATE BANK (OLD FIRST NATIONAL BANK), 200 E. MAIN: This building is locally significant for its role in commerce in New Cordell. Built in 1910, it is an excellent example of Classical Revival architecture as applied to commercial buildings. The first bank building at 127 E. Main was constructed in 1900 and has since been demolished. It is individually eligible for listing on the National Register of Historic Places.

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CITY NATIONAL BANK BUILDING, 201-203 E. MAIN: Constructed in 1903 of brick with stone insets, this bank was later known as the Cordell National Bank. It was also the first location of the telephone service, known as the Pioneer Telephone Company. This building is the oldest documented building remaining on the Courthouse Square Historic District.



OPERA HOUSE, 225. E. MAIN: The Opera House, built in 1907, had a general store on the first floor originally called the People's Store, with an auditorium on the second floor. Local businessmen Johnson and Page Miller, built the building.

CORDELL FIRE AND POLICE STATION, 123 S. MARKET: This 1941 building is one of the three Cordell W.P.A. projects. The construction consists of a mixture of native sandstone and stucco. The style and use of local materials is typical of many W.P.A. buildings.



WASHITA COUNTY JAIL, 215 E. FIRST: The 1940 Art Deco style jail is locally significant as one of the three W.P.A. projects in New Cordell and also for its role in county government.

Architecture Around the Square

The architecture of downtown Cordell is typical of many small towns and consists of one-, two-, and three-story brick buildings, but often elaborately designed brick upper stories. The buildings included in the Courthouse Square Historic District were built between 1900 and 1929. Construction of other buildings continued through the 1930s, 1940s and 1950s. Three more buildings were added to the district after 1951. The architectural styles include Early Commercial, Beaux-Arts style, Mission/Spanish Revival, and Modern Movement.

Commercial downtown buildings were similarly designed with a twenty-five to fifty-foot storefront. Second stories had large, wood, double-hung windows. The building was often capped with a simple cornice or elaborate entablatures.

The storefronts consist of a centered or side door flanked by large plate glass display windows on either side. Wooden kickplates were located under the plate glass windows. Above the entry door and the large windows there was generally a row of clerestory windows. These windows allowed natural light to reach the rear of the store.

The first stores built on the square were frame; however, the design was identical to the later built brick and stone buildings. The style of the buildings were determined by the architectural features applied to the exterior. Early Commercial Style buildings were

Description

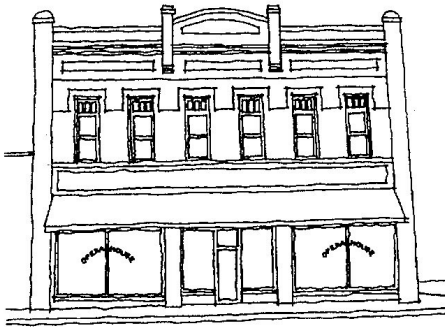
simply designed with the pattern of the brickwork used for decoration. Other styles were expressed by adding arched windows, quoins, arched or stepped parapets. Materials were also used to express styles such as the use of stucco for Spanish style buildings and smooth, cut-stone for Classical Revival buildings. The use of rough-cut sandstone or other local stone identifies early, turn-of-the-century buildings and some W.P.A. buildings constructed in the late 1930s and early 1940s.

The majority of the buildings located in the Courthouse Square Historic District were built using the Early Commercial Style, however there are a few including the Washita Courthouse, which are more elaborately designed with features that identify them as Beaux-Arts style buildings, Mission/Spanish Revival buildings, and examples of the Modern Movement including the Art Deco style.

Description

EARLY COMMERCIAL STYLE

The Early Commercial style of architecture was most often used in the construction of small one-and-two story businesses on small Main Streets across the Midwest. The style developed during the mid-1800s and continued in popularity through the 1950s. The front facade was simply designed and included an entryway and flanking display windows.



These features were often topped with clerestory windows which allowed increased lighting. The width of the building was usually the width of one or two downtown lots (twenty-five to fifty feet) and the length of the building extended from the sidewalk almost to the alley. Two-story commercial style buildings generally had a different use for the upstairs. These uses included apartments, offices, and storage. Most properties found in the Courthouse Square Historic District are simply designed Early Commercial style buildings.

BEAUX-ARTS STYLE



At the turn of the century many architects borrowed from European Renaissance examples and the Beaux-Arts style was often selected for government buildings. The Washita County Courthouse is an excellent example of Beaux-Arts Classicism, which remained popular from 1895 until 1920. Typically, this style of building climaxes with a central dome and the buildings' facade advances and recedes. The scale and form also change at each level - orders may be repeated, larger motifs may enclose smaller ones, and generally there is a variety of treatments used on the windows. The Courthouse is the only example of the Beaux-Arts style in the historic district.

MODERN MOVEMENT

Several government buildings were built with the aid of the Works Progress Administration (WPA) in the early 1940s. These included the post office, the police and fire station and the county jail. The Cordell Post Office and the Washita County Jail are excellent examples of the style generally selected for W.P.A. government building projects. The Art Moderne style was popular between 1920 and 1940 and was primarily influenced by Eliel Saarinen's design of the Chicago Tribune's headquarters in Chicago. Although his design was not constructed, smooth surfaces, curved corners, and an emphasis on the horizontal became popular features of building design.

This style was easily adapted to W.P.A. construction. Local materials were often quarried and the smooth exteriors of the stone block were executed manually. The Cordell Post Office, built in 1943, and the Washita County Jail, built in 1941, are typical of this type of style and construction.



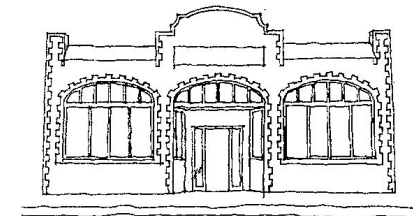
The third W.P.A. project in Cordell was the Cordell Fire and Police Station. This building was constructed in 1943 and is typical of many small town W.P.A. buildings. It was built using a mixture of na-

Description

tive sandstone and stucco. Two stories in height, it is simply designed and few, if any, architectural details are used. Because the post office and county jail were federal and county buildings, rather than a city office building, the more formal designs may have been selected for those two buildings.

MISSION/SPANISH REVIVAL

The Mission/Spanish Revival style was one of several period revival styles which were popular between 1900 and 1940. The proximity of southwestern Oklahoma to Texas and New Mexico and the influence of the Santa Fe Railroads' Spanish Style railroad stations made Cordell and other southwest Oklahoma towns natural locations for this style. Characteristics of this style include a smooth stucco exterior finish, the use of red, clay tiles, and arches.



The New Cordell Carnegie Library, located at 105 E. Main, and the Anderson Clinic at 116 S. College are excellent examples of the Mission/Spanish style of architecture.

The guidelines are in accordance with the New Cordell Ordinance #91-5, Article 5, Chapter 4, Historic Resource Planning and Preservation Ordinance, approved by City Council on August 3, 1995. The Historic Preservation Review Commission will use the "Secretary of the Interior's Standards for Rehabilitation" (Revised 1990) as the basis for each design review decision. These standards are used nationwide by hundreds of city historic preservation commissions and were originally written as guidelines for the National Park Service.

In addition to the Standards, the Commission will use the Historic Review Criteria included in the Historic Resource Planning and Preservation Ordinance and other specific recommendations which are included in the Courthouse Square Historic District Design Guidelines.

These guidelines apply to front and rear facades, and all exposed sidewalls. However, if building owners or agents are planning on undertaking rehabilitation projects for federal tax incentives or other programs that require conformance to the "Secretary of Interior's Standards for Rehabilitation," the interior of the building must also conform to the standards.

Secretary of the Interior's Standards for Rehabilitation (Revised 1990)

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 historical materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacements 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.

Historic Review Criteria

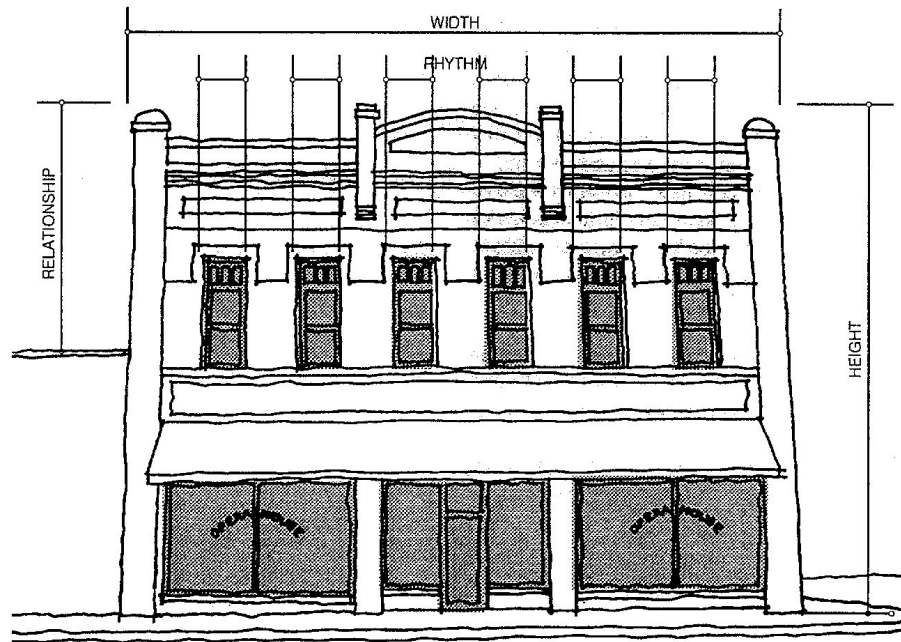
The Historic Review Criteria are included in the Historic Resource Planning and Preservation Ordinance. If the proposal involves an established Historic District, the following provisions and procedures must also be met and followed:

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 projects 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.

Noncontributing structures (see glossary) will be controlled by the Historic Resource Planning and Preservation Ordinance only to the degree necessary to increase or retain compatibility with the general atmosphere of the historic district, and to keep nonconformance or incompatibility from worsening.

Guidelines

1. **HEIGHT:** As a rule, new buildings or modifications to existing ones, should be to a height within 10" of the average height of existing adjacent buildings.
2. **PROPORTION OF BUILDINGS' FRONT FACADES:** Consideration shall be given to the relationship between the width-to-height of the front elevation of the building.
3. **PROPORTION OF OPENINGS WITHIN THE FACILITY:** Consideration shall be given to the relationship of width-to-height of windows and doors.
4. **RHYTHM OF SOLIDS TO VOIDS IN FRONT FACADES:** Consideration shall be given to an ordered, recurrent alternation of strong-weak architectural elements, to ensure appropriate rhythm of mass of openings.

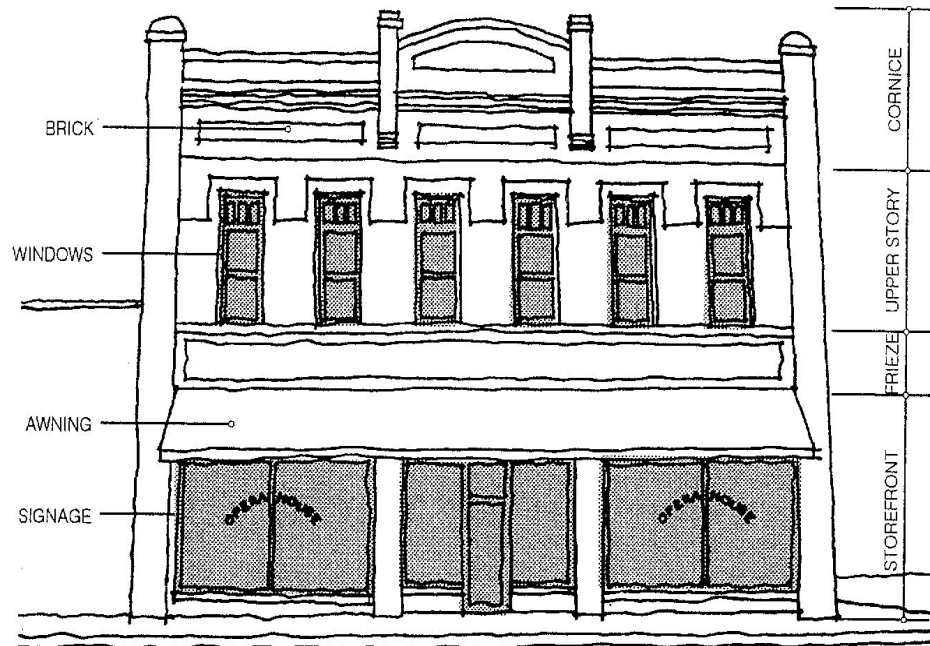


Guidelines

5. **RHYTHM OF SPACING OF BUILDINGS ON STREETS:** Consideration shall be given to a rhythm of recurrent building masses to spaces between buildings or structures.
6. **RHYTHM OF ENTRANCE AND/OR PORCH PROJECTIONS:** Consideration shall be given to entrances, porches or other projections at an intimate scale.
7. **RELATIONSHIP OF MATERIALS:** Consideration shall be given to the predominant material utilized, such as brick, stone, stucco, wood siding on other adjacent or surrounding structures.
8. **RELATIONSHIP OF TEXTURES:** Consideration shall be given to the predominate textures; these may be smooth (such as smooth stucco) or rough (such as brick with tooled joints, or horizontal wood siding or other textures).
9. **RELATIONSHIP OF COLOR:** Consideration shall be given to a predominant color or scheme that may be of a natural material or a patina colored by time.
10. **RELATIONSHIP OF ARCHITECTURAL DETAILS:** Consideration shall be given to architectural details and their relationship to the structure in question and adjacent ones, including but not limited to cornices, lintels, arches, quoins, balustrades and iron work, chimneys, etc.
11. **RELATIONSHIP OF ROOF SHAPES:** Consideration shall be given so that buildings shall have compatible roof shapes.
12. **WALLS OF CONTINUITY:** Consideration shall be given to physical ingredients, such as brick walls, wrought iron fences, evergreen landscape masses, building facades, or combinations of these so that continuous cohesive walls of enclosure are provided along the street.
13. **RELATIONSHIP OF LANDSCAPING:** Consideration shall be given to the predominance of a quality and quantity of landscaping, although emphasis herein shall be with the amounts and continuity of landscaping.
14. **GROUND COVER:** Consideration shall be given so there will be a predominance in the use of brick pavers, cobblestones, granite blocks or other materials.
15. **SCALE:** Consideration shall be given to scale, so that the size of units of construction and architectural detail relate to the size of man. In rendering this consideration, consideration shall also be given to building mass and how it relates to open space. The predominant element of scale may be brick or stone units, windows or door openings, porches and balconies, etc.
16. **DIRECTIONAL EXPRESSION OF FRONT ELEVATION:** Consideration shall be given to structural shape, placing of openings and architectural detail that may provide a predominantly vertical, horizontal or non-directional character to the buildings' front facades.

Storefronts

Downtown commercial buildings generally consist of the storefront, an ornamental frieze (above the storefront), one or more stories pierced by rectangular windows, and a cornice, usually with brackets and a frieze along the roof line. The storefront consists of one or two doors in the center of the facade, flanked by display windows of fixed glass.



Many of Cordell's original storefronts have been modernized and aluminum window and door frames have replaced the original wood or copper frames. The design of many storefronts has also been altered with original (setbacks) removed and a fully flush storefront installed. Some upper stories have been covered with metal siding or wooden mansards.

Building owners in the historic district are encouraged to remove any materials which obscure the original architectural features of the buildings in the historic district. If building owners or agents plan to remove false facades, a Certificate of Appropriateness is required in order to determine what the building owner intends to do after the removal of the facade.

Alternative plans can be discussed and approved with the Commission in case there are unexpected problems upon removal of false facades. The application must include how the removal of the false facade will be executed and a detailed plan for the restoration must be submitted to the Commission with the application for a Certificate of Appropriateness.

RECOMMENDED

1. Maintenance and protection of original materials and consideration of original materials or similar materials when rebuilding or rehabilitating storefronts.
2. Removal of false facades placed over the original facade in the past, such as metal siding and vertical or horizontal wood siding, and restoration of the original storefront. Often these applications have not caused extensive damage to the original facade and repairs can easily be made.

NOT RECOMMENDED

1. Introducing a new design or new materials that have not been historically documented or are not compatible with the existing building or surrounding buildings in the historic district.

Guidelines

Brick and Other Masonry Materials

Most of Cordell's downtown commercial buildings are brick. The front facade is generally covered with a high grade brick while the rear may be constructed of lower grade brick. Early sidewalls were built entirely of brick and served as fire walls. If well-maintained, brick and other masonry facades will remain in good condition for many years.

Other masonry applications in the district include the use of stone and stucco. The methods of maintenance and repair of all masonry materials should be carefully considered before beginning a project. Improper cleaning, repair and replacement can cause permanent damage.

RECOMMENDED

1. Replacing brick or other masonry surface materials with materials which match in color, texture, and detailing.
2. Repointing masonry with mortar which matches in color, texture, and detailing and is softer than the existing brick or stone. When repointing is correctly done, it should last 50 - 100 years and should guarantee the long life of the mortar joint, the wall, and the historic building.
3. Repairing stucco with methods and materials similar to the original application. Although there are new materials available, every effort should be made to match the existing stucco with traditional methods and materials.

NOT RECOMMENDED

1. Painting unpainted brick or masonry surfaces.
2. Sandblasting or using any mechanical means to clean or remove paint. Sandblasting destroys the face of the brick or stone and encourages further deterioration. It can also damage the existing mortar joints.

Wood Windows and Doors

Wood windows and doors are distinctive architectural features original to all the architectural styles built in the Courthouse Square Historic District. The original storefronts were built of wood, however, few remain. Oversized, double-hung wood windows were used for second story windows and many of these remain in place. These windows help define the upper stories and are important to the overall appearance of downtown buildings.

RECOMMENDED

1. Maintaining and protecting the original materials, both wood and glass, used in storefronts and upper story windows. If it is necessary to replace deteriorated materials, similar or identical materials should be used.
2. Using curtains, drapes, or shades in unoccupied upper stories to create the illusion that they are occupied.

NOT RECOMMENDED

1. Replacing clear glazing with tinted glass. This is not allowed in the historic district.
2. Removing or replacing any historic door or window. If a door or window has deteriorated and it is not possible to repair, new doors and windows should be similar in appearance to the original door or window.

Guidelines

Awnings

Canvas awnings can be both decorative and functional. They may serve as an energy saver by regulating the sunlight entering the building and provide shade for window shoppers. New and longer lasting materials are now available, however, the material chosen for awnings should have the same appearance as early-day awnings.

Many early day awnings were made of wood and attached to the building by chains. These awnings extended over the sidewalk and the side pieces were often used for name signs. The addition of flat, wood awnings to buildings in the historic district should be historically documented. The construction of canvas and wood awnings requires a Certificate of Appropriateness.

RECOMMENDED

1. Designing the awning to be appropriate to the style and architecture of the building and to be compatible with existing awnings.
2. Locating the name of the building on the awning.
3. Using lettering that is consistent in style and color with the original signs in the district and with other existing building signs.

NOT RECOMMENDED

1. Using translucent plastic awning materials and up-lighted awnings.
2. Awnings that interfere with pedestrian traffic. Awnings should be of a height that allows free movement along the public thoroughfare.
3. Wood or permanent awnings which are supported by poles or post which extend to the sidewalk.

Guidelines

Streetscape

The streetscape includes the views and vistas of the historic district. The buildings serve as the backdrop and all other features serve as enhancements. The design and placement of additional features should also reflect the preservation concept which has been established. Street furniture and other amenities located on sidewalks or other open spaces within the historic district must receive a Certificate of Appropriateness. This would include street lights, trash receptacles, park benches and planters.

RECOMMENDED

1. Selecting high-quality amenities. The buildings in the historic district are of excellent design and construction. Any amenities which are placed in the district to enhance the historic buildings should reflect the existing quality of design and construction.
2. Selecting design-compatible amenities. While the final selection may be contemporary in design, it is important to consider present design features and conduct research to reveal earlier features.

NOT RECOMMENDED

1. Selecting replicas of historic elements without documentation that they actually appeared on the streetscape. The new amenities should avoid confusing the sense of the district's historic character and protect the historic integrity of the property and its environment.

Guidelines

Color and Paint

Individual color choices for wood, metal, brick and other materials which may be painted in a historic district are important. While the selection of color for an individual building may not affect that property, the close association of properties in a historic district demands that individual color choices be compatible with the style of the building, the surrounding buildings, and the overall district.

If a building owner or agent chooses to repaint any part of their building the same color, except the painting or repainting of brick or masonry surfaces, it is considered maintenance and does not require a Certificate of Appropriateness. Building owners or agents intending to repaint masonry surfaces using a different color, must apply for a Certificate of Appropriateness.

RECOMMENDED

1. Using historically documented colors or colors compatible to existing colors already in place in the historic district. The Commission or the (City) will have available paint and color charts which indicate popular color choices before 1950. The architectural style and date of construction of individual buildings should be considered by the applicant and the Commission. It is possible to determine original paint colors by carefully scraping through the existing layers and examining the paint scrapings.
2. Regular maintenance of all painted surfaces. Paint is continually weathering and it must be reapplied every 5-8 years. Proper preparation will allow longer periods of time between painting.
3. Painting previously painted brick or masonry surface buildings with a color that is similar or identical to the historic brick or masonry color, or a brick color that is compatible with other brick surfaces in the historic district. If the building was built after 1946, the Commission may allow latitude in the selection of a paint color.

Guidelines

New Construction

Any new construction in the historic district should be carefully considered by the building owner or agent. This includes the construction of new, free-standing buildings and additions of any size to existing buildings. The design of a new building or addition must adhere to the standards, criteria, and recommendations included in the Cordell Design Guidelines.

The historic review criteria addresses height, proportion, rhythm, materials, textures, color, architectural details, roof shapes, continuity, landscaping and scale. Each of these criteria must be met. The Commission encourages designers of new buildings or alterations to existing structures to consider the relationship of the proposed project to the total character of the streetscape or of any district.

The Commission may choose to obtain an architect or other design professional with preservation experience to assist in the review of new construction.

NOT RECOMMENDED

1. Using mechanical methods, such as sanders, unless the surface is wide enough to accommodate the tool. Waterblasting above 600 p.s.i. is not recommended because it can force water into the woodwork and damage the finish. Soft brushes, a detergent solution, and a garden hose are generally adequate to clean the building surface.
2. Extreme caution should be used if chemicals are being considered for the removal of paint. The application of certain chemicals can be hazardous to the user. Building owners or agents considering the use of chemicals should contact the City and discuss how any excess chemical will be removed from the sidewalk or any other public right-of-way.
3. Painting murals on unpainted brick buildings includes front, rear, and side facades. If a building owner or agent wishes to paint a mural on any exterior part of a building in the district, they must apply for a Certificate of Appropriateness. Painting historic signs or advertising may be considered by the Commission.

Signage

Guidelines for signage encourage applicants to relate the size, design, and placement of the sign to the architectural elements of the building. All signs should be compatible with other signs and buildings along the street. Dimensions, subject matter, materials, color, letter styles, legibility, overall effect and placement on the building will be considered by the Commission. The Commission does not promote excessive conformity.

Building owners or agents must apply for a Certificate of Appropriateness for permanent signs which will be attached to the building, painted on the storefront or upper story windows, and can be clearly seen from the street or sidewalk. These may include interior signs.

Freestanding signs, such as sign boards placed outside at the beginning of business and taken inside after business closes, must also be approved by the Commission. Signs which would be used for a short time and are related to an individual event are not included. Examples include those that are designed for a weekend or week long sale and signs connected to a particular season or event, such as Christmas.

The Christmas lights, which are installed and added to every year by the Cordell Light Brigade, are exempt from review by the Commission. However, if the overall design or installation techniques are changed, the Commission must be notified and given an opportunity to review the impact of the design or installation on the buildings in the historic district.

The City of Cordell must be notified before permanent signs are installed. Any existing City sign ordinances must also be considered before applying for a Certificate of Appropriateness.

RECOMMENDED

1. Placing projecting signs at a right angle to the building and limiting the size of the sign to six square feet, with a four-foot maximum projection from the building.
2. Consideration of signage which is similar to the signage used in downtown Cordell before 1940. The Commission and the Washita County Museum have collections of historic photographs which include signage and are available to building owners and agents.
3. Placing new signs in the same location as early day signs. These requests should be accompanied by historic photographs or photographs of the building which indicate where the original sign was placed.

NOT RECOMMENDED

1. Placing signs higher than the sill of the second floor windows, unless historically documented.
2. Painting a sign on an unpainted masonry surface. This is not allowed unless the owner or agent has received a Certificate of Appropriateness.

Parking, Sidewalks and Landscaping

The Courthouse Square Historic District includes few parking lots. Parking lots, sidewalks and other open spaces, such as the grounds surrounding the Washita County Courthouse, should be designed and cared for in a manner that complements the properties in the historic district.

RECOMMENDED

1. Landscaping parking lots, sidewalks and other open spaces with materials that are easily maintained. Any plant material introduced into the historic district should be recommended by a professional with local experience. Weather conditions, the availability of water, and the degree of maintenance required should be considered.

NOT RECOMMENDED

1. Plant materials which obscure any important architectural features. The spacing and height of any trees introduced into the historic district should respect the existing historic architecture.

Materials, Maintenance, and Cleaning

The building materials used in the Courthouse Square Historic District help to define the historic character of the district. While many of these materials remain available, some are no longer used in new construction. However, many materials are easily obtained from local lumber stores and hardware stores. Local craftsman are often called upon to manufacture replicas of certain items, such as wooden details, siding, windows, and doors.

Building owners and agents should investigate all alternatives before selecting replacement materials which are not identical or similar to the original materials. Building owners and agents are responsible for keeping buildings or sites in good repair. This includes the responsibility of maintaining any interior part of the building which may affect the condition of the exterior of the building.

RECOMMENDED

1. Whenever possible, the original materials should be repaired rather than replaced. Masonry should be repaired with identical, similar or compatible materials. Whenever mortar is repointed or replace, it should be duplicated in strength, composition, color, and texture. Stucco exteriors should be patched with new stucco that duplicates the old in strength, composition, color and texture. Wood windows and doors should be repaired and replaced with materials similar in form and detail.

2. Whenever original materials are deteriorated beyond repair, identical or similar materials should be used for replacement.
3. Original materials should be protected from weather by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features. Regular maintenance of gutters and other drainage features is encouraged. The accumulation of water at the base of masonry buildings should be avoided.
4. Flat roofs with asphalt sheathing should be maintained. Water damage to the interior of historic buildings can cause deterioration of the entire structure.
5. Cleaning historic buildings with the mildest methods. Begin with water, soap and soft brushes. The acquired patina of the building reflects its age. Unless the buildings or parts of the building are unusually dirty, a mild washing is all that should be done. Details and flat surfaces may require more maintenance and cleaning.

NOT RECOMMENDED

1. Using non-original materials to obscure architectural features, including the upper portions of any building in the historic district, is generally not allowed.
2. Using harsh abrasives that scratch or alter the original material should not be used.

List of Addresses of Buildings in District

ADDRESS	NAME OF BUILDING	DATE OF CONSTRUCTION
Courthouse Square	Washita County Courthouse	1911
203 E. Clay	Fire and Police Department	
106 N. College		
116 N. College		
118 N. College		
110-102 S. College	Florence Hospital	1904
104-108 S. College		
110-112 S. College		
114 S. College		1909
116 S. College	Anderson Clinic	1929
118 S. College		
120 S. College		
108 N. Glenn English		
114 N. Glenn English		
114 N. Glenn English (behind)		
116 N. Glenn English		
100 E. First		
101 E. First	First Baptist Church	1940
105 E. First	Cordell Carnegie Public Library	1911
106 E. First		
110 E. First		
121 E. First	Cordell Post Office	1937
215 E. First	Washita County Jail	1940
218 E. First		
220 E. First		
120 W. First		
100 E. Main		
101-103 E. Main	City Hall	1922
102 E. Main		

Appendix

ADDRESS	NAME OF BUILDING	DATE OF CONSTRUCTION
104 E. Main		
106-108 E. Main		
109 E. Main		
110-112 E. Main		
113 E. Main		
114 E. Main		
115 E. Main		
116 E. Main		
117-119 E. Main		
118-120 E. Main	Dixie Store	1912-1913
121 E. Main		
123 E. Main		
125 E. Main	Steele Building	1929
127 E. Main		
200 E. Main	Okla. State Bank	1910
201-203 E. Main	City National Bank	1903
205-211 E. Main	Washita Hotel	
213 E. Main		
214 E. Main		
216 E. Main		
217 E. Main		
218 E. Main		
219 E. Main		
220 E. Main		
222 E. Main		
224 E. Main		
225 E. Main	Opera House Building	1907
101 W. Main		
111 W. Main		
113 W. Main		
115 W. Main		

Appendix

ADDRESS	NAME OF BUILDING	DATE OF CONSTRUCTION
118 W. Main		
120 W. Main		
125 W. Main		
103 N. Market		
105 N. Market		
107 N. Market		
109 N. Market		
110 N. Market		
111 N. Market		1946
117 N. Market		
121 N. Market		
123 N. Market		
103-105 S. Market		
107-109 S. Market		
111 S. Market	Washita Theater	
113 S. Market		
115 S. Temple		
117 S. Market		
119 S. Market		
121 S. Market		
123 S. Market	Police and Fire Station	1941

Americans with Disabilities Act

The Americans with Disabilities Act (ADA), Public law 101-336 prohibits discrimination on the basis of disability by private entities in places of public accommodation and requires that all new places of public accommodation and commercial facilities be designed and constructed so as to be readily accessible to and usable by persons with disabilities. Public agencies and private entities must comply.

Modifications to improve accessibility should generally be based on the following priorities:

1. Making the main or a prominent public entrance and primary public spaces accessible, including a path to the entrance;
2. Providing access to goods, services, and programs;
3. Providing accessible restroom facilities, and,
4. Creating access to amenities and secondary spaces.

Historic buildings are not exempt from the ADA. Measures that are "readily achievable" should be taken immediately. When "qualified historic buildings or facilities" are altered, the alterations must comply with the same accessibility requirements as any other building or facility unless it is determined through consultation with the State Historic Preservation Office that compliance would threaten or destroy the historic significance of the building or facility.

A "qualified historic buildings or facilities" is a building or facility that is

1. Listed in or eligible for listing in the National Register of Historic Places or
2. Designated as historic under an appropriate State or local law.

In Oklahoma, buildings or facilities listed in the Oklahoma State Register of Historic Places are also "qualified."

The State Historic Preservation Office (SHPO) must be consulted if federal funds are used in the rehabilitation of a project. Owners of privately funded projects may consult with the State Historic Preservation Office if the owner believes compliance with accessibility requirements will threaten or destroy the historic significance of the building or facility and that alternative requirements should be followed.

Owners must submit a written request to the SHPO that includes the name and location of the building or facility, a statement about which of the designates cited above causes the property be considered a "qualified historic building or facility," and documentation that demonstrates why the alternative accessibility requirements should apply. Alternative accessibility requirements are set forth in 28 CFR Part 36.4.1.7(3). This information is available from the SHPO.

For questions about the Americans with Disabilities Act and "qualified historic buildings and facilities" owners should contact the historic preservation architect at the State Historic Preservation Office (405) 521-6249. The address is included in the Appendix under Resources.

This information was provided by the State Historic Preservation Office and is included in their March 1993 SHPO Fact Sheet #7.

List of Resources

OKLAHOMA STATE HISTORIC PRESERVATION OFFICE: 2704 Villa Prom, Shepherd Mall, Oklahoma City, Oklahoma, 73107. (405) 521-6249

PRESERVATION OKLAHOMA: 100 East Main, P.O. Box 25043, Oklahoma City, Oklahoma. 73104. (405) 232-5747

NATIONAL PARK SERVICE: Preservation Assistance Division, Technical Preservation Services, P.O. Box 37127, Washington, D.C. 20013-7127.

NATIONAL TRUST FOR HISTORIC PRESERVATION: Southwest Field Office (includes Oklahoma and Texas) 500 Main Street, Suite 606, Fort Worth, Texas, 76102. (817) 332-4398

Investment Tax Credits for Rehabilitation

Federal Tax Law currently provides attractive incentives for the rehabilitation of historic and older buildings. These special benefits encourage revitalization of historic districts and individual buildings. The tax credits are worth twenty percent of the allowable costs of a "certified rehabilitation" of a "certified historic structure." Ten percent of the cost of rehabilitation is allowed for a building constructed prior to 1936 and is not a "certified historic structure."

To qualify for the tax incentives, requirements of both the Internal Revenue Service and the U.S. Department of the Interior must be met. The State Historic Preservation Office (SHPO) participates in the review of proposed rehabilitation projects and is the initial contact for applicants. The U.S. Department of the Interior, National Park Service, is the agency responsible for certifying historic structures and rehabilitation work.

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

All of the project work must be done in accordance with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings and must satisfy all IRS requirements.

For questions about investment tax credits and "qualified historic buildings and facilities" owners should contact the historic preservation architect at the State Historic Preservation Office (405) 521-6249. The address is included in the Appendix under Resources.

This information was provided by the State Historic Preservation Office and is included in their February 1992 SHPO Fact Sheet #3.

Glossary

ADAPTIVE USE: (see Preservation)

ARCHITECTURAL RESOURCES: Districts, structures, buildings, monuments, sites, or landscaping which possess local interest or artistic merit or which are particularly representative of their class or period, or represent achievements in architecture, engineering, or design.

CERTIFICATE OF APPROPRIATENESS: The approval issued by the City's Preservation Review Commission for:

1. Alterations of historic properties designated under this Ordinance or the City's Zoning Ordinance,
2. Demolition of such properties,
3. New construction in a district designated under said Ordinances as historic, or
4. Projects that may impact upon a designated historic property or district.

CERTIFIED HISTORIC BUILDING: Listed in or eligible for listing in the National Register of Historic Places. May be individually listed or a contributing resource in a historic district in the National Register. Or, a contributing resource in a historic district designated under a certified local ordinance.

CERTIFIED REHABILITATION: A rehabilitation project where the work is done in accordance with

the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings and satisfies all IRS requirements.

COMMISSION: Preservation Review Commission of the City of New Cordell.

CONTRIBUTING RESOURCES: Resources (districts, sites, buildings, structures, and objects) located within a historic district which were built during the period of significance and which have not been significantly altered.

EASEMENT: An historic facade easement is a method by which a property owner transfers to another party certain rights and privileges pertaining to the property. Generally it is limited to the facade of the building.

HISTORIC DISTRICT: A geographically definable area with a concentration or linkage of significant sites, buildings, structures or monuments that are unified historically, architecturally, archaeologically or culturally.

HISTORIC PROPERTY: An individual structure, building, site or monument which contributes to the historical, architectural, archeological and/or cultural heritage of the city.

HISTORIC RESOURCES: Sites, districts, structures, buildings, or monuments that represent facets of history in the locality, state or nation; places where

significant historical or unusual events occurred; places associated with a personality or group important to the past.

NATIONAL REGISTER OF HISTORIC PLACES: The national list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering and culture, maintained by the Secretary of the Interior.

NON-CONTRIBUTING RESOURCES: Resources (districts, sites, buildings, structures, and objects) located within a historic district which were built after the period of significance or resources built during the period of significance which have been significantly altered.

ORDINARY MAINTENANCE AND REPAIR: Any work not requiring a Building Permit or Certificate of Appropriateness, where the purpose is to stabilize and not noticeably alter the property's exterior appearance. Any work not satisfying the above requirements shall not be considered ordinary maintenance and repair (i.e., painting previously unpainted brick).

PRESERVATION: Any or all of the following:

1. Adaptive Use. Restrained alteration to accommodate uses for which the property was not originally constructed, but in such a way as to maintain the general significant characteristics;
2. Conservation. Sustained use and appearance essentially in the property's existing state;

3. Protection. Security of a property as it exists through the establishment of the mechanism of the Historic Resource and Planning and Preservation ordinance;
4. Reconstruction. Process of recreation or reproduction of new construction, all or part of the form and detail of a vanished resource, as appeared at a specific period in time;
5. Rehabilitation. Process of returning a property to a state of efficiency or soundness by repair or alteration, designed to encourage its continued use but without noticeably changing its exterior;
6. Restoration. Process of accurately recovering all or part of the form and detail of property and its setting as it appeared at a particular period of time, by means of removal of later work and replacement of earlier work; and
7. Stabilization. Process of applying measures designated to halt deterioration and to establish the structural soundness of an unsafe or deteriorated property while maintaining the essential form as it presently exists, without noticeably changing the exterior appearance.

PRESERVATION REVIEW COMMISSION: The Ne Cordell Preservation Review Commission appointed by the Mayor, with the consent of the City Council, with the powers and duties established in the Historic Resource and Planning and Preservation ordinance.

SIGNIFICANT CHARACTERISTICS: Any or all of the following:

Cultural

1. Has noteworthy character, interest or value as part of the development of the locality, state or nation; or
2. Is associated with a noteworthy personality or part development; or
3. Is the site of a noteworthy social, economic or political event.

Architectural

1. Exemplifies a distinctive artistic style or engineering specimen; or
2. Represents the work of a particular designer, architect or contractor whose work has influenced the community or nation; or
3. Contains elements of design, detail, style or craftsmanship unique to the past; or
4. Is a distinctive part of, or related to a park or other distinctive area that should be preserved; or
5. Represents a visual and established feature of a neighborhood, community or skyline due to its location or physical features.

Archaeological

1. Has yielded information or is likely to yield information (based on physical evidence);
2. Is part of, or related to, a distinctive geographical area which should be developed or preserved according to a plan based on a cultural, historical or architectural motif.

Historical

1. Represents events of the past, important to the development of the area, community, state or nation.

STATE HISTORIC PRESERVATION OFFICER (SHPO): The official within the State of Oklahoma who has been delegated and appointed by the Governor to administer the Historic Preservation Program in the State.

STATE REGISTER OF HISTORIC PLACES: The State of Oklahoma list of districts, sites, buildings, structures, and objects significant in State history, architecture, archeology, engineering and culture, maintained by the State Historic Preservation Officer.