



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, October 07, 2024 at 5:30 PM

AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

ROLL CALL

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS: HISTORIC DISTRICT COMMISSION MEETING OF SEPTEMBER 9, 2024.

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 24-19) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CERTIFICATE OF APPROPRIATENESS REQUEST FOR PROPERTY LOCATED AT 727 CHAUTAUQUA AVE. FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF EXISTING WINDOWS; C) ELIMINATION OF TWO EXTERIOR DOORS; D) ENCLOSURE OF THE EXISTING SUNROOM; E) EXPANSION OF EXISTING APPROACH AND DRIVEWAY.
3. (HD 24-20) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CERTIFICATE OF APPROPRIATENESS REQUEST FOR PROPERTY LOCATED AT 733 CHAUTAUQUA AVE. FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF WINDOWS; C) PAINTING OF THE EXTERIOR BRICK WALLS.

REPORTS/UPDATES

4. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE SEPTEMBER 9, 2024.
5. DISCUSSION OF PROGRESS REPORT REGARDING FY 2024-2025 CLG GRANT PROJECTS.

DISCUSSION

MISCELLANEOUS COMMENTS

ADJOURNMENT



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, September 09, 2024 at 5:30 PM

MINUTES

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers at the Norman Municipal Building on the 9th day of September, 2024, at 5:30 p.m., and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray Street and on the City website at least 24 hours prior to the beginning of the meeting.

Chair Michael Zorba called the meeting to order at 5:31 p.m.

ROLL CALL

PRESENT

- Mitch Baroff
- Taber Halford
- Sarah Brewer
- Karen Thurston
- Susan Ford
- Jo Ann Dysart
- Gregory Heiser
- Michael Zorba

ABSENT

- Barrett Williamson

A quorum was present.

STAFF PRESENT

- Anais Starr, Historic Preservation Officer, Planner II
- Jeanne Snider, Assistant City Attorney
- Roné Tromble, Admin. Tech. IV

GUESTS PRESENT

- Linda Ozan, 800 Naz'h Zudhi Dr., Oklahoma City, OK
- Michael Mapes, 800 Naz'h Zudhi Dr., Oklahoma City, OK
- Ronald Frantz, 12200 Lancelot Dr., Oklahoma City, OK
- Beau Jennings, 4600 Highland Lake Dr., Norman, OK
- Brittani Beaver & Michael Serna, 505 Chautauqua Ave., Norman, OK
- Stephanie Pilat, 1625 Crestmont Ave., Norman, OK
- Matt Peacock, 2220 Westwood Dr., Norman, OK
- Andrew Stone, 1118 Lombardy
- Owen Love, 3101 Venice Ct., Norman, OK
- Marsha McDaris, 448 College Ave., Norman, OK

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS: HISTORIC DISTRICT COMMISSION MEETING OF AUGUST 5, 2024.

Motion made by Sarah Brewer, **Second** by Karen Thurston, to approve the minutes of the August 5, 2024 Historic District Commission meeting as presented.

The motion passed unanimously by a vote of 8-0.

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CERTIFICATE OF APPROPRIATENESS REQUESTS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A RECOMMENDATION OF THE PRAIRIE HOUSE NOMINATION TO THE NATIONAL REGISTER OF HISTORIC PLACES (NRHP) LOCATED AT 550 48TH AVENUE NE, NORMAN, OKLAHOMA.

Motion made by Karen Thurston, **Second** by Sarah Brewer, to recommend the Prairie House nomination to the National Register of Historic Places (NRHP).

Linda Ozan, State Historic Preservation Office, presented the proposed nomination:

- Ms. Ozan reviewed the history of the Prairie House and the nomination to the National Register of Historic Places (NRHP) as an example of the organic style of architecture.

Anais Starr presented the staff report:

- Ms. Starr noted that several of the Commissioners had an opportunity to tour the Prairie House, and thanked the Prairie House Society members for providing the tours.
- She discussed the importance of unique architecture such as this to Norman and Oklahoma, and the region and nation as a whole.

There were no public comments.

Commission Discussion:

- Commissioner Brewer spoke to the importance of the preservation of the house.
- Commissioner Halford asked the process after the Commission's recommendation.
- Ms. Ozan reported that their meeting will be October 17 at 1:30 p.m. at the Oklahoma Historical Society Building. If it is approved at that meeting, it moves to the State Historic Preservation Officer and then to the National Parks Service, where they have 45 business days to act on the nomination. If approved, it will be listed on the National Register of Historic Places.
- Commissioner Ford asked if they are planning to clean up the vegetation around the building.
- Beau Jennings, Interim Executive Director of the Prairie House Preservation Society, said the plan is to clean up the vegetation. They have been working on grants to obtain funds to preserve the house, as well as clean up the vegetation.

- Ms. Starr commented that they are giving tours to help raise funds and awareness for the Prairie House. Mr. Jennings said they have paused tours for a while to work on the house.

The motion passed unanimously by a vote of 8-0.

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3. (HD 24-17) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 904 CLASSEN BOULEVARD FOR THE FOLLOWING MODIFICATIONS: a) EXPOSE AND RESTORE FRONT PORCH COLUMNS; b) INSTALL SKIRT ON FRONT AND SIDE OF THE HOUSE; c) REPLACE WINDOWS WITH COMPOSITE WINDOWS ON THE EAST AND NORTH SIDES OF THE HOUSE.

Anais Starr presented the staff report:

- This is a 1913 Bungalow Craftsman style. It is non-contributing due to the fact it has had many renovations and remodels. The northeast corner of the structure originally had a porch which has been enclosed.
- The applicant has come before the Commission previously for several items, one of which was to replace the metal siding; these requests are a result of peeling off the layers in that process.

Motion made by Sarah Brewer, **Second** by Susan Ford, to approve Item 3a, Expose and restore front porch columns, as submitted.

Anais Starr presented the staff report on Item 3a:

- The porch has been enclosed. Ms. Starr reviewed photos which were submitted by the applicant. The applicant is proposing to put back the columns that were there originally; parts of the columns are still there and other parts are not. It is a non-contributing house. The applicant is proposing columns with a brick base and wood column on top for both the front and side of the house. It is a typical design seen in the Miller Historic District.
- The Guidelines for walls and porches encourage the replacement of missing features, and allow for alterations to non-contributing houses to the degree necessary to make them compatible with the rest of the neighborhood.
- The Commission would need to determine whether or not it is appropriate to restore the porch columns on this non-contributing structure. Brick and wood are compatible materials with the neighborhood.

Ryan Hauser, property owner, discussed the project:

- When the aluminum siding was applied, they followed the line of the trapezoidal columns, so the wall is sloped instead of being straight up. The base of the columns have been covered by aluminum siding. On the inside of the porch the pillars are still existing and exposed. He plans to move the wall back so it bisects the pillars in their midsection and make the wall perpendicular.
- Under the aluminum siding is a layer of asbestos shingles, tar paper, then tongue and groove solid wood.
- There currently are no brick columns. They will be faux columns because the support is currently provided by something other than brick. He wants to use old

brick. He also presented an option of brick tile (veneer) if he needed to make the column narrower.

There were no public comments.

Commission Discussion:

- Commissioner Brewer likes the vision and thinks it would be an improvement to the house. The lack of details is concerning. Compatibility with the neighborhood is important. She is concerned there is not enough information.
- Commissioner Zorba thinks it is important that the top cap be wider than the brick, or faux brick, column base.
- Commissioner Ford commented that a top cap could be built to overlap the brick column, so it looks stepped. She likes the idea of exposing the columns.
- Commissioner Halford would like to see construction details.
- Commissioner Brewer would like the brick to be wider than shown in the drawings.
- Commissioner Thurston commented that there are many styles of columns; the size of the top cap dictates the size of the pillar. She needs more detail before she can vote, because she doesn't know what she is approving.
- Commissioner Halford expressed concern that the northeast corner may present issues that have not been considered because we don't know what is under the siding.
- Mr. Hauser clarified that all the wood columns are the same shape and they're all tapered. There will be three wood columns.
- Commissioner Zorba suggested that the applicant consider postponing this item and come back with more detail, including dimensions.
- Mr. Hauser said he would like to postpone this item. He might be able to expose more under the siding, and get samples of the brick and tile. He can also provide pictures of the inside.
- Commissioner Ford suggested that the applicant provide one drawing of the column, the cap, the base and all the dimensions and materials.

Motion made by Sarah Brewer to postpone Item 3a to a future meeting; **Second** by Susan Ford.

The motion to postpone Item 3a to a future meeting passed unanimously by a vote of 8-0.

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Motion made by Susan Ford to approve Item 3b, Install skirt on front and side of house, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report on Item 3b:

- Ms. Starr reported that the applicant needs to do something with the northeast corner where he removed some of the aluminum siding. He wants to make it aesthetically better than it was with a weatherproof material. A brick skirt is something that you do see in the Miller Historic District.

Ryan Hauser, property owner, discussed the project:

- Mr. Hauser noted that the skirt is just around the porch. The skirt on the rest of the house is cement.
- He originally thought there was brick under the siding because he could see the brick base, but there are only two rows of brick which provide the base for the stud wall. He would like to use brick tile to cover the skirt, and match the brick columns.
- When the aluminum siding is removed, you have asbestos tile, over tongue and groove.

There were no public comments.

Commission Discussion:

- Commissioner Baroff suggested this be postponed so the applicant can provide specific details.
- Commissioner Ford asked what would support the brick tiles. Mr. Hauser responded that he proposed to use Durarock sheets, nailed to the studs.
- Commissioner Dysart asked if the material wrapping the columns should be the same as the skirt.
- Commissioner Zorba commented that he could have wood siding for the skirt and brick for the columns. He does not have a problem with either brick or wood skirt.
- Commissioner Halford commented that the applicant was previously approved to replace the skirt with the siding. It would not be his preference to add in another material.
- Commissioner Thurston would like to see more detail, or exactly what is being proposed.
- Mr. Hauser said he should postpone this item, because he can't do one without the other.

Motion made by Sarah Brewer to postpone Item 3b to a future meeting; **Second** by Karen Thurston.

The motion to postpone Item 3b to a future meeting passed unanimously by a vote of 8-0.

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Motion by Gregory Heiser to approve Item 3c, Replace windows with composite windows on the east and north sides of the house, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report on Item 3c:

- Ms. Starr reported that there are a variety of windows that the applicant is wanting to replace with fiberglass windows, to bring some uniformity to the window configurations. He would also like to change the window opening size on the front so they match.
- The Commission has previously approved aluminum-clad windows for non-contributing structures; they have not approved fiberglass. When the Preservation Guidelines were amended, fiberglass windows were added as an option on non-contributing structures.

Ryan Hauser, property owner, discussed the project:

- Mr. Hauser wants to replace the windows on the enclosed porch and make them all uniform and operational, with the same 6-over-1 grid pattern. The bay window would retain the same grid pattern as currently exists.
- The windows on the back of the house were replaced some time ago with 6-over-1 grid pattern that he would like to match.
- He would also like to add matching grids where none exist.
- Commissioner Halford asked about the bay windows that were recently replaced.
- Mr. Hauser explained that his dog broke the window and he had to replace it with something. He knew it might not get approved. He replaced the two side windows in the front bay with 6-over-1 configuration fiberglass for symmetrical reasons.
- Commissioner Ford asked about the center windows in the north side bay.
- Mr. Hauser stated they will be replaced with windows exactly the same size and configuration.

Public Comments:

- Michael Bewley, 2815 Short Drive in Edmond, explained that with an aluminum-clad window, the whole window is still wood with aluminum on the outside of the wood. He displayed a sample. Fiberglass windows can be wood in the middle with fiberglass coating on both sides, or it can be fiberglass all the way through. Both look similar.

Commission Discussion:

- Ms. Starr commented that the Commission has not approved fiberglass, but no one has requested fiberglass windows.
- Commissioner Brewer asked if the muntins are on the outside of the window. Mr. Hauser said he has been told they can be on the outside, or the windows can have separate panes. The windows in the house that were previously replaced has the grid just on the inside.
- Commissioner Ford likes the idea of making all the windows uniform, and it will elevate the look of the house. She thinks it is possible to get wood mullions on the outside without requiring separate panes. She likes the idea of fixing the heights to make the windows look uniform. She does not have a problem with fiberglass.
- Commissioner Zorba agreed.
- Commissioner Brewer said she is fine with fiberglass windows since the house is non-contributing. She would like to see the muntins on the outside of the window so it looks like a wood window.
- Commissioner Halford commented that grids on the outside or inside can be popped on or off.
- Commissioner Zorba asked if there is any cost difference in the types of windows. Mr. Hauser thinks fiberglass are a little more cost effective than aluminum-clad. He agrees with having the muntins on the outside.
- Commissioner Halford commented that fiberglass windows look significantly different. Aluminum-clad windows look more like wood windows.

- Commissioner Brewer commented that there are already various window types and sizes in this house that don't match. She is okay with fiberglass windows in this specific case.
- Commissioner Thurston commented that she doesn't want to set a precedent of replacing all the windows, but this house is extremely unique in that it has so many different types and sizes of windows.

Motion by Susan Ford to amend the motion to require exterior mullions and muntins on the windows; **Second** by Sarah Brewer.

The amendment to require exterior mullions and muntins on the windows was adopted by a vote of 7-1, with Commissioner Halford voting against.

The motion to approve Item 3c as amended was adopted by a vote of 7-1, with Commissioner Halford voting against.

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RECESS 7:14 to 7:20

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4. (HD 24-18) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 505 CHAUTAUQUA AVENUE FOR THE FOLLOWING: A) DEMOLITION OF EXISTING GARAGE; B) CONSTRUCTION OF NEW HOUSE WITH AN ATTACHED GARAGE AND AN ACCESSORY DWELLING UNIT; C) INSTALLATION OF WROUGHT IRON OR ALUMINUM-CLAD FRENCH DOORS; D) APPLICATION OF PROPOSED EXTERIOR MATERIAL.

Anais Starr presented the staff report:

- There was originally a house that burned down quite some time ago, possibly in the 1980s.
- The new owners are proposing a new home.
- The original garage is still existing; the proposal is to remove it. They will be retaining the driveway location with ribbon driveway.
- They are proposing a brick house with attached garage and accessory dwelling unit in the rear, not visible from the front.
- They have asked for the brick to have a slurry coat.
- They have also requested a steel/wrought iron or aluminum-clad French door.

Motion made by Sarah Brewer to approve Item 4a, Demolition of existing garage, as requested; **Second** by Commissioner Ford.

Anais Starr presented the staff report on Item 4a:

- Ms. Starr reported they are proposing to demolish the existing garage due to its small size and deteriorated state.
- She displayed photos showing the deteriorated state of the structure.
- The structure is historic, but lost its historic significance due to the fact that the main structure burned down. The Guidelines support the removal or demolition of a structure that meets one of the five criteria in the Guidelines. This garage

is too small to park a normal car in it, but is also very dilapidated and would require extensive renovation in order to repair.

Michael Bewley, representing the applicant,

- Mr. Buley said they were interested in trying to keep the structure and do something with it, like a garden shed, but the slab is in disrepair and it is not a safe structure.

Public Comments:

- Marsha McDaris, 448 College Avenue, commented that this property backs up to her house. She does not have a problem with the garage being removed.

Commission Discussion:

- Commissioner Halford commented that this meets the Guidelines, and the garage is in terrible condition and is not really salvageable, nor does it make sense for any project on this lot.
- Commissioner Zorba agreed.

The motion to approve Item 4a was adopted unanimously by a vote of 8-0.

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Motion made by Gregory Heiser to approve Item 4b, Construction of a new house with an attached garage and an accessory dwelling unit, as requested; **Second** by Jo Ann Dysart.

Anais Starr presented the staff report on Item 4b:

- Construction of a new house is allowed by the Guidelines. It is supposed to be a house of its own time; you are not to mimic or duplicate a house in the neighborhood. It should be compatible with the neighborhood: size, scale and height.
- At the August meeting, the Commission suggested they bring down the height of the house, which they have so it now matches the house to the south.
- They are proposing a total of 4,032 sq. ft. under roof. The footprint will be approximately 2,054 sq. ft., which includes the attached garage, accessory dwelling unit, front porch, and screened patio on the south side.
- They are proposing a 20' front setback to be in line with the other structures on their side of the street; they will have to go to the Board of Adjustment to make that request. The Commission can approve the design contingent upon the Board of Adjustment granting the variance.
- The placement of the house is similar to other houses on the block.
- It is a two-story house, and there are two-story houses in the neighborhood.
- The finished floor elevation will be 24" from the ground, which is similar to 447 Chautauqua to the north, but is lower than 507 Chautauqua.
- The drawing depicts a transom above the front door, but there will not be one.
- They will be removing 5 of the 12 existing trees; they wish to retain as many as possible.
- The Commission suggested they change the front door from a double door to a single door, which they did. The Commission also suggested the primary entry have a sidewalk to it to make it a focal point, which they have done.

- The garage will be 576 sq. ft.; 575 sq. ft. is supported by the Guidelines. It will be at the rear of the house. The Commission asked that the garage door have recessed panels, which they will do.
- The accessory dwelling unit will be on the rear and is allowed in the R-1 zone. It will be 483 sq. ft. and is not visible from the front.
- Commissioner Brewer questioned whether aluminum-clad doors can be used for the main entry. The Guidelines indicate they cannot.

Michael Buley, 2815 Short Drive in Edmond, and Owen Love, 3101 Venice Court, presented the project for the applicants:

- The front of the house faces west, so it would be really difficult to maintain a true wood door, which is why they proposed an aluminum-clad door.
- Commissioner Brewer noted at the last meeting the windows were 3-over-1, but now it is showing 2-over-2. Mr. Bewley responded that they will be using 1-over-1 as a cost saving measure. They kept the divided windows on the front and on the side where the stairs will be. On the side of the house under the trees you really won't see the windows.
- Commissioner Thurston asked whether the two front doors will be matching. Mr. Love said they match in the drawing, other than one is a single door and one is a double door. There is an alternative that the homeowners like for the French door that they would like to present as an option, and they would no longer be matching. There are examples in the neighborhood where two doors don't exactly match.

Public Comments:

- Marsha McDaris, 448 College, said her house is almost identical to the proposal in that she has an attached garage with a room above it. Her concern is whether this house will be able to back out of the garage and pull forward onto the street. All the houses on this block have detached garages. She is concerned about the trees on the property because it has not been taken care of for several years. The house to the north has high weeds and there is a problem with rats. There is a huge magnolia tree in the back yard which is getting into the power lines and causing power outages.

Commission Discussion:

- Commissioner Halford commented that the attached garage adds to the modern day convenience and there is not a lot of space on the lot. He also supports the ADU.
- Commissioner Brewer agreed, and noted that the garage door is concealed.
- Commissioner Halford commented that with the front doors being somewhat enclosed it somewhat obscures the view of the doors and he is not concerned about an aluminum-clad door. He is comfortable with the style.
- Commissioner Ford likes the style of the house and thinks it fits in the neighborhood.
- Commissioner Zorba appreciates that they reduced the height.

The motion to approve Item 4b was adopted unanimously by a vote of 8-0.

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Motion made by Sarah Brewer to approve Item 4c, Installation of wrought iron or aluminum-clad French doors, as requested; **Second** by Susan Ford.

Anais Starr presented the staff report on Item 4c:

- The applicants found another option for the French doors. Wrought iron is not something the Commission has approved previously, but it has also not been requested.

Michael Buley presented the project for the applicants:

- They have a more traditional French door option. All of it is wrought iron. The applicants really like the look, and it will help give the study area a slightly different feel and look.
- Commissioner Ford noted the color matches the front door, and the curved windows echo the curve above the front door entry.

Public Comments:

- Marsha McDaris commented that solid wood doors are problematic with the humidity and the weather.

Commission Discussion:

- Commissioner Brewer likes the door but doesn't feel it is compatible with the neighborhood. The doors in the drawing look more like windows and feel more compatible to the neighborhood.
- Commissioner Zorba likes the matching doors.
- Commissioner Heiser commented that some of the Guidelines are very specific, and others are very general. The expectation that new construction will match a neighborhood is about as general as the Guidelines can get. He is inclined to give as much discretion to the builder/homeowner as possible.
- Commissioner Baroff likes the look of the house. The neighborhood is so varied that it's hard to get caught up on small details. It is a very nice house, and he has no problems with it.

The motion to approve Item 4c was adopted unanimously by a vote of 8-0.

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Motion made by Gregory Heiser to approve Item 4d, Application of proposed exterior material, as requested; **Second** by Susan Ford.

Anais Starr presented the staff report on Item 4d:

- At the August meeting the Commission indicated painted brick was not compatible with the neighborhood.
- They are now proposing a slurry finish. It has been approved once before at 415 S. Lahoma; it was cinderblock and with the slurry now looks like stucco. There are other stucco houses in the neighborhood.

- Commissioner Thurston asked if it is a smooth stucco or more brick, like the pictures.

Michael Buley presented the project for the applicants:

- It is a brick house. The process is called German schmear; it is slurried onto the bricks. You can still see the individual bricks. It is a very permanent product. The brick will have white and tan undertones under the slurry.
- There is a house in Rivendell with this finish.
- Commissioner Ford asked how the finish weathers. Mr. Buley responded that it is the same as normal mortar. The slurry is applied to clean brick in a very intentional way.

Public Comments:

- Marsha McDaris thinks it looks good. She asked if they are aware the Hardie board on the ADU has to be smooth.

Commission Discussion:

- Commissioner Halford likes it. He didn't want to set a precedent for painting brick in an historic neighborhood, even on a non-contributing structure. This is not painting the brick; it allows it to breathe; and it gives it a different look.
- Commissioner Brewer agreed.
- Commissioner Ford thinks it is a good compromise, and it looks stone-like so it won't be mistaken for paint.

The motion to approve Item 4d was adopted unanimously by a vote of 8-0.

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REPORTS/UPDATES

5. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE AUGUST 5, 2024.

- 549 S. Lahoma Ave. – In the process of making them apply for the windows that they didn't win in Court. They have been given some amount of time to apply.
- 514 Miller Ave. – They are having difficulties completing the job and have not started on it. They have a building permit, which has been extended.
- 904 Classen Blvd. – They are replacing the siding; it is in progress.
- 607/609 S. Lahoma Ave. – Restor will let Ms. Starr know when they install the window.
- 425 Chautauqua Ave. – There are no updated photos.
- 626 Tulsa St. – They are considering coming back for an amendment to bring down the cost of the addition.
- 712 Miller Ave. – Work has not started.
- 423 S. Lahoma Ave. – No updated photo.
- 444 College Ave. – The frame is up for the screened in porch on the rear.
- 485 College Ave. – Work has not started.
- 1320 Oklahoma Ave. – Building permit has been submitted, but is not yet approved.

- 515 Miller Ave. – Work has not started.
- 800 Miller Ave. – They have a COA for the rear yard fence.

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6. DISCUSSION OF PROGRESS REPORT REGARDING FY 2024-2025 CLG GRANT PROJECTS.

- The same as August. Ms. Starr is working on the Southridge Walking Tour.
- The National Alliance for Preservation Commissions suggested 2-3 evening or 1-2 Saturdays for CAMP. It could be done in one whole day. This will be Essentials of Preservation Commissions. The preference expressed by Commissioners was for late afternoon/evening.

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MISCELLANEOUS COMMENTS

- Ms. Starr commented that this has been an extremely busy summer. She has been considering a change in the filing deadline to allow more time for preparation of staff reports. That change would have to be brought forward as a Zoning Ordinance amendment.
- Ms. Starr asked Commissioners to do their homework and review the applications prior to the meeting so they can ask any questions they may have ahead of time.

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ADJOURNMENT

The meeting adjourned at 8:49 p.m.

Passed and approved this ____ day of _____, 2024.

Michael Zorba, Chair



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/07/2024

REQUESTER: RSH Holdings, L.L.C.

PRESENTER: Anais Starr, Historic Preservation Officer

ITEM TITLE: (HD 24-19) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CERTIFICATE OF APPROPRIATENESS REQUEST FOR PROPERTY LOCATED AT 727 CHAUTAUQUA AVE. FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF EXISTING WINDOWS; C) ELIMINATION OF TWO EXTERIOR DOORS; D) ENCLOSURE OF THE EXISTING SUNROOM; E) EXPANSION OF EXISTING APPROACH AND DRIVEWAY.

<u>Property Location</u>	727 Chautauqua Ave
<u>District</u>	Chautauqua Historic District
<u>Owner/Applicant</u>	Evan Nixon
<u>Request</u>	<p>(HD 24-19) Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request for property located at 727 Chautauqua Ave for the following modifications:</p> <ul style="list-style-type: none"> a) Replacement of exterior siding, soffit, and trim; b) Replacement of existing windows; c) Elimination of two exterior doors; d) Enclosure of the existing sunroom; e) Expansion of existing approach and driveway.

Property History

Historical Information

2004 Chautauqua Historic District Nomination Survey Information:

Ca. 1946. Minimal Traditional. This noncontributing, one-story, weatherboard single dwelling has an asphalt-covered, cross-gabled roof and a concrete foundation. The wood windows are casement. The wood door is slab with a decorative wood screen door. The entry porch is sheltered by the principal roof and has a single support. Other exterior features include a large,

brick, exterior chimney on the facade and an integral single car garage with a glazed, paneled, overhead door. The house is set towards the back of the lot and is noncontributing due to insufficient age.

Sanborn Insurance Maps

Since this property was constructed after 1944 it does not appear on the Sanborn Insurance maps.

Previous Actions

January 6, 2014 - A COA was granted for driveway re-alignment. It appears that this work was never installed.

Project Overview

The property owner, Evan Nixon, recently purchased this property and is interested in renovating the exterior to improve the appearance and increase the functionality of the property.

REQUESTS

a) Replacement of exterior siding, soffit, and trim

Project Description:

The applicant is proposing to replace the existing wood with smooth Hardie material to improve the appearance and to allow for easier maintenance.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents.*

36.535.c.3: Reviewing non-contributing structures. *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work and related activities.*

Reference - Preservation Guidelines

Exterior Walls

3.2 Guidelines

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.1 Preserve Original Walls. *Retain and preserve exterior walls that contribute to the overall historic form and character of a building, including functional and decorative features and details.*

.2 Retain Original Building Materials. *Retain and preserve exterior wall materials that contribute to the overall historic character of a building.*

.7 Substitute Materials. Cement fiberboard (e.g. Hardiplank® siding) will be considered on a case-by-case basis. Exterior insulating and finish systems (EIFS) will not be considered for use in historic structures.

Issues and Considerations:

This structure is a non-contributing property due to the age of the structure. This structure was built post-1944 which is past the period of significance for the Chautauqua Historic District. However, the structure retains its original exterior materials.

The *Guidelines for Exterior Walls* require the retention of the original exterior materials that contribute to a historic structure's character. However, the *Historic District Ordinance* states alterations to non-contributing houses should only be controlled to the degree necessary to make them compatible with the general atmosphere of the district.

In recent years, the Commission has approved cement fiberboard and wood composite siding as replacement materials for vinyl siding, asbestos shingles, or metal siding on contributing and non-contributing structures. Earlier this year, the Commission reviewed and approved requests at 606 Miller Avenue and 1320 Oklahoma Avenue to replace existing cement shingles on a non-contributing structure with cement fiber lap siding. In both of those cases, the structures did not have any wood siding under the cement-shingles materials.

The *Preservation Guidelines* allow for the use of alternative materials on a non-contributing structure on a case-by-case review. The Commission needs to determine if the request to replace the existing wood on the exterior of this non-contributing house with Hardie material meets the *Preservation Guidelines* and whether or not such proposed work is compatible with the District as a whole.

Commission Action:

Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request for property located at 727 Chautauqua Ave for the following modifications: a) Replacement of exterior siding, soffit, and trim.

b) Replacement of existing windows

Project Description:

The applicant wishes to replace the original casement windows in the house to improve security and energy efficiency. This house still retains the original casement windows in the main portion of the house while the addition has both metal windows and wood windows. The windows located in the addition have one-over-one and eight-over-eight window pane configurations.

As shown on the submittal, the applicant is proposing aluminum-clad wood windows. The applicant proposes to match the window pane configuration of the windows on the front of the house which are visible from the street. For the remainder of the windows on the rear of the house, the applicant is proposing one-over-one windows.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents.*

36.535.c.3: *Reviewing non-contributing structures. Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work and related activities.*

Reference - Preservation Guidelines

Windows

3.12 Guidelines for Windows

.1 Retain Original Windows. *Retain and preserve original windows, including glass, frames, sash, muntins, sills, heads, moldings, surrounds, and hardware.*

.7 Window Replacement. *An original window that is deteriorated more than 50% and is not repairable may be replaced in-kind if it meets the following:*

a. *Shall have a wood exterior, unless replacing a metal casement window.*

b. *Light patterns same as the original.*

c. *Size and dimension the same as the original.*

d. *Double-pane simulated divided lights with wood muntins on the exterior and interior and a shadow bar between the panes may be allowed for windows on the side or rear that are not visible from the street.*

.10 Materials. *Wood is allowable for in-kind replacement of windows. Aluminum-clad and metal windows can be considered for the replacement of metal casement windows that are deteriorated on a case-by-case basis. Fiberglass and aluminum-clad windows can be considered on non-contributing resources and on rear elevations not visible from the front right-of-way. Vinyl-clad windows are prohibited for both contributing and non-contributing structures in the historic districts.*

Issues and Considerations:

This structure was built post-1944 which is past the period of significance for the Chautauqua Historic District and therefore was designated a non-contributing structure. However, the structure retains much of its original exterior materials.

The *Guidelines for Windows* encourage the preservation and retention of original windows. The *Guidelines* allow original windows to be replaced if the Commission determines the windows have deteriorated more than 50% and are not repairable. The *Guidelines* allow aluminum-clad windows for non-contributing structures on a case-by-case review. The Historic District Ordinance states that non-contributing structures are to be controlled only to the degree necessary to make them compatible with the District.

The proposed front windows meet the *Guidelines* for window pane configuration. The remainder of the windows on the structure have a variety of pane configurations. The proposed one-over-one windows for the rear of the house are a pane configuration found in the Chautauqua Historic District.

The Commission has reviewed four previous requests to replace casement windows on non-contributing structures.

The Commission reviewed a similar request at 415 S Lahoma in February 2015. In that case, the house was a non-contributing 1960s structure with six of the twelve windows missing. The Commission found the replacement windows had to be aluminum and must have a similar window pane configuration to the original casement windows to be compatible with the District

Another request for the replacement of casement windows on a non-contributing structure at 713 Cruce Street was reviewed in August 2020. The applicants wished to replace all of the windows with metal windows to increase energy efficiency and improve the appearance. The Commission postponed the portion of the request for the front windows, finding that their replacement would significantly alter the appearance of the structure. The remaining windows on the side and rear could be replaced with aluminum windows in the same window pane configuration.

Finally, in July 2022 the Commission reviewed a request at 720 S Lahoma Avenue for the replacement of casement windows on a 1950 non-contributing structure. The Commission ultimately approved the request to allow for repair of the existing window frames, hardware, glazing & glass, or replacement with new windows with the same profile and pane configuration as the existing windows.

The Commission will need to determine if the request to replace the original windows on this non-contributing structure with aluminum-clad windows meets the *Preservation Guidelines* and whether or not such proposed work is compatible with the District as a whole.

Commission Action:

Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request for property located at 727 Chautauqua Ave for the following modifications: b) replacement of existing windows.

c) Elimination of two exterior doors

Project Description:

The applicant proposes to eliminate two exterior doors that are not original to the house. The door located on the front porch currently provides access to the garage. The applicant plans to remove this entryway and provide direct access from the interior of the house to the garage.

The applicant also proposes to remove an entryway located on the rear addition. This door faces the interior backyard and is not visible from the front streetscape. Neither entryway are needed for required egress. The applicant proposes replacing the door openings with siding that matches the rest of the house.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents.*

36.535.c.3: *Reviewing non-contributing structures. Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work and related activities.*

Reference - Preservation Guidelines

3.14 Guidelines

.1 Retain and Preserve Original Doors. Retain and preserve original doors and door surrounds including frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware on front doors and side doors visible from the street.

.8 Preserve Original Openings. Do not create new openings in the front or side façades of historic structures. Do not enlarge or diminish existing openings to fit stock door sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic doors for that structure in proportion, shape, location, pattern, size, materials, and details.

Issues and Considerations:

The *Guidelines for Doors* require the retention of original doors and entryways. Both entryways proposed for removal appear to not be original to the house. The proposal for siding that matches the rest of the house would meet the *Guidelines*.

The Commission will need to determine if the request to remove two exterior doors and replace the openings with lap siding that matches the rest of the house on this non-contributing structure meets the *Preservation Guidelines* and whether or not such proposed work is compatible with the District as a whole.

Commission Action:

Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request for property located at 727 Chautauqua Ave for the following modifications: c) elimination of two exterior doors.

d) Enclosure of the existing sunroom

Project Description:

The existing sunroom on the rear of the house is comprised of storm windows and a storm door. The applicant proposes to replace the existing storm window walls with walls containing two windows and a door as shown on the elevation drawing submitted.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents.*

36.535.c.3: *Reviewing non-contributing structures. Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work and related activities.*

Reference - Preservation Guidelines

Guidelines for Additions to Historic Buildings

4.4 Guidelines for Additions

.1 Make Additions Compatible. *Additions shall be compatible with the historic building in size, scale, mass, materials, proportions and the pattern of windows and doors to solid walls.*

Guidelines for Windows

.12 Additions. *For construction of additions, choose windows that match the original structure. While single-pane, true divided light, wood frame windows are the most desirable choice for new construction in historic districts, double-pane glass wood windows with interior and exterior applied muntins and shadow bars between the panes are permitted. Aluminum cladding of wooden windows is permissible for use in additions. Vinyl or vinyl-clad windows are prohibited.*

Guidelines for Doors

.11 Additions. *For construction of additions, choose doors that match the original structure. Aluminum-clad wood doors are permissible for use in additions that are not visible from the front right-of-way. Fiberglass doors can be considered on a case-by-case basis.*

Issues and Considerations:

The *Preservation Guidelines* do not directly address the reconstruction of a non-original addition. However, the *Guidelines* in general require the construction of additions to match the remainder of the house for design, proportions, and materials. Additionally, the *Guidelines* allow aluminum-clad windows and doors for additions.

The Commission would need to determine if the proposed enclosure of the existing sunroom on this non-contributing structure would meet the *Guidelines* and be compatible with this house and the District as a whole.

Commission Action:

Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request for property located at 727 Chautauqua Ave for the following modifications: d) enclosure of the existing sunroom.

e) Expansion of existing approach and driveway

Project Description:

The applicant is proposing to widen the approach and driveway to match the width of the existing driveway width that is located in front of the garage. The existing driveway at the sidewalk is 10' which expands to approximately 19' in width at the garage door. The additional concrete area will be approximately 120 square feet.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents.*

36.535.c.3: *Reviewing non-contributing structures. Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work and related activities.*

Reference - Preservation Guidelines

Guidelines for Sidewalks, Driveways, and Off-Street Parking

.2 Driveway Width. Driveways shall be one car width, not to exceed 10 feet wide, unless there is historic documentation of an alternate configuration. Driveway width may vary as it approaches a garage in order to correspond to the width of the door opening.

.3 New Driveway Composition. Driveways shall be constructed from material allowed by the City Code. Existing gravel driveways may remain in place subject to other provisions in the City Code.

.5 Driveway Approaches. Maintain the rhythm of existing approaches when introducing new driveways. Driveway approaches may be a maximum of 16 feet wide at the curb, narrowing to 10 feet at the sidewalk or property line.

Issues and Considerations:

The *Guidelines for Driveways* limit the expansion of front driveways to 10' maximum. In this case, the applicant is requesting to expand only a small portion of the driveway in order to match the driveway width that exists at the garage door. The City of Norman aerial indicates that the existing driveway has been in this configuration since 1997. The proposed expansion

of the driveway and approach would resolve vehicle maneuvering issues associated with the existing driveway configuration.

The Commission would need to determine if the proposed widening of the approach and driveway for this non-contributing structure would be compatible with this house and the District as a whole.

Commission Action:

Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request for property located at 727 Chautauqua Ave for the following modifications: e) expansion of existing approach and driveway.

HISTORIC PRESERVATION SURVEY INVENTORY FORM

Item 2.

TYPE ALL ENTRIES.

1. PROPERTY NAME: NORMAN, OKLAHOMA
2. RESOURCE NAME: _____
3. ADDRESS: 727 S. Chautauqua
4. CITY: NORMAN
5. VICINITY: YES (yes or no)
6. COUNTY: CLEVELAND
7. BLOCK: 2
8. LOT: 33, 34
9. PLAT NAME: Reed's Addition
10. SECTION: N/A
11. TOWNSHIP: N/A
12. RANGE: N/A

-
13. RESOURCE TYPE: B Building
 14. HISTORIC FUNCTION: 01A Single Dwelling
 15. CURRENT FUNCTION: 01A Single Dwelling
 16. AREA(S) OF SIGNIFICANCE: _____
 17. SIGNIFICANCE: Noncontributing to Chautauqua District because
of age.
 18. DOCUMENTATION SOURCES: Not mapped by Sanborn Insurance Co.

-
19. NAME OF PREPARER: MEACHAM WEISIGER ASSOCIATES
709 Chautauqua, Norman, Ok. 73069
405 - 321 - 6221
 20. SURVEY PROJECT: CITY OF NORMAN, OKLAHOMA
 21. DATE OF PREPARATION: AUGUST, 1988
 22. PHOTOGRAPHS: YES YEAR 1988

BUILDING CONSTRUCTION DESCRIPTION:

23. ARCHITECT/BUILDER: _____

24. YEAR BUILT: Ca. 1950

25. ORIGINAL SITE? Yes DATE MOVED _____ FROM WHERE _____

26. ACCESSIBLE? Yes

27. ARCHITECTURAL STYLE: Ranch (80)

28. FOUNDATION MATERIAL: Concrete - Poured (65)

29. ROOF MATERIAL: Asphalt (63)

30. WALL MATERIAL: Board (21)

31. WINDOW TYPE: Casement

32. WINDOW MATERIAL: Metal (50)

33. DOOR TYPE: Panel

34. DOOR MATERIAL: Wood (20)

35. EXTERIOR FEATURES: Garage

36. INTERIOR FEATURES: N/A

37. DECORATIVE DETAILS: _____

38. CONDITION OF RESOURCE: Fair

39. DESCRIPTION OF RESOURCE: Present and historic: _____

Roof - gabled intersect. 1 story. Brick chimney,
west end. Entry porch. Original wood columns - square.

Alterations: none

40. COMMENTS: _____

42. PLACEMENT: _____

Item 2.



**The City of Norman Historic District Commission
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

Application Submittal Steps:

Step 1	Review guidelines for proposed work in the Historic Preservation Handbook available at City of Norman website: (http://www.normanok.gov/planning/historic-preservation) or by calling 405-366-5392).
Step 2	Contact Historic Preservation Officer to discuss proposed work at (405-366-5392) or anais.starr@normanok.gov
Step 3	Submit the following items by 12:00 p.m. on the deadline date.
<input checked="" type="checkbox"/>	It is strongly recommended that you meet and /or discuss your proposed work with the Historic Preservation Officer, prior to the submission deadline!
<input checked="" type="checkbox"/>	Completed Application Form
<input checked="" type="checkbox"/>	Application Fee of \$75
<input checked="" type="checkbox"/>	Copy of Property Deed to demonstrate ownership. If you do not have a copy, one may be obtained through the Cleveland County Court Office, 405-366-0240.
<input checked="" type="checkbox"/>	Site Plan, Elevation Drawings if needed and all other required supporting documents
<input checked="" type="checkbox"/>	Certified Adjacent Property Ownership List. A Radius Map delineating the adjacent property owners will be furnished and must be used to compile the list of the adjacent property owners. The adjacent property owner list must be certified by a licensed lawyer, engineer, surveyor, or abstract company.

COA Application Review Process:

- 1) Your application, along with the filing fee and supporting documents, must be submitted by **noon** on the filing deadline in the Planning Department (201 W Gray Street, Building A).
- 2) After your application and required supporting documents are filed, the Historic Preservation Officer will review the application to ensure it is complete. Incomplete applications will not be forwarded to the Commission. If the COA request for proposed work is complete, it shall be placed upon the next month's Historic District Commission Meeting agenda for a public hearing. A legally required sign will be posted in the yard of the property of the request at least 7 days prior to the meeting. This sign must remain until 10 days after the public hearing for the COA request. At least 5 days prior to the meeting, a notification letter of your application request will be mailed to all adjacent property owners. These owners, and any other citizen, may attend the public hearing in support or protest of your request.
- 3) At the Commission meeting approximately one month after you file your completed application (first Monday of each month), your request will be considered at a public hearing. You will be sent notice of this meeting along with a staff report. You or a designated representative must be present at the meeting. The city staff will introduce your request, you and any interested citizen will have the opportunity to speak to the Commission concerning the request. After presentation of the request, the Commission will discuss and vote to approve or deny the request. Applicants may appeal a denial of their request to the City Council.
- 4) If you have any questions, please contact the Historic Preservation Officer at (405)366-5392.

The City of Norman Historic District Commission
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Staff Only Use:

HD Case # _____

Date _____

Received by: _____

Note: Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office 405-366-5311.

Address of Proposed Work:

727 CHAUTAUQUA

Applicant's Contact Information:

Applicant's Name: EVAN NIXON - RSH HOLDINGS, LLC

Applicant's Phone Number(s): 405-401-1937

Applicant's E-mail address: EVAN@DONCIES.COM

Applicant's Address: 1703 BROOKHAVEN BLVD, NORMAN, 73072

Applicant's relationship to owner: Contractor Engineer Architect

Owner's Contact Information: (if different than applicant)

Owner's Name:

Owner's Phone Number(s):

Owner's E-mail:

SAME

Project(s) proposed: (List each item of work proposed. Work not listed here cannot be reviewed.)

1) * SEE ATTACHED EXHIBIT A *

2)

3)

4)

Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.

Authorization:

I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer

Property Owner's Signature: [Signature]

Date: 9-12-24

(If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

Authorized Representative's Printed Name:

Authorized Representative's Signature:

SAME

Date:

Exhibit A

Items for Commission Review

1. Replacement of Exterior Siding, Soffit, Trim, and Gutters
2. Replacement of Windows
3. Eliminate Two Exterior Doors
4. Enclosure of Existing Sunroom – Already under roof and on existing foundation
5. Expansion of existing approach and driveway

The City of Norman Historic District Commission Certificate of Appropriateness Request Application Checklist

Supporting Documents

The purpose of supporting documentation is to illustrate existing conditions and proposed work as installed. Photos, site plan, elevation drawings, and specification sheets all need to clearly illustrate both the existing status as well as the proposed changes. It is recommended that you meet with the Historic Preservation Officer prior to submitting your COA application request to ensure you have a complete application by deadline. Incomplete applications will not be forwarded for review by the Historic District Commission. Please contact staff to discuss project before submitting application (405)366-5392.

A. Documentation of Existing Conditions – Pictures of the appearance, condition and dimensions of any existing materials to be replaced or altered must be submitted.

B. Site Plan – Show existing structures and site elements as well as proposed structures and site elements. The following elements should be included on a site plan drawn to scale:

- Buildings, garages, sheds
 - Fences, walls
 - Sidewalks, driveways, parking pads
 - Patios, decks, Swimming pools, etc.
 - Trees (see F Tree Preservation Plan)
- Note:** Additions and New Structures need to show adjacent property structures and site elements on the site plan.

C. Illustration of the proposed materials and design - Photos, drawings and/or samples must be provided to illustrate the design, materials, and finishes of the proposed work.

D. Elevation drawings and floor plans indicating existing and proposed features:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Exterior materials | <input checked="" type="checkbox"/> Architectural Elements |
| <input checked="" type="checkbox"/> Doors | <input checked="" type="checkbox"/> Windows |
| <input type="checkbox"/> Foundation materials, dimensions <i>N/A</i> | <input checked="" type="checkbox"/> Porches, stoops, gutters |
| <input type="checkbox"/> Roof, ridge line, chimneys <i>N/A</i> | <input type="checkbox"/> Steps, ramps, railings <i>N/A</i> |

E. Trees Preservation Plan showing (required for major projects only, such as additions). This can be included on site plan. Show existing large shade trees 8" in diameter or greater and existing ornamental trees greater than 4" in diameter. Description of how existing trees will be protected during construction needs to be provided. Any trees proposed to be removed must be indicated.

F. Additional Documents for New Construction or Additions:

- | | |
|---|---|
| <input type="checkbox"/> Streetscape elevation of existing structure and adjacent structures | <input type="checkbox"/> Floor height of proposed house addition, comparison to adjacent properties |
| <input type="checkbox"/> Color Photos of site - front, side and rear | <input type="checkbox"/> Total height of proposed house or addition, comparison to neighboring structures |
| <input type="checkbox"/> Site Plan to include structures, pavement, trees of subject property and adjacent properties | <input type="checkbox"/> Elevation drawings of each façade of proposed house or addition |
| <input type="checkbox"/> Topographical information if proposing to change grades of site | <input type="checkbox"/> Floor Plans |

Project Narrative and Scope of Work – Details for each item listed for review

1. Replacement of Exterior Siding, Soffit, Trim, and Gutters
 - a. Exterior Siding
 - i. Proposing to replace the existing siding on the home with James Hardie “Hardie Plank”, Smooth Texture
 - ii. Hardie Plank to be used to match the existing plank siding on the home
 - iii. Width of new siding to be 6.25” to achieve an exposure width of 5”, which matches the current exposure width of the existing plank siding on the home
 - iv. Photos and specs included in application packet
 - b. Soffit
 - i. Proposing to replace the soffit with James Hardie “Hardie Soffit”, Smooth Texture
 - ii. Width of soffit to match existing – No change in roofline or soffit overhang
 - iii. Photos and specs included in application packet
 - c. Trim
 - i. Proposing to replace the existing exterior trim with James Hardie “Hardie Trim”, Smooth Texture
 - ii. Width of Hardie Trim to be 3.5” to match the current width of the existing trim on the home
 - iii. Photos and specs included in application packet
 - d. Gutters
 - i. Gutters to be replaced with like kind gutters, matching the original appearance of the gutters currently on the property

2. Replacement of Windows
 - a. Casement Windows
 - i. Proposing to replace windows 1 and 2 on the front elevation, as detailed on the elevation sheets, with **Pella Aluminum Clad Wood Casement Windows**. Details and specs included
 - ii. Divided lite pattern of new windows to match original divided lite pattern and appearance of existing windows
 - iii. Sizes to remain unchanged, new windows will match existing window size
 - iv. Photos and specs included in application packet
 - b. Single Hung Windows
 - i. Proposing to replace windows 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14, as detailed on the elevation sheets, with **Pella Aluminum Clad Wood Single Hung Windows**
 - ii. Windows 3 through 9 are located on the rear and side elevations which are not visible from the street. Windows 10, 11, and 12 are not visible from the exterior of the home.
 - iii. All windows are proposed to be 2 Lite in pattern, with a single horizontal divider
 - iv. Sizes to remain unchanged, new windows will match existing window size

- v. Photos and specs included in application packet
3. Eliminate Two Exterior Doors
 - a. Exterior Door from Front Porch to Garage
 - i. Proposing eliminating the exterior door on the front porch that currently accesses the garage. This area will receive matching siding to coordinate with the appearance of the remaining exterior of the home
 - b. Exterior Door from Back Yard to Middle Bedroom
 - i. Proposing eliminating the exterior door in the back yard that currently accesses the middle bedroom. Window in this bedroom is suitable size for egress. This area will receive matching siding to coordinate with the appearance of the remaining exterior of the home
 4. Enclosure of Existing Sunroom
 - a. Existing sunroom was constructed of metal storm windows and is not usable living space, however it is under the existing roof and on existing foundation.
 - b. Proposing to enclose the existing sunroom with framed walls under existing roof and on existing foundation, no change in roofline or footprint. Proposal includes the addition of two **Pella Aluminum Clad Wood Single Hung Windows**, and one new exterior door. New Rear exterior door to be similar in design and spec to existing front door
 - c. Window sizes to be 36" x 52" to match the size of the existing single hung windows on the rear of the property. Windows will also match the divided lite pattern to be used on the rear of the property
 - d. Exterior door will be 36" x 80" to match size of existing front door, and will provide access from the living area to the back yard
 5. Expansion of existing approach and driveway
 - a. Proposing to widen a portion of the driveway to the full existing width of 19'6", i.e., Existing driveway is 19'6" wide at eastern boundary where connecting to the garage and front porch, and when traveling west drive tapers down to 11' wide at the approach and connection to the street right of way
 - b. Proposing to add additional paving at the ROW and western boundary to expand the width to 19'6", to match the existing 19'6" width at the eastern boundary.
 - i. Work within the ROW will conform to City standards, with 4' sidewalks and the standard 5' turn radius at each end of the approach.

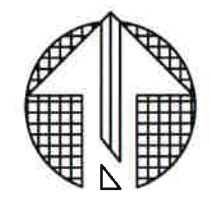
227 CHAUTAUQUA
 LOTS 33 + 34
 REEPS ADDITION

1254 HOLDINGS
 1203 BRACKNARE
 NORMAN OK 73078

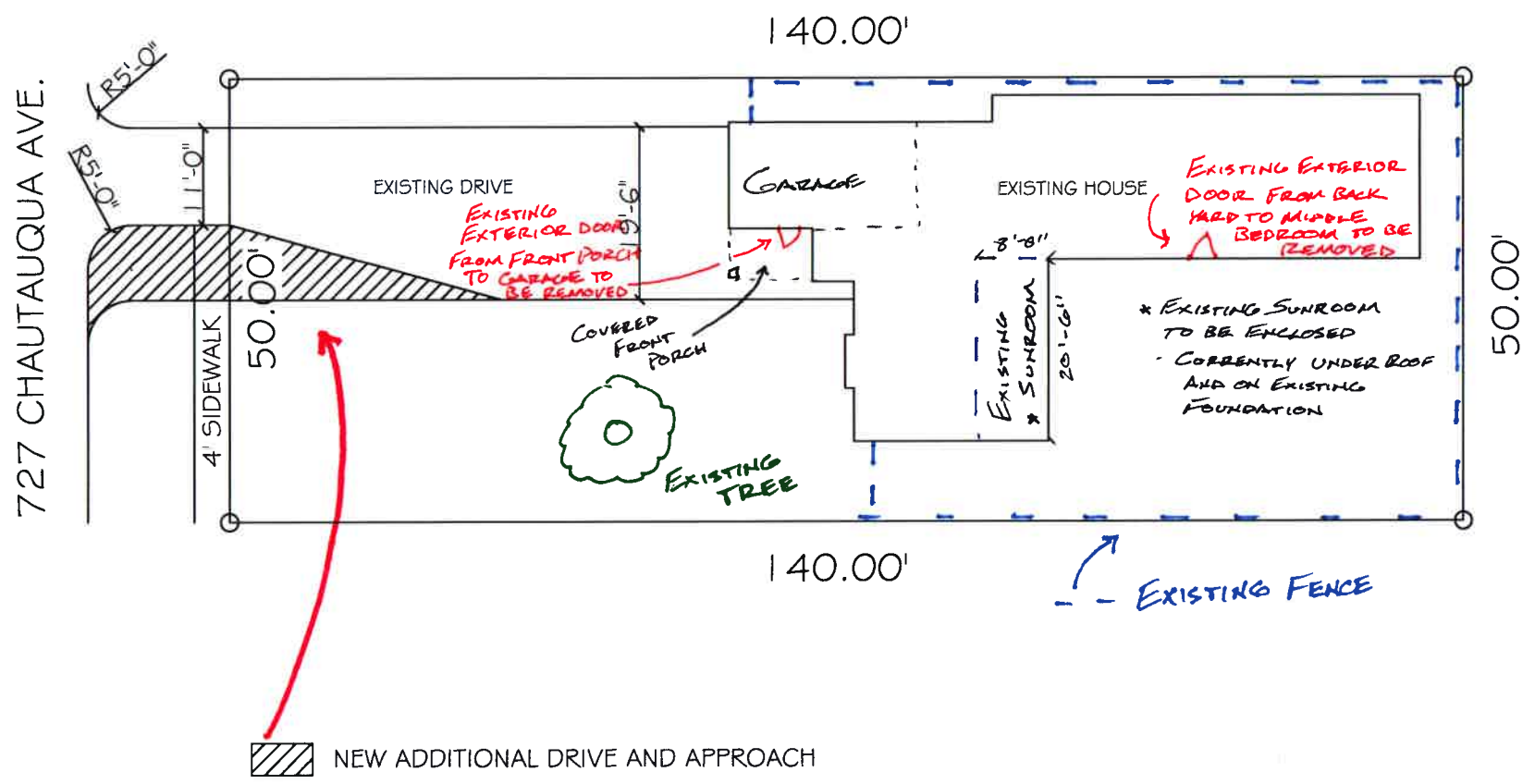
717 2604 AVE NW STE 201
 NORMAN, OK 73069
 TEL: (405) 447-9999
 www.preferred-plans.net



TOTAL LOT SIZE = 7000 #
 EXISTING HOME = 1806 # 25.8%
 EXISTING PAVING = 1092 # 15.6%
 TOTAL COVERAGE = 2898 # 41.4%
 PROPOSED PAVING = 120 #
 TOTAL COVERAGE = 3018 # 43.1%



SCALE: 1"=20'

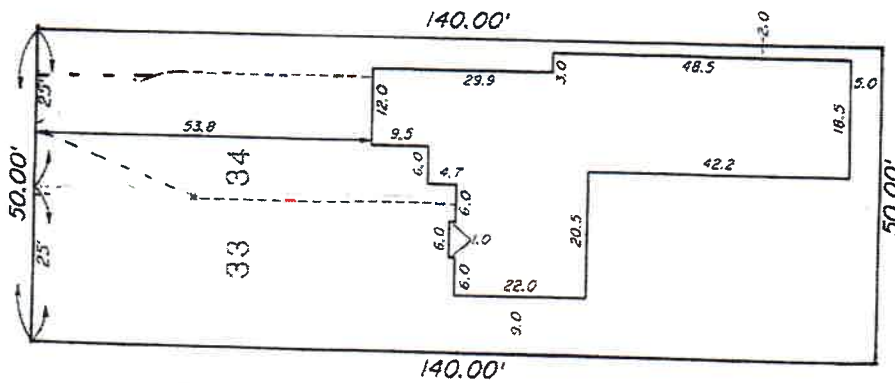


NO. 2401335

MORTGAGE INSPECTION REPORT

NOTE: THIS IS NOT A BOUNDARY SURVEY, NO CORNERS WERE SET

CHAUTAQUA AVENUE
-727-



ALL EASEMENTS SHOWN ON THE COMMITMENT ARE SHOWN ON THE DRAWING. 8-29-2024

LEGEND

	EASEMENT
	BUILDING LINE
	CONCRETE
	GRAVEL
	WOOD DECK

CA-4853 Expires: 06-30-2025



1530 SW 89th St. Suite C-2, Oklahoma City, Oklahoma 73159
(405) 691-0077 - (405) 691-0023 Fax

Mortgage Inspections - Elevations - Boundary Surveys

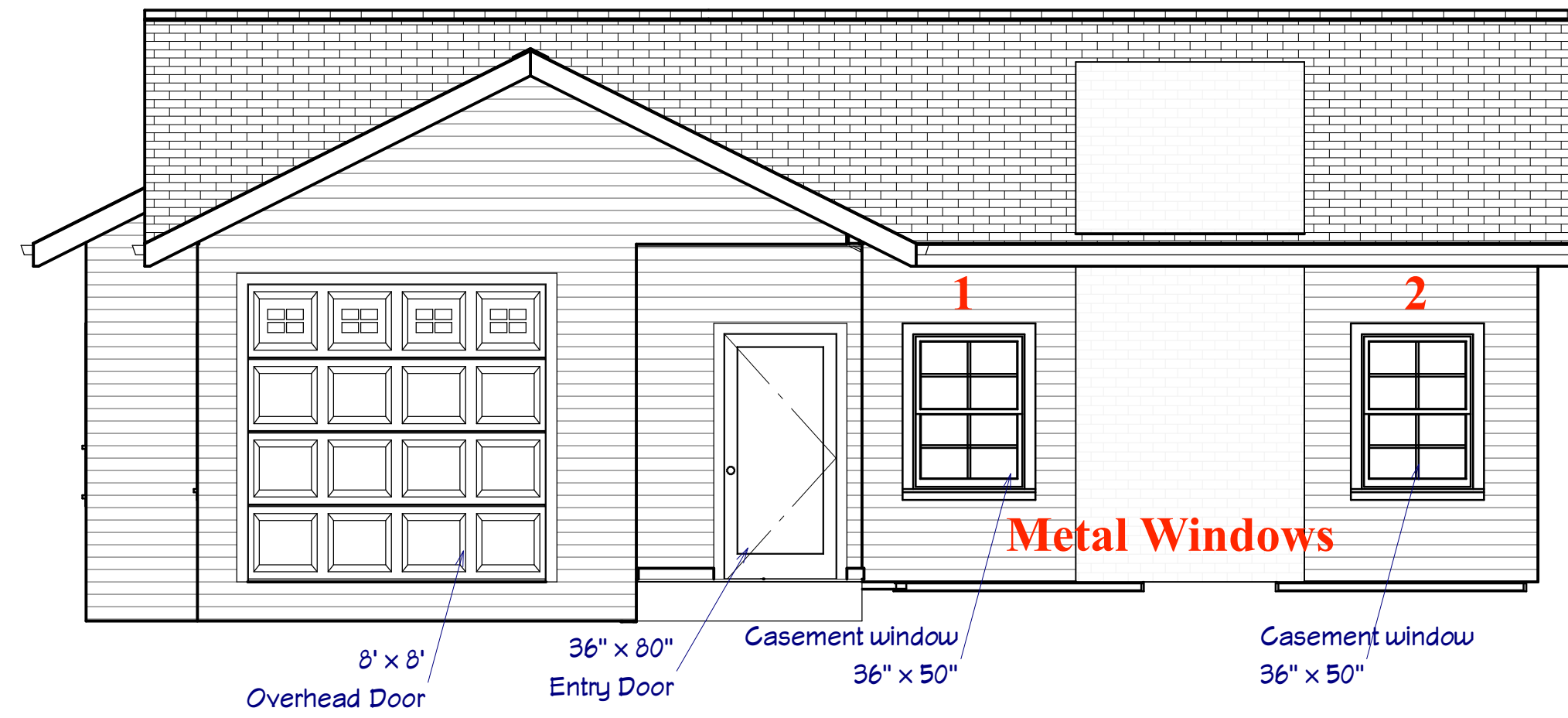
www.vmisurvey.com

INSPECTION NO. 2401335	BUYER: RSH Holdings, LLC
FILE NO. 710062401583	
TITLE COMPANY: Chicago Title - Norman	
ADDRESS: 727 Chautauqua Street, Norman, OK	
COUNTY: Cleveland	73069
DATE: 8-29-2024	

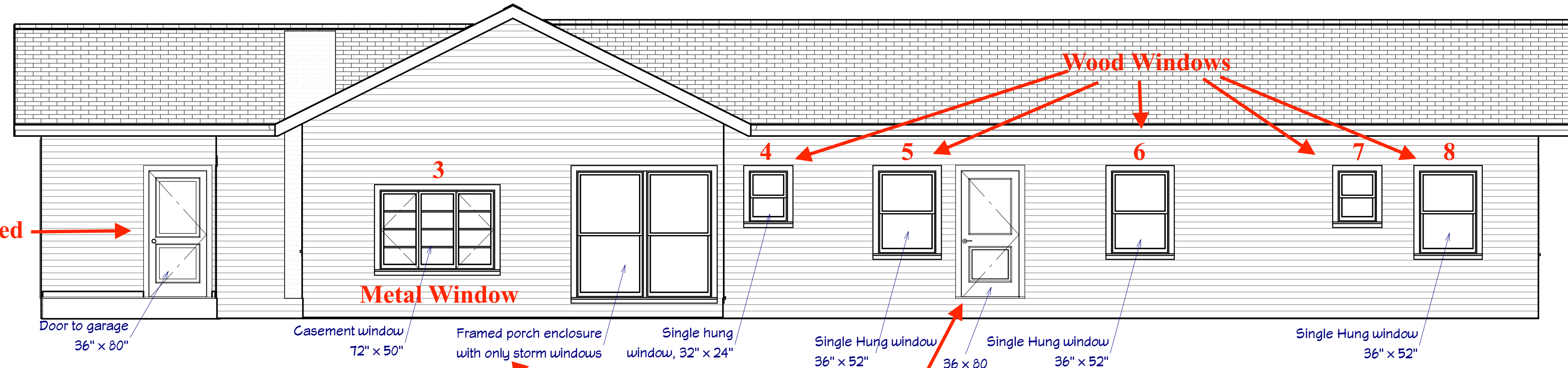
SHEET 1 OF 2

****WINDOWS NUMBERED TO CORRESPOND TO EXTERIOR PHOTOS****

All window sizes to remain the same. No change in RO or replacement window sizes



Front Elevation - West Facing

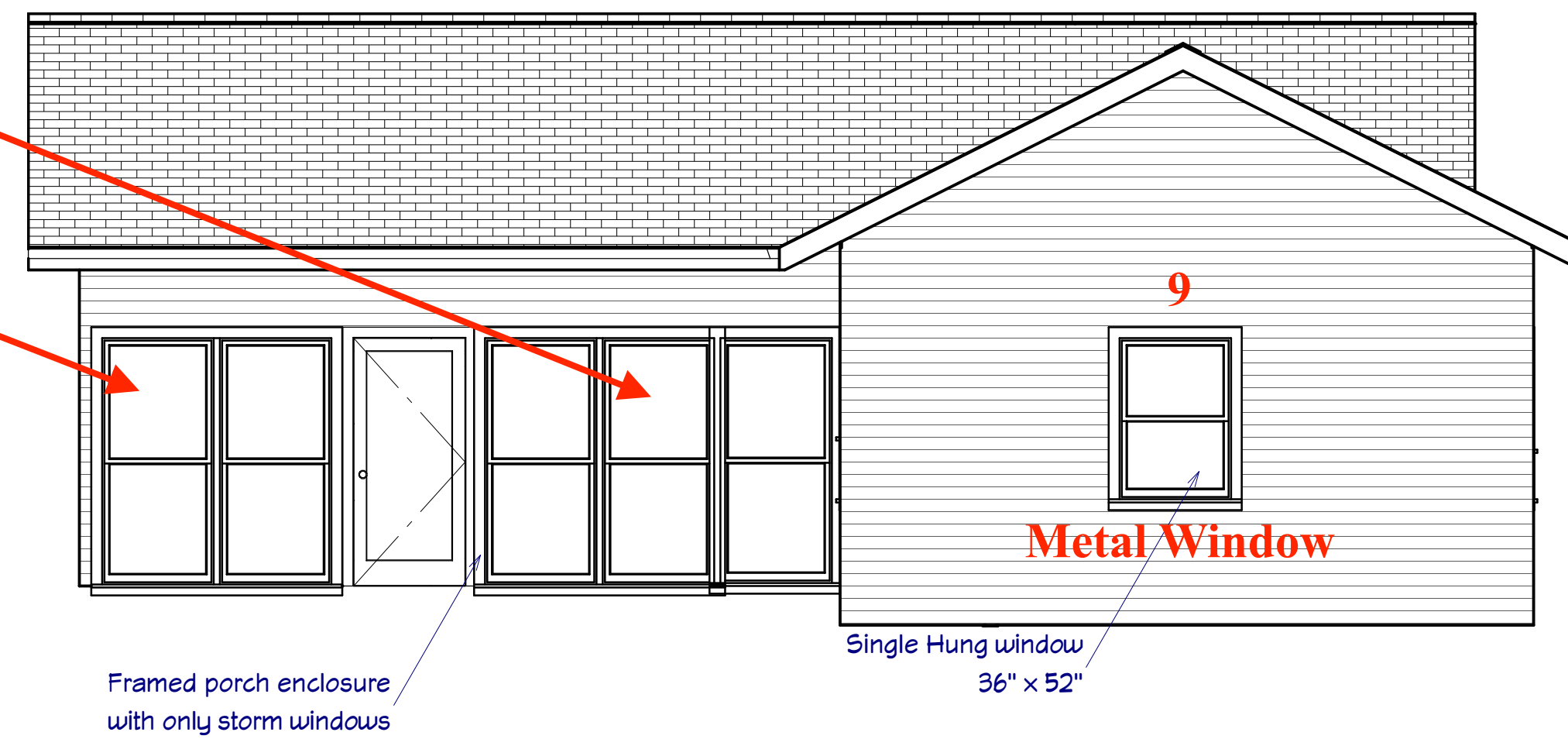


Side Elevation - South Facing

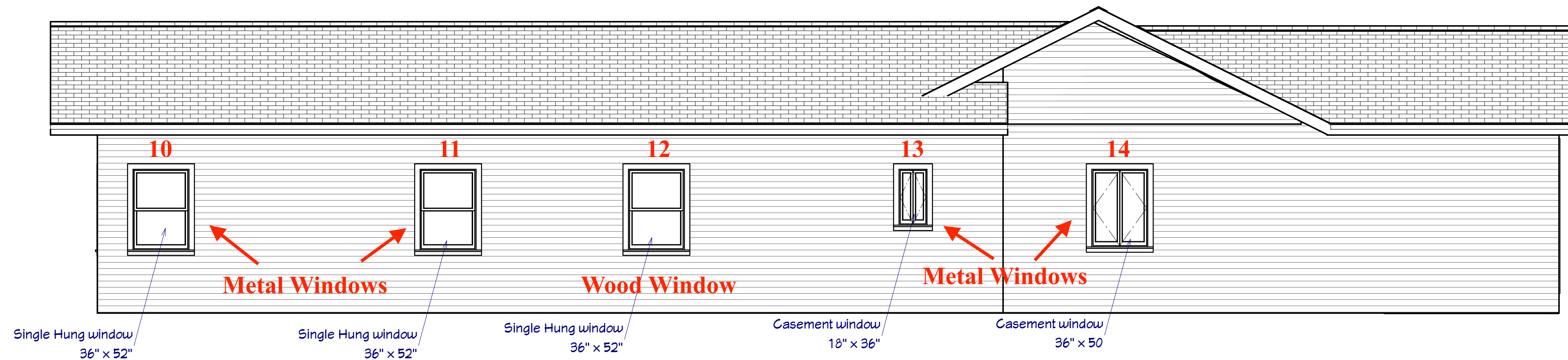
Exterior Door to garage to be Eliminated

Sunroom currently enclosed with only storm windows, many broken / taped together. To be fully enclosed as part of exterior renovation - Windows and siding to match all other windows and siding on the home.

Exterior Door to Bedroom to be Eliminated



Rear Elevation - East Facing



Side Elevation North Facing

REVISION TABLE	NUMBER	DATE	REVISION BY	DESCRIPTION

727 Chautauqua Ave
Norman, OK

Veneer
(as is): 1409

DRAWINGS PROVIDED BY:

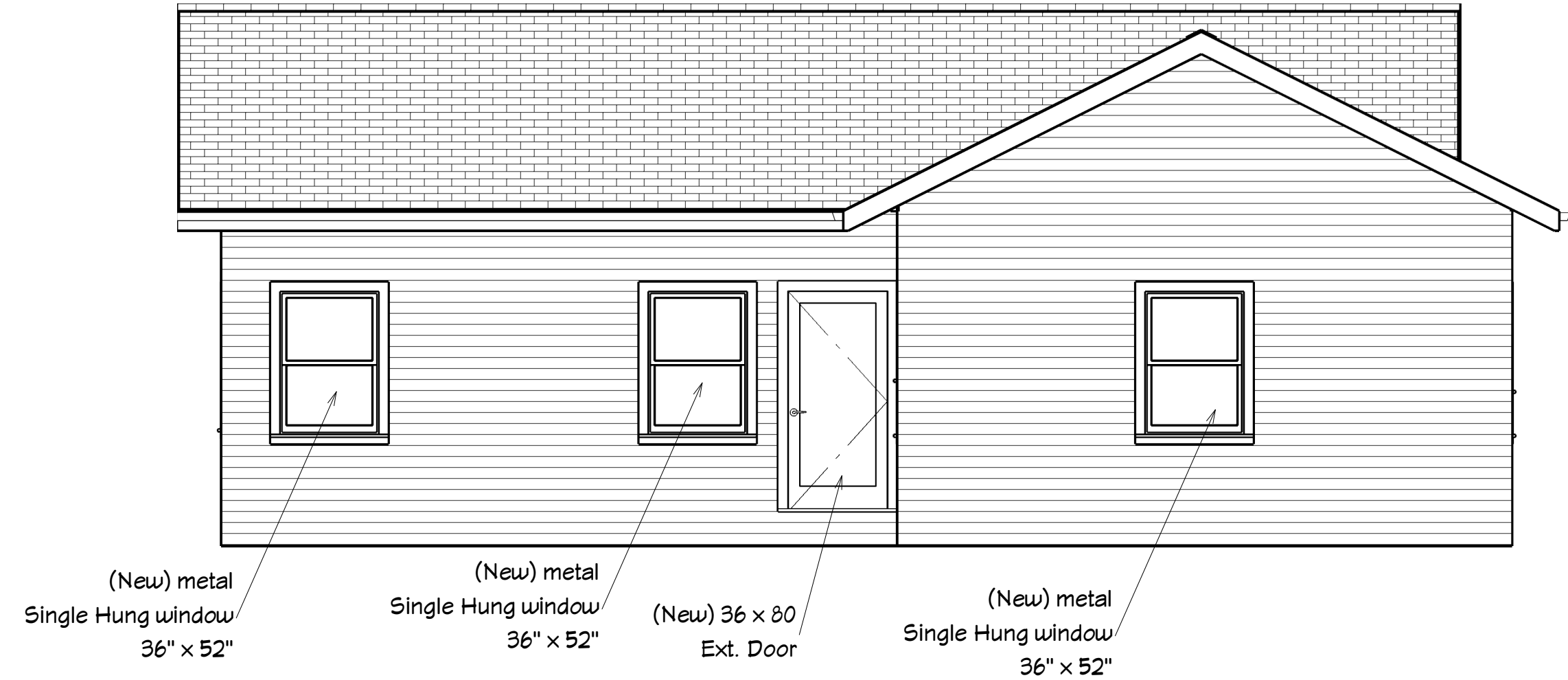
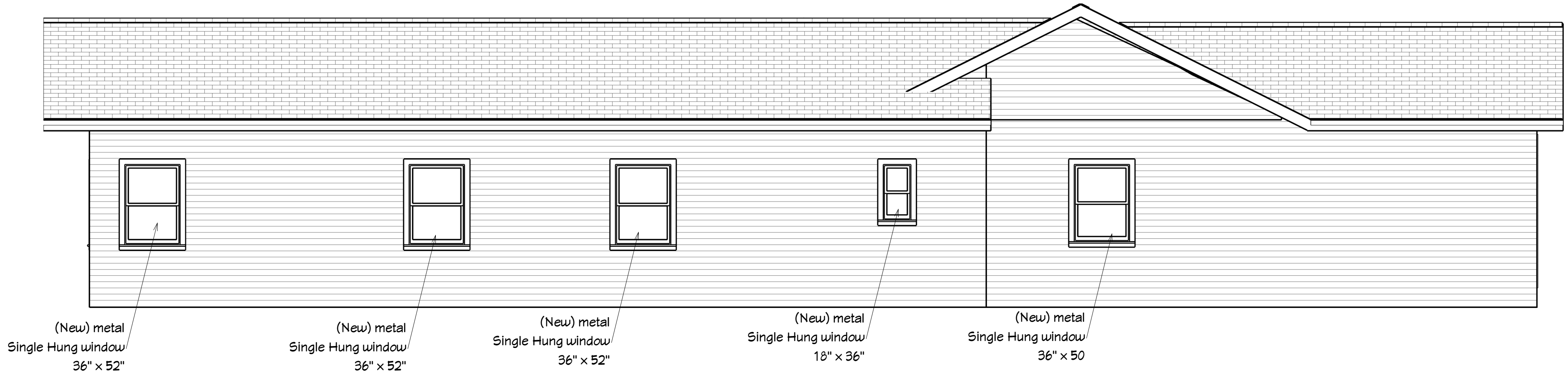
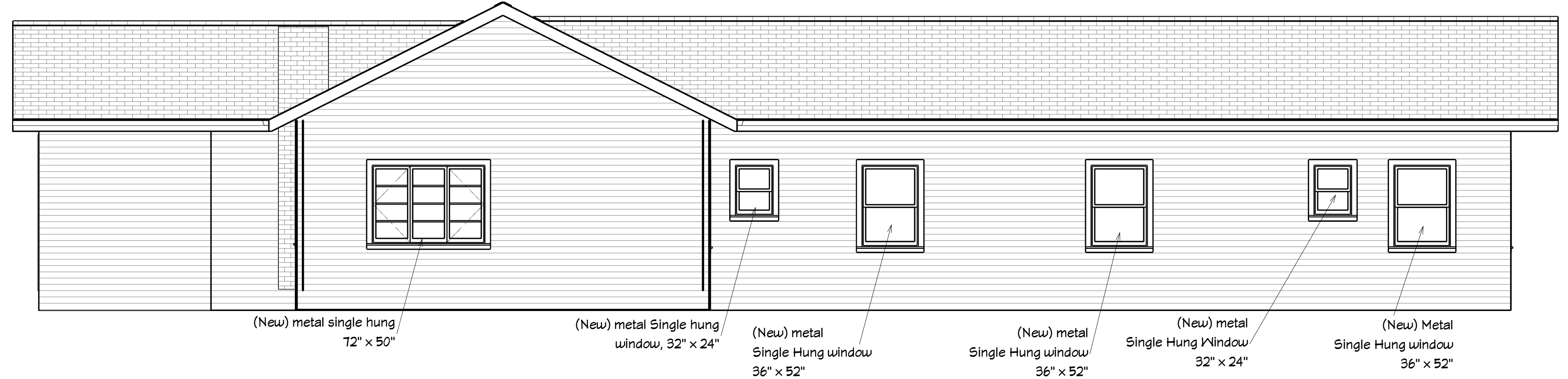
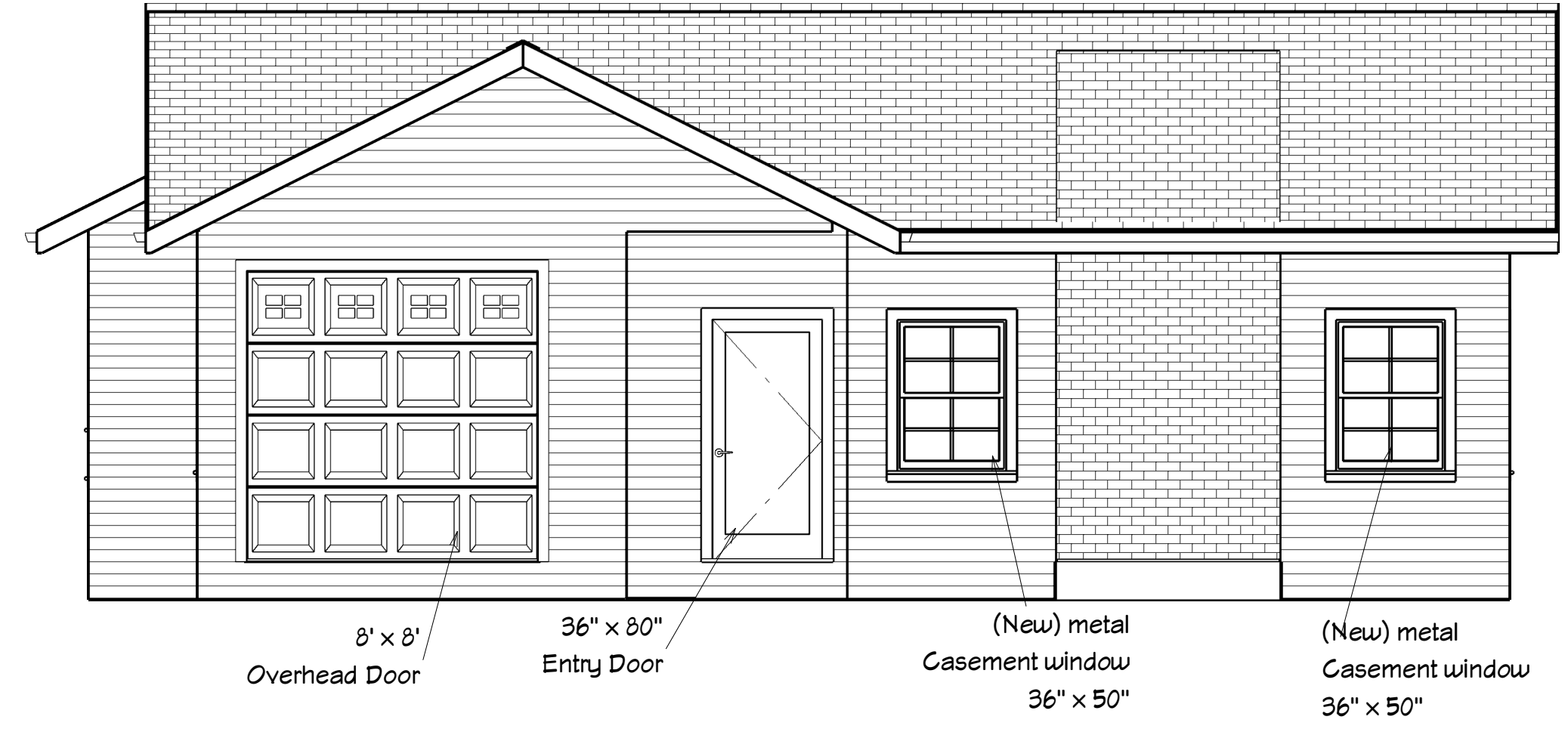
DATE:

9/11/2024

SCALE:

SHEET:

AS PROPOSED - 727 Chautauqua Elevation Sheets



REVISION TABLE		
NUMBER	DATE	DESCRIPTION

727 Chautauqua Ave
Norman, OK

Veneer
(prop): 1570

DRAWINGS PROVIDED BY:

DATE:

9/13/2024

SCALE:

SHEET:

Pella® Lifestyle Series

Clad/Wood

Item 2.

#1 performing wood window and patio door for the combination of energy, sound and value.¹

Triple-pane casement



Dual-pane double-hung window with Hidden Screen



- **Easy-to-learn Pella Steady Set™ interior installation system**

Pella Steady Set Interior Installation System is a revolutionary, award-winning and safer way to install new construction windows.¹ The simple system is the fastest, most labor efficient wood window installation system with uncompromising quality.² Available on select windows.

- **Performance redefined**

You don't have to compromise on any aspect of performance. Available performance solutions offer an unbeatable combination of energy efficiency, sound control and value.³

- **ENERGY STAR® certified⁴**

Pella products offer energy-efficient options that will meet or exceed ENERGY STAR guidelines in all 50 states. Pella Lifestyle Series products with triple-pane glass have been awarded ENERGY STAR Most Efficient Mark in 2023.

- **Enhanced sound control**

Our patented, triple-pane design with Advanced Low-E glass allows for mixed glass thickness for enhanced sound dampening resulting in an average 52% noise reduction versus single-pane windows.⁵

- **Intentional design for improved durability**

Intentional jamb on sill design helps seal the end grain of the wood and elevates it off the rough opening, reducing the potential for moisture.

- **Durable 3-way corner joints**

Three-way corner joints are made up of mortise-and-tenon, metal fasteners and commercial adhesive for added strength and durability.

- **Low-maintenance exteriors**

Aluminum-clad exteriors with EnduraClad® finish resists fading and chalking. It is applied in an overlapping fashion for exceptional protection.

- **Exclusive wood protection**

Pella's exclusive EnduraGuard® wood protection is applied after the pieces have been cut and milled, but prior to final assembly. It provides advanced protection against the effects of moisture, decay, stains from mold and mildew — as well as termite damage.

- **Time-tested innovations**

Create unique room-by-room solutions and achieve project goals with performance options and purposeful innovations like the Hidden Screen and integrated blinds, shades and security sensors. For more information on integrated wireless security sensors, go to connectpella.com.

- **Best limited lifetime warranty⁶**

Pella Lifestyle Series products are covered by the best limited lifetime warranty in the industry for wood windows and patio doors.⁶

- **Testing beyond requirements**

At Pella, our products are tested beyond requirements to help ensure they have long-lasting performance and reduce call-backs for you.

- **Hidden Screen**

The revolutionary Hidden Screen appears when you open a double-hung window and folds away when it is closed. It provides a clear view when the window is closed and improves curb appeal year-round.

Available in these window and patio door styles:⁷



Special shape windows also available.

^{1,2,3,4,5,6,7} See back cover for details.

Colors

Prefinished Pine Interior Colors

We can prefinish pine in your choice of several paint and stain colors. Unfinished or primed and ready-to-paint are also available.



Aluminum-Clad Exterior Colors

Our low-maintenance EnduraClad® exterior finish resists fading and helps protect windows and patio doors for years. Seacoast EnduraClad protective finish for coastal projects with high salt exposure is also available.



Integrated Blinds & Shades

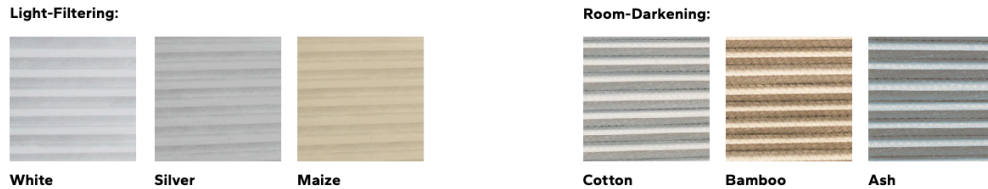
Integrated Blinds⁸

Raise blinds up for an unobstructed view or tilt to let in just the right amount of light. Our best integrated and accessible blinds are available manual or motorized with Pella® Insynctive® technology.



Integrated Shades⁸

Our best integrated fabric shades feature a white exterior fabric for a uniform look from the street. Integrated and accessible shades are available manual or motorized with Pella Insynctive technology.



Haven't landed on the final blind or shade color selection? No problem. With our patented triple-pane design, you and your customer can make those decisions later in the schedule. Our triple-pane products come with all of the hardware to add a blind or shade straight from the factory or at a later time in the building or remodeling process.

Screens⁹

Hidden Screen

The Hidden Screen appears when you open a double-hung window and folds away when the window is closed. It allows 44% more natural light into your home when a window is closed than a standard screen.¹⁰ Hidden Screen cartridge available in Black, White, Brown, Fossil and Iron Ore colors to match or complement the exterior cladding color choice.

Rolscreen®

Rolscreen soft-closing retractable screens roll out of sight when not in use. Available on casement and awning windows and sliding patio doors.

InView™

InView flat screens let in 14% more light and are 8% more open for improved airflow when compared to the conventional fiberglass screen.¹¹

Product Specifications

Window & Patio Door Styles	Min. Width	Min. Height	Max. Width	Max. Height	Performance Class & Grade	Performance Values			Frame/Install
						U-Factor	SHGC	STC	
Awning Dual-pane vent	21"	17"	59"	59"	LC30 – LC50	0.25 - 0.34	0.19 - 0.51	25-28	Pella Steady Set-, Fold-out Fin, Block Frame, EnduraClad Exterior Trim / Brickmould
Awning Triple-pane vent	21"	17"	59"	59"	R20 - CW50	0.20 - 0.28	0.15 - 0.41	31-37	
Casement Dual-pane vent	17"	17"	35"	73"	LC30-LC50	0.25 - 0.34	0.19 - 0.58	25-31	
Casement Triple-pane vent	17"	17"	35"	73"	R20-CW50	0.20-0.25	0.17-0.46	31-37	
Fixed Casement Dual-pane	17"	17"	73"	73"	LC30-LC50	0.23 - 0.35	0.20 - 0.57	29-32	
Fixed Casement Triple-pane	17"	17"	73"	73"	R20-CW50	0.19 – 0.27	0.15 – 0.49	33-37	
Double-Hung Dual-pane vent	21"	35"	48"	84"	LC30-LC50	0.25 - 0.34	0.20 – 0.48	27-31	
Hinged Patio Door Dual-pane single door	30"	80"	38"	96"	LC50	0.26 – 0.32	0.18 – 0.48	31	Fold-out Fin, Block Frame, EnduraClad Exterior Trim / Brickmould
Hinged Patio Door Triple-pane single door	30"	80"	38"	96"	LC55	0.23 – 0.28	0.12 – 0.34	34-36	
Hinged Patio Door Dual-pane double door	60"	80"	75"	96"	LC50	0.25-0.29	0.18-0.48	30-32	
Hinged Patio Door Triple-pane double door	50"	80"	75"	96"	LC55	0.22-0.26	0.14-0.38	34-36	
Sliding Patio Door Dual-pane single-door fixed (O)	31"	80"	49"	96"	CW50	0.24-0.33	0.18-0.51	27	
Sliding Patio Door Triple-pane single-door fixed (O)	31"	80"	49"	96"	CW60	0.21-0.27	0.17-0.45	33-36	
Sliding Patio Door Dual-pane double-door vent (OX or XO)	60"	80"	96"	96"	R20-LC50	0.24 – 0.34	0.18-0.51	29-32	
Sliding Patio Door Triple-pane double-door vent (OX or XO)	60"	80"	96"	96"	R25-LC60	0.22 – 0.29	0.16 - .44	33-36	

Window sizes available in 1/4" increments

Special sizes available in triple-pane patio doors. For more information regarding performance, visit pella.com/performance. For more information regarding frame and installation types, visit installpella.com.

Window Hardware

Essential Collection

Select from popular designs and finishes to suit every style.



Fold-away
Crank



Cam-Action Lock

Finishes:



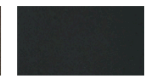
Champagne



White



Brown



Matte Black



Satin Nickel



Satin Brass

Patio Door Hardware

Essential Collection

Elevate your style and transform a home with elegant selections.



Hinged Patio
Door Handle

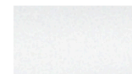


Sliding Patio
Door Handle

Finishes:



Champagne



White



Brown



Matte Black



Satin Nickel



Satin Brass

To make things easier, we've created performance packages.

Performance solutions offer an unbeatable combination of energy efficiency, sound control and value.¹ Create room-by-room solutions with the upgraded triple-pane glass design.

All values below are averages compared with single-pane windows.



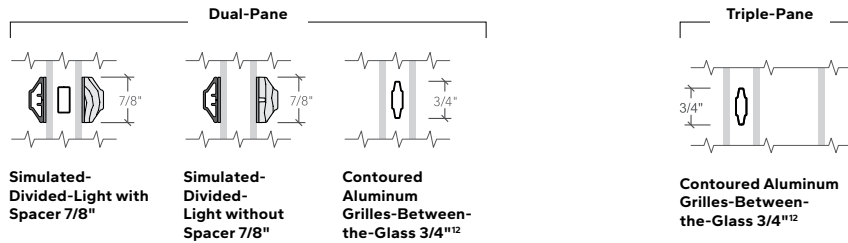
Pella® Lifestyle Series offers products awarded ENERGY STAR® Most Efficient for 2023.⁴

Base	Performance 71% More Energy Efficient ¹⁰ + 34% Noise Reduction ⁵	Sound Control 52% Noise Reduction ⁵	Energy Efficiency 83% More Energy Efficient ¹⁰	Ultimate Performance 79% More Energy Efficient ¹⁰ + 52% Noise Reduction ⁵
<p>Advanced Low-E</p> <p>Two panes of insulating, energy-efficient glass and our most popular features and options.</p>	<p>Advanced Low-E SunDefense Low-E or NaturalSun Low-E</p> <p>A triple-pane glass design for a combination of both improved energy efficiency and sound performance.</p>	<p>Advanced Low-E, SunDefense Low-E or NaturalSun Low-E Sound-reduction glazing</p> <p>Triple-pane glass design featuring mixed glass thicknesses for enhanced sound dampening.</p>	<p>AdvancedComfort</p> <p>A triple-pane glass design with upgraded AdvancedComfort Low-E glass for enhanced energy efficiency.</p>	<p>AdvancedComfort Sound-reduction glazing</p> <p>A triple-pane glass design featuring mixed glass thicknesses with upgraded AdvancedComfort Low-E glass for enhanced energy efficiency.</p>

Patented triple-pane glass design gives flexibility to add integrated blinds or shades without impacting performance.

Grilles

Choose the look of true divided light or make cleaning easier by selecting grilles-between-the-glass.



The Best Limited Lifetime Warranty in the Industry

We know your reputation matters and you stake your reputation on quality, dependable products. That's why we have the best limited lifetime warranty in the industry for wood windows and patio doors.⁶

¹ Compared to leading national wood window brands recommended installation methods for new construction windows.

² Comparing average install time and plumb/level/square measurements of leading national wood window brands when installed following the manufacturer's standard installation methods for new construction windows.

³ Performance solutions require upgrades to triple-pane, AdvancedComfort Low-E and mixed glass thickness. Based on comparing product quotes and published STC/OITC and U-Factor ratings of leading national wood window and patio door brands.

⁴ Some Pella products may not meet ENERGY STAR certification in Canada. For more information, contact your local Pella sales representative or go to nrcan.gc.ca/energy/products/categories/fenestration/13739.

⁵ Reduction in sound based on OITC ratings of Pella Lifestyle Series windows with respective performance package compared to a single-pane wood or vinyl window with an OITC of 19. Calculated by using the sound transmission loss values in the 80 to 4000 Hz range as measured in accordance with ASTM E-90(09). Actual results may vary.

⁶ Based on comparing written limited warranties of leading national wood window and wood patio door brands. See written limited warranty for details, including exceptions and limitations, at pella.com/warranty.

⁷ Double-hung windows available in dual-pane only.

⁸ Available with triple-pane products only.

⁹ Requires the Insynctive App on a smart device, an Insynctive Bridge and a wireless home router with internet connection.

¹⁰ Window energy efficiency calculated in a computer simulation using RESFEN 6.0 default parameters for a 2000 sq. foot new construction single-story home when Pella Lifestyle Series windows with the respective performance package are compared to a single-pane wood or vinyl window. The energy efficiency and actual savings will vary by location. The average window energy efficiency is based on a national average of 94 modeled cities across the country and weighting based on population. For more details see pella.com/methodology.

¹¹ Improved airflow is based on calculated screen cloth openness. Screen cloth transmittance was measured using an integrated sphere spectrophotometer.

¹² Appearance of exterior grille color may vary depending on the Low-E insulating glass selection.

Exterior - Front Elevation



Exterior - Front Elevavation



Exterior - South Side Yard



Exterior Door on Front Porch Leading to Garage

Item 2.



Exterior - Front Yard Looking North to Porch



Exterior Door Leading to Garage to be Eliminated

Storm Door at Front Entry



Front Door







**Drive extended to match existing width on south side
Approach in Right of Way to Be Completed at Same Time**

Exterior - Back Yard



Exterior - Storm Windows to Be Replaced - Wall Framed In

Item 2.

Exterior Door Relocated to North Corner

**Windows to Match Single Hung on South Facing Rear Wall
Windows 4, 5, 6, 7, 8**



Exterior - Storm Windows to Be Replaced - Wall Framed In

Item 2.

Exterior Door Relocated to North Corner

**Windows to Match Single Hung on South Facing Rear Wall
Windows 4, 5, 6, 7, 8**



Exterior - Storm Windows to Be Replaced - Wall Framed In

Exterior Door Relocated to North Corner

**Windows to Match Single Hung on South Facing Rear Wall
Windows 4, 5, 6, 7, 8**



Exterior - Back Yard and Rear Yard



Exterior Door Leading From Back Yard to Bedroom to Be Eliminated

Exterior - North Side Yard



A classic look that stands the test of time.

Hardie® Plank

From Victorians to Colonials, Hardie® Plank is the perfect siding for your style, and has the durability and long-lasting beauty that can transform your home exterior. With endless gorgeous color and plank pairings available, you'll discover a Hardie® Plank style that transforms your home's aesthetic.

Planning for “Smooth” Hardie Plank Siding

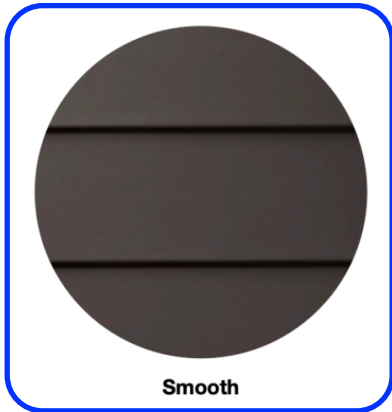


Hardie® Plank

Thickness 5/16 in Length 12 ft planks



Select Cedarmill®



Smooth



Custom Beaded Cedarmill® & Custom Smooth



Custom Colonial Roughsawn & Custom Smooth

	5.25 in	6.25 in	7.25 in	8.25 in	9.25 in	12 in
Width	5.25 in	6.25 in	7.25 in	8.25 in	9.25 in	12 in
Exposure	4 in	5 in	6 in	7 in	8 in	10.75 in
Prime Pcs/Pallet	360	308	252	230	190	152
ColorPlus® Pcs/Pallet	324	280	252	210	—	—
Pcs/Sq.	25.0	20.0	16.7	14.3	12.5	9.3

Select Cedarmill®

	5.25 in	6.25 in	7.25 in	8.25 in	9.25 in	12 in
Width	5.25 in	6.25 in	7.25 in	8.25 in	9.25 in	12 in
Statement Collection®				•		
Dream Collection®	•	•	•	•		
Prime	•	•	•	•	•	•

6.25" Width Matches Existing 5" Exposure

	5.25 in	6.25 in	7.25 in	8.25 in	9.25 in	12 in
Width	5.25 in	6.25 in	7.25 in	8.25 in	9.25 in	12 in
Statement Collection®				•		
Dream Collection®	•	•	•	•		
Prime	•	•	•	•	•	•

Custom Beaded Select Cedarmill® & Custom Beaded Smooth

Width	8.25 in
Exposure	7 in
ColorPlus® Pcs/Pallet	210
Pcs/Sq.	14.3
Statement Collection®	
Dream Collection®	•
Prime	

Custom Colonial Roughsawn & Custom Smooth

Width	8 in
Exposure	6.75 in
Primed Pcs/Pallet	240
Pcs/Sq.	14.9
Statement Collection®	
Dream Collection®	
Prime	•

Learn everything you need to know about installing and caring for **Hardie™ Plank.**

[Download tech docs](#) →

Specs: Select Cedarmill®

Specs: Smooth

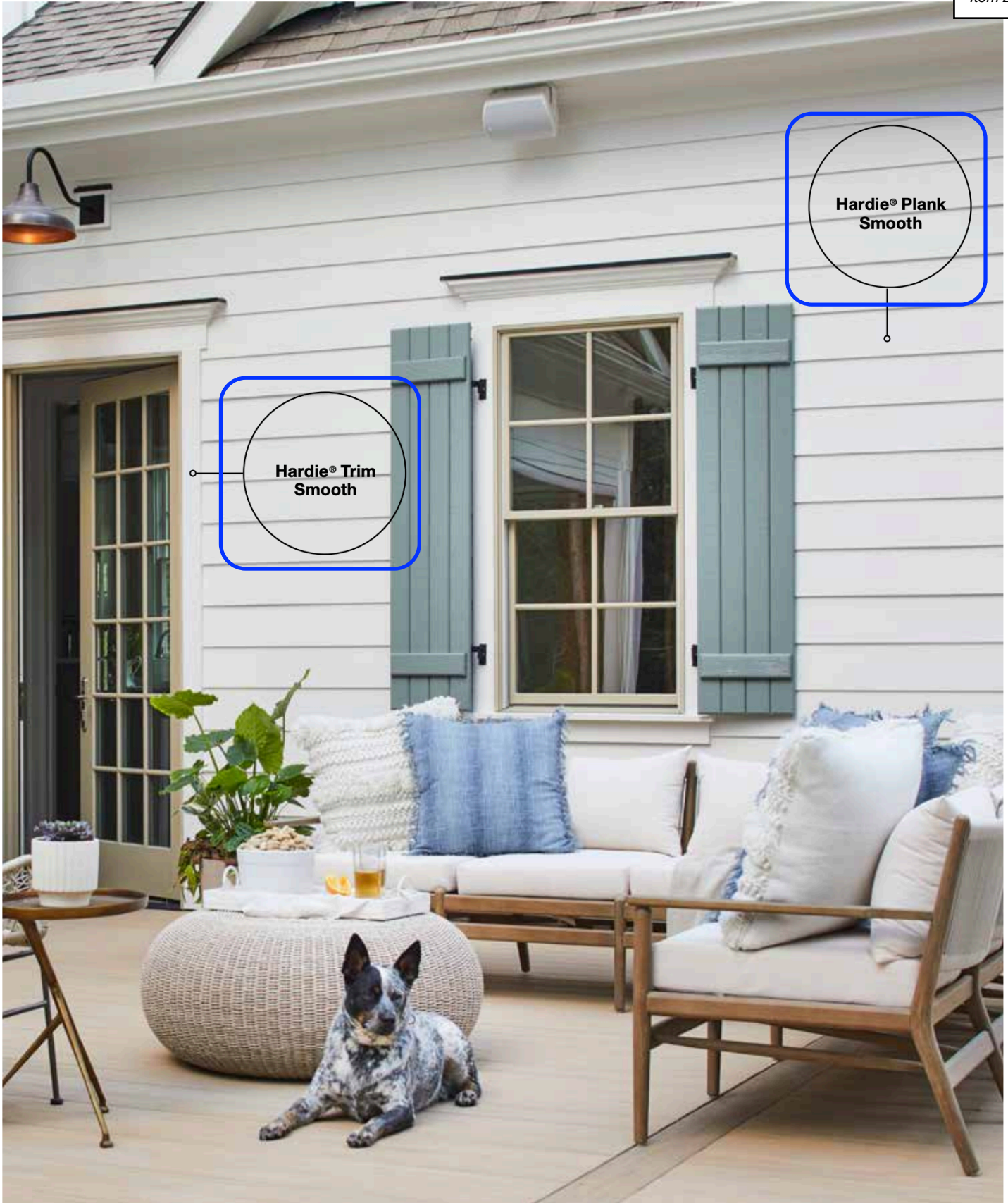
Width	6.25 in
Length	144 in
Thickness	0.312 in
ExposureWidth	5 in
Dream Collection®	
Primed for Paint	•
Statement Collection®	
Magnolia Home James Hardie Collection	

Planning for 6.25” material width in Hardie “Smooth” Plank siding to match the 5” exposure width of the existing siding

5" Exposure Width on Existing Siding

Item 2.





#MyHardieHome | 1.888.542.7343 | jameshardie.com



Designed for versatility and beautiful performance.

Hardie® Panel

Hardie® Panel delivers style and substance. When combined with Hardie® Trim Batten, it achieves the rustic board-and-batten look that defines your charming cottage or modern farmhouse. Its crisp, clean lines and ability to pair beautifully with other siding products make Hardie® Panel a smart choice for the home of your dreams.

Planning for Front Porch Exterior Ceiling to Be Matching Hardie “Smooth” Panel

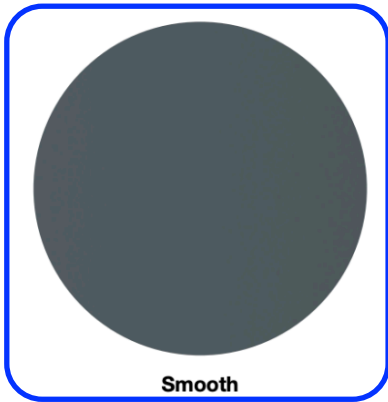


Hardie® Panel

Thickness 5/16 in



Select Cedarmill®



Smooth



Stucco



Sierra 8

Size	4 ft x 8 ft	4 ft x 9 ft	4 ft x 10 ft	16 in x 12 ft
Prime Pcs/Pallet	50	50	50	108
ColorPlus® Pcs/Pallet	50	—	50	—
Pcs/Sq.	3.2	2.8	2.5	1

Select Cedarmill®

Size	4 ft x 8 ft	4 ft x 9 ft	4 ft x 10 ft	16 in x 12 ft
Statement Collection®			•	
Dream Collection®	•		•	
Prime	•	•	•	•

Smooth

Size	4 ft x 8 ft	4 ft x 9 ft	4 ft x 10 ft	16 in x 12 ft
Statement Collection®			•	
Dream Collection®	•		•	
Prime	•	•	•	•

Stucco

Size	4 ft x 8 ft	4 ft x 9 ft	4 ft x 10 ft
Statement Collection®			
Dream Collection®	•		•
Prime	•	•	•

Sierra 8

Size	4 ft x 8 ft	4 ft x 9 ft	4 ft x 10 ft
Statement Collection®			
Dream Collection®			
Prime	•	•	•

Protection in every detail, complete confidence in every area.

Hardie® Soffit

Every part of your home's exterior matters. With Hardie® Soffit panels, you can live confidently, knowing that gaps between eaves and exterior walls are covered to provide trusted protection.

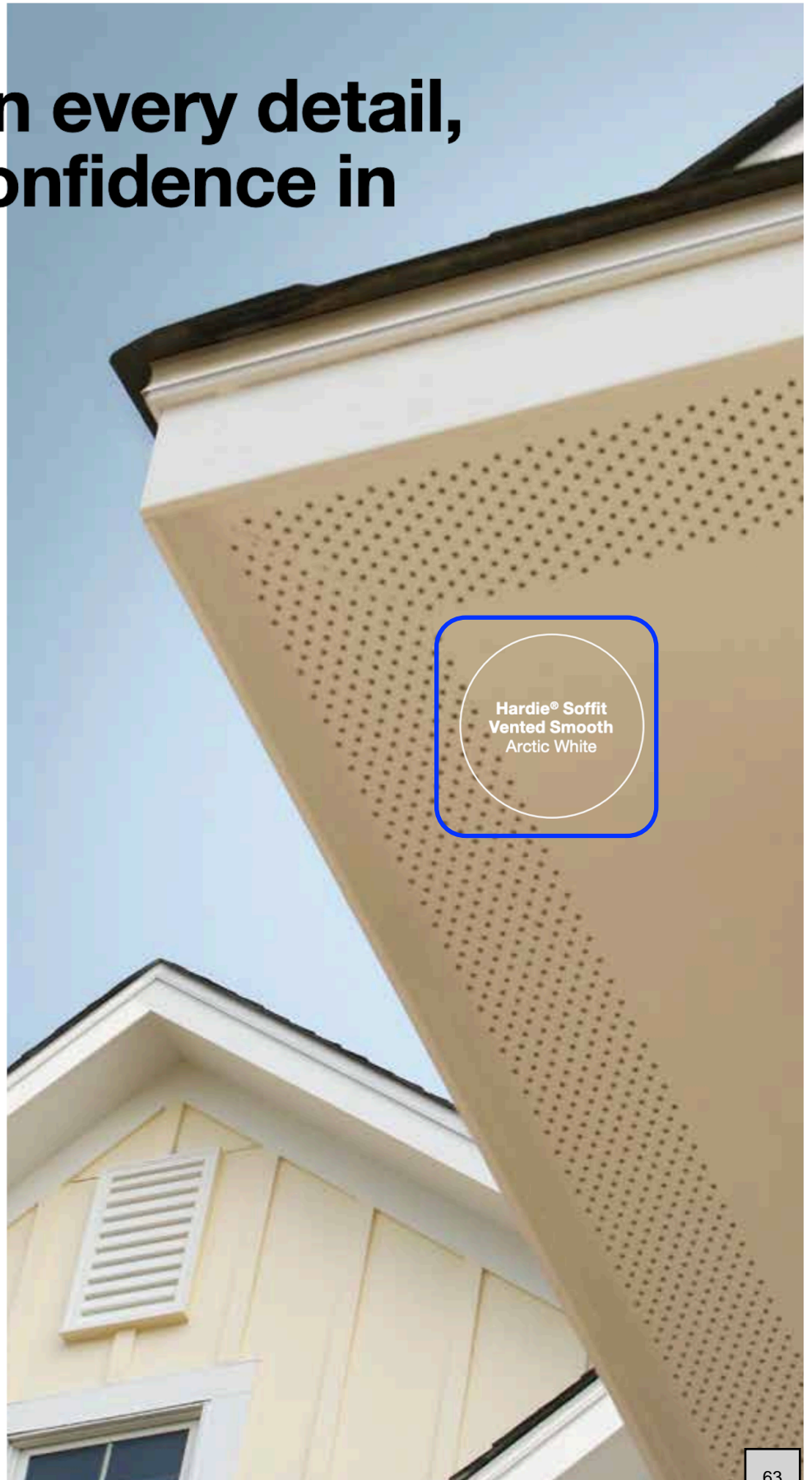
DID YOU KNOW?

Using vented soffit improves ventilation and reduces the chance of water-vapor condensation that can promote mold, mildew and stains and which can damage your home's framing over time.

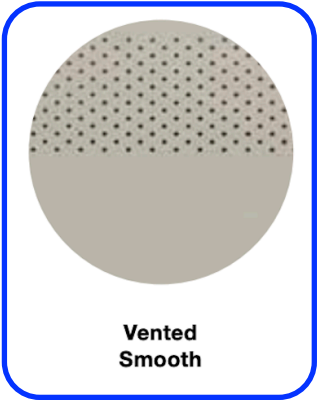
In warm climates, vented soffit allows hot, humid air to escape, which not only helps prevent condensation in the attic, but also helps reduce air-conditioning costs.

In cool climates, vented soffit helps prevent condensation from forming on the interior side of the roof sheathing and reduces the chances of roof-damaging ice dams.

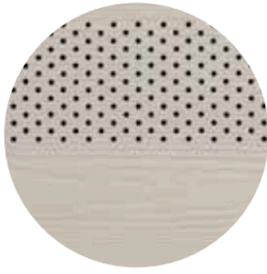
**Planning to use
matching Hardie
“Smooth” Vented Soffit**



Hardie® Soffit



Vented Smooth



Vented Select Cedarmill®



Non-Vented Smooth



Non-Vented Select Cedarmill®

Thickness 1/4 in

	12 ft	12 ft	8 ft	8 ft
Length	12 ft	12 ft	8 ft	8 ft
Width	12 in	16 in	24 in	48 in
Prime Pcs/Pallet	200	150	100	50
ColorPlus® Pcs/Pallet	216	156	108	—

Vented Smooth

Size	12 ft x 12 in	12 ft x 16 in	8 ft x 24 in
Statement Collection®	•	•	
Dream Collection®	•	•	•
Prime	•	•	•

Non-Vented Smooth

Size	12 ft x 12 in	12 ft x 16 in	8 ft x 24 in	8 ft x 48 in
Statement Collection®	•	•		
Dream Collection®	•	•	•	
Prime	•	•	•	•

Vented Select Cedarmill®

Size	12 ft x 12 in	12 ft x 16 in	8 ft x 24 in
Statement Collection®			
Dream Collection®	•	•	•
Prime	•	•	•

Non-Vented Select Cedarmill®

Size	12 ft x 12 in	12 ft x 16 in	8 ft x 24 in	8 ft x 48 in
Statement Collection®				
Dream Collection®	•	•	•	
Prime	•	•	•	•

ENDLESS DESIGN POSSIBILITIES

A finished look starts with beautiful trim.

Hardie® Trim

Form meets function at every intersection with Hardie® Trim boards. With an authentic look, Hardie® Trim boards provide design flexibility for columns, friezes, doors, windows and other accent areas.

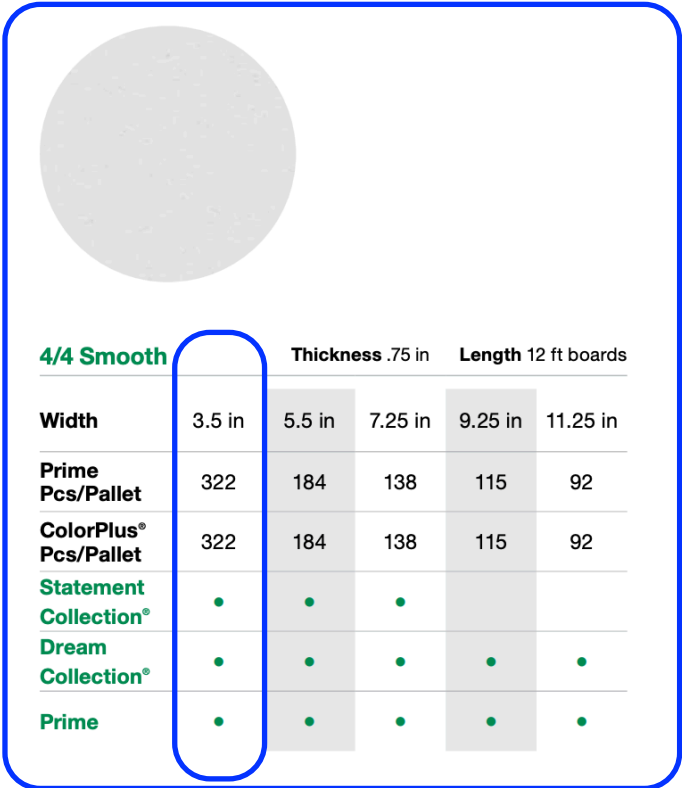
With higher performance to withstand damage from the elements compared to wood trim, Hardie® Trim is the perfect option for a long-lasting home. Hardie® Trim is a low-maintenance and durable accent for your exterior — adding an extra component of beauty to your home.

Planning to Use Hardie “Smooth” Trim Where Necessary



Planning to use 3.5" "Smooth" trim around windows to match the width of the existing trim around the windows

Hardie® Trim



4/4 Roughsawn Thickness .75 in Length 12 ft boards

Width	3.5 in	5.5 in	7.25 in	9.25 in	11.25 in
Prime Pcs/Pallet	322	184	138	115	92
ColorPlus® Pcs/Pallet	322	184	138	115	92
Statement Collection®	•	•	•		
Dream Collection®	•	•	•	•	•
Prime	•	•	•	•	•

4/4 Smooth Thickness .75 in Length 12 ft boards

Width	3.5 in	5.5 in	7.25 in	9.25 in	11.25 in
Prime Pcs/Pallet	322	184	138	115	92
ColorPlus® Pcs/Pallet	322	184	138	115	92
Statement Collection®	•	•	•		
Dream Collection®	•	•	•	•	•
Prime	•	•	•	•	•

5/4 Roughsawn Thickness 1 in Length 12 ft boards

Width	3.5 in	5.5 in	7.25 in	9.25 in	11.25 in
Prime Pcs/Pallet	238	136	102	85	68
ColorPlus® Pcs/Pallet	238	160	120	100	80
Statement Collection®	•	•	•	*AW	•
Dream Collection®	•	•	•	•	•
Prime	•	•	•	•	•

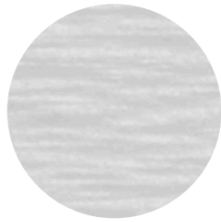
5/4 Smooth Thickness 1 in Length 12 ft boards

Width	3.5 in	4.5 in	5.5 in	7.25 in	9.25 in	11.25 in
Prime Pcs/Pallet	238	200	136	102	85	68
ColorPlus® Pcs/Pallet	238	200	160	120	100	80
Statement Collection®	•	•	•	•	*AW	•
Dream Collection®	•	•	•	•	•	•
Prime	•	•	•	•	•	•

*AW = Available in Arctic White only

Batten Boards

Thickness	.75 in
Length	12 ft
Width	2.5 in
Prime Pcs/Pallet	437
ColorPlus® Pcs/Pallet	190



Rustic Grain	
Statement Collection®	•
Dream Collection®	•
Prime	•



Smooth	
Statement Collection®	•
Dream Collection®	•
Prime	•

WINDOWS 1 and 2 on Elevation Sheet

**Proposed Replacement With Divided Lite Casements to Match
Original Window Appearance**



WINDOW 3 On Elevation Sheet

**Proposed Replacement With Single Hung Windows
Single Horizontal Divider at Middle**

Window Location Behind Existing Fence - Exterior Exposure in Back Yard



WINDOWS 4, 5, 6, 7, and 8 on Elevation Sheet

Item 2.

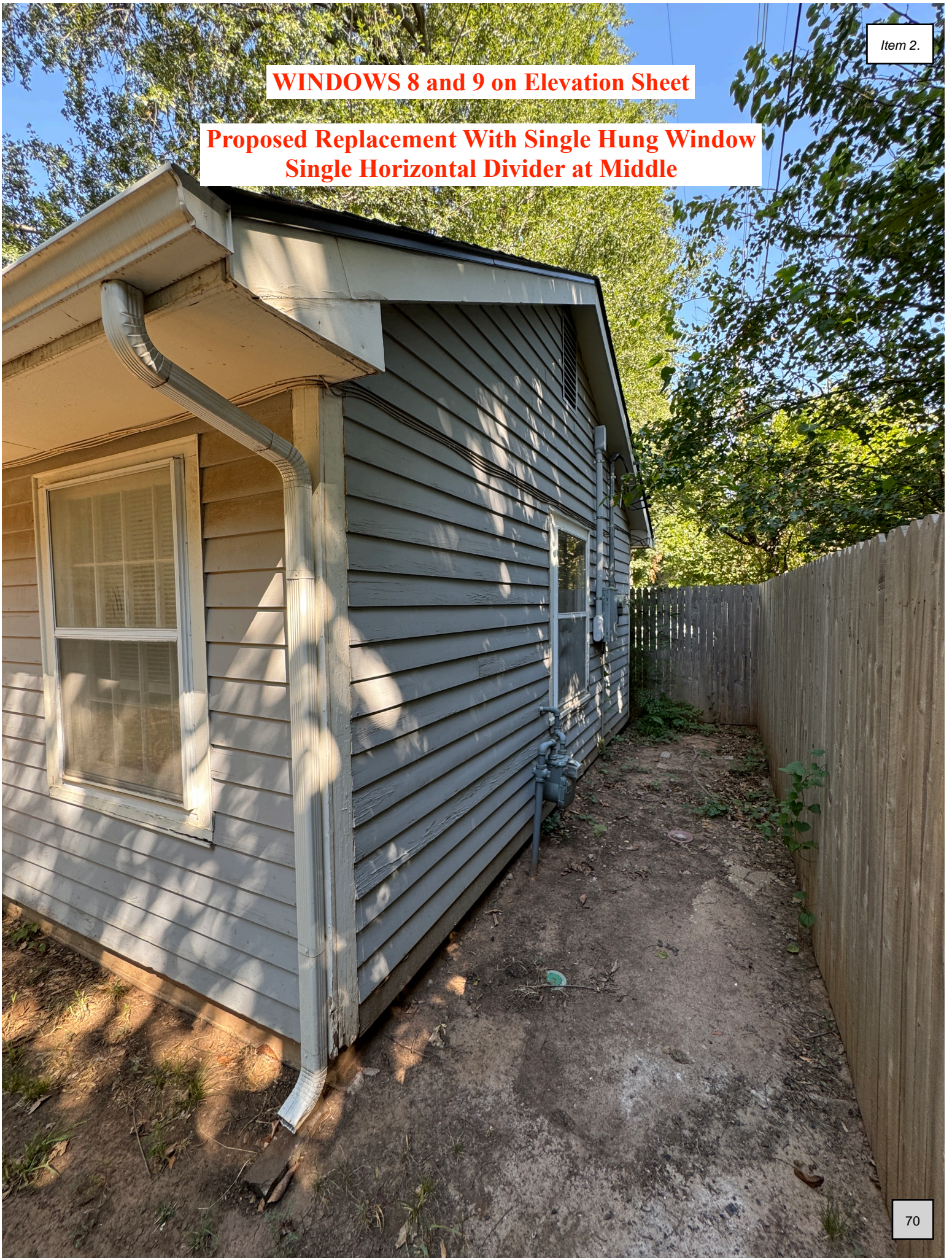
**Proposed Replacement With Single Hung
Single Horizontal Divider at Middle**



Exterior Door to Bedroom to Be Eliminated

WINDOWS 8 and 9 on Elevation Sheet

**Proposed Replacement With Single Hung Window
Single Horizontal Divider at Middle**



**WINDOWS 10, 11, and 12 on Elevation Sheet
Not Visible From Exterior**

**Proposed Replacement With Single Hung Window
Single Horizontal Divider at Middle**

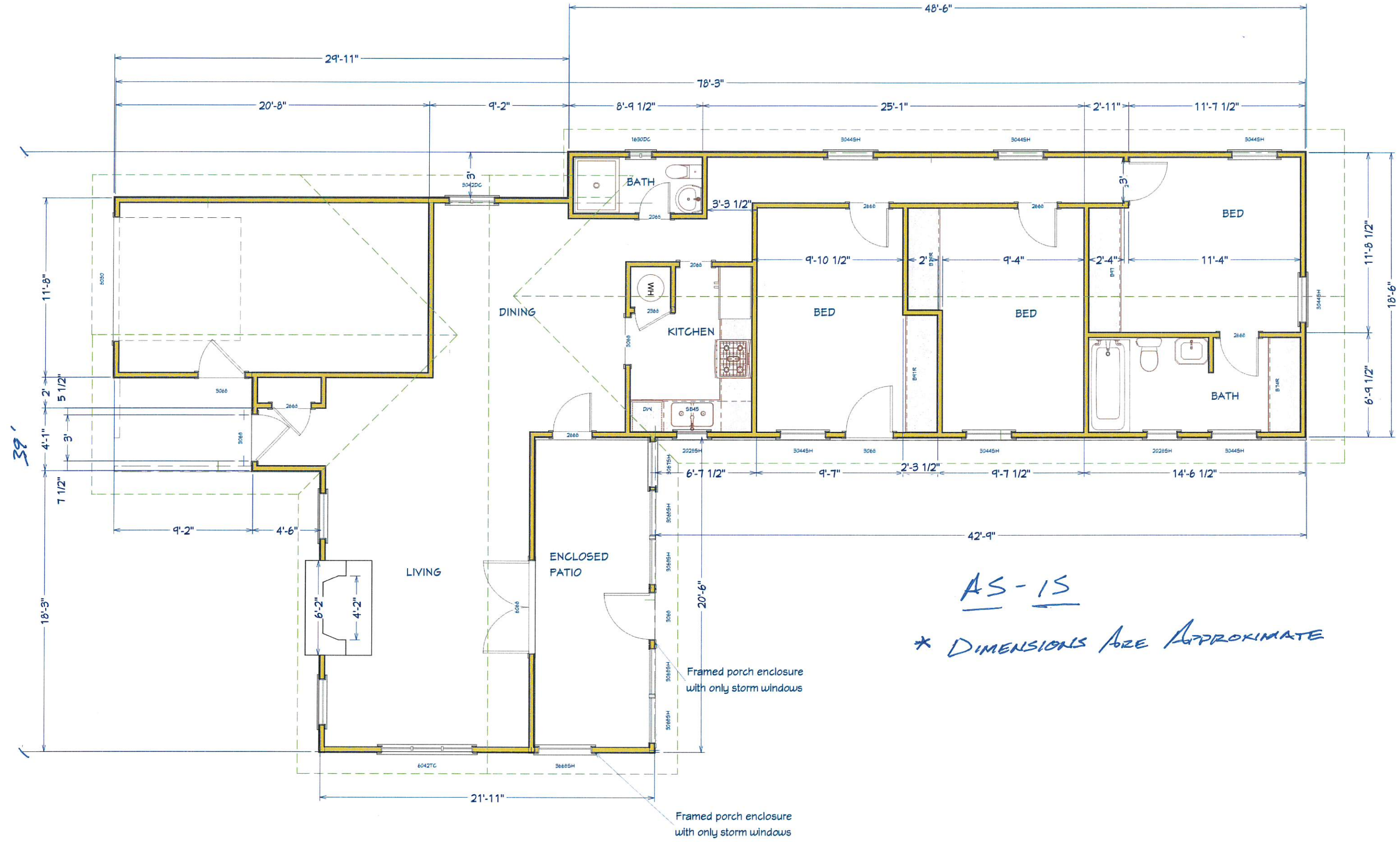
**Photo Showing North Side Yard of Property From The Rear
Looking West**

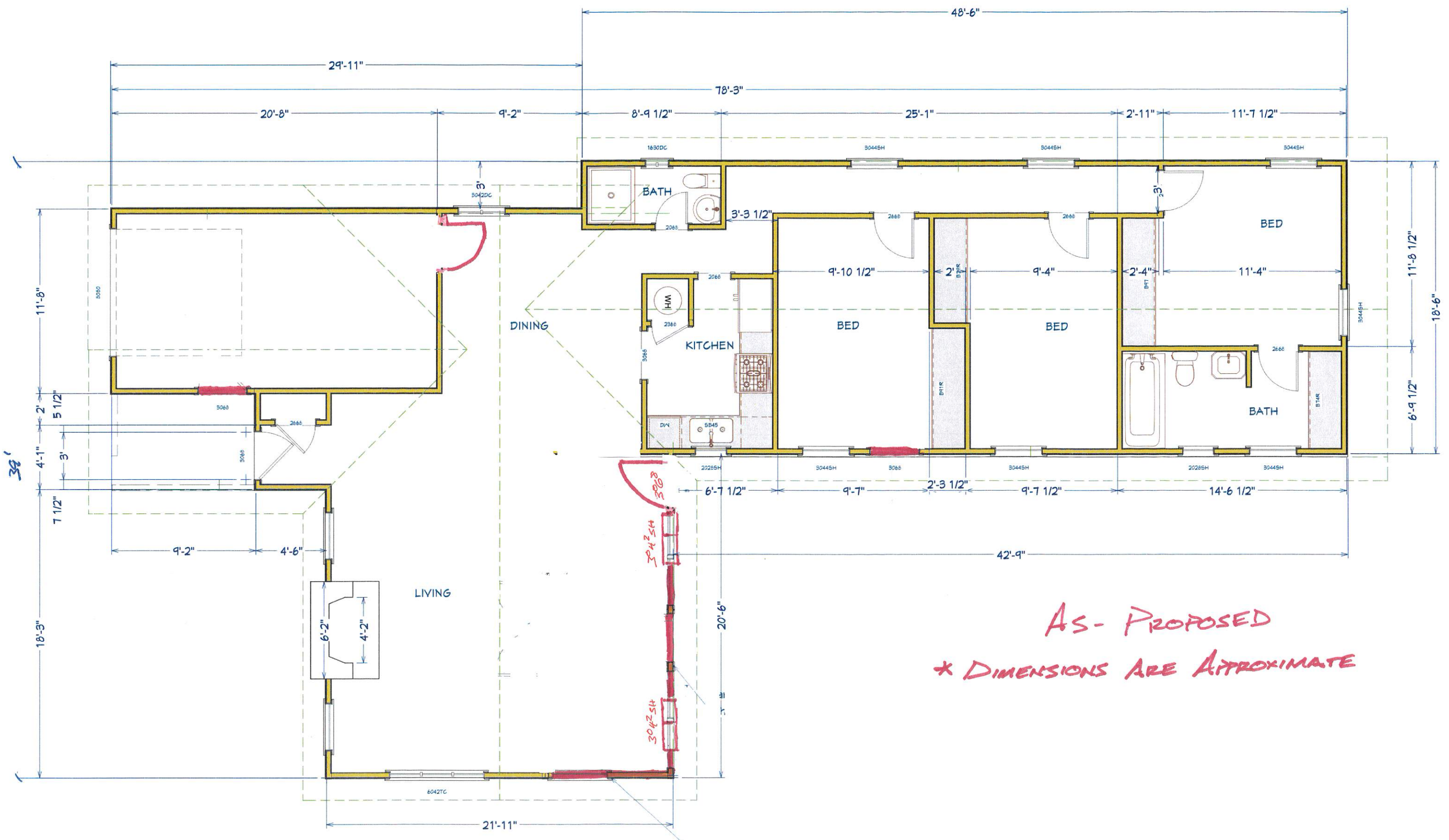


WINDOWS 13, and 14 on Elevation Sheet

**Proposed Replacement With Single Hung Window
Single Horizontal Divider at Middle**







AS-PROPOSED
** DIMENSIONS ARE APPROXIMATE*





CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/07/2024

REQUESTER: Frank Sullivan III

PRESENTER: Anais Starr, Historic Preservation Officer

ITEM TITLE: (HD 24-20) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CERTIFICATE OF APPROPRIATENESS REQUEST FOR PROPERTY LOCATED AT 733 CHAUTAUQUA AVE. FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF WINDOWS; C) PAINTING OF THE EXTERIOR BRICK WALLS.

<u>Property Location</u>	733 Chautauqua Ave
<u>District</u>	Chautauqua Historic District
<u>Owner/Applicant</u>	Frank Sullivan
<u>Request</u>	<p>(HD 24-20) Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request for property located at 733 Chautauqua Ave for the following modifications:</p> <ul style="list-style-type: none"> a) Replacement of exterior siding, soffit, and trim; b) Replacement of windows; c) Painting of the exterior brick walls.

Property History

Historical Information

2004 Chautauqua Historic District Nomination Survey Information:

733 South Chautauqua Avenue. Ca. 1950. Minimal Traditional. This noncontributing, one-story, brick single dwelling has an asphalt-covered, cross-gabled roof and a brick foundation. The windows are metal casement. The wood door is glazed paneled with a wood screen. The entry porch has a flat roof supported by wood supports. There is an integral, single car garage on the north side with a wood, glazed, paneled, overhead door. Decorative details include wood on the gable ends, minimal eave overhang and a picture window on the porch. The house is noncontributing due to insufficient age.

Sanborn Insurance Maps

Since this property was constructed after 1944 it does not appear on the Sanborn Insurance maps.

Previous Actions

There have been no COA requests for this property.

Project Overview

The property owners, unaware that the property was listed in a Chautauqua Historic District, began renovations on the exterior of the house. The applicants replaced all the original windows with vinyl windows, replaced the existing wood siding and associated trim with Smart materials, and painted a primer coat on the exterior brick.

Staff visited the property in early August and issued a stop work order for the property. The applicant was informed that the modifications required review and approval by the Historic District Commission. The applicant has now submitted an *ex post facto* COA request to retain the modifications performed. The owner proposes to keep the already installed vinyl windows and Smart material. He is also requesting to be allowed to finish painting the brick exterior white.

REQUESTS

a) Replacement of exterior siding, soffit, and trim

Project Description

To allow for easier maintenance of the house the applicant replaced the existing wood siding, soffit, and trim on the house with textured Smart material.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents.*

36.535.c.3: Reviewing non-contributing structures. *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work and related activities.*

Reference - Preservation Guidelines

Exterior Walls

3.2 Guidelines

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.1 Preserve Original Walls. Retain and preserve exterior walls that contribute to the overall historic form and character of a building, including functional and decorative features and details.

.2 Retain Original Building Materials. Retain and preserve exterior wall materials that contribute to the overall historic character of a building.

.7 Substitute Materials. Cement fiberboard (e.g. Hardiplank® siding) will be considered on a case-by-case basis. Exterior insulating and finish systems (EIFS) will not be considered for use in historic structures.

Issues and Considerations:

As indicated, this is an *ex post facto* review which the Historic District Ordinance requires the Commission to review as if the work has not occurred.

The *Guidelines for Exterior Walls* require the retention of the original exterior materials that contribute to the historic character of a structure. This house is designated as a non-contributing structure due to the insufficient age of the structure. The Historic District Ordinance states alterations to non-contributing houses should only be controlled to the degree necessary to make them compatible with the general atmosphere of the district.

The *Preservation Guidelines* allow for alternative materials on a non-contributing structure on a case-by-case basis review. In this case, the property owner, not realizing the property was in a Historic District, replaced the original wood on the exterior of the house with Smart material.

In recent years, the Commission has approved cement fiberboard and wood composite siding as replacement materials for vinyl siding, asbestos shingles, and metal siding on non-contributing structures. Earlier this year, the Commission reviewed and approved requests at 606 Miller Avenue and 1320 Oklahoma Avenue to replace existing cement shingles on a non-contributing structure with cement fiber lap siding. In both of those cases, the structures did not have any wood siding under the synthetic siding layer. In all of the approved cases of alternative material replacement, a smooth finish has been required.

The Commission needs to determine if the request to replace the existing wood on the exterior of this non-contributing house with Smart material meets the *Preservation Guidelines* and whether or not such proposed work is compatible with the District as a whole.

Commission Action:

Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request for property located at 733 Chautauqua Ave for the following modifications: a) Replacement of exterior siding, soffit, and trim.

b) Replacement of existing windows

Project Description:

As stated earlier, the applicant replaced the metal casement windows with vinyl windows not realizing the work needed review and approval of a Certificate of Appropriateness prior to installation. The applicant is proposing to keep the installed vinyl windows.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents.*

36.535.c.3: *Reviewing non-contributing structures. Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work and related activities.*

Reference - Preservation Guidelines

Windows

3.12 Guidelines for Windows

.1 Retain Original Windows. *Retain and preserve original windows, including glass, frames, sash, muntins, sills, heads, moldings, surrounds, and hardware.*

.7 Window Replacement. *An original window that is deteriorated more than 50% and is not repairable may be replaced in-kind if it meets the following:*

a. Shall have a wood exterior, unless replacing a metal casement window.

b. Light patterns same as the original.

c. Size and dimension the same as the original.

d. Double-pane simulated divided lights with wood muntins on the exterior and interior and a shadow bar between the panes may be allowed for windows on the side or rear that are not visible from the street.

.10 Materials. *Wood is allowable for in-kind replacement of windows. Aluminum-clad and metal windows can be considered for the replacement of metal casement windows that are deteriorated on a case-by-case basis. Fiberglass and aluminum-clad windows can be considered on non-contributing resources and on rear elevations not visible from the front right-of-way. Vinyl-clad windows are prohibited for both contributing and non-contributing structures in the historic districts.*

Issues and Considerations:

As indicated, this is an *ex post facto* review which the Historic District Ordinance requires the Commission to review the case as if the work has not occurred. As noted earlier, the applicant replaced the original casement windows with vinyl windows without realizing the property was located in the Chautauqua Historic District.

The *Preservation Guidelines for Windows* prohibit the installation of vinyl windows. The Commission has never approved vinyl replacement windows in contributing or non-contributing structures.

The *Guidelines for Windows* encourage the preservation of retention of original windows. The *Guidelines* allow original windows to be replaced if the Commission determines the windows have deteriorated more than 50% and are not repairable. The *Guidelines* also allow aluminum-clad, metal, or fiberglass windows for non-contributing structures on a case-by-case review. The Historic District Ordinance states that non-contributing structures are to be controlled only to the degree necessary to make them compatible with the District.

The Commission has reviewed four previous requests to replace casement windows on non-contributing structures.

The Commission reviewed a similar request at 415 S Lahoma in February 2015. In that case, the house was a non-contributing 1960s structure with six of the twelve windows missing. The Commission found the replacement windows had to be aluminum and must have a similar window pane configuration to the original casement windows to be compatible with the District.

Another request for the replacement of casement windows on a non-contributing structure at 713 Cruce Street was reviewed in August 2020. The applicants wished to replace all of the windows with metal windows to increase energy efficiency and improve the appearance. The Commission postponed the portion of the request for the front windows, finding that their replacement would significantly alter the appearance of the structure. The remaining windows on the side and rear were approved for replacement aluminum windows in the same window pane configuration as found on the house.

Finally, in July 2022 the Commission reviewed a request at 720 S Lahoma Avenue for the replacement of casement windows on a 1950s non-contributing structure. The Commission ultimately approved the request to allow repair of the existing window frames, hardware, glazing & glass, or replacement with new metal casement windows with the same profile and pane configuration as the existing windows.

Staff would note that other previous *ex post facto* window replacement cases, the Commission has consistently required the re-installation of wood windows. In June 2023 the Commission reviewed an *ex post facto* window replacement request at 607-609 S. Lahoma Avenue. In that case, the applicant replaced damaged windows after receiving insurance funds as a result of a hail storm. It was revealed at the Commission meeting that the Real Estate Disclosure Form did not have the historic status for the property notated as required. The Commission ultimately approved the replacement of the vinyl replacement windows with wood windows over five years with a requirement that the windows on the front of the structure be replaced within the first year.

The Commission needs to determine if the request to replace the original windows on this non-contributing structure with vinyl windows meets the *Preservation Guidelines* and whether or not such proposed work is compatible with the District.

Commission Action:

Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request for property located at 733 Chautauqua Ave for the following modifications: b) replacement of existing windows.

c) Painting of the exterior brick walls.**Project Description:**

This is an *ex post facto* review. The Historic District Ordinance requires the Commission to review the case as if the work has not occurred. As noted earlier, the applicant painted the exterior brick with primer without realizing the property was located in the Chautauqua Historic District. The applicant wishes to finish painting the exterior brick with white paint.

Reference - Historic District Ordinance

36-535.a.2.g: *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents.*

36.535.c.3: *Reviewing non-contributing structures. Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work and related activities.*

Reference - Preservation Guidelines**3.4 Guidelines for Masonry and Brick Features**

.1 Preserve Original Features. *Retain and preserve masonry features that contribute to the overall historic character of a building, including foundations, chimneys, cornices, steps, piers, columns, lintels, arches, and sills. Installing brick or block where these materials were not originally used is prohibited. Installing brick on the walls of a house that originally had wood siding is prohibited as it changes the character of the house and can destroy the wood beneath.*

.2 Preserve Original Materials. *Retain and preserve historic masonry materials, such as brick, terra-cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their distinctive construction features.*

.6 Preserve Unpainted Surfaces. *It is not appropriate to paint unpainted masonry and brick surfaces that were not painted historically. Repaint previously painted masonry surfaces in colors appropriate to the historic building material, the building, and the district.*

Issues and Considerations:

The *Guidelines for Masonry and Brick Features* state unpainted brick surfaces are to be preserved. As mentioned earlier, the applicant painted the brick without realizing that the

property was located in a Historic District. Staff stopped the work in progress at the primer stage but the entire surface of the bricks had been coated with primer paint.

Painted brick is not a typical exterior finish found in the Chautauqua Historic District. The existing houses with painted brick in the Chautauqua District were painted prior to the establishment of the District in 1995.

There are cases that the Commission has reviewed in regard to painting masonry or brick surfaces. In November 2018 the Commission requested an applicant re-paint brick columns with faux grout lines to reduce the effect of paint that had been applied to brick columns on a historic contributing structure. In March 2019 the Commission denied a request to paint the brick on a historic structure in the Southridge Addition.

Last year, in the Southridge Addition, the Commission approved a proposed rear addition with brick walls that would be painted after installation. This was to allow the exterior to match the existing painted brick walls on the main portion of the non-contributing structure. In August of this year, the Commission found that the proposal for painted brick would not meet the *Guidelines*. The applicant modified the request to a slurry application on the brick and in September the Commission approved this exterior finish.

The Commission will need to determine if the request to paint this non-contributing structure meets the *Preservation Guidelines* and whether or not such proposed work is compatible with the District as a whole.

Commission Action:

Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request for property located at 733 Chautauqua Ave for the following modifications: c) painting of the exterior brick walls.

HISTORIC PRESERVATION SURVEY INVENTORY FORM

Item 3.

 TYPE ALL ENTRIES.

- 1. PROPERTY NAME: NORMAN, OKLAHOMA
- 2. RESOURCE NAME: _____
- 3. ADDRESS: 733 S. Chautauqua
- 4. CITY: NORMAN
- 5. VICINITY: YES (yes or no)
- 6. COUNTY: CLEVELAND
- 7. BLOCK: 2
- 8. LOT: 31-32
- 9. PLAT NAME: Reed's Addition
- 10. SECTION: N/A
- 11. TOWNSHIP: N/A
- 12. RANGE: N/A

-
- 13. RESOURCE TYPE: B Building
 - 14. HISTORIC FUNCTION: 01A Single Dwelling
 - 15. CURRENT FUNCTION: 01A Single Dwelling
 - 16. AREA(S) OF SIGNIFICANCE: _____
 - 17. SIGNIFICANCE: Noncontributing to Chautauqua District because
 of age.
 - 18. DOCUMENTATION SOURCES: Not mapped

-
- 19. NAME OF PREPARER: MEACHAM WEISIGER ASSOCIATES
709 Chautauqua, Norman, Ok. 73069
405 - 321 - 6221
 - 20. SURVEY PROJECT: CITY OF NORMAN, OKLAHOMA
 - 21. DATE OF PREPARATION: AUGUST, 1988
 - 22. PHOTOGRAPHS: YES YEAR 1988

BUILDING CONSTRUCTION DESCRIPTION:

23. ARCHITECT/BUILDER: _____

24. YEAR BUILT: Ca. 1950

25. ORIGINAL SITE? Yes DATE MOVED _____ FROM WHERE _____

26. ACCESSIBLE? Yes

27. ARCHITECTURAL STYLE: Colonial Revival/Ranch (51)

28. FOUNDATION MATERIAL: Concrete - Poured (65)

29. ROOF MATERIAL: Asphalt (63)

30. WALL MATERIAL: Brick (30)

31. WINDOW TYPE: Casement

32. WINDOW MATERIAL: Metal (50)

33. DOOR TYPE: Panel/lites

34. DOOR MATERIAL: Wood (20)

35. EXTERIOR FEATURES: Group of 3 columns w/capitals on porch

36. INTERIOR FEATURES: N/A

37. DECORATIVE DETAILS: Circle vents for attic

38. CONDITION OF RESOURCE: Fair

39. DESCRIPTION OF RESOURCE: Present and historic: _____

Roof - gabled. 1 story, 1/2 attic. Entry porch.

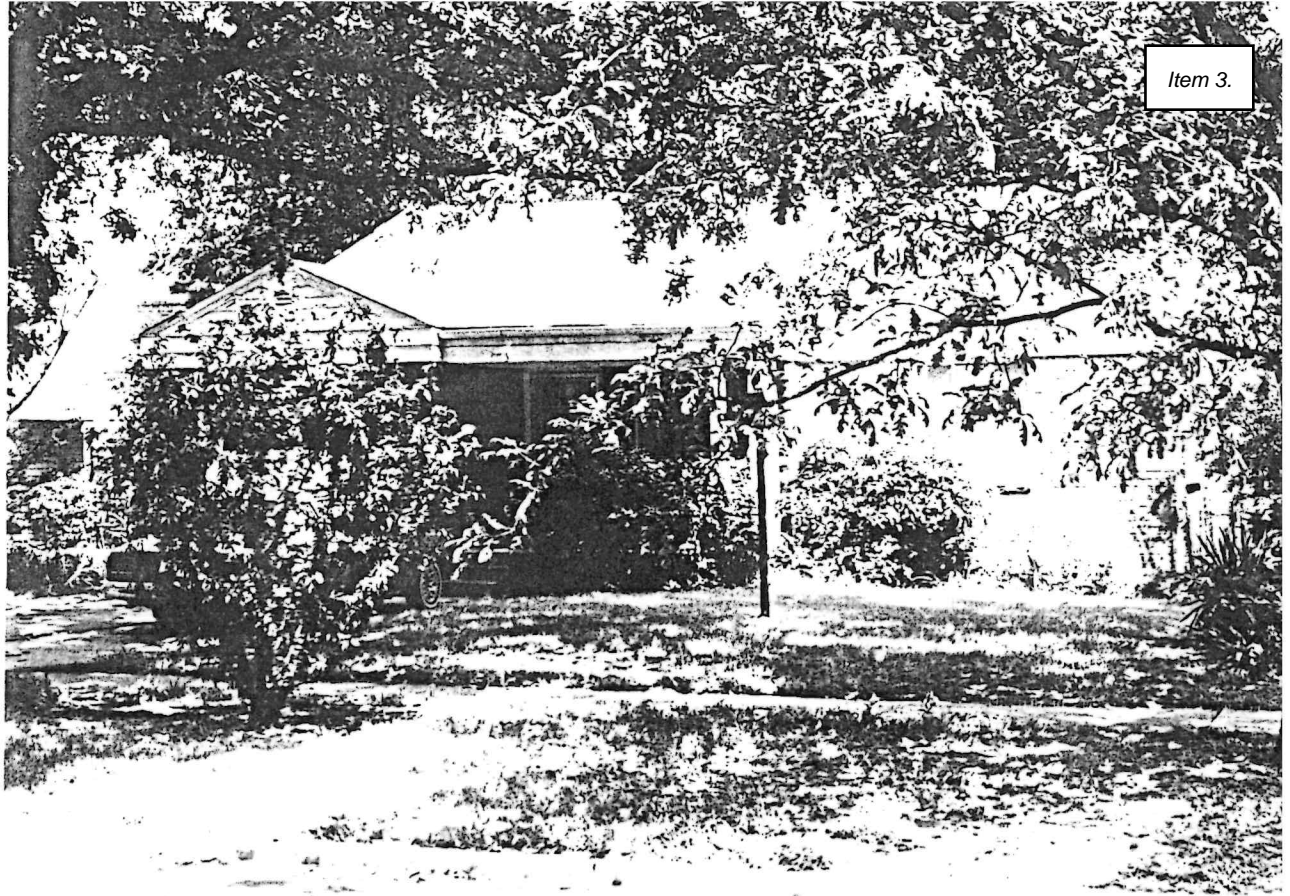
Original wood columns - square.

Alterations: none

40. COMMENTS: _____

42. PLACEMENT: _____

Item 3.



**The City of Norman Historic District Commission
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

Application Submittal Steps:

Step 1	Review guidelines for proposed work in the Historic Preservation Handbook available at City of Norman website: (http://www.normanok.gov/planning/historic-preservation) or by calling 405-366-5392).
Step 2	Contact Historic Preservation Officer to discuss proposed work at (405-366-5392) or anais.starr@normanok.gov
Step 3	Submit the following items by 12:00 p.m. on the deadline date.
	<input type="checkbox"/> It is strongly recommended that you meet and /or discuss your proposed work with the Historic Preservation Officer, prior to the submission deadline!
	<input type="checkbox"/> Completed Application Form
	<input type="checkbox"/> Application Fee of \$75
	<input type="checkbox"/> Copy of Property Deed to demonstrate ownership. If you do not have a copy, one may be obtained through the Cleveland County Court Office, 405-366-0240.
	<input type="checkbox"/> Site Plan, Elevation Drawings if needed and all other required supporting documents
	<input type="checkbox"/> Certified Adjacent Property Ownership List. A Radius Map delineating the adjacent property owners will be furnished and must be used to compile the list of the adjacent property owners. The adjacent property owner list must be certified by a licensed lawyer, engineer, surveyor, or abstract company.

COA Application Review Process:

- 1) Your application, along with the filing fee and supporting documents, must be submitted by **noon** on the filing deadline in the Planning Department (201 W Gray Street, Building A).
- 2) After your application and required supporting documents are filed, the Historic Preservation Officer will review the application to ensure it is complete. Incomplete applications will not be forwarded to the Commission. If the COA request for proposed work is complete, it shall be placed upon the next month's Historic District Commission Meeting agenda for a public hearing. A legally required sign will be posted in the yard of the property of the request at least 7 days prior to the meeting. This sign must remain until 10 days after the public hearing for the COA request. At least 5 days prior to the meeting, a notification letter of your application request will be mailed to all adjacent property owners. These owners, and any other citizen, may attend the public hearing in support or protest of your request.
- 3) At the Commission meeting approximately one month after you file your completed application (first Monday of each month), your request will be considered at a public hearing. You will be sent notice of this meeting along with a staff report. You or a designated representative must be present at the meeting. The city staff will introduce your request, you and any interested citizen will have the opportunity to speak to the Commission concerning the request. After presentation of the request, the Commission will discuss and vote to approve or deny the request. Applicants may appeal a denial of their request to the City Council.
- 4) If you have any questions, please contact the Historic Preservation Officer at (405)366-5392.

Staff Only Use:

HD Case # _____

Date _____

Received by: _____

The City of Norman Historic District Commission
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Note: Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office 405-366-5311.

Address of Proposed Work: 733 S. Chautauqua

Applicant's Contact Information:

Applicant's Name: Frank Sullivan, III

Applicant's Phone Number(s): 918.774.4238 (cell)

Applicant's E-mail address: fsullivan@franksullivanlaw.com

Applicant's Address: 1100 E. Taylor Dr., Sallisaw, OK 74955

Applicant's relationship to owner: Contractor Engineer Architect

Owner's Contact Information: (if different than applicant)

Owner's Name: Sullivan HCP Trust (Frank Sullivan, Jr. - Trustee)

Owner's Phone Number(s): 918.775.8708 (cell)

Owner's E-mail: fsullivan@triacle.us

Project(s) proposed: (List each item of work proposed. Work not listed here cannot be reviewed.)

1) Replacing windows

2) Replacing siding above brick and on gable ends

3) Painting brick white

4) Painting garage door black, painting gutters black

Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.

Authorization:

I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer

Property Owner's Signature: Frank Sullivan, Jr. **Date:** 9/12/2024

(If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

Authorized Representative's Printed Name: Frank Sullivan, III

Authorized Representative's Signature: Frank Sullivan, III **Date:** 9/12/2024

The City of Norman Historic District Commission Certificate of Appropriateness Request
Application Checklist

Supporting Documents

The purpose of supporting documentation is to illustrate existing conditions and proposed work as installed. Photos, site plan, elevation drawings, and specification sheets all need to clearly illustrate both the existing status as well as the proposed changes. It is recommended that you meet with the Historic Preservation Officer prior to submitting your COA application request to ensure you have a complete application by deadline. Incomplete applications will not be forwarded for review by the Historic District Commission. Please contact staff to discuss project before submitting application (405)366-5392.

A. Documentation of Existing Conditions – Pictures of the appearance, condition and dimensions of any existing materials to be replaced or altered must be submitted.

B. Site Plan – Show existing structures and site elements as well as proposed structures and site elements. The following elements should be included on a site plan drawn to scale:

- Buildings, garages, sheds
- Fences, walls
- Sidewalks, driveways, parking pads
- Patios, decks, Swimming pools, etc.
- Trees (see F Tree Preservation Plan)

Note: Additions and New Structures need to show adjacent property structures and site elements on the site plan.

C. Illustration of the proposed materials and design - Photos, drawings and/or samples must be provided to illustrate the design, materials, and finishes of the proposed work.

D. Elevation drawings and floor plans indicating existing and proposed features:

- | | |
|---|---|
| <input type="checkbox"/> Exterior materials | <input type="checkbox"/> Architectural Elements |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Foundation materials, dimensions | <input type="checkbox"/> Porches, stoops, gutters |
| <input type="checkbox"/> Roof, ridgeline, chimneys | <input type="checkbox"/> Steps, ramps, railings |

E. Trees Preservation Plan showing (required for major projects only, such as additions). This can be included on site plan. Show existing large shade trees 8" in diameter or greater and existing ornamental trees greater than 4" in diameter. Description of how existing trees will be protected during construction needs to be provided. Any trees proposed to be removed must be indicated.

F. Additional Documents for New Construction or Additions:

- | | |
|---|---|
| <input type="checkbox"/> Streetscape elevation of existing structure and adjacent structures | <input type="checkbox"/> Floor height of proposed house addition, comparison to adjacent properties |
| <input type="checkbox"/> Color Photos of site - front, side and rear | <input type="checkbox"/> Total height of proposed house or addition, comparison to neighboring structures |
| <input type="checkbox"/> Site Plan to include structures, pavement, trees of subject property and adjacent properties | <input type="checkbox"/> Elevation drawings of each façade of proposed house or addition |
| <input type="checkbox"/> Topographical information if proposing to change grades of site | <input type="checkbox"/> Floor Plans |



FRANK SULLIVAN, JR.
FRANK SULLIVAN, III

SULLIVAN & SULLIVAN

ATTORNEYS AT LAW
P.O. BOX 768 – 105 N. OAK
SALLISAW, OKLAHOMA 74955

(918) 775-9149 Tel.
(918) 775-2521 Fax
fsullivan@franksullivanlaw.com



September 13, 2024

Anaïs Starr, AICP
Planner II/ Historic Preservation Officer
City of Norman
Planning Department
225 N Webster Ave.
Submission via online portal

Re: 733 S. Chautauqua Application for COA

Ms. Starr,

The purpose of this letter is to explain the work that has been completed on the property referenced above and the reasons for said work. Also, this letter will explain the overall goal of the proposed work and extenuating circumstances that are relevant to a decision to approve the already completed and anticipated work.

I am an alumnus of the University of Oklahoma College of Law. My son, Frank Sullivan, III and his wife, Amanda, are both alumni of the University of Oklahoma. This property was purchased so their daughter (my granddaughter), Addison, would have a place to live while attending OU. She is a junior at OU and a member of Kappa Alpha Theta, whose sorority house is one block south of this particular property. Additionally, Addison's younger brother is a high school senior and has just been admitted to OU, and so the property will likely serve as a residence for him in the future.

When purchased, we had no idea that this property was part of any Historical District. The Residential Real Estate Property Disclosure form did not indicate that the property was part of a Historical District, and the MLS listing for the property affirmatively indicated that the property was not part of a Historical District. We have taken steps to protect ourselves by giving official notice to the prior owner and listing agent, Ms. Judi Hadley. Notably, we have since spoken with Ms. Hadley and she has kindly apologized for the inaccurate information. Upon explaining to Ms. Hadley our planned improvements to the home, she was optimistic concerning the approval of the already completed work as well as the anticipated improvements.

Had we known the property was part of a Historical District, we would have approached the Historical Commission and the City of Norman in advance and followed all requirements

prior to commencing any work. We love Norman and specifically the area near campus, and so our initial thoughts with respect to the property were to make necessary repairs while improving the exterior appearance in such a way as to promote the architectural harmony of the neighborhood. Our goals for the property mirror the stated purposes for the creation of the Historical District.

We procured a thorough inspection of the property prior to consummating the purchase, and made multiple pertinent discoveries. First, none of the windows were operational and were in fact “painted shut.” This was obviously a concern, as they provided no means of egress in case of an emergency. Also, the wood siding above the brick line and on the gable ends was rotted in several places, which had resulted in water intrusion. It was also noted that the brick was not original, as evidenced by the fact that the brick courses were consistent and continuous around the exterior of an addition to the back bedroom. The extension of the back bedroom clearly occurred after original construction, in light of the fact that the floor joists run a different direction, and there is a flat roof over only the portion of the bedroom that extends beyond the original line of the pitched roof.

It was clear that I needed new windows and siding, and I wanted to improve the exterior appearance in a way that would promote the aesthetics of the neighborhood. The brick was somewhat brittle, had spattering of white paint from overspray of the trim, had some gaps in the grout lines, and in general was an ugly orange color that was an eyesore. Since my daughter is a Theta, and the Theta house was within a block of this property, I thought it would be a beautiful improvement to mimic the classic appearance of the Theta house. With white brick and siding, black windows, a black garage door, and black gutters, I believed that the property would more closely harmonize with some of the nicer homes in the immediate vicinity.

I purchased new windows and paid a contractor to install them, at a cost of approximately \$16,000.00. I had the rotted siding removed and replaced with Smart Wood, at an approximate cost of \$20,000.00. I hired a painter to paint the interior and exterior, including the brick and siding. The painter had primed all of the exterior brick when we were first notified that the property was within a Historical District that required approval before exterior modifications. We immediately stopped work and have not done anything to the exterior since that time.

It must be noted that according to the “Historic Preservation Survey Inventory Form” that was prepared in 1988, this property was built in approximately 1950 and is “Noncontributing to Chautauqua District.” Even though it is non-contributing by definition, my goal is that the improvements result in 733 S. Chautauqua actually adding to the beauty of the neighborhood. I have read the guidelines and the ordinances pertaining to the Historical District, and sincerely believe that the exterior modifications promote the underlying reasons for the creation of the Historical District. This property is now more aesthetically similar to nearby properties than it was before. It is more beautiful and does in fact contribute to the overall aesthetics of the neighborhood.

I have included several photographs that were taken before and after commencement of work. The windows are vinyl, but you could not possibly know that unless you were a builder/professional examining them closely. No person driving or walking down Chautauqua could possibly discern whether the windows are steel or vinyl. However, I would contend that all people driving or walking by will agree that the new windows are more beautiful than the

sloppily painted windows that were replaced. The non-original brick was ugly, but with a professional white paint job, they will likewise be beautiful. The siding was deteriorated, but the new Smart Wood siding, painted white, will have clean lines and further accentuate the contrasting white/black theme that is prominently on display with the nearby historic Theta house. We humbly request that you grant a COA or Bypass, not require that I undo the work that has been accomplished, and allow me to complete the intended work.

Respectfully submitted,

Frank Sullivan, Jr.

























733

ADT





Item 3.





Item 3.





















6100

VINYL SINGLE HUNG WINDOW



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6100

VINYL SINGLE HUNG WINDOW

DECADES OF PROVEN PERFORMANCE

The Comfort Series model 6100 single hung is a new generation window for Gerkin! After decades of proven performance with our single hung, we found a way to make it even better! Here at Gerkin, we only make changes in our products to ensure better performance. Many competitors are working hard at seeing how cheap they can build a single hung. We believe our customers want a quality product and the best value. That's why we build our windows to perform among the best in the industry. The 6500 window compliments the 6100 single hung as a stand alone fixed window or can be used to mull fixed and specialty shapes in order to create custom configurations.



6100

VINYL SINGLE HUNG WINDOW

6100 SERIES | FEATURES

The 6100 is highlighted by a stylish 2 1/2" beveled frame design, fusion welded sash and frame with triple weather seals. We have designed this window to perform at a very high level through the use of multiple vinyl chambers, internal aluminum reinforcements, heavy-duty block and tackle balances as well as warm edge technology glass! If you're looking for a high performance single hung window with easy operation and low maintenance all at a great value, look no further than the Comfort Series 6100!



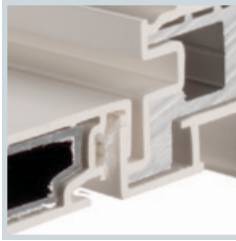
Multiple Seal Weatherstripping:

Triple fin-seal weatherstripping on the jambs with additional weatherstripping at the interlock provides a tight air and water seal at the sash.



Sloped Sill Design:

Our single hung utilizes a fully sloped, weepless sill design. This provides for excellent drainage and air infiltration performance. Plus, there are no weeps to get plugged!



Interlock:

The 6100 has a full interlock with fin seal weatherstripping at the meeting rail. Its design provides a positive seal and easy operating engagement.



Extruded Screen:

Gerkin offers more strength in its screen frame in order to achieve greater screen durability. The screen is removable without removing the sash.



Balance / Tilt Latches:

6100 operates on a smooth operating block and tackle balance system. The tilt latches are recessed into the sash for a more attractive appearance.



Frame:

2 1/2" frame depth and a slimline design with exterior bevels provide strength and beauty. Our frame and sash are fully fusion welded extruded UPVC.



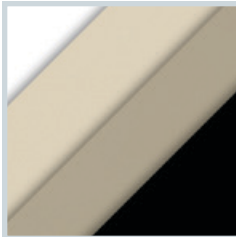
Aluminum Reinforced Sash:

The sash is reinforced with extruded aluminum stiffeners in the full perimeter of the sash. The sash is also glazed on the exterior for a more attractive appearance on the interior.



LoE³ Glass:

The 6100 single hung comes with 3/4" insulated clear or argon filled LoE³ high performance glass. Double LoE or laminate glass options are also available.



Color Options:

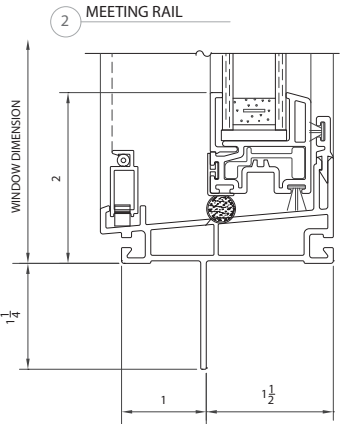
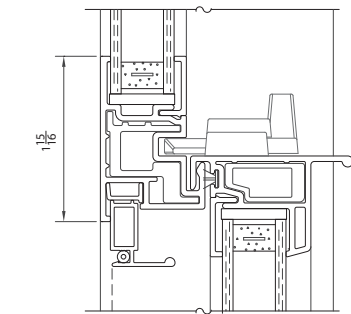
White
Tan
Sandstone
Midnight

6100

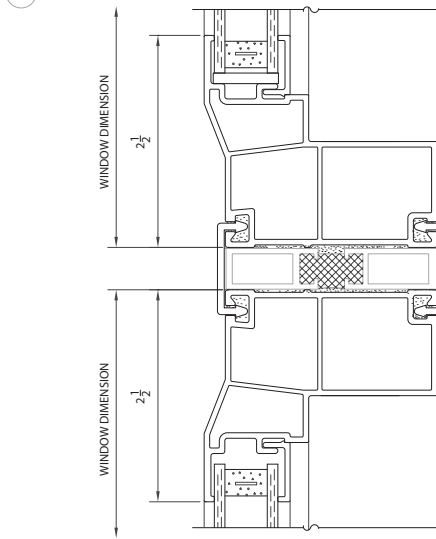
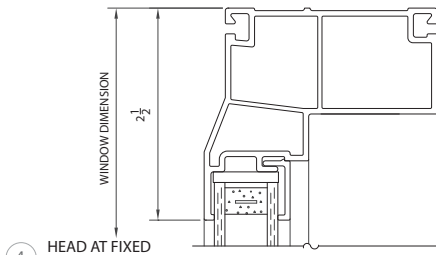
VINYL SINGLE HUNG WINDOW

6100 SERIES | DETAILS

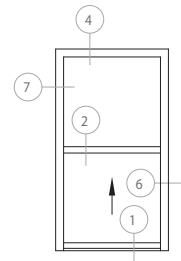
CON 10061



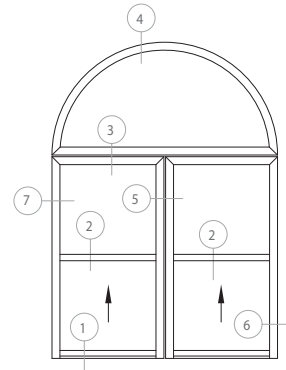
1 TYP. SILL AT SASH



3 TYP. MULLION



TYPICAL SINGLE HUNG



TYPICAL 2-LITE SINGLE HUNG W/ ROUND TOP

SHEET NO: 1

6100 SERIES SINGLE HUNG WINDOW

GW/STD 2015 CDA

GERKIN WINDOWS & DOORS RESERVES THE RIGHT TO CHANGE OR DISCONTINUE MANUFACTURING ANY OF ITS STANDARD WINDOW SYSTEMS OR COMPONENTS WITHOUT PRIOR WRITTEN NOTICE.



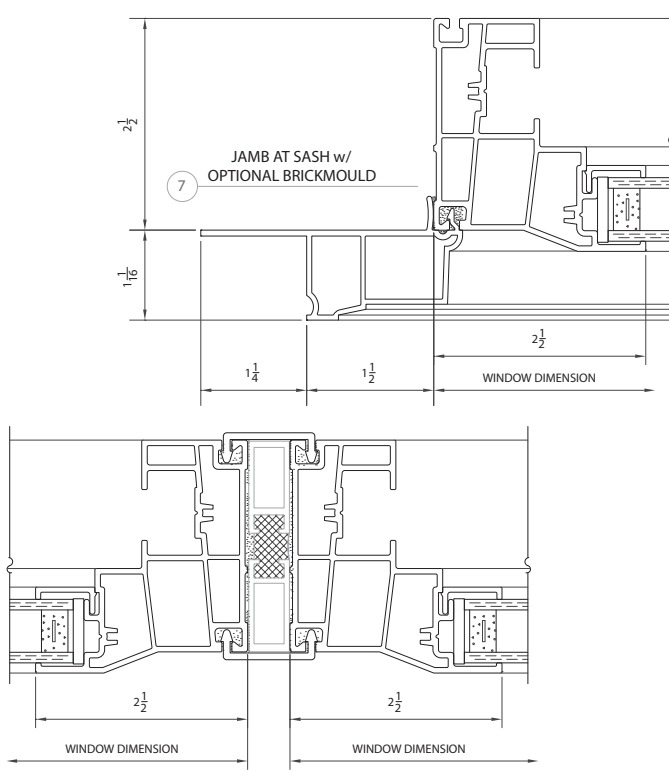
6100

VINYL SINGLE HUNG WINDOW

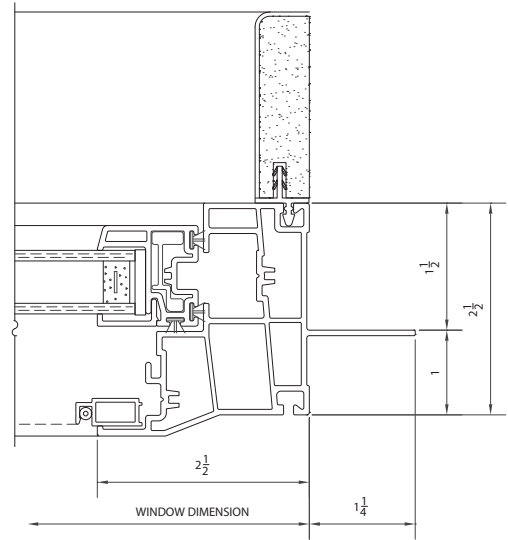
6100 SERIES | DETAILS

SHEET NO: 2

6100 SERIES SINGLE HUNG WINDOW



5 TYPICAL MULLION



6 JAMB AT SASH W/ EXTENSION JAMB



6100

VINYL SINGLE HUNG WINDOW

TESTING

We go to great extremes to make sure our Comfort Series Vinyl window and door products are the best they can be. Our products are tested by independent laboratories to ensure quality and performance. Our windows and doors are rated and certified by the American Architectural Manufacturers Association (AAMA) and the National Fenestration Rating Council (NFRC). Our Gerkin vinyl windows also carry the Energy Star label from the Environmental Protection Agency and the U.S. Department of Energy.

For more information about Comfort Series® vinyl windows and doors visit gerkin.com.



6100 SERIES | TEST RESULTS

NFRC TEST RESULTS	
U-Value	.30 cfm/sq.ft.
U-Value / Air Only*	.34
Solar Heat Gain Coefficient	.22
Visible Light Transmittance	.51
Condensation Resistance	58

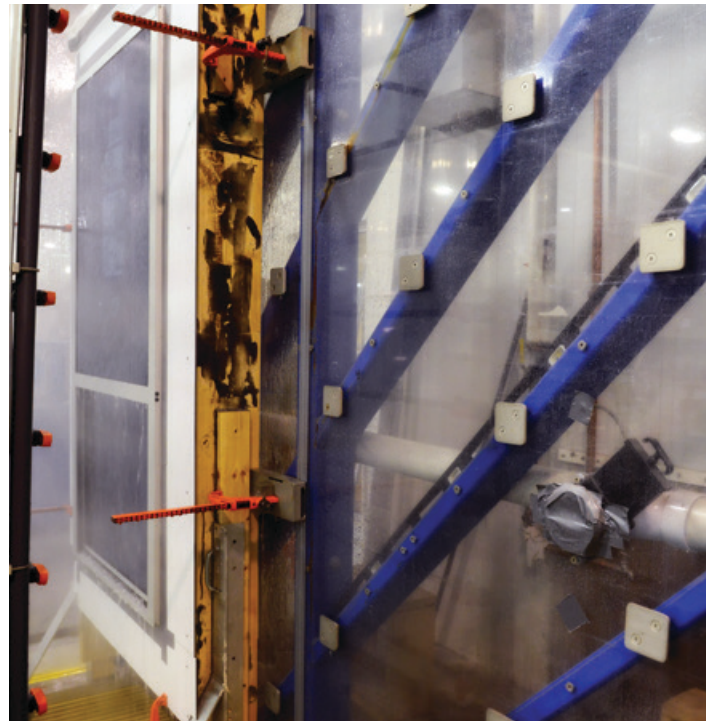
*U-Values for our windows with 1/8" 366 LoE3 glass, air only, 1/8" clear glass, no muntins or argon in the air space.

"Thermal Value w/ 1/8" 366/Argon/ 1/8" Clear - No Muntins

AAMA TEST RESULTS	
Test Window 2 Equal Lite 48" X 60"	
Air Infiltration	.05 cfm/sq.ft.
Water	6.0 psf
Structural	60 psf
Indoor/Outdoor Sound Transmission Class	28
Sound Transmission Class (w/ 1/4 LAM X 1/8 A)	33
AAMA Rating	LC-PG40-H

AAMA TEST RESULTS	
Test Window 2 Equal Lite 44" X 77"	
Air Infiltration	.06 cfm/sq.ft.
Water	6.0 psf
Structural	60 psf
Indoor/Outdoor Sound Transmission Class	28
Sound Transmission Class (w/ 1/4 LAM X 1/8 A)	33
AAMA Rating	LC-PG40-H

Tested and Certified to AAMA/WDMA/CSA 101/I.S.2/A440-05 & A440-08 U-Value/SHGC/VT/CRF Tested to NFRC 100/200/500



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SERIES 6100 SINGLE HUNG/SINGLE TILT VINYL WINDOW SPECIFICATIONS

* Gerkin Windows & Doors Series 6100 is a 2 1/2” residential / light commercial grade single hung window with superior performance capabilities. This window meets or exceeds all AAMA residential design and performance criteria. The series 6500 fixed window complements the 6100 series windows in horizontal or vertical stacking configurations. A complete line of mullions, ‘J’ channel, and other accessories is also available.*

SECTION 08630 VINYL WINDOWS

PART 1: GENERAL

1.01 Work Included

- A. Furnish and install residential vinyl windows complete with hardware and related components as shown on drawings and specified in this section.
- B. All windows shall be Gerkin Windows & Doors Series 6100 Single Hung Windows. Other manufacturers requesting approval to bid their product as an equal must submit the following information fifteen days prior to close of bidding.

- 1. Sample window * STATE SIZE AND CONFIGURATION *
- 2. Test reports and AAMA Notices of Certification documenting compliance with the requirements of Section 1.04.

- C. Glass and Glazing

* Specify glass and glazing in this section if window assemblies are to be glazed by the window manufacturer. If glazing is to be done by a different contractor, glass and glazing should be specified in section 08800. Gerkin Windows & Doors recommends that the window manufacturer perform the glazing.*

1.02 Related Work

1.03 Items Furnished but not Installed

1.04 Testing and Performance Requirements

- A. Test Unit
 - 1. Air, water and structural test unit sizes and configurations shall conform to the requirements set forth in ANSI/AAMA/NWWDA 101/I.S. 2-97
- B. Test Procedures and Performance
 - 1. Windows shall conform to all ANSI/AAMA/NWWDA-101/I.S.2-97 DH-R35 / LC35 requirements for the window type referenced in 1.01B. in addition, the following specific performance requirements shall be met.
 - 2. Air infiltration Test
 - a. With window sash closed and locked, test the unit in accordance with ASTM E 283-84 at static air pressure difference of 1.57 psf.
 - b. Air infiltration shall not exceed 0.12 cfm/FT².

- 3. Water Resistance Test

- a. With window sash closed and locked, test unit in accordance with ASTM E 547-86 static air pressure difference of 6.0 psf.
- b. There shall be no uncontrolled water leakage.

- 4. Uniform load structural test

- a. With window sash closed and locked, test unit in accordance with ASTM E 330-84 at a static air pressure difference of 52.5 psf positive pressure and 52.5 psf negative pressure.
- b. At the conclusion of test there shall be no glass breakage, permanent damage to fasteners, hardware parts, support arms or operating mechanism nor any other damage which would cause the window to be inoperable.

1.05 Quality Assurance

- A. Provide test reports from AAMA accredited laboratories certifying the performance as specified in 1.04.

1.06 References

1.07 Submittals

- A. Contractors shall submit shop drawings, finish samples, test reports, and warranties.
 - 1. Samples of materials as may be requested without cost to owner, i.e., metal, glass, fasteners, anchors, frame sections, mullion sections, corner sections, etc.

1.08 Delivery, Storage, and Handling

1.09 Warranties

- A. Total Window System
 - 1. The responsible contractor shall assume full responsibility and warrant for one year the satisfactory performance of the total window installation which includes that of the windows, glass (including insulated units), glazing, anchorage, and setting system, sealing, flashing, etc. it relates to air, water, and structural adequacy as called for in the specifications and approved shop drawings.
 - 2. Any deficiencies due to such elements not meeting the specifications shall be correct

by the responsible contractor at his expense during the warranty period.

5. Sash meeting rail shall have a continuous interlocking leg that captures an interlocking leg on the fixed mullion. Item 3.

PART 2: PRODUCT

2.01 Materials

- A. Vinyl
All extrusions shall be made from high impact UPVC (Unplasticized Polyvinyl Chloride)
- B. Hardware
 1. Locking shall be sweep stile style lock.
 2. The sash shall operate with two 5/8" block and tackle type balances.
 3. Flush mounted molded tilt latches.
- C. Weatherstripping
 1. Co-extruded vinyl bulb.
 2. Weatherstripping shall be finseal woolpile.
- D. Glass and Glazing
 - * Gerkin Windows & Doors recommends that the window manufacturer finish and factory glaze the glass as specified by the architect. For this reason it is desirable that glass and glazing be part of this section. The 6100 Series is available with 3/4" insulated glazing. Please contact Gerkin Windows & Doors if other than the listed glazing is required. *
- E. Reinforcement
 1. All internal frame and sash reinforcement shall be 6063-T6 aluminum alloy.

2.02 Fabrication

- A. General
 1. All frame members and sash extrusions shall have a minimum wall thickness of .065".
 2. Depth of frame shall not be less than 2 1/2".
- B. Frame
 1. Frame components shall be mitered and welded. Type listed in 2.01.A.
 2. The sill of the frame shall be sloped to the exterior for positive water drainage.
 3. The sill shall have one row of weatherstripping installed in a specially designed groove of type listed in section 2.01.C.2.
 4. Fixed mullion shall have an aluminum reinforcement as listed in section 2.01.E. attached to the mainframe with screws and sealed.
 5. Fixed mullion shall have a continuous locking groove.
 6. Fixed mullion shall have a continuous interlocking leg that captures an interlocking leg on the sash in the closed position.
- C. Sash
 1. All sash components shall be mitered and welded. Type listed in 2.01.A.
 2. All sash members shall have three rows of weatherstripping installed in specially designed grooves of the type listed in section 2.01.C.2.
 3. The sill of the sash shall have two rows of weatherstripping installed in a specially designed groove. Weatherstripping shall be one of the type listed in section 2.01.C.1 and one of the type listed in section 2.01.C.2.
 4. Sash meeting rail shall have a tube type aluminum reinforcement as listed in section 2.01.E

- D. Screens (Optional)
 1. Screen frame shall be extruded aluminum.
 2. Screen mesh shall be a 18 x 16 * aluminum or fiberglass mesh.
- E. Glazing
 1. Fixed units in mainframe shall be set from the interior against a continuous bead of silicone. The interior glazing retainer shall be of extruded vinyl and snap into a continuous receiver in the mainframe.
 2. The sash unit shall be set from the exterior against a continuous bead of silicone. The exterior glazing retainer shall be of extruded vinyl and snap into a continuous receiver in the sash. The sill glazing retainer shall be weeped to remove water.
- F. Hardware
 1. Locking hardware shall be located in the center of the sash along the sash meeting rail Type listed in 2.01.B.1.
 2. Locking hardware shall lock into a continuous groove on the fixed mullion.
 3. Sash shall operate on block and tackle balances. Type as listed in section 2.01.B.2.
 4. Sash shall have two tilt latches located on the meeting rail as type listed in section 2.01.B.3.

PART 3: EXECUTION

3.01 Job Condition

- A. Verify that openings are dimensionally within allowable tolerances, plumb, level, clean, provide a solid anchoring surface and are in accordance with approved shop drawings.

3.02 Installation

- A. Use only skilled tradesmen with work done in accordance with approved shop drawings and specifications.
- B. Plumb and align window faces in a single plane for each wall plane and erect windows and materials square and true. Windows to be adequately anchored to maintain positions permanently when subjected to normal thermal and building movement and specified wind loads.
- C. Adjust windows for proper operation after installation.
- D. Furnish and apply sealant to provide a weathertight installation at all joints and intersections and at opening perimeters. Wipe off excess material and leave all exposed surfaces and joints clean or smooth.

3.03 Adjusting and Cleaning

- A. After completion of window installation, windows shall be inspected, adjusted, put into working order and left clean, free of labels, shipping pads, dirt, etc. Protection from this point shall be the responsibility of the general contractor.

* Note to spec writers only, not to be included in specifications.*