



CITY OF NORMAN, OK
BOARD OF ADJUSTMENT MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Wednesday, May 28, 2025 at 4:30 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 call 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, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

BOARD OF ADJUSTMENT MEETING MINUTES OF FEBRUARY 27, 2025.

ACTION ITEMS

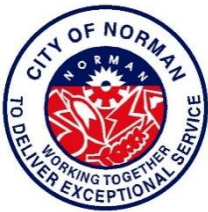
2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-11: ANNETTE WOOD REQUESTS A VARIANCE TO 36-512(D)(1) OF 12' TO THE MINIMUM 100' FRONT SETBACK FROM THE CENTER OF E. ALAMEDA DR. TO ALLOW FOR A SINGLE-FAMILY HOME, A VARIANCE TO 36-512(D)(3) OF 20' TO THE MINIMUM 50' REAR YARD SETBACK TO ALLOW FOR A SHOP BUILDING, AND A VARIANCE TO 36-512(D)(3) OF 35' TO THE MINIMUM 50' REAR YARD SETBACK TO BRING AN EXISTING SHED INTO CONFORMITY FOR THE PROPERTY LOCATED AT 9610 E. ALAMEDA DR.
3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-12: WILLIAM SHEPPARD REQUESTS A VARIANCE TO 36-550(B)(3) OF 2' TO THE 10' MINIMUM DRIVEWAY WIDTH TO ALLOW FOR A DRIVEWAY WIDTH OF 8' AT THE PROPERTY LOCATED AT 618 N. CRAWFORD AVE.
4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPOMENT OF BOA-2425-13: TERESA BORUM REQUESTS A VARIANCE TO 36-544(E) OF 17' 3" TO THE MINIMUM 20' SIDE YARD SETBACK

FOR A CORNER LOT TO ALLOW FOR A DETACHED COVERED WALKWAY ALONG THE WEST SIDE OF THE EXISTING HOME, AND A VARIANCE TO 36-516(C)(1) OF 20' TO THE MINIMUM 25' FRONT YARD SETBACK TO ALLOW FOR A DETACHED COVERED WALKWAY ALONG THE NORTH SIDE OF THE EXISTING HOME AND THE PLACEMENT OF A SHED ON THE EAST SIDE OF THE PROPERTY LOCATED AT 602 E ACRES ST.

5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-14: FRANK SULLIVAN, JR. TRUSTEE FOR SULLIVAN HCP TRUST, APPEALS THE DENIAL OF CERTIFICATE OF APPROPRIATENESS (HD 24-20) FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF WINDOWS; C) PAINTING OF THE EXTERIOR BRICK WALLS FOR THE PROPERTY LOCATED AT 733 CHAUTAUQUA AVENUE.

MISCELLANEOUS COMMENTS

ADJOURNMENT



CITY OF NORMAN, OK
BOARD OF ADJUSTMENT MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Wednesday, February 26, 2025 at 4:30 PM

MINUTES

The Board of Adjustment of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in the Conference Room A at the Development Center, on Wednesday, February 26, 2025 at 4:30 PM and notice of the agenda of the meeting was posted at the Development Center at 225 N Webster Ave, the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

Curtis McCarty called the meeting to order at 4:30 p.m.

ROLL CALL

PRESENT

Curtis McCarty
Micky Webb
James Howard
Brad Worster

ABSENT

Ben Bigelow

STAFF PRESENT

Justin Fish, Planner I
Beth Muckala, Assistant City Attorney
Whitney Kline, Admin Tech IV

GUESTS PRESENT

Mark Krittenbrink, 119 W. Main St.
Catherine Gilarranz, 119 W. Main St.

MINUTES

1. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

BOARD OF ADJUSTMENT MEETING MINUTES OF JANUARY 22, 2025.

Motion by Mr. Worster to approve the minutes from the January 22, 2025 Board of Adjustment regular meeting; **Second** by Mr. Howard

The motion passed with a vote of 3-0. Mr. Webb abstained.

ACTION ITEMS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/C
- POSTPONEMENT OF BOA-2425-10: MICHELLE MILLER REQUEST A VARIANCE TO 36-514(C)(3) OF 5' TO THE 20' REAR YARD SETBACK TO ALLOW FOR AN ADDITION AT THE PROPERTY LOCATED AT 325 KEITH ST.

Item 1.

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Application with Attachments

Staff Presentation

Justin Fish, Planner I, reviewed the staff report.

Application Presentation

Mark Krittenbrink, Representative of Applicant, presented a presentation as well as site plans for the board to review.

Mr. Howard asked if there was a utilities easement. Mr. Krittenbrink explained it was located on the west side of the property.

Mr. McCarty asked what is located in the basement. Mr. Krittenbrink explained that it was unfinished and would be used for storage and a playroom.

Public Comments

There were no public comments.

Board of Adjustment Discussion

There was no additional discussion among the board.

Motion by Mr. Webb to approve BOA-2425-10; **Second** by Mr. Worster,

The motion passed unanimously with a vote of 4-0.

MISCELLANEOUS COMMENTS

Board members discussed the recent vote by City Council to increase the board to 7 seats.

ADJOURNMENT

The meeting was adjourned at 4:44 p.m.

Secretary, Board of Adjustment



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/28/2025

REQUESTER: Annette Wood

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-11: ANNETTE WOOD REQUESTS A VARIANCE TO 36-512(D)(1) OF 12' TO THE MINIMUM 100' FRONT SETBACK FROM THE CENTER OF E. ALAMEDA DR. TO ALLOW FOR A SINGLE-FAMILY HOME, A VARIANCE TO 36-512(D)(3) OF 20' TO THE MINIMUM 50' REAR YARD SETBACK TO ALLOW FOR A SHOP BUILDING, AND A VARIANCE TO 36-512(D)(3) OF 35' TO THE MINIMUM 50' REAR YARD SETBACK TO BRING AN EXISTING SHED INTO CONFORMITY FOR THE PROPERTY LOCATED AT 9610 E. ALAMEDA DR.

APPLICANT

Annette Wood

LOCATION

9610 E Alameda Dr

ZONING

A-2, Rural Agricultural District

REQUESTED ACTION

Variance to Section 36-512(d)(1) of 12' to the required 100' minimum front yard setback from the center line of a public road. Variance to Section 36-512(d)(3) of 20' to the required 50' minimum rear yard setback. Variance to Section 36-512(d)(3) of 35' to the required 50' rear yard setback.

SUPPORTING DATA

Location Map

Application with attachments

Site Plan

SYNOPSIS: The applicant is requesting three variances to aid in redeveloping the subject lot. The applicant proposes constructing a new single-family home and a large detached accessory structure. Several buildings, with the exception of two existing sheds, will be removed from the subject property as part of the redevelopment process. As a result, the applicant is seeking three variances, as follows:

1. A variance to Section 512(d)(1) of 12' to the required minimum 100' front setback from the center line of the Public Street or road.
2. A variance to Section 36-512(d)(3) of 20' to the required minimum 50' rear yard setback.
3. A variance to Section 36-512(d)(3) of 35' to the required minimum 50' rear yard setback.

The application, site plan, and variance justification form are attached for your review.

VARIANCE CRITERIA PER SECTION 570(k):

A variance from the terms of this ordinance shall not be granted by the Board of Adjustment unless and until:

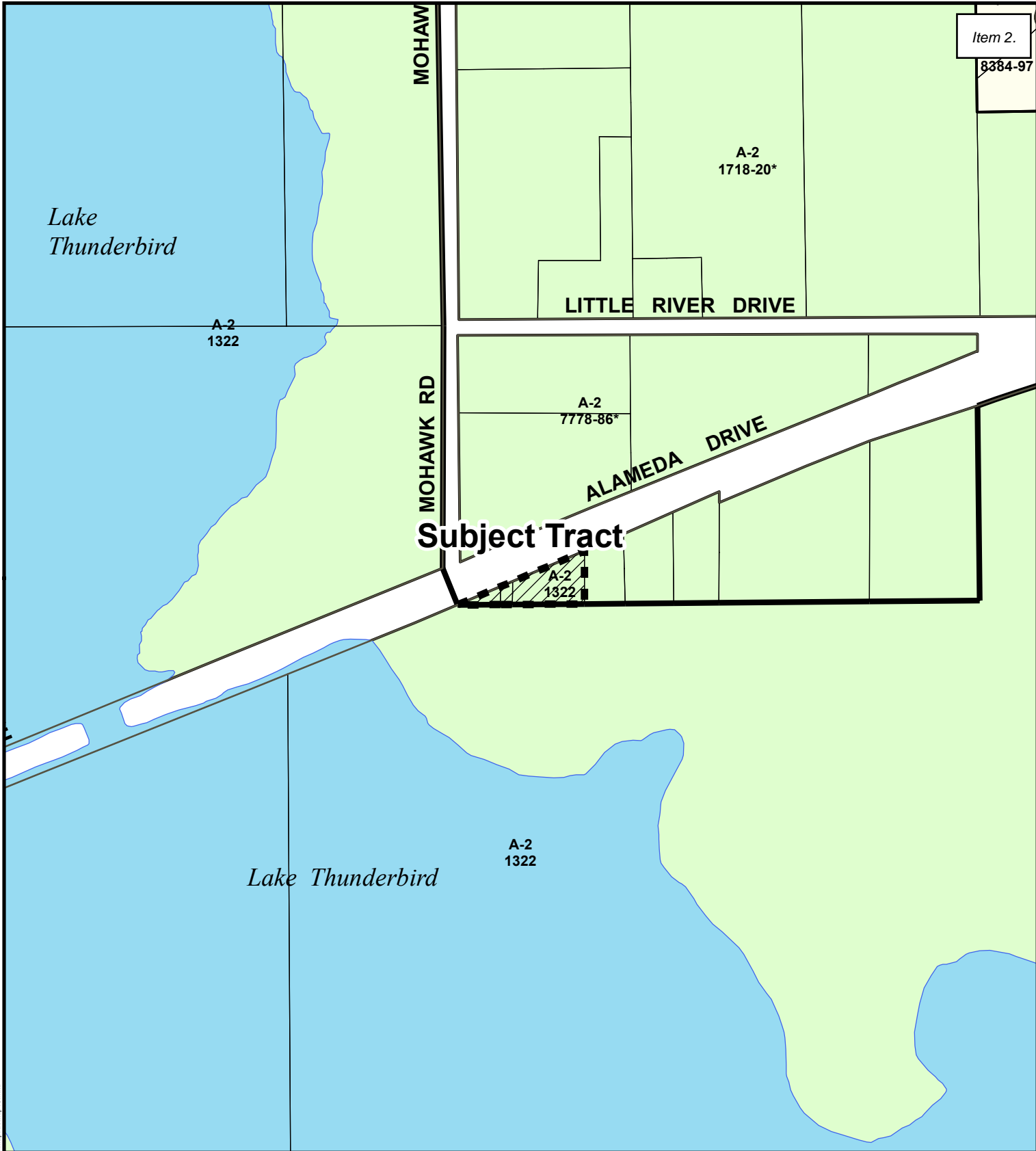
- (1) An applicant shall submit to the Board of Adjustment a written application indicating:
 - (a) That special conditions and circumstances exist that are peculiar to the land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same district;
 - (b) That the literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
 - (c) That the special conditions and circumstances do not result from the actions of the applicant;
 - (d) That granting the variances requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structure, or buildings in the same district;

No non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

DISCUSSION: The triangular shape and relatively small size, is a unique physical feature of the subject lot that, when considering the required setbacks of the A-2, Rural Agricultural District, leaves less than average buildable area for a lot in this zoning district. To the west and south of the subject property are conservation easements for Lake Thunderbird State Park, land owned by the Federal Government.

This agenda item was set to be heard at the April 23rd, 2025 Board of Adjustments meeting, however, due to an insufficient amount of Board members present, there was no quorum.

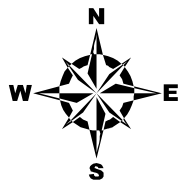
CONCLUSION: Staff forwards this request for variances to Section 36-512 and BOA-2425-11 to the Board of Adjustment for consideration.



Location Map



Map Produced by the City of Norman
Geographic Information System.
The City of Norman assumes no
responsibility for errors or omissions
in the information presented.



April 7, 2025

0 250 500 Ft.



Subject Tract



Zoning



Application for Variance or Special Exception
BOARD OF ADJUSTMENT

Case No. BOA _____

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

APPLICANT(S) Annette K. Wood	ADDRESS OF APPLICANT 9610 Ahmela Dr. Norman, OK 73026
NAME AND PHONE NUMBER OF CONTACT PERSON(S) (405) 574-5687	EMAIL ADDRESS dreamerzph@aol.com

Legal Description of Property: (UNLESS THE LEGAL DESCRIPTION IS A SIMPLE LOT AND BLOCK, THE LEGAL DESCRIPTION MUST BE PROVIDED IN A WORD DOCUMENT EMAILED TO CURRENT.PLANNING@NORMANOK.GOV)

27-9-1W 1.04 AC W/2 E/2 E/2 NW/4 NW/4 LYING S HWY 9 LESS E17' & LESS S280' AND E/2 W/2 E/2 NW/4 NW/4 LYING S HWY 9 & LESS S280' AND W35' E/2 W/2 E/2 NW/4 NW/4 LYING S HWY 9 & LESS S280' AND W/2 W/2 E/2 NW/4 NW/4 LYING S HWY 9 LESS S280'

Requests Hearing for:

☒ VARIANCE from Chapter 36, Section 512(d)(1) 512(d)(3)
☐ SPECIAL EXCEPTION to _____

Detailed Justification for above request (refer to attached Review Procedures and justify request according to classification and essential requirements therefor):

Rebuilding existing structures that encroach the property line that the existing building stood on. I am requesting a 12' Variance to the front 100' setback from the corner of Ahmela Dr. A Rear Variance of 20' to the 50' rear yard setback and a Variance of 35' to the 50' setback for the existing shed located near the rear of the property.

(Attach additional sheets for your justification, as needed.)

SIGNATURE OF PROPERTY OWNER(S):

ADDRESS AND TELEPHONE:

Annette K. Wood

9610 Ahmela Dr
Norman, OK 73026

OFFICE USE ONLY

- ☐ Application
☐ Proof of Ownership
☐ Certified Ownership List and Radius Map
☐ Site Plan
☐ Filing Fee of \$ _____
☐ Emailed Legal Description in Word Document

☐ VARIANCE from Chapter _____,

Section _____

☐ SPECIAL EXCEPTION to _____

Date Submitted: _____

Checked by: _____



BOARD OF ADJUSTMENT
FUNCTION AND REVIEW PROCEDURES

Item 2.

(Revised 03/23)

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 -- (405) 307-7112 Phone

EXISTING VARIANCE CONDITIONS:

There are special conditions or circumstances peculiar to the land or structure involved:

Shape of Lot makes it difficult to
conform to existing codes

Attest

The literal interpretation of the provisions of the Ordinance would deprive the applicant of rights enjoyed by others in the same district:

others in general area have a easier time
because of size and shape of Lot to
conform

Attest

The special conditions or circumstances do not result from the actions of the applicant:

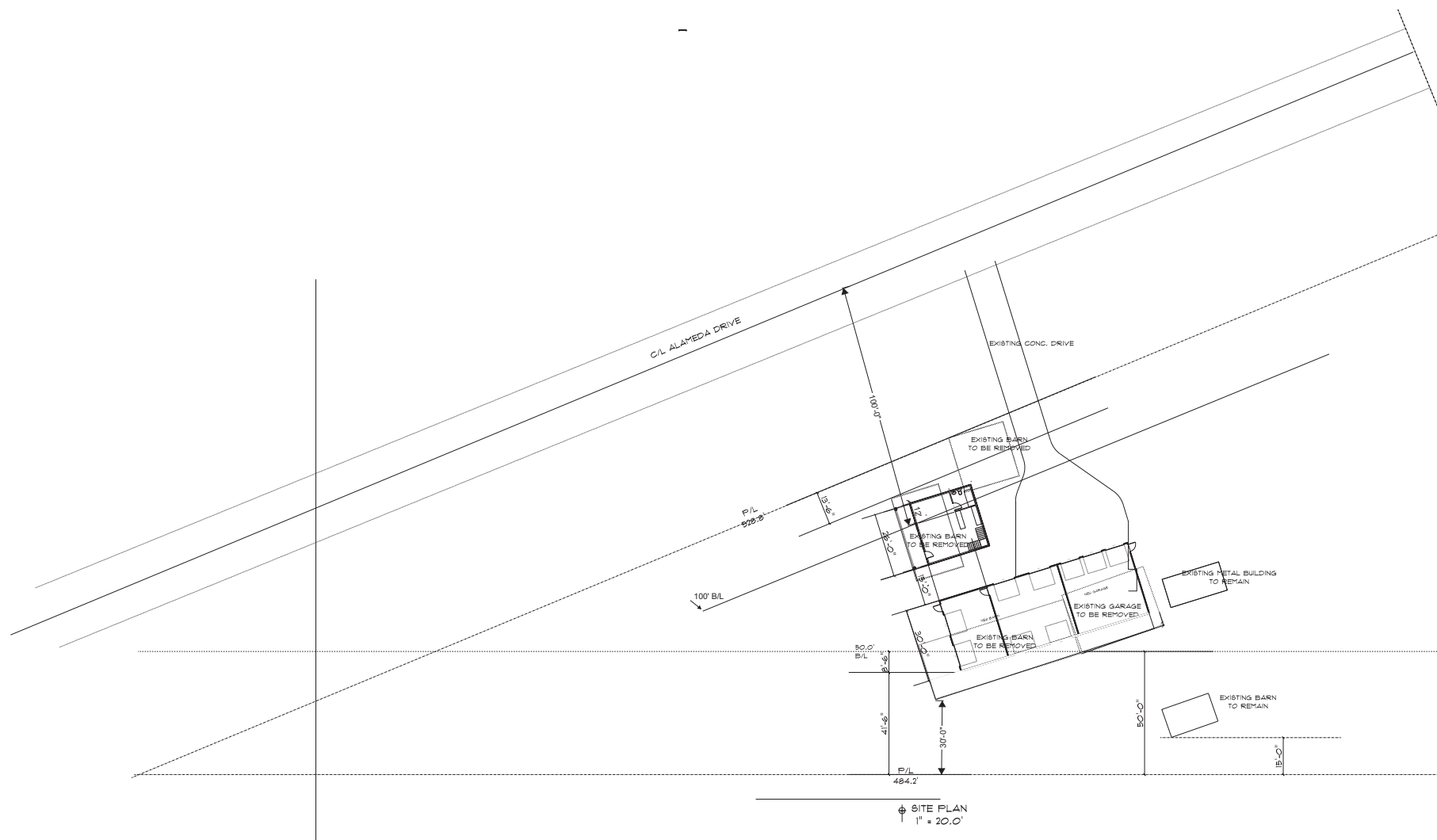
The shape of the Lot was created to
to topography and the lake was plotted
prior to 1973 and was same at my
date of purchase

Attest

The granting of the Variance will not confer special privileges on the applicant that are denied to other lands and/or structures in the same district:

would allow me the opportunity to build a
structure that conforms to code
and is an allowed use

Attest



A 1.1

[illegible]

NEW GARAGE, BARN, AND
CESSORY DWELLING UNIT
FOR ANNETT WOOD
3610 ALAMEDA DRIVE
NORMAN, OK 73069

DLB ARCHITECTS PC
922 SCHULZE DRIVE
NORMAN, OKLAHOMA 73071
Phone (405) 914-8242
DLB@OUT.EDU



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/28/2025

REQUESTER: William Sheppard

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-12: WILLIAM SHEPPARD REQUESTS A VARIANCE TO 36-550(B)(3) OF 2' TO THE 10' MINIMUM DRIVEWAY WIDTH TO ALLOW FOR A DRIVEWAY WIDTH OF 8' AT THE PROPERTY LOCATED AT 618 N. CRAWFORD AVE.

APPLICANT	William Sheppard
LOCATION	618 N Crawford Avenue
ZONING	R-3, Multifamily Dwelling District
REQUESTED ACTION	Variance to Section 36-550(b)(3) of 2' to the required 10' minimum driveway width to allow for a driveway width of 8'
SUPPORTING DATA	Location Map Application with attachments Site Plan

SYNOPSIS: The applicant requests a 2' variance to the required 10' minimum driveway width to construct a new driveway using the existing 10' approach off N Crawford Avenue. This driveway would run along the north property line, starting at the approach and ending at the existing detached garage. As a result, the applicant is seeking a single variance as follows:

1. A variance to Section 36-550(b)(3) of 2' to the required 10' minimum driveway width.

The application, site plan, and variance justification form are attached for your review.

VARIANCE CRITERIA PER SECTION 570(k):

A variance from the terms of this ordinance shall not be granted by the Board of Adjustment unless and until:

- (1) An applicant shall submit to the Board of Adjustment a written application indicating:

- (a) That special conditions and circumstances exist that are peculiar to the land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same district;
- (b) That the literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
- (c) That the special conditions and circumstances do not result from the actions of the applicant;
- (d) That granting the variances requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structure, or buildings in the same district;

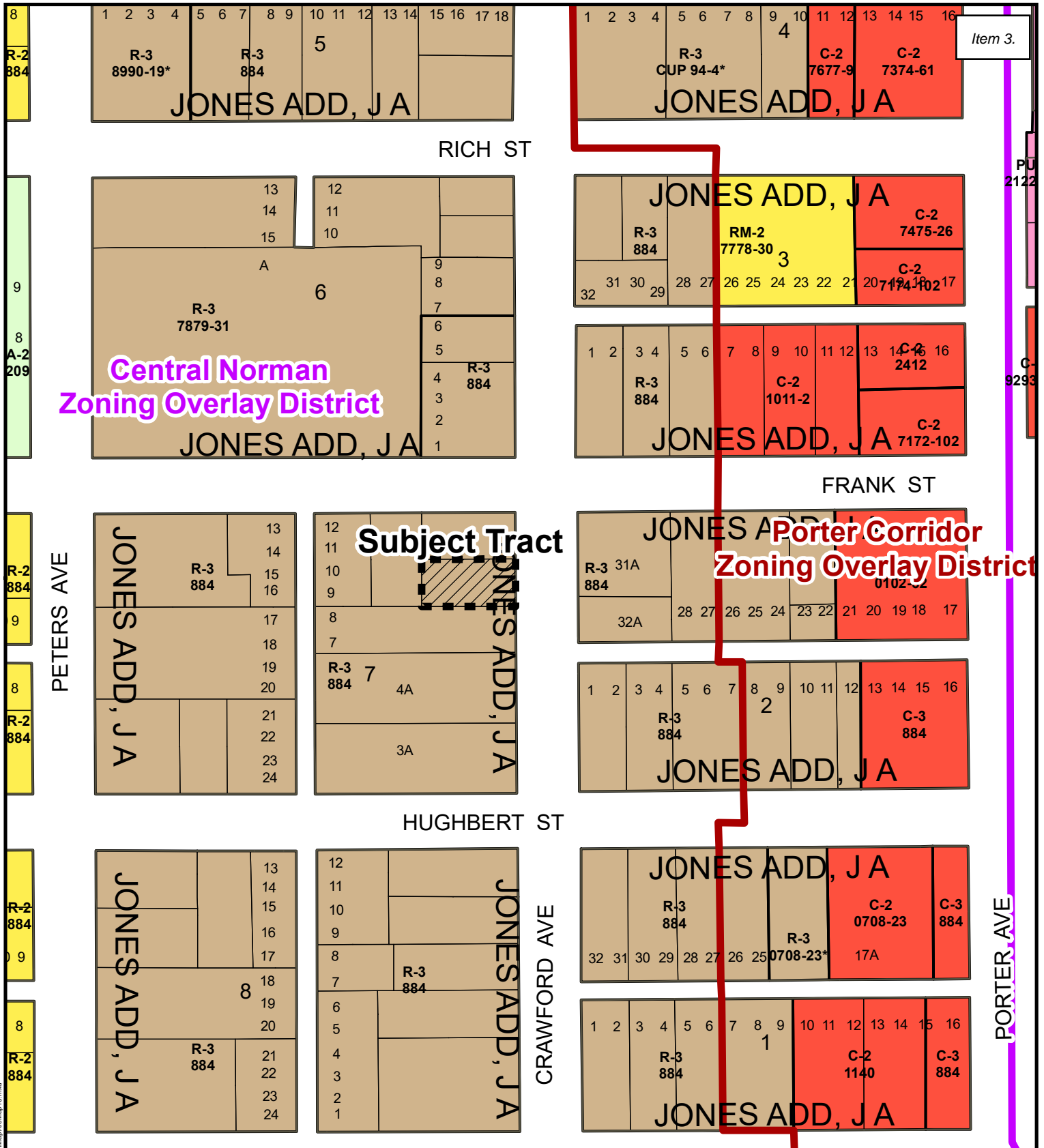
No non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

DISCUSSION: The existing driveway on the subject property appears to be the remnants of concrete runners. These runners likely ran from the approach to the detached garage, similar to the concrete runners on the property just south of the subject property. Concrete runners are currently only allowed in designated Historic Districts. The existing concrete runners have been in disrepair for more than two years. The applicant would not be allowed to reinstall concrete runners. Due to these circumstances and the existing fence along the subject property's north property line, the applicant has requested to construct a driveway that is 8' in width. This 8' wide driveway would allow the owner to access the existing detached garage with their vehicle if needed. Because the approach and the proposed driveway are different widths, tapering would be necessary to ensure a safe transition from the approach to the proposed driveway. The proposed 8' wide driveway leaves approximately 6" of space between the drive and the existing fence at the closest point.

The applicant has included a second proposal, with the proposed driveway starting at a width of 10' to match the preexisting approach and taper as it connects to the garage, ending with an 8' width. This second proposal is attached as proposal B.

This agenda item was set to be heard at the April 23rd, 2025 Board of Adjustments meeting, however, due to an insufficient amount of Board members present, there was no quorum.

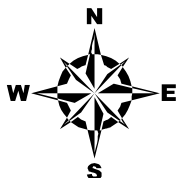
CONCLUSION: Staff forwards this request for a variance to Section 36-550(b)(3) and BOA-2425-12 to the Board of Adjustment for consideration.



Location Map



Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



April 7, 2025

0 70 140 Ft.



Subject Tract



Zoning



Application for Variance or Special Exception
BOARD OF ADJUSTMENT

Case No. BOA- Item 3.

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

APPLICANT(S) William Sheppard Sheppard Concrete	ADDRESS OF APPLICANT 2004 SE 34th St Moore, OK 73160
NAME AND PHONE NUMBER OF CONTACT PERSON(S) William Sheppard (405) 973-8988	EMAIL ADDRESS shepstone 1952@gmail.com

Legal Description of Property: (UNLESS THE LEGAL DESCRIPTION IS A SIMPLE LOT AND BLOCK, THE LEGAL DESCRIPTION MUST BE PROVIDED IN A WORD DOCUMENT EMAILED TO CURRENT.PLANNING@NORMANOK.GOV)

Jones E 100' Lots 9-10 BLK 7

Requests Hearing for:

☒ VARIANCE from Chapter 36, Section 550 (B)(3)

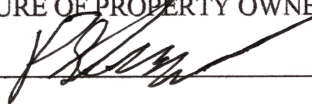
☐ SPECIAL EXCEPTION to _____

Detailed Justification for above request (refer to attached Review Procedures and justify request according to classification and essential requirements therefor). For any variance, the "Detailed Justification of Variance Request" form must be completed and attached:

There is insufficient room for a 10' wide driveway to connect approach with garage. Therefor we are requesting a variance to the 10' wide minimum in order to build 8' wide driveway to afford this homeowner the same ability to connect approach to Garage like other homes in neighborhood.

(Detailed Justification form attached)

SIGNATURE OF PROPERTY OWNER(S):



ADDRESS AND TELEPHONE:

618 N. Crawford Ave
Norman, OK 73069
(405) 473-7554

- OFFICE USE ONLY
- ☐ Application & Detailed Justification Form
 - ☐ Proof of Ownership
 - ☐ Certified Ownership List and Radius Map
 - ☐ Site Plan
 - ☐ Filing Fee of _____
 - ☒ Emailed Legal Description in Word Document

☐ VARIANCE from Chapter _____,
Section _____
☐ SPECIAL EXCEPTION to _____

Date Submitted: _____

Checked by: _____



BOARD OF ADJUSTMENT

DETAILED JUSTIFICATION OF VARIANCE REQUEST

Item 3.

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 -- (405) 307-7112 Phone

Revised 08/23

Please attach additional sheets, as necessary.

Special conditions or circumstances exist that are peculiar to the land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same district:
There is a wooden fence down the side of the house that is 11' from the side of house at widest point & it tapers down to 8'8" from house at narrowest point. This does not allow room for a 10' wide driveway down the side of the house. I will detail this on Plot Plan (Drawing).

Attest

The literal interpretation of the provisions of the Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district:

This homeowner is having to park in the grass next to his house. The homeowner can't park in the garage in the back of the house like the other homeowners in this area. This is why he wants to build a driveway to connect his approach to back garage like everyone else.

Attest

The special conditions or circumstances do not result from the actions of the applicant:

The homeowner is not at fault for the house and fence line being so close together. The house was built many years ago and the fence as well. The homeowner did not construct either.

Attest

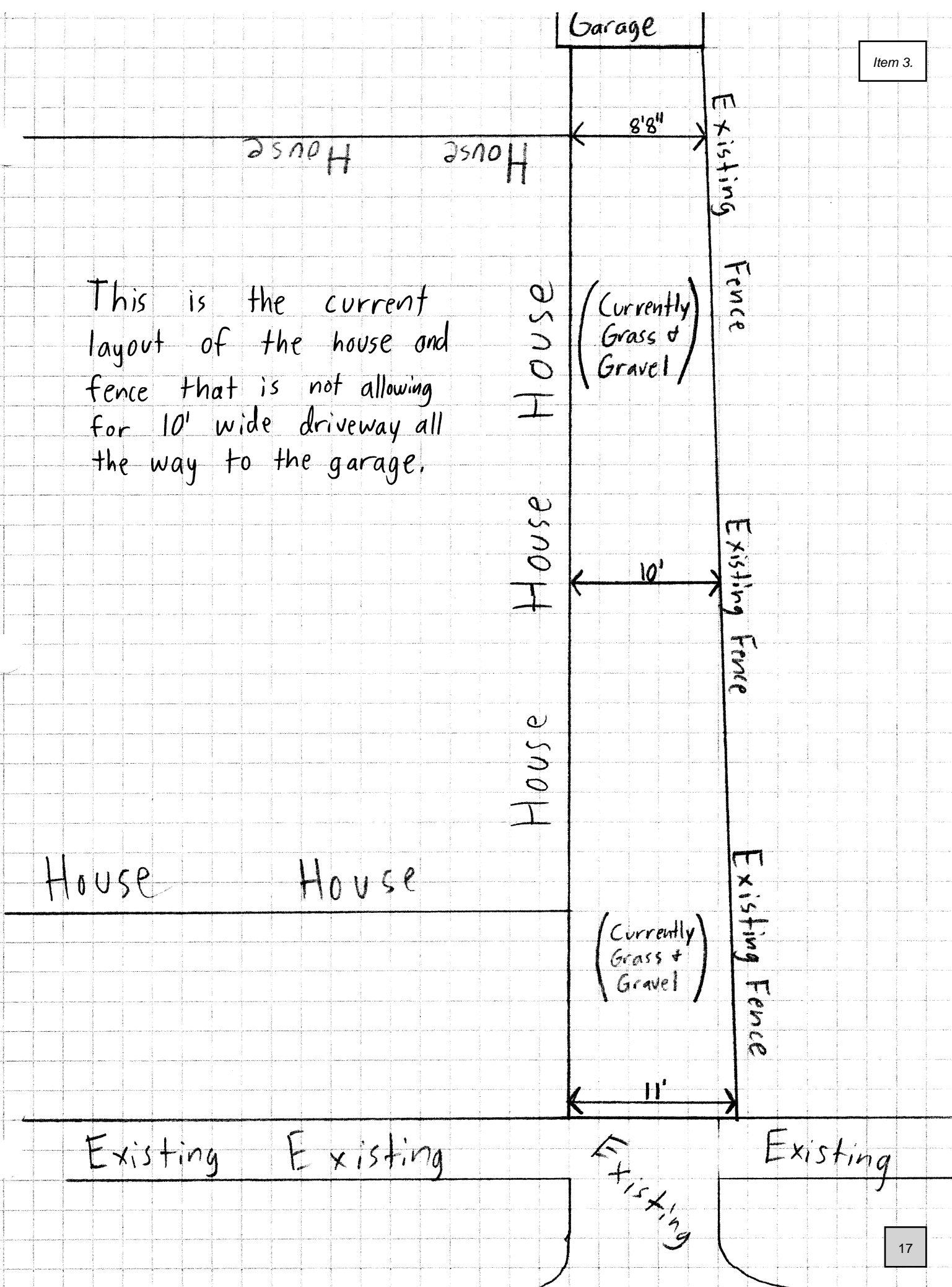
Granting of the Variances requested will not confer on the applicant any special privilege that is denied to other lands, structures, or buildings in the same district:

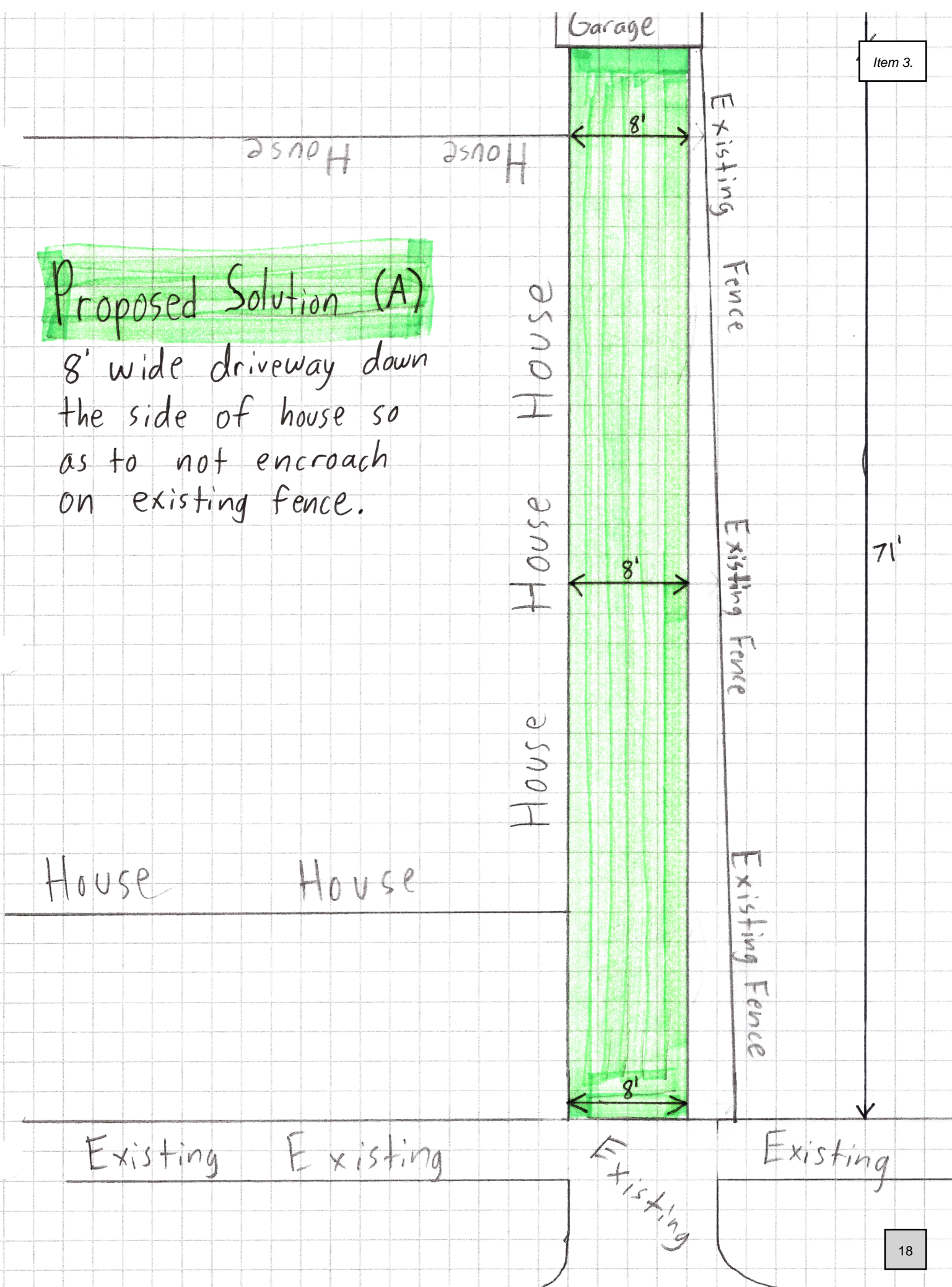
Granting this variance will only allow the homeowner to connect his concrete approach to his garage like the other homeowners in this area. (Via 8' wide driveway).
(or 10' wide that tapers down).

Attest

Summary of Project at **618 N Crawford**

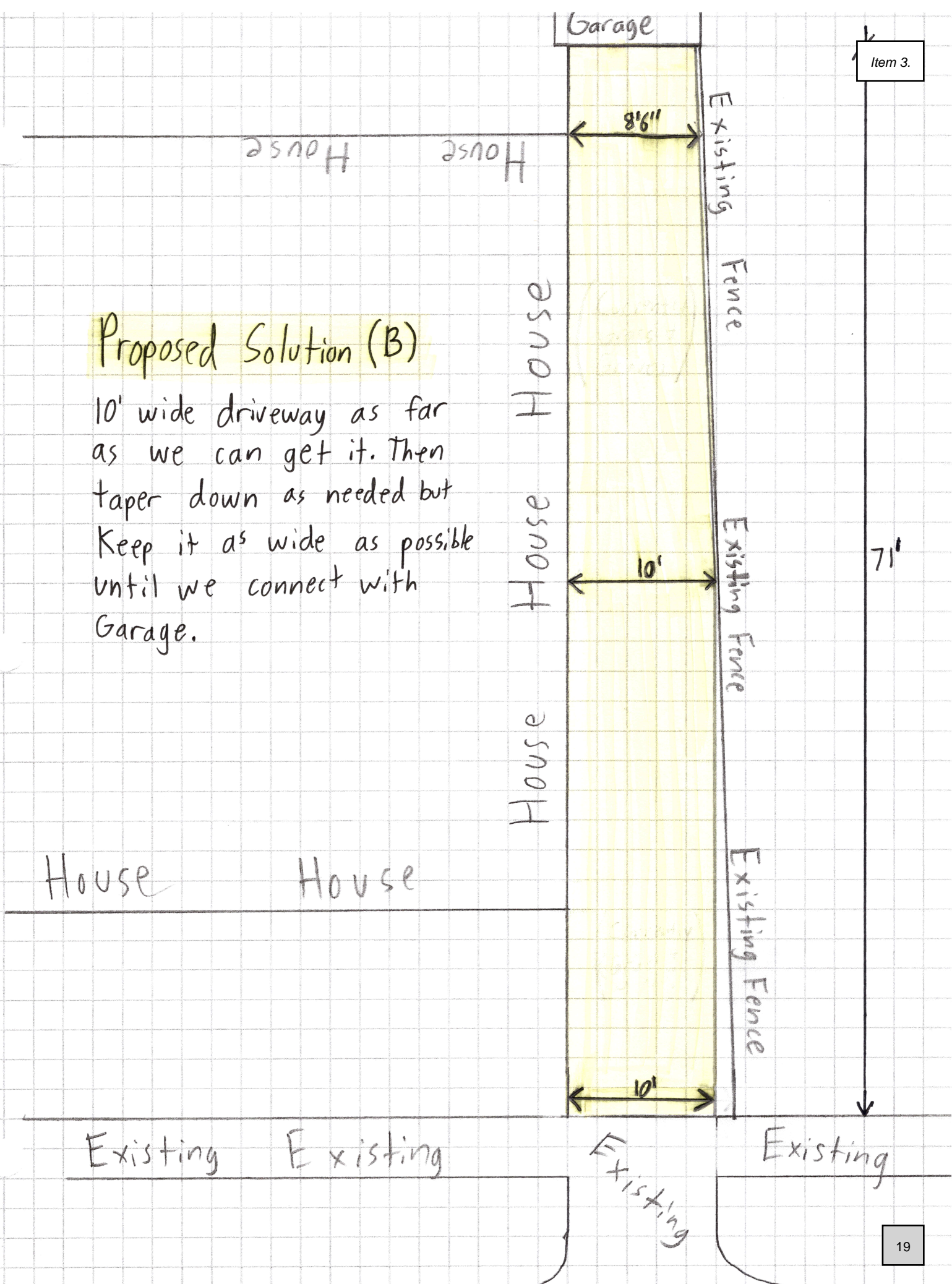
The Homeowner wants to build a concrete driveway to connect his approach to his garage in the back. He wants to build an 8' wide driveway 71' long. He is unable to build a 10' wide driveway because there is an existing fence that tapers down to 8'8" wide at the skinniest point between house and fence. We are requesting a variance to the 10' wide minimum so he can build this driveway to connect his approach and garage like other homes in this area.





Proposed Solution (B)

10' wide driveway as far as we can get it. Then taper down as needed but keep it as wide as possible until we connect with Garage.





CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/28/2025

REQUESTER: Teresa Borum

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONENT OF BOA-2425-13: TERESA BORUM REQUESTS A VARIANCE TO 36-544(E) OF 17' 3" TO THE MINIMUM 20' SIDE YARD SETBACK FOR A CORNER LOT TO ALLOW FOR A DETACHED COVERED WALKWAY ALONG THE WEST SIDE OF THE EXISTING HOME, AND A VARIANCE TO 36-516(C)(1) OF 20' TO THE MINIMUM 25' FRONT YARD SETBACK TO ALLOW FOR A DETACHED COVERED WALKWAY ALONG THE NORTH SIDE OF THE EXISTING HOME AND THE PLACEMENT OF A SHED ON THE EAST SIDE OF THE PROPERTY LOCATED AT 602 E ACRES ST.

APPLICANT	Teresa Borum
LOCATION	602 E Acres St
ZONING	R-2, Two-Family Dwelling District
REQUESTED ACTION	Variance to Section 36-544(e) of 17' 3" to the required 20' minimum side yard setback for a corner lot. Variance to Section 36-516(c)(1) of 20' to the required 25' minimum front yard setback. Variance to Section 36-516(c)(1) of 10' to the required 25' front yard setback.
SUPPORTING DATA	Location Map Application with attachments Site Plan

SYNOPSIS: The applicant is requesting three variances in order allow further development of the subject lot. The applicant proposes constructing a detached wrap-around covered walkway and a single shed. The variances requested are as follows:

1. A variance to Section 36-544(e) of 17' 3" to the required minimum 20' side yard setback for a corner lot.

2. A variance to Section 36-516(c)(1) of 20' to the required minimum 25' front yard setback.
3. A variance to Section 36-516(c)(1) of 20' to the required minimum 25' front yard setback.

The application, site plan, and the variance justification form are attached for your review.

VARIANCE CRITERIA PER SECTION 570(k):

A variance from the terms of this ordinance shall not be granted by the Board of Adjustment unless and until:

- (1) An applicant shall submit to the Board of Adjustment a written application indicating:
 - (a) That special conditions and circumstances exist that are peculiar to the land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same district;
 - (b) That the literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
 - (c) That the special conditions and circumstances do not result from the actions of the applicant;
 - (d) That granting the variances requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structure, or buildings in the same district;

No non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

DISCUSSION: The subject lot sits on the corner of E Acres St and Findlay Ave, where an existing duplex constructed in 1920 is located. This duplex does not meet the current setbacks for the R-2, Two-Family Dwelling District; however, due to its time of construction, it is considered a legal, non-conforming structure. The applicant is requesting three variances to conduct a series of improvements to the property. The applicant is requesting one variance of 20' to the required 25' front yard setback so they may construct a 12' x 24' shed on the east side of the property. The two remaining variances are requested to support the construction of a detached covered walkway. This detached walkway will wrap around the perimeter of the dwelling and redirect water from the dwelling.

The triangular shape of the lot is a unique physical feature that, when considering the required setbacks, leaves less than average buildable area for a lot of its size. Due to the narrowing of the subject property from west to east, much of the eastern portions cannot meet the required setbacks under the current zoning district.

This agenda item was set to be heard at the April 23rd, 2025 Board of Adjustments meeting, however, due to an insufficient amount of Board members present, there was no quorum.

CONCLUSION: Staff forwards this request for variances to Section 36-544(e) and Section 36-516(c)(1) and BOA-2425-13 to the Board of Adjustment for consideration.



Application for Variance or Special Exception
BOARD OF ADJUSTMENT

Case No. BOA

Item 4.

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

APPLICANT(S) Teresa S. Borum	ADDRESS OF APPLICANT 602 1/2 E. Acres St. Norman, OK 73071
NAME AND PHONE NUMBER OF CONTACT PERSON(S) Teresa S. Borum (405) 512-4520	EMAIL ADDRESS tssteele99@gmail.com

Legal Description of Property: (UNLESS THE LEGAL DESCRIPTION IS A SIMPLE LOT AND BLOCK, THE LEGAL DESCRIPTION MUST BE PROVIDED IN A WORD DOCUMENT EMAILED TO CURRENT.PLANNING@NORMANOK.GOV)

Lot 17-22 Block 52 of The Original Town of Norman, Cleveland County, Oklahoma

Requests Hearing for:

- ☒ VARIANCE from Chapter 36, Section 544 (e) and 516 (c) (1)
☐ SPECIAL EXCEPTION to Setbacks

Detailed Justification for above request (refer to attached Review Procedures and justify request according to classification and essential requirements therefor). For any variance, the "Detailed Justification of Variance Request" form must be completed and attached:

The setbacks for my property lines are keeping me from protecting my home, heat pump and entryways from inclement weather; directing water away from my foundation to keep my crawl space dry; accessing my laundry room under cover from the elements and using the vast majority of my back yard. I'm asking for a 17' 3" variance for my west property line and a 20 feet variance for my north property line. I am asking that I be allowed to build a 3' 6" deep unattached, covered walkway around the perimeter of my house extending from the pre-existing wrap around porch. I would also like to place a 12 x 24 feet shed on the east end of my property, where my property is in the middle of the block, and where the normal setback for a side yard is 5 feet. To accommodate the shed I am requesting a variance of 10' to the 25' setback

SIGNATURE OF PROPERTY OWNER(S):

Teresa S. Borum

ADDRESS AND TELEPHONE:

602 1/2 E. Acres St

Norman, Ok 73071

(405) 512-4520

OFFICE
USE
ONLY

- ☐ Application & Detailed Justification Form
☐ Proof of Ownership
☐ Certified Ownership List and Radius Map
☐ Site Plan
☐ Filing Fee of
☒ Emailed Legal Description in Word Document

☐ VARIANCE from Chapter _____,

Section _____

☐ SPECIAL EXCEPTION to _____

Date Submitted: _____

Checked by: _____



CERTIFICATION OF OWNERSHIP

Case No. _____

Item 4.

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

DATE: 3-27-25

I, Teresa S. Borum, hereby certify and attest that I am the owner, or that I have an option to purchase, the following described property in the City of Norman:

Lot 17-22 Block 52 of The Original Town of Norman, Cleveland County, Oklahoma (602 E. Acres Street)

AND, I further certify and attest that this legal description describes accurately the property.

AND, I accept billing for the cost of publishing legal notice in the NORMAN TRANSCRIPT.

Owner's Signature: _____

Teresa S. Borum

Address: _____

602 E. Acres St.

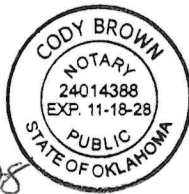
Agent's Signature: _____

Address: _____

NOTARY

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this 27th day of March, 2025, personally appeared Teresa S. Borum, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

(SEAL)



My commission expires: 11-18-2028

[Signature]
Notary Public

I hereby accept this Certification of Ownership in lieu of a deed or other legal document showing proof of ownership.

Signature: _____

Title: _____

CITY OF NORMAN

Special conditions or circumstances exist that are peculiar to the land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same district:

It is neither parallel to Findlay nor Acres because those streets are not perpendicular to each other. A portion of my home is 25 feet behind my west and north property lines but that distance narrows to 6.3 feet at the southwest corner of my home and 8.5 feet at the northeast corner of my home. To further complicate matters, my property is on a corner. If you will allow that the front of my property faces Findlay, the setback for the north side of my property now becomes 20 feet in from my north, side property line. However, my property is 6 lots and my backyard extends, to the east, down over half the block of Acres. My home is also wood framed and has a crawl space. Since my purchase of the home in 2014, I have been having issues with the ground under my home being too wet, causing structural damage. I have had to replace multiple floor joists and flooring due to rotting. I have to crawl under my home periodically to inspect for mold. The ground under my house is often too wet. I also put in minisplits to heat and cool my home. Their outside condensers / heatpumps have to be dug out when we receive any significant snow. My laundry room is also only accessible by a door at the back of my home. I have to leave my residence and walk outside to that door, at the back of my house, to enter the laundry room. Finally, I have no overhang for both my back door and my laundry room door on the east side of my home. I recently had to replace the flooring at the back door, and the back door itself because of rotting due to water damage from rain. My laundry room door is also starting to rot and will have to be replaced soon although I replaced it just 5 or so years ago.

Attest



The literal interpretation of the provisions of the Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district:

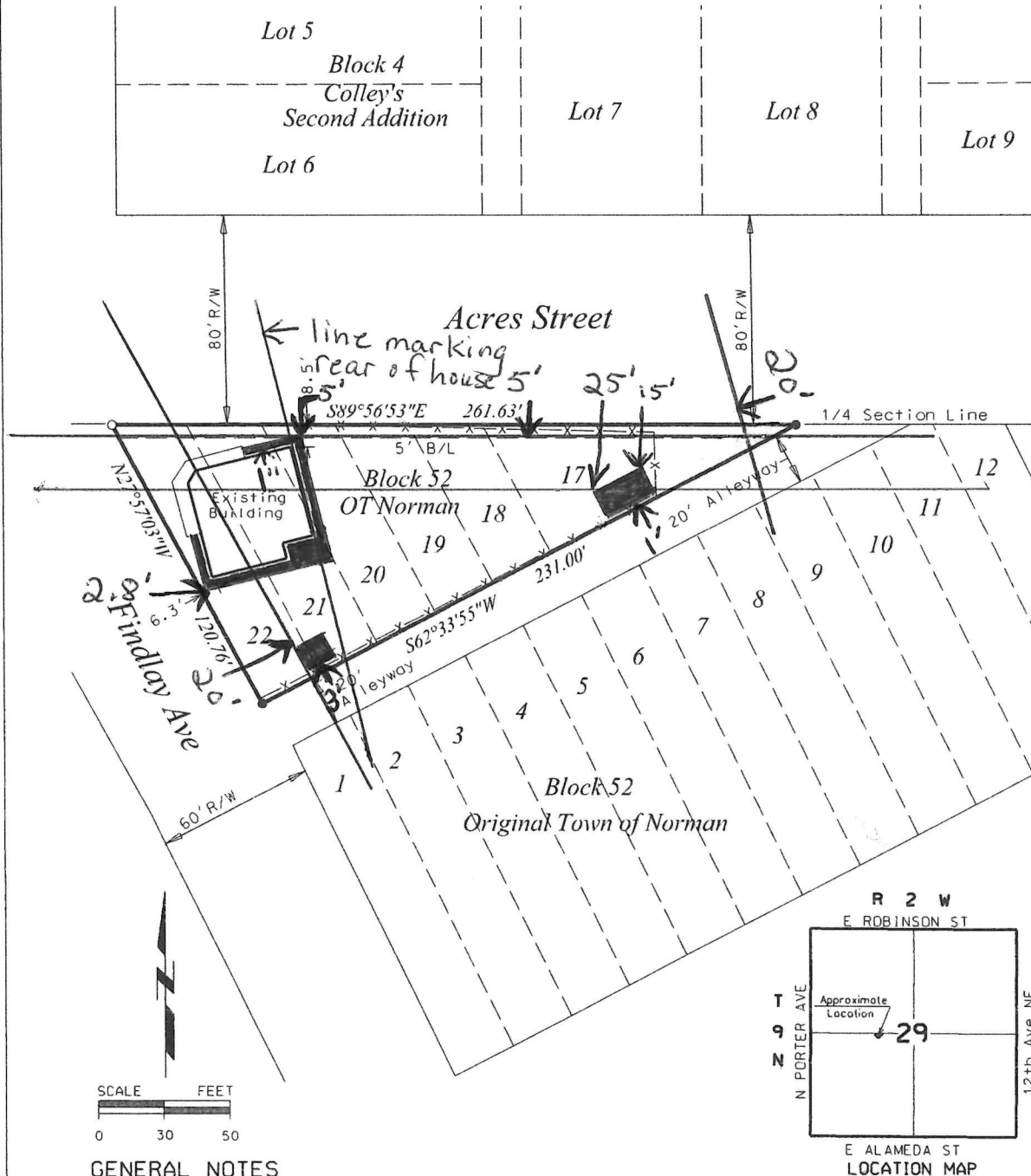
In addition, the property which is directly north of my house across Acres St., lot 5 and 6 block 4 Colley's Second Addition, also faces west toward Findlay. It has the same 20 feet setback; however, half of my back yard extends an alley and 2 houses east beyond their rear property line making that section nowhere near the corner or where a corner property line normally would end. The normal setback for a side yard is 5 feet. In regards to the covered walkway, newer houses are built with overhangs over exterior doors to protect the door and entryway and direct water away from the foundation.

Attest



CERTIFICATE OF SURVEY

LOT 17-22 BLOCK 52 OF THE ORIGINAL TOWN OF
NORMAN, CLEVELAND COUNTY, OKLAHOMA
{602 E. Acres Street}



GENERAL NOTES

Bearings Are Based On An Arbitrary Bearing Of $S89^{\circ}56'53''E$ Between Existing Monuments on the North Line Of Block 52 OT Norman, Cleveland County, Oklahoma as filed in Plat Book 1 at Page 27, dated December 8, 1890 in the Cleveland County Clerk's records.

(●) - Indicates Existing $3/8''$ Iron Pin Or Monument as Noted.

(○) - Indicates Set $1/2''$ Iron Pin With Plastic Cap Marked "PLS 1474".

(R/W) - Indicates Right-of-way.

(-X-X-X-X-) - Indicates Existing Fence Line.

POLLARD & WHITED SURVEYING INC.

2514 TEE DRIVE NORMAN, OKLAHOMA 73069

(405)366-0001

CA 2380 exp. 6-30-25

tim@pwsurveying.com

Teresa Borum

Certificate of Survey

Part of Lot 17-22 of Block 52 OT Norman

Cleveland, Norman County, Oklahoma

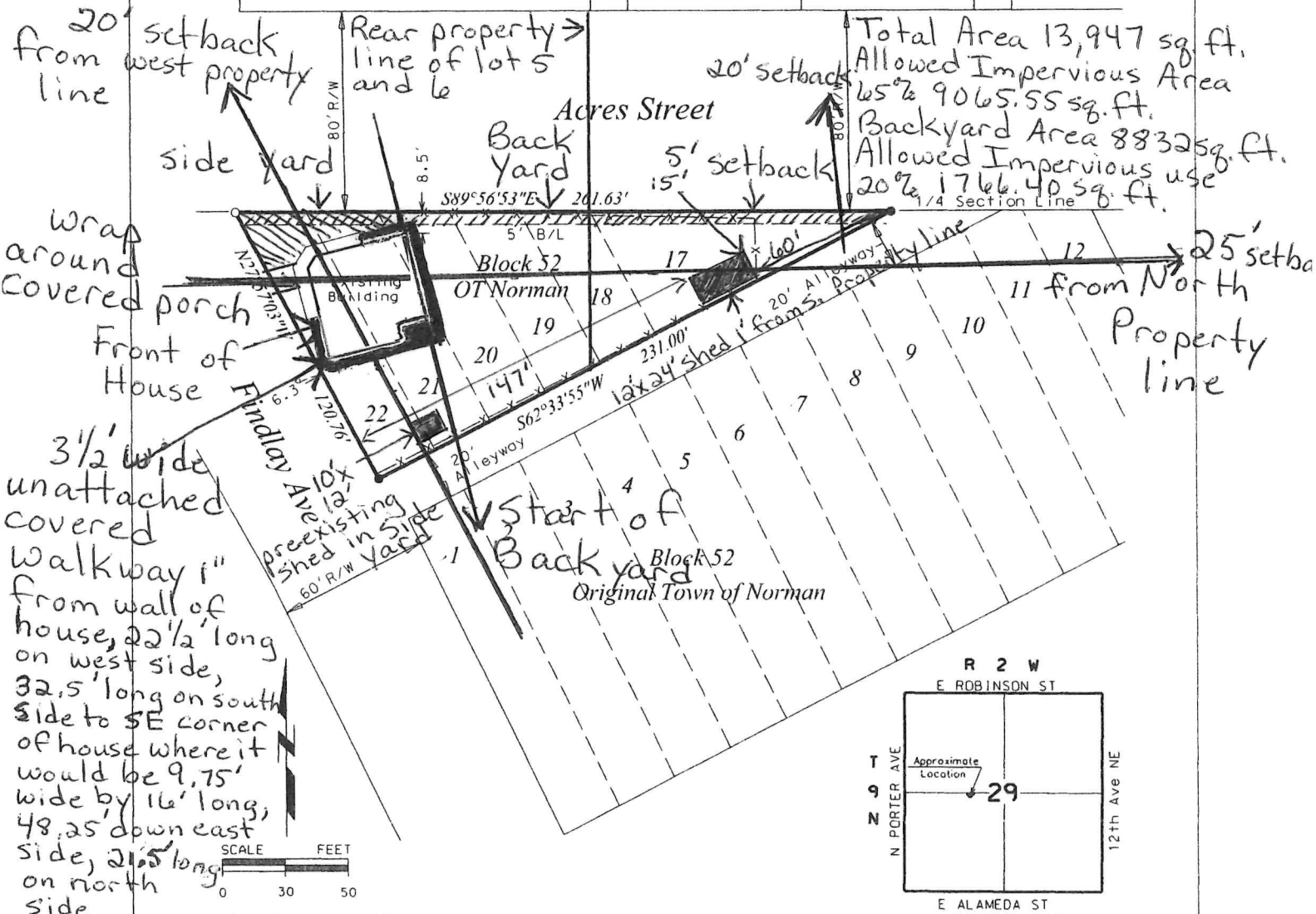
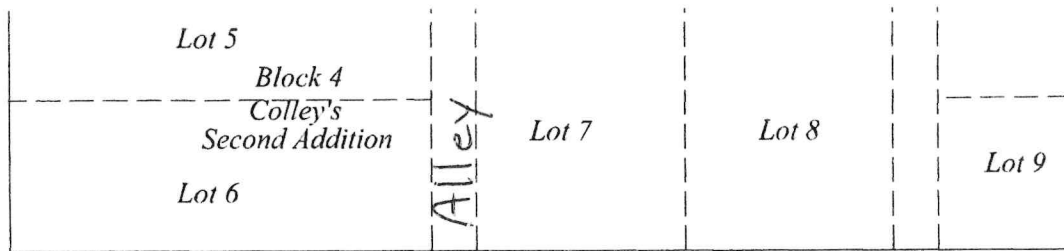
July 22, 2024

Drawn By: J. Sanders

Lot17-21OTNorman.dwg GPS Sheet 1 of 2

CERTIFICATE OF SURVEY

LOT 17-22 BLOCK 52 OF THE ORIGINAL TOWN OF
NORMAN, CLEVELAND COUNTY, OKLAHOMA
{602 E. Acres Street}



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timepwsurveying.com

Teresa Borum

Certificate of Survey

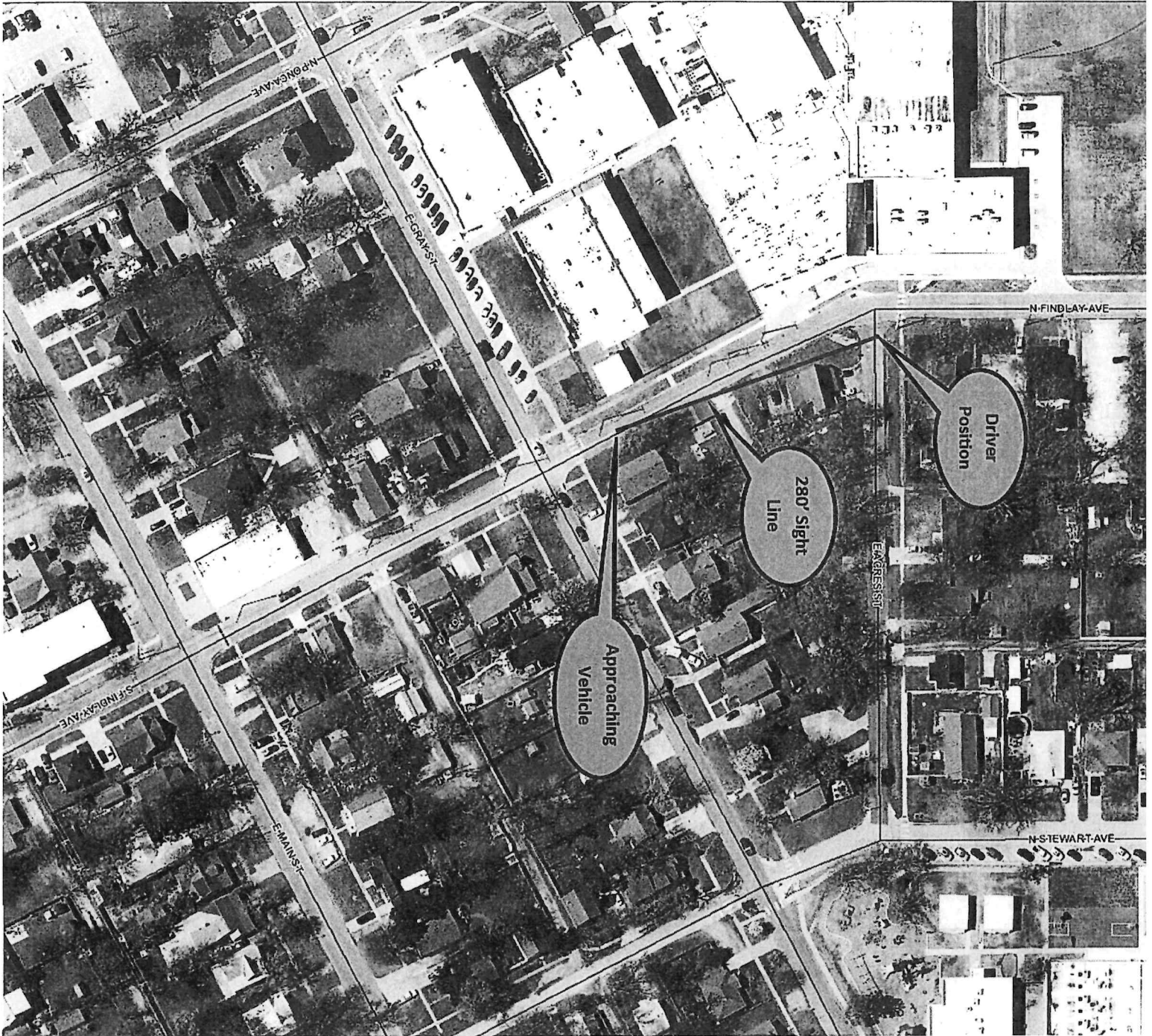
Part of Lot 17-22 of Block 52 OT Norman

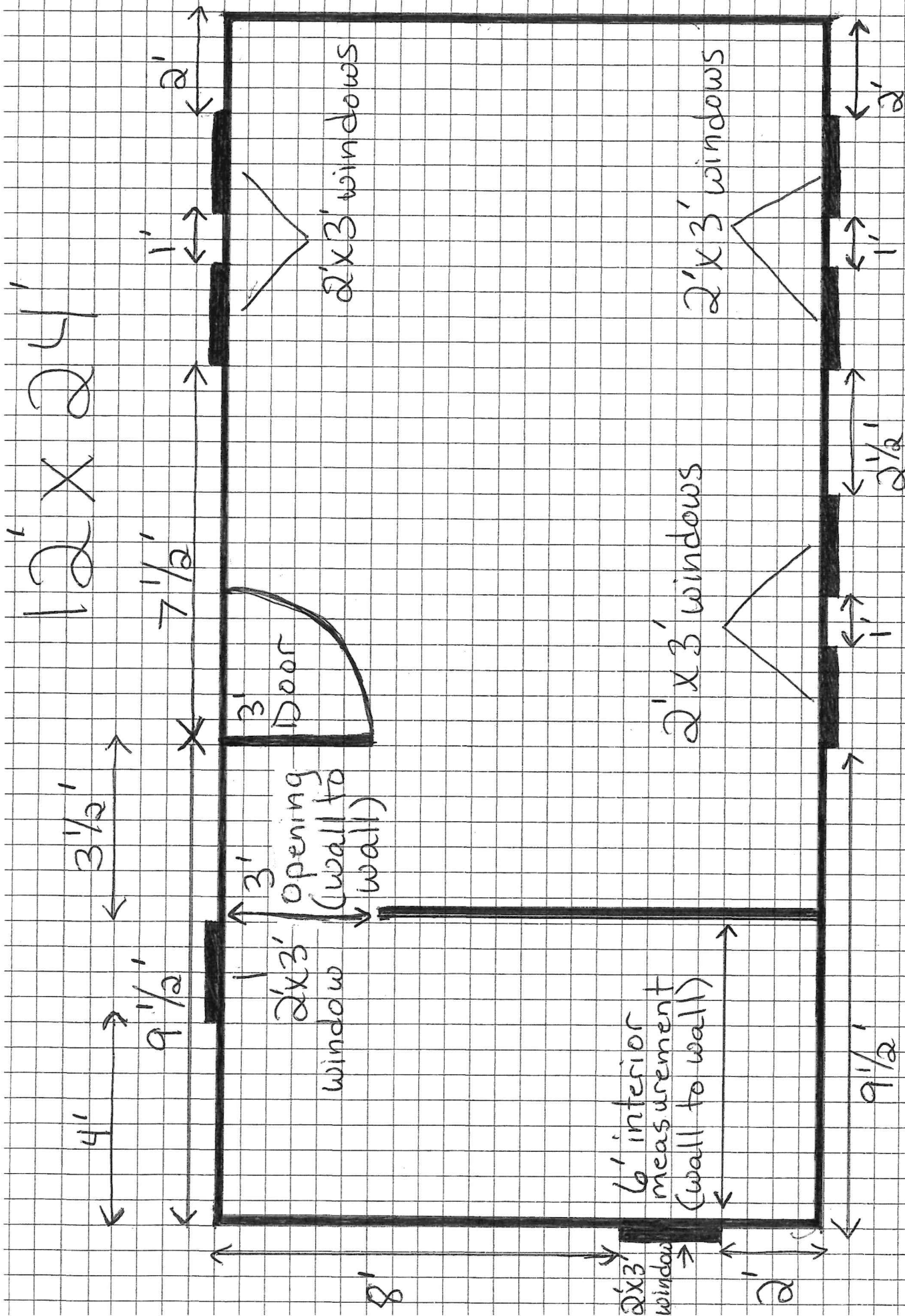
Cleveland, Norman County, Oklahoma

July 22, 2024

Drawn By: J. Sanders

Lot17-21OTNorman.dwg GPS Sheet 1 of 2





Exterior Measurements



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/28/25

REQUESTER: Frank Sullivan, Jr.

PRESENTER: Anais Starr, Planner II/Historic Preservation Officer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BOA-2425-14: FRANK SULLIVAN, JR. TRUSTEE FOR SULLIVAN HCP TRUST, APPEALS THE DENIAL OF CERTIFICATE OF APPROPRIATENESS (HD 24-20) FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF WINDOWS; C) PAINTING OF THE EXTERIOR BRICK WALLS FOR THE PROPERTY LOCATED AT 733 CHAUTAUQUA AVENUE.

APPLICANT/REPRESENTATIVE	Frank Sullivan, Jr. for Sullivan HCP Trust/Gunner Joyce, Rieger, Sadler, Joyce Attorneys at Law
LOCATION	733 Chautauqua Avenue
ZONING	R-2, Two-Family Dwelling District Historic District Overlay
REQUESTED ACTION	Appeal of a denial of HD 24-20 Certificate of Appropriateness request on April 7, 2025
SUPPORTING DATA	Location Map Applicant BOA application & Letter Agreed Order HDC Staff report (April 7, 2025) HDC Application & attachments (April 7, 2025) HDC Minutes of April 7, 2025 HDC Denial Decision Letter April 8, 2025

SYNOPSIS: This application is an appeal of the denial decision made by the Historic District Commission (HDC). The Zoning Ordinance, Chapter 36, provides in Section 535(j)(1):

Appeals.

1. Any person aggrieved by a decision of the Historic District Commission, excluding postponements as defined in subsection (b) of this section, shall have such right of appeal to the Board of Adjustment within ten days from the decision of the Historic District Commission.

Mr. Sullivan submitted an appeal of the denial of their Certificate of Appropriateness HD (24-20) within the required time frame. The appeal application and letter are attached for reference.

Chapter 36, Section 570(c)(1) provides that the BOA has the power to hear and decide appeals where it is alleged there is error in any administrative order, requirement, decision or determination in the enforcement of Chapter 36, the Zoning Ordinance. Section 570 (f) provides that “an administrative official shall forthwith transmit to the [BOA] all papers constituting the record upon which the action appealed from was taken.” Staff has therefore attached the packet and minutes of the Historic District Commission for review by the Board.

STAFF COMMENTS:

Description of the Mr. Sullivan’s HDC Certificate of Appropriateness Application

The circa 1950 house at 733 Chautauqua Avenue is a noncontributing structure to the Chautauqua Historic District. All properties within the Chautauqua Historic District must comply with associated District regulations which require the review and approval of a Certificate of Appropriateness for exterior alterations. Unaware that the property was in a city-designated Historic District, the property owner began renovations on the exterior of the house. The applicant had replaced all the original windows with vinyl windows, replaced the existing wood siding and associated trim with composite siding and materials, and painted a primer coat on the exterior brick walls.

Staff issued a stop work order for the property. The applicant was informed the modifications required review and approval of a Certificate of Appropriateness by the Historic District Commission. The applicant submitted an *ex post facto* COA request to retain the modifications performed. At the Historic District Commission Meeting of October 7, 2024, the applicant requested postponement to allow time to obtain proposals and cost estimates for rectifying the modifications.

The applicant submitted a proposal with a cost estimate to rectify the modifications from Old Home Rescue to the Historic District Commission at the meeting of April 7, 2025. After presentation by applicant and discussion by the Commission, the Commission voted unanimously to deny the Certificate of Appropriateness (COA) request for the a) replacement of exterior siding, soffit, and trim; b) replacement of windows; c) painting of the exterior brick walls with a vote of six to zero. The Commission found that the requests did not comply with the *Preservation Guidelines* and referenced the following *Guidelines* when issuing their denial, in particular:

Preservation Guidelines

3.12. Guidelines for Windows

.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.

3.4 Guidelines for Masonry and Brick 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.*

3.2 Guidelines for Exterior Walls

.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.*

3.7 Guidelines for Synthetic Materials / Stucco

.6 Cement Fiberboard. *Cement fiberboard (Hardieplank®) and synthetic wood materials are prohibited except for new construction. These are not comparable substitutes for wood siding except in certain applications. A good use of cement board siding is where it is in contact with the ground, such as the skirt of a pier-and-beam house. Be sure to retain ventilation of the crawl space. If using cement board, use smooth only. Wood used in historic houses was sanded smooth with no obvious grain.*

The Commission found the request for vinyl replacement windows did not meet the *Preservation Guidelines* for material or window pane configuration. It also found the request to paint the exterior brick walls was not permitted by the *Preservation Guidelines*. Finally, the Commission found the installed cement fiberboard siding did not meet the requirement for a smooth finish on the material. The Commission noted in discussions of this request that non-contributing structures were to be compatible with the general atmosphere of the District.

The City Legal Department is providing an Agreed Order between the City of Norman and the applicant for the Board's consideration.

CONCLUSION: Staff forwards Mr. Sullivan's appeal, BOA-2425-14, to the Board of Adjustment along with an Agreed Order for consideration.



Appeal of Administrative Decision
BOARD OF ADJUSTMENT

Case No. BOA

Item 5.

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

APPLICANT(S)
Frank Sullivan, Jr.,
Trustee of the Sullivan HCP Trust

ADDRESS OF APPLICANT
c/o Rieger Sadler Joyce LLC, Attorney for Applicant
136 Thompson Dr.
Norman, OK 73069

NAME AND PHONE NUMBER OF CONTACT PERSON(S)
c/o Gunner Joyce, Attorney for Applicant.
405-310-5274

EMAIL ADDRESS
c/o Gunner Joyce, Attorney for Applicant
gjoyce@rsjattorneys.com

Legal Description of Property: Lots Thirty-one (31) and Thirty-two (32), Block Two (2), of Reed's Addition, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Requests Hearing for:

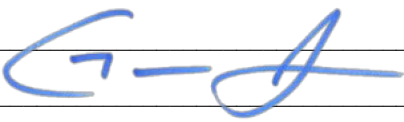
APPEAL of Administrative Decision

Detailed Justification for above appeal (refer to attached memorandum and justify request according to classification and essential requirements therefor):

Please see attached exhibits.

(Attach additional sheets for your justification, as needed.)

SIGNATURE OF PROPERTY OWNER(S):



ADDRESS AND TELEPHONE:

136 Thompson Dr.
Norman, OK 73069
405-310-5274

OFFICE
USE
ONLY

- ☐ Application
☐ Filing Fee of \$150.00

Date Submitted:

Checked by:

Sean Paul Rieger
Daniel L. Sadler
Gunner B. Joyce



Libby A. Smith
Ben J. LaCourse
Matthew A. Welborn
Keith A. Barrett

April 17, 2025

Board of Adjustment
225 N. Webster Avenue
Norman, OK 73069

RE: Appeal of Administrative Decision to the Board of Adjustment

The Applicant respectfully requests that the Board of Adjustment (the “**Board**”) overturn the April 7, 2025, decision of the Historic District Commission (the “**Commission**”) denying a Certificate of Appropriateness for specific exterior improvements made to 733 Chautauqua Avenue (the “**Property**”), a structure designated as non-contributing within the Chautauqua Historic District (the “**District**”). A copy of the Commission’s denial letter is attached hereto as “**Exhibit A**”. As evidenced by the attached denial letter, the Commission based its denial of the requested improvements on their failure to strictly comply with the City of Norman Historic Preservation Guidelines (the “**Guidelines**”), instead of correctly considering only the degree necessary to ensure compatibility to the general atmosphere of the historic district.

The denied improvements include: (1) the painting of previously unpainted brick; (2) the replacement of deteriorated exterior siding, soffit, and trim with Smart material; and (3) the replacement of original metal casement windows with energy-efficient vinyl windows. The Applicant requests that each improvement be evaluated individually on its own merits, pursuant to Section 36-570(f) of the Zoning Ordinance (the “**Ordinance**”), which authorizes the Board to hear appeals alleging that an administrative official or body has made an error in the enforcement of the Ordinance or the Guidelines.

This appeal arises following a stop-work order issued after the Applicant, who purchased the Property in a deteriorated condition, began repairs and improvements to the Property without knowledge that the Property was located within the District. Upon being informed, the Applicant promptly ceased work, cooperated with staff and the Commission, and now seeks review of the Commission’s decision on the grounds that the Commission’s denial of a Certificate of Appropriateness exceeds the regulatory authority permitted under the Ordinance for non-contributing structures.

1. Standard of Review. The Property was classified as non-contributing in the 2004 Historic District Nomination Survey due to its post-war construction date (c. 1950). This status establishes a different and less stringent standard of review than that properly applied to historically significant, contributing structures. As stated in Section 36-535(g)(9)(c)(3) of the Ordinance: “*Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district.*”

This is not a strict preservation standard. It is a minimal compatibility standard and a *deliberate recognition* by the City of Norman that *non-contributing structures do not hold the same historic value* and therefore should not be held to the same level of design constraint.

The restrictions on non-contributing structures are not intended to restore historic character, but to ensure that such properties do not stand out in a way that undermines the general atmosphere of a district. The phrase “general atmosphere,” as used in the Ordinance, refers to the overall visual character of the District — the look and feel of the streetscape — rather than a strict requirement to preserve or replicate original materials. For non-contributing structures, compatibility should be evaluated based on appearance and context, not historical authenticity.

2. Proposed Improvements. The Applicant’s improvements to the Property satisfy the minimal standard for non-contributing structures. The use of Smart siding, a neutral white paint color, and windows that maintain the home’s appearance is consistent with the general atmosphere of the District and does not detract from surrounding contributing properties.

a. Smart Siding. The Applicant appeals the Commission’s denial of the installed siding on the Property. The replacement of deteriorated siding, soffit, and trim with a composite Smart material that closely matches the size and profile of the original materials does not affect the Property’s compatibility with the surrounding neighborhood. While the Guidelines favor the retention of original materials, this standard is intended to apply to contributing structures. Similar composite materials have been approved for other non-contributing properties in the District, as noted in the City Staff report to the Commission, including at 606 Miller Avenue and 1320 Oklahoma Avenue. While those approvals specified a smooth finish, the texture used on the Property is not visually apparent from the right of way and does not detract from the Property’s overall compatibility with its surroundings. The Commission’s decision to deny this replacement is inconsistent with past precedent and fails to apply the Ordinance’s language limiting review of non-contributing structures.

b. Paint. Similarly, the Applicant appeals the Commission’s denial of approval to paint the previously unpainted brick. While the Guidelines discourage painting unpainted masonry, the Property’s brick is not historically significant, was never identified as such, and had already been coated in primer before the stop-work order. The white paint selected by the Applicant mirrors the treatment of the Theta House located just one block away, which features painted brick in a nearly identical tone. Additionally, as further noted in the prior City Staff report, there are existing homes within the District that feature painted brick as an exterior finish. This fact alone should suffice to establish that painted brick is in compliance with the general atmosphere of the District. To reiterate, the Historic District Ordinance requires that non-contributing structures be reviewed only to the degree necessary to maintain compatibility with the general atmosphere for the District, and the painted brick is clearly compatible with nearby homes. Strict application of this guideline serves no preservation purpose in this context and results in an excessive, and improper, burden for a non-contributing structure. Furthermore, the Guidelines seek to preserve original materials. Evidence was presented to the Commission that the preferred method to remove the existing coat of primer would result in damage to the original brick and would not be successful in removing 100% of the primer and paint. Despite the evidence, the Commission denied the proposed painted brick on a non-contributing structure located within the District that contains multiple homes with painted brick.

c. Windows. Finally, the Applicant appeals the Commission’s denial of the window replacement. The original metal casement windows were deteriorated and beyond repair. The

Applicant replaced them with vinyl windows that closely match the original size, shape, and configuration. The Guidelines prohibit vinyl-clad windows for both contributing and non-contributing structures, but in this case, strict enforcement results in a disproportionate outcome with no preservation benefit. These windows blend in with the overall appearance of the home and are not visible in a way that disrupts the District's character. The Commission's denial applies the guideline in a rigid, blanket fashion rather than evaluating compatibility in the context of a non-contributing home — as required by the Ordinance. Additionally, the Applicant sought a floor amendment in front of the Commission. The proposed floor amendment would have resulted in replacement of gable vents and the windows visible from the right-of-way. The Applicant believed that replacing those elements visible from the right-of-way would be the degree necessary to enforce the Guidelines to this non-contributing structure to ensure the Property remained compatible with the general atmosphere of the District. The Committee refused to vote on the proposed amendment and instead denied the Applicant's original request for full replacement. We contend that the vinyl-clad windows do not undermine the general atmosphere of the District as it is not apparent from the right-of-way that the windows are vinyl. However, it is certainly true that the proposed amendment, replacement of like-kind windows for all windows visible from the right-of-way, is the greatest degree necessary to ensure the Property is compatible with the general atmosphere of the District as no other windows affixed to the Property would ever be visible to the general public traversing the District.

3. Request of the Board. The Board is authorized under Section 36-570(f) to overturn decisions where an administrative body has made an error in the interpretation or enforcement of the Ordinance. In this case, the Commission misapplied the Guidelines and applied preservation-based standards to a structure that is not historically contributing and did so in a way that contradicts the language and intent of Section 36-535(g)(9)(c)(3) of the Ordinance.

Importantly, this appeal does not seek to undermine the authority of the Historic District Commission or set a precedent affecting contributing properties. The Property is one of a very limited number of non-contributing primary residences within the District. Granting this appeal would affect only a narrow class of structures and will clarify the Ordinance's intent for the Commission to apply a lighter regulatory touch to non-contributing properties like this one. The Ordinance permits the Commission to review improvements to non-contributing structures to ensure they are compatible with the surrounding neighborhood. In this case, the Commission's denial of the Certificate of Appropriateness clearly exceeds the limited authority the Ordinance grants to the Commission for the review of improvements to non-contributing structures.

The Applicant respectfully requests that the Board of Adjustment overturn the Commission's denial of the Certificate of Appropriateness and find that each of the proposed improvements are consistent with the compatibility standard outlined in the Ordinance for non-contributing structures.

Sincerely,
RIEGER SADLER JOYCE, LLC



Gunner Joyce
Attorney at Law

**BEFORE THE BOARD OF ADJUSTMENT
CITY OF NORMAN**

FRANK SULLIVAN, JR., Trustee of the
Sullivan HCP Trust,

Applicant,

v.

CITY OF NORMAN,

Respondent.

BOA Case No. 2122-7

AGREED ORDER

This appeal from an administrative decision made by the Historic District Commission involves exterior improvements made to a non-contributing structure in the Chautauqua Historic District located at 733 Chautauqua Avenue. The improvements include: (1) the painting of previously unpainted brick; (2) the replacement of deteriorated exterior siding, soffit, and trim with Smart material; and (3) the replacement of original metal casement windows with energy-efficient vinyl windows. Applicant Frank Sullivan, Jr. Trustee of the Sullivan HCP Trust by and through his attorney Gunner Joyce and Respondent City of Norman, Oklahoma by and through the Office of the City Attorney submit this Agreed Order for the purpose of resolving Applicant's Appeal of the administrative decision made by the Historic District Commission.

1. Applicant's request for a certificate of appropriateness for Smart siding as currently installed at 733 Chautauqua Avenue is GRANTED.
2. Applicant's request for a certificate of appropriateness to paint previously unpainted brick is GRANTED.

3. Applicant's request for a certificate of appropriateness for replacing windows is GRANTED as follows: Applicant shall replace windows identified in **Exhibit "A"** with metal casement windows that match the original pane configuration and design. The remaining windows may be energy-efficient vinyl windows.

4. This Agreed Order is entered into solely based on the unique and specific facts presented in this case and shall not be construed as establishing precedent or policy for any other matter before the Board of Adjustment. The findings and conclusions herein are limited to the circumstances of this application and are not intended to bind the Board with respect to any future applications or proceedings involving different facts or parties.

Curtis McCarty,
Chairman Board of
Adjustment
City of Norman, Oklahoma

Approved as to Form

Gunner B. Joyce, OBA No. 33543
Rieger Sadler Joyce, LLC
136 Thompson Dr.
Norman, Oklahoma 73069

Attorneys for Applicant

Rickey J. Knighton II, OBA No. 17257
City Attorney
P.O. Box 370
201 West Gray
Norman, Oklahoma 73070

Attorneys for Respondent

Exhibit A



The following are documents from
the Historic District Commission
Meeting on April 7, 2025



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/07/2025

REQUESTER: Frank Sullivan

PRESENTER: Anais Starr, Planner II/Historic District Preservation Officer

ITEM TITLE: (HD 24-20) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 733 CHAUTAUQUA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF WINDOWS; C) PAINTING OF THE EXTERIOR BRICK WALLS. (POSTPONED FROM THE OCTOBER 7, 2024 MEETING, THE FEBRUARY 3, 2025 MEETING, AND THE MARCH 3, 2025 MEETING).

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

October 7, 2024 – The Certificate of Appropriateness (COA) request for the following modifications: a) replacement of exterior siding, soffit, and trim; b) replacement of windows; c) painting of the exterior brick walls was postponed to allow the applicant time to obtain proposals and cost estimates for rectifying the modifications.

Project Overview

Unaware that the property was listed in a Chautauqua Historic District, the property owners 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 the modifications required review and approval by the Historic District Commission. At the October 7, 2024 Historic District Commission meeting the applicant submitted an *ex post facto* COA request to retain the modifications performed. During the meeting, the applicant/owner requested the installed modifications be kept, including the vinyl windows, the Smart siding, and the painted exterior. After discussion with the Commission, the applicant requested a postponement to allow time to gather proposals and price quotes to rectify the alterations installed. The applicant has obtained this information and has submitted it for the Commissioner's reference with this COA request. For this meeting, the applicant requests that the modifications be kept as installed.

REQUESTS

a) Replacement of exterior siding, soffit, and trim

Project Description

The applicant replaced the existing wood siding, soffit, and trim with textured Smart material for easier house maintenance. The applicant proposes to keep the installed Smart siding and trim.

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, and the Historic District Ordinance requires the Commission to review the alterations as if the work had not been installed.

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

The *Preservation Guidelines* allow alternative materials on a non-contributing structure on a case-by-case review.

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. Last 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. Those structures did not have wood siding underneath the synthetic siding layer. Additionally, last fall, the Commission approved the replacement of wood siding with cement fiberboard at 627 Chautauqua Avenue. A smooth finish was required in all cases of approved alternative materials.

In this case, the property owner did not realize the property was in a Historic District and installed Smart siding over the original wood on the house's exterior. Additionally, the applicant utilized textured siding instead of smooth-finished siding.

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 the 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: a) Replacement of exterior siding, soffit, and trim.

b) Replacement of existing windows

Project Description:

The applicant replaced the metal casement windows with vinyl windows, not realizing the work needed review and approval of a Certificate of Appropriateness before 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, and the Historic District Ordinance requires the Commission to review the alterations as if the work had not been installed. As noted earlier, the applicant replaced the original casement windows with vinyl ones without realizing the property was 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 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* 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 Avenue 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 have a similar window pane configuration to the original casement windows to be compatible with the District.

Another request to replace casement windows on a non-contributing structure at 713 Cruce Street was reviewed in August 2020. The applicants wished to replace all 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 structure's appearance. The remaining windows on the side and rear were approved for replacement aluminum windows with the same pane configuration found on the remainder of the house.

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

In previous *ex post facto* COA requests for original wood window replacement cases, the Commission has consistently required re-installing wood windows with true-divided lites. 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 hail-damaged windows with vinyl windows without an approved COA. It was revealed at the Commission meeting 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 whether the request to replace the original windows on this non-contributing structure with vinyl windows meets the Preservation Guidelines and whether 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 proposes 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 blocks where these materials were not originally used is prohibited. Installing brick on the walls of a house that initially 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 must be preserved. As mentioned, the applicant painted the brick without realizing the property was in a Historic District. Staff issued a Stop Work Order while the painting was in progress. However, by that time, all four brick walls had been coated with primer paint.

Painted brick is not a typical exterior finish in the Chautauqua Historic District. The houses in the Chautauqua Historic District with painted brick were painted before the District's establishment in 1995.

The Commission has reviewed cases regarding 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 applied to brick columns on a historic contributing structure. In March 2019, the Commission denied a request to paint the brick on a landmark structure in the Southridge Addition.

In 2023, the Commission approved a proposed rear addition with brick walls that would be painted after installation. This allowed the exterior to match the existing painted brick walls on the main portion of the non-contributing structure. In August of this same year, the Commission found 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 must determine whether the request to paint this non-contributing structure meets the Preservation Guidelines and whether 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.

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.

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:		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:		<input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> 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	
<input type="checkbox"/> (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





















































6100

VINYL SINGLE HUNG WINDOW



800.475.5061 | gerkin.com

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!



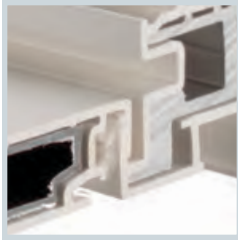
Multiple Seal Weatherstripping:

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.



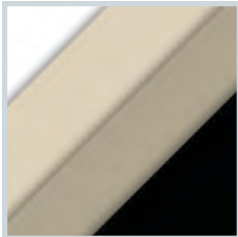
Aluminum Reinforced Sash:

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:

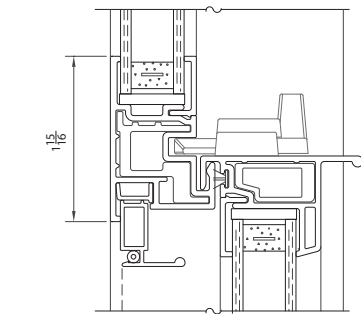
White
Tan
Sandstone
Midnight

6100

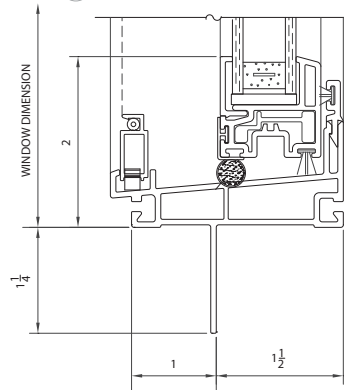
VINYL SINGLE HUNG WINDOW

6100 SERIES | DETAILS

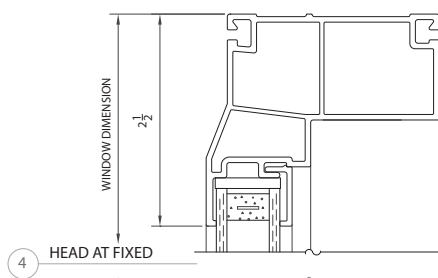
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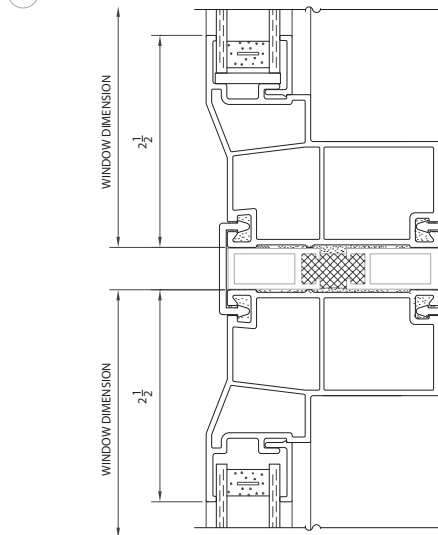
2 MEETING RAIL



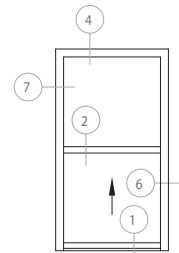
1 TYP. SILL AT SASH



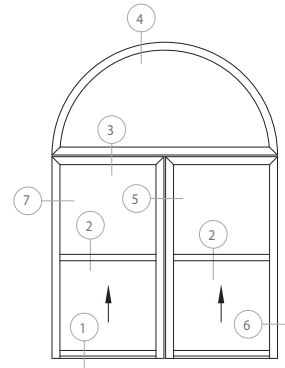
4 HEAD AT FIXED



3 TYP. MULLION



TYPICAL SINGLE HUNG



TYPICAL 2-LITE SINGLE HUNG W/ ROUND TOP

SHEET NO:

1

6100 SERIES SINGLE HUNG WINDOW

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



GERKIN LTD. 2015 CDA

6100

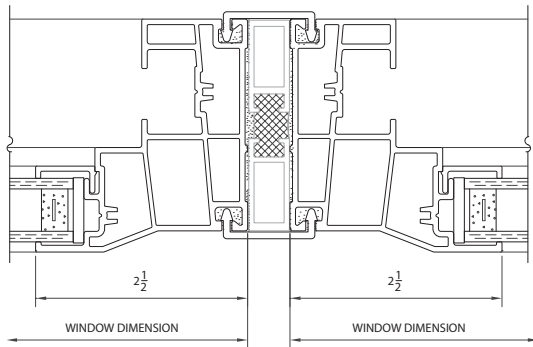
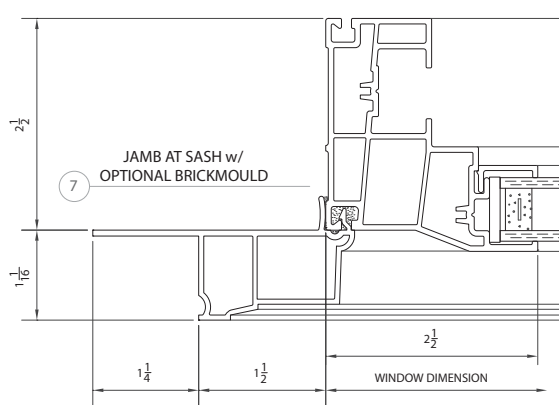
VINYL SINGLE HUNG WINDOW

6100 SERIES | DETAILS

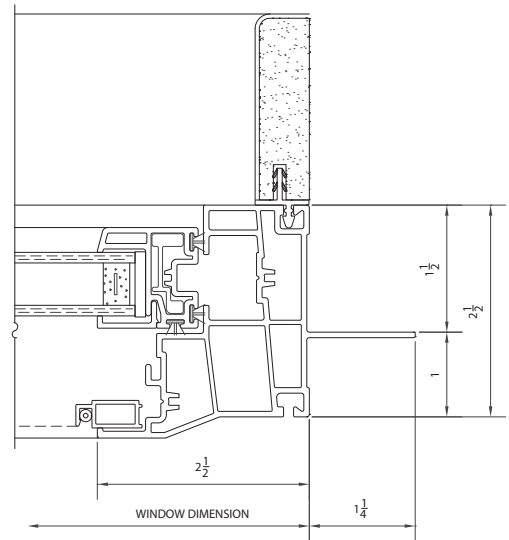
SHEET NO:

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 corrected.

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

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

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

- 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.*

Morgan Reinart

Old Home Rescue

2/3/2025 | 26 Photos



Sullivan: 733 Chautauqua Ave

Project Overview

Project: 733 Chautauqua

Owner: Frank Sullivan

Date: Feb. 6, 2025

Old Home Rescue was contracted to;

- Complete a site assessment to document current and previous conditions
- Recommendations for future treatments that weigh the best interest of the long-term use of the structure as well as cost
- Detailed scope of work with options for Norman Historic Preservation Commission review
- Proposal for treatments

The on-site assessment of the building was completed on January 28, 2025

[Please excuse any format issues. This document is created within a field service management software, which integrates directly with our photo and has less functions than a typical document software]

Painted Masonry

Conditions Found

- Brick is a bark faced brick, which has a rough surface with numerous grooves and crevices
- Based on the age of the home, it is likely that Type-S is the most closely matching mortar type with Type-N being a likely option as well.
- Masonry has been primed with Sherwin Williams PrepRite ProBlock, an interior-exterior latex-based primer-sealer.
- Some areas of the home have been painted with a latex based paint.

Mock-up 1:

- PeelAway 1, a latex paint removal product, was used in two areas of the home.
- PeelAway 7, the solvent based product, was used in the included picture below for a 2024 Crown Heights - OKC project.
- Manufacturer's instructions were followed for the paint removal process; however, likely due to the bark face of the brick, there was not enough surface area to adhere and to remove the paint from the face of the brick and mortar.
- Unfortunately, this process is not recommended to move forward due to expectations of high labor and material cost with low success rate.

Mock Up 2:

- A second method for paint removal was performed utilizing The Restorer tool with a stainless steel wire brush attachment.
- This method was successful in removing a large portion of the paint without damaging the brick face or mortar.
- A small degree of burn marks may occur utilizing this method when holding the tool in a particular area too long
- Additional attachments can be utilized to decrease burn marks.

Possible Mock-up 3:

- Dry ice blasting is a potential 3rd option
- Dry ice blasting has been tested for paint removal by the National Park Service
- Mock-up Cost: \$2,200
- Pros: Cleanliness, Potential for paint removal
- Cons: May cause pitting in bricks, may cause damage to mortar, PrepRite ProBlock is a really great primer and it is unknown how much may be removed.

- While this option is possible, I believe that it would have a negative impact on the structure.

Item 5.

Recommended Action:

- In the particular project and prior experience, I believe that utilizing the Restorer tool, stainless wire brush attachment, and additional attachments provide the gentlest means to remove the paint from the brick.
- Utilizing this method will remove roughly 90-95% of the paint from the brick. It should be noted that small amounts of primer and paint will remain.

1



A photograph of a brick house with yellow arrows pointing to various architectural features: Gable Vents, Shingle Mold/Crown Molding, Drip Cap, Frieze, and Facia.

Original Conditions

- Brick and mortar color conditions

Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford

2



A before and after comparison of a house. The "BEFORE" image shows a white house with dark shutters. The "AFTER" image shows the same house with red brick masonry and dark shutters. A logo "OLD HOME RESCUE" is in the top left of the "BEFORE" image.

Previous Paint Removal Project

- OKC-HP approved paint removal project
- Date: 2024
- Location: Crown Heights
- Peel Away 7, power washing with low pressure and a 15 degree tip, and the Restorer tool were utilized for the removal of paint

Project: Becky McGuigan
Date: 1/31/2025, 6:31am
Creator: Morgan Reinart
Tags: Before and After



Existing Conditions

- SW PrepRite ProBlock has been applied to brick and mortar
- Brick Face: Bark Face, which has a rough surface with many crevices

Project: Frank Sullivan
Date: 1/28/2025, 1:33pm
Creator: Morgan Reinart



Peel Away 1 Mockup

- Peel Away 1 mockup was unsuccessful in removing paint from brick

Project: Frank Sullivan
Date: 1/31/2025, 6:37am
Creator: Morgan Reinart
Tags: Before and After



Peel Away 1 Mockup

- Peel Away 1 was unsuccessful in removing paint from brick, likely due to the limited surface area for adhesion on the bark face brick.

Project: Frank Sullivan
Date: 1/30/2025, 10:44am
Creator: Patrick Shinn



Restorer Tool Mock-up

- Successful paint removal without damaging brick utilizing the Restorer tools with stainless wire brush attachment.

Project: Frank Sullivan
Date: 2/5/2025, 9:53am
Creator: Richard Adamson

7



Restorer Tool

Project: Frank Sullivan
Date: 2/5/2025, 10:52am
Creator: Morgan Reinart

8



Example of Stainless Steel Wire Brush Attachment

Project: Frank Sullivan
Date: 2/5/2025, 10:52am
Creator: Morgan Reinart

Siding & Cornice

Conditions Found

- LP SmartSide Lap Siding & Trim, an OSB product, has been installed on cornice, roof line trim made up collectively of the brick frieze, fascia, and shingle molding as well as the gables.
- Upon selective demolition of a front elevation section, it was found that the original cornice in this area still exists.
- During the installation of the non-historic siding and trim, some of the original materials were damaged to have a flush plane, rigid foam was installed, then the siding and trim products were installed over the existing materials. This installation method can be visualized as a similar installation method to that of vinyl siding over historic siding.
- Damaged components of the cornice, based on this assessment of one area, are likely to be the drip cap and gable vents.

Recommended Action:

- Remove non-historic siding to evaluate current conditions of all siding and cornice for repairs
- Complete wood repairs with locally sourced drip cap and other items needs with fungicide treated, 360-degree primed wood.
- Replace gable vents, if missing, with a rot resistant wood, such as cedar that is primed before installation
- Shingle mold may have to be modified slightly to account for subtle eave that may be present.
- Siding and cornice should be scraped to a Class 2 paint prep (removal of failed paint only), primed with a premium tannin blocking primer that is at minimum sprayed and back brushed into cracks and crevices, additional holes/damage filled with epoxy or caulking based on the size, joints caulked with an elastomeric (high degree of stretch) caulking, then painted with two coats of premium acrylic paint that is at minimum sprayed and back brushed into cracks and crevices.

1



A photograph of the front elevation of a single-story brick house. Yellow arrows point to specific architectural details: 'Gable Vents' at the roofline, 'Shingle Mold/Crown Molding' on the left gable, 'Drip Cap' above the front door, 'Frieze' on the brick wall, and 'Facia' on the right side of the house. The house has a white porch and is surrounded by trees and a lawn.


Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford

Front Elevation

Character defining details in the cornice include the depth and layer found in the;

- Frieze
- Facia
- Drip cap
- Crown molding style shingle mold

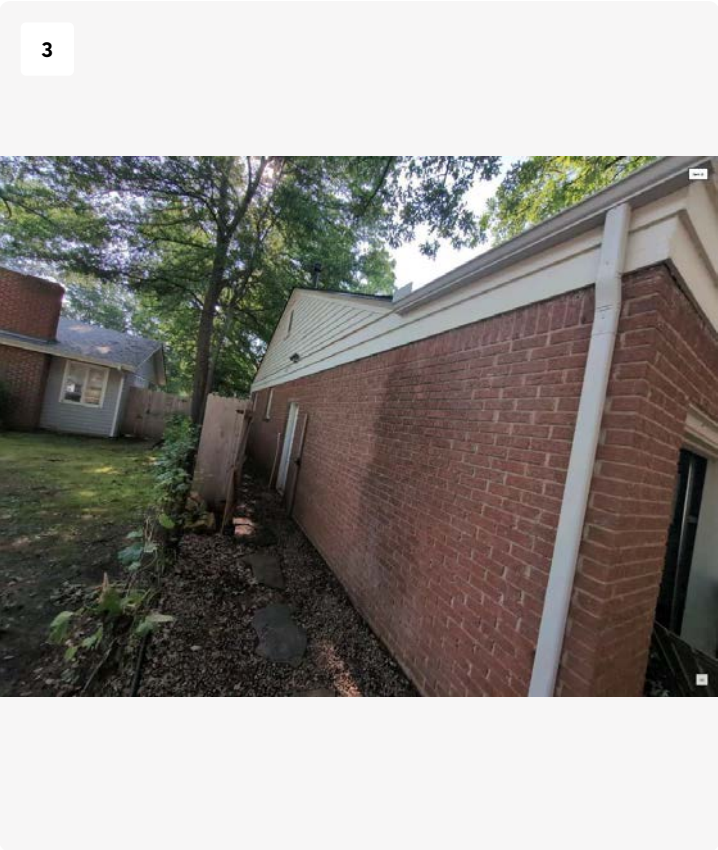
2



A photograph of the southeast corner of a brick house. The image shows the brickwork, a window with a dark shutter, and the cornice. The house is adjacent to a wooden fence and a lawn.

Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford

Southeast Corner



Northwest Corner

Current Conditions

- Cedarmill (textured surface) LP SmartSide and Trim installed on all siding and cornice
- Removal of gable vents may impact the ventilation needed for the attic space to maintain roof warranty. Lack of intake and exhaust may cause pre-mature failure of the roof system.



Selective Demolition

- Flashing, house wrap, rigid foam insulation and LP siding and trim were installed over the original siding and cornice with damages likely occurring to any areas that protruded from the surface.

Project: Frank Sullivan
Date: 1/28/2025, 2:28pm
Creator: Morgan Reinart

Windows

Conditions Found

- Historic steel casement windows have been removed from the structure.
- Vinyl double hung windows have been installed into historic openings
- Current windows do not match appearance, muntin dimensions, lite size, or operation
- Installation of windows varies in completeness or correctness of installation

Recommended Action:

- Removal of existing windows
- Installation of Sun Windows Sun Clad Casement Window
- Type: Aluminum clad, Wood interior
- Aluminum Type: Extruded aluminum with integrated water management system to reduce failure
- Glass: Simulated simulated divided lite with shadow bar
- Exterior Glazing: 1" Putty glazing profile to closely resemble original muntin thickness
- Glass Type: LowE
- Lites: Match original window lite configuration
- All windows are operational

1



A photograph of a single-story house with a brick exterior and a gabled roof. Yellow arrows point to various features: 'Gable Vents' on the roofline, 'Shingle Mold/Crown Molding' on the left gable, 'Drip Cap' over the front entrance, 'Frieze' on the brick wall, and 'Facia' on the right gable. Two people are standing near the front porch.

Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford

2

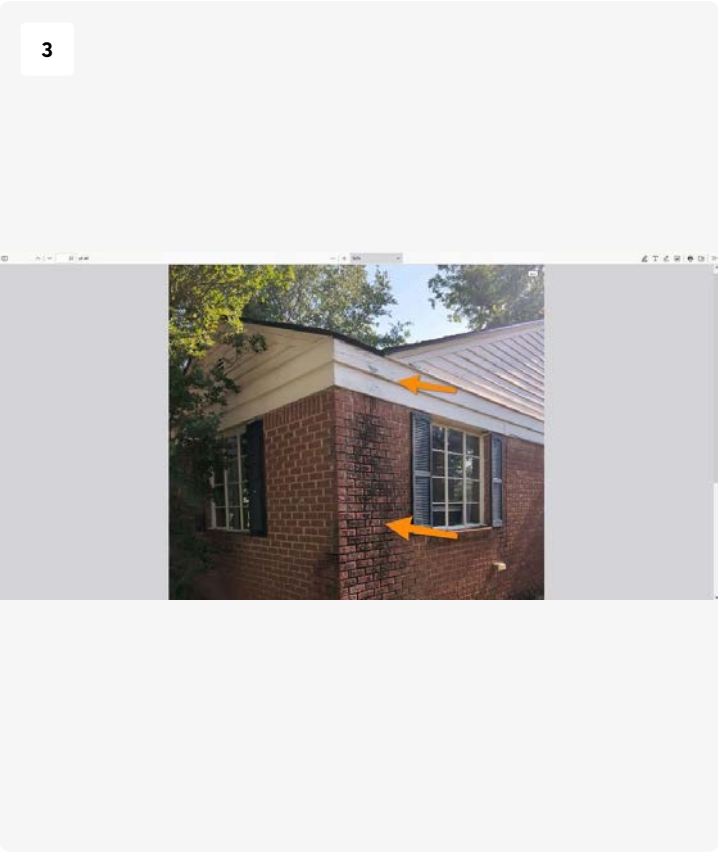


A photograph of the same house after renovation. The exterior is now white brick with a light-colored gabled roof. A blue recycling bin is in the foreground, and a black SUV is parked on the left. The house has a small front porch with white columns.

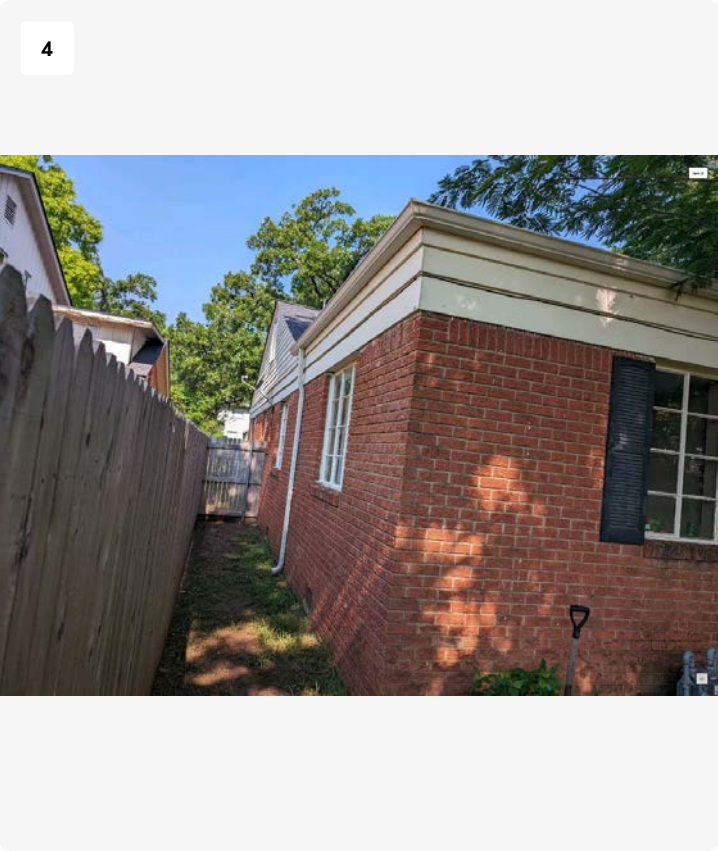
Project: Frank Sullivan
Date: 1/28/2025, 1:14pm
Creator: Morgan Reinart

Original Conditions

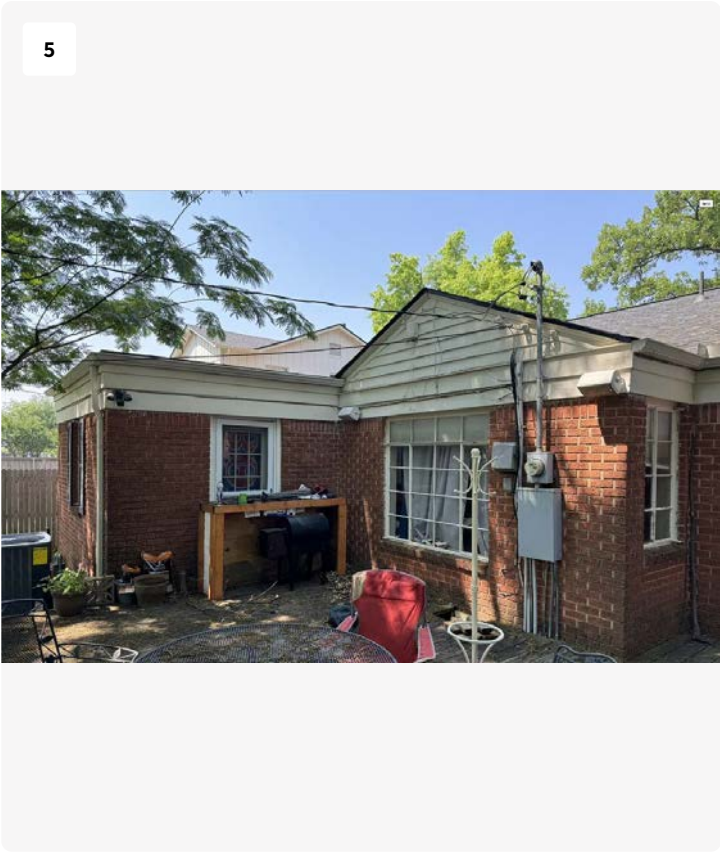
Current Conditions



Original Conditions



Original Conditions



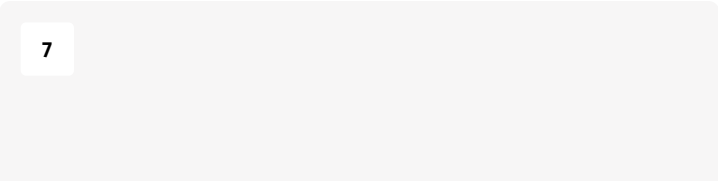
Original Conditions

Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford



Current Conditions

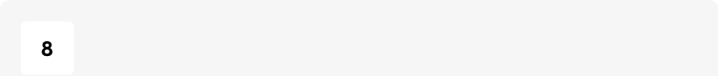
Project: Frank Sullivan
Date: 1/28/2025, 1:14pm
Creator: Morgan Reinart



Original Conditions



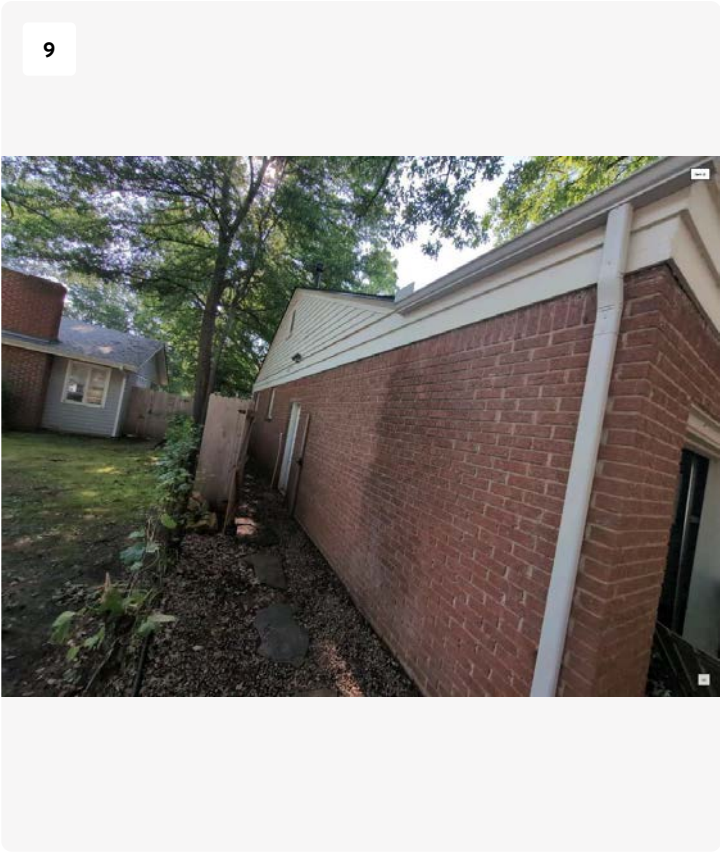
Project: Frank Sullivan
Date: 11/1/2024, 1:57pm
Creator: Shawna Stafford



Current Conditions



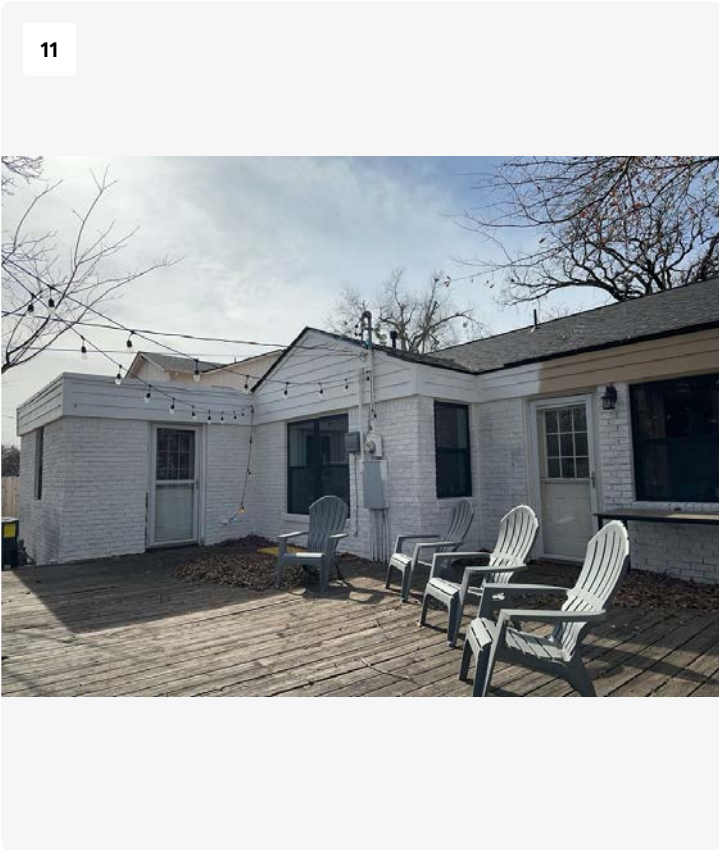
Project: Frank Sullivan
Date: 1/28/2025, 1:14pm
Creator: Morgan Reinart



Original Conditions



Current Conditions



Current Conditions

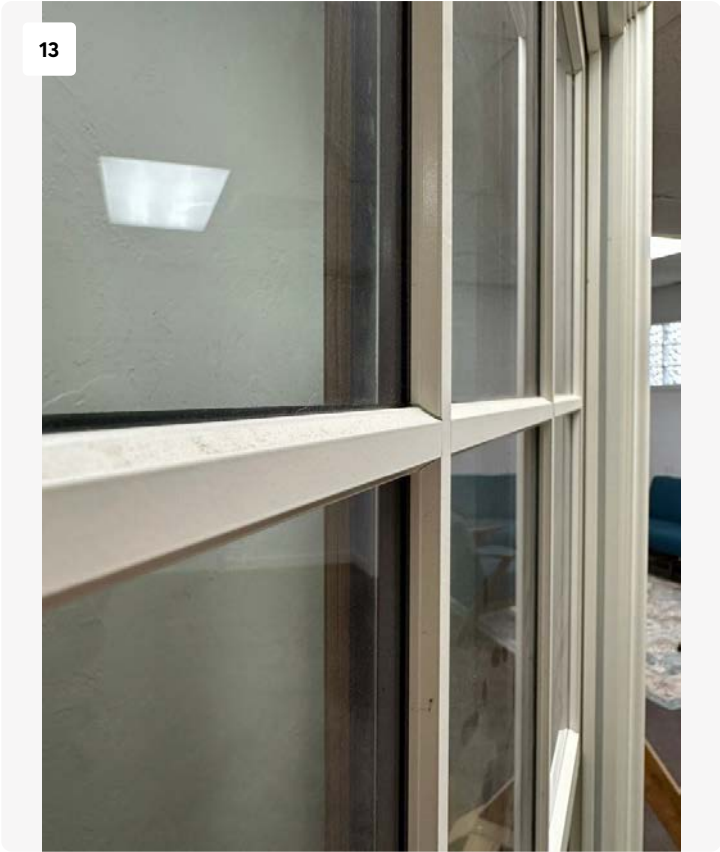
Project: Frank Sullivan
Date: 1/28/2025, 1:14pm
Creator: Morgan Reinart



Sun Clad Window Cross Section

- Note: This is a double hung cross section
- Show for reference of quality in construction

Project: Frank Sullivan
Date: 2/6/2025, 9:16am
Creator: Morgan Reinart



Adhered muntin profile

Project: Frank Sullivan
Date: 2/6/2025, 9:17am
Creator: Morgan Reinart



PREPARED BY

Morgan Reinart

Old Home Rescue

(405) 549-9880

morgan@oldhomerescue.com

401 S Blackwelder Ave, Oklahoma City, OK 73108, USA

PREPARED FOR

Frank Sullivan III

Frank Sullivan

(918) 774-4238

fsullivan@franksullivanlaw.com

733 Chautauquah Ave Norman Oklahoma 73069

RESCUE PROPOSAL DETAILS

Frank Sullivan

733 Chautauquah Ave Norman Oklahoma 73069

General Notes

- Price is subject to change if only individual scopes of work are chosen
- Project is subject to HP approval

Painted Masonry Scope of Work

- Utilize Restorer tool with a stainless-steel wire brush attachment and additional attachments to remove paint from brick
- All labor, material, and cleanup associated with this scope
- A small degree of burn marks may occur utilizing this method when holding the tool in a particular area too long

Siding & Cornice Scope of Work

- Remove non-historic siding to evaluate current conditions of all siding and cornice for repairs
- Complete wood repairs with locally sourced drip cap and other items needs with fungicide treated, 360-degree primed wood.
- Replace gable vents, if missing, with a rot resistant wood, such as cedar that is primed before installation
- Shingle mold may have to be modified slightly to account for subtle eave that may be present.
- Siding and cornice to be painted following detailed line item below.
- **Demo to be completed first two ensure all components still exist as expected**

Windows Scope of Work

- Removal of existing windows
- Installation of Sun Windows Sun Clad Casement Window
- Type: Aluminum clad, Wood interior
- Aluminum Type: Extruded aluminum with integrated water management system to reduce failure
- Glass: Simulated simulated divided lite with shadow bar
- Exterior Glazing: 1" Putty glazing profile to closely resemble original muntin thickness
- Glass Type: LowE
- Lites: Match original window lite configuration
- All windows are operational and to match original windows as closely as possible

Photos:

- See Report

Cost Structure

- Project is proposed as a FIXED price basis
- Due to the age of this structure, not all conditions can be determined prior the commencement of construction. Change orders are rare, but they do occur
- Common reasons for change orders include inaccuracies in the original design, inaccurate drawings, unforeseen conditions at the job site, and more.

Communications:

- JobTread will be used for project communications if approved.
- All conversations regarding specifics of project must be communicated through JobTread

Payment Schedule

- Project costs are assumed with Net 7 payment terms.

- Alternate payment terms may be subject to finance charges or must be negotiated prior to acceptance of project

Item 5.

Payment	Amount
Initial Payment	TBD based on selected scopes
Progress Payments	Invoiced weekly based on % completed
Final Payment	Due upon substantial completion of project

ⓘ Inclusions & Exclusions

- The project's scope of work is limited to only the items outline in this proposal. If it is not specifically outlined in this document, it should be assumed that it is excluded from the scope of work.

ⓘ Terms & Conditions

Full Terms & Conditions located below the proposal description

DESCRIPTION

QTY

Site Preparation & Equipment

Portable Restroom
Delivery & maintenance of portable restroom for the duration of the project.

Painted Masonry

Paint Removal 160 Hour(s)
Removal of Paint as outlined in scope of work

Consumables 1 Lump Sum
Paint Removal Consumables including;

- Masks, Restorer tool heads, sundries

Siding & Cornice

Wood Repairs

Demo Labor 1 Lump Sum
Labor to Complete Demo including;

- Removal and disposal of non-historic siding

Dumpster / Waste Removal 1 Each
Dumpster/Waste Removal including;

- Job-site dumpster based on project type and size

Rot/Epoxy Repairs 1 Lump Sum
Wood & Rot Repairs

- Use of premium 2-part epoxy products to repair wood
- The use of consolidating wood components is outlined in the National Park Service Preservation Briefs 9, 11, 26, and 45.
- Epoxy has been recommended for conservation since at least 1968!
- **Painting of repaired area only for UV protection unless specifically noted elsewhere**

Exterior Carpentry 1 Lump Sum
Carpentry Repairs including;

- Assumed repairs to drip cap, gable vents and other cornice components

Pre-Prime Exterior Wood

- All new exterior wood is recommended by suppliers to be pre-primed on all 6 sides prior to installation for long-term protection against rot
- Before installation, all wood is primed off-site or at the job-site.

Wood Repairs Material**Custom Order Wood****Cornice Repair Material**

- Sapele or equivalent decay resistant wood
- Drip cap, fascia and frieze

Gable Vent - Wood

2 Each

New Wood Gable Vent

- * Functional louvered Gable Vent
- * Material: Smooth Cedar
- * Finish: Primed
- * Freight included

Exterior Painting**Exterior Painting - Preservation**

1 Lump Sum

Exterior Painting Historic Facade

- Paint Color(s): 1/2/3 Color(s)
- **Work Area:**
- Preservation painting methods developed through the National Park Service Preservation Brief 9 and consulting with H-I-S Paint and Dunn Edwards Paints
- Clean effected area with mildew treatment, if applicable
- Rot repairs outside of areas noted in proposal MAY RESULT IN CHANGE ORDER FOR ADDITIONAL REPAIRS
- Paint Removal: Removal of failed paint only (Class 2 per NPS Preservation Brief 10) with pull scrapers
- Sanding: Feather sanding of paint lines
- Hand prime full work area with tannin blocking acrylic primer with 1oz/gal of titanium dioxide.
- Primer is pushed into joints and gaps to reduce caulking needs
- Caulk joints and gaps greater than 1/8" with premium elastomeric caulking
- Hand paint area with 2 coats of premium paints
- Appearance to be judged from 20 feet away per architectural specifications

Exterior Painting Material**Exterior Primer**

5 Gallon(s)

Primer for Exterior Project including;

- Primer: H-I-S Majesty 1900 100% Acrylic Primer + 1oz/gal of titanium dioxide

Exterior Paint - Gallon

7 Gallon(s)

Paint Material for Exterior Project including;

- Paint: Dunn Edwards EverShield, Sherwin Williams Emerald, or equivalent, in satin/low sheen

Caulking

12 Each

Elastomeric caulking used for high expansion and contraction**Paint Material - Other**

1

Windows**Window Replacement****Windows - Material**

1 Lump Sum

Sun Windows

- Sun Clad Casement Windows
- Window Replacement as outlined in scope of work

Window Installation

1,000 Lump Sum

Installation of window per manufacturer's instructions

Freight Shipping from manufacturer/vendor to Old Home Rescue or Neighbor	1 Lump S	Item 5.
Window & Door Consumables	1 Each	
Uncategorized		
Uncategorized Time		
	SUBTOTAL	\$78,744.07
	TAX	\$0.00
	TOTAL	\$78,744.07
PAYMENTS STARTING FROM \$807/month on  Acorn Learn More →		

Terms and Conditions

1. Definitions:

- "Contractor": Old Home Rescue, the general contractor.
- "Client": The party engaging Contractor's services for the project.
- "Project": The provided scope of work and attachments outlined in this document or as otherwise agreed in writing by both parties.

2. Renovation, Repair, & Painting (RRP) Pre-Renovation Form | Lead Paint Safety:

- By signing this proposal, the Client confirms receipt of the pamphlet "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools," which informs of the potential risk of lead hazard exposure from renovation activities to be performed in the dwelling unit or on the property before the work begins.
- Old Home Rescue is an RRP/Lead-Based Paint/Renovator Certified Firm.
- For more information, refer to the EPA's "Renovate Right" brochure: Renovate Right Brochure.

3. Scope of Work:

- Contractor agrees to provide repair, restoration, and rehabilitation services for historic homes, buildings, and structures as detailed in the attached proposal or as otherwise agreed upon in writing by both parties.
- Due to the age of the structure, not all conditions can be determined prior to the commencement of construction. While change orders are rare, they may occur due to unforeseen conditions, inaccuracies in the original design, inaccurate drawings, or other unexpected issues.

4. Timeline & Delays:

- Contractor will provide a project timeline outlining the expected start and completion dates.
- The timeline is subject to adjustment based on unforeseen conditions, weather, or other factors beyond Contractor's control.
- Of the 250 working days per year, 12 days are typically lost due to holidays. Additionally, an average of 39 days per year may be lost in Oklahoma due to weather events or due to product weather requirements. These factors should be considered when estimating the project timeline.
- Any changes to the timeline will be communicated to the Client promptly.
- Delays caused by factors beyond Contractor's control, including but not limited to weather, permits, or client-requested changes, may result in adjustments to the project timeline and cost.

5. Communications:

- If the project is approved, JobTread will be used for project communications.
- All conversations regarding the specifics of the project must be communicated through JobTread to ensure clear and documented communication.

6. Inclusions & Exclusions:

- The project's scope of work is limited to only the items outlined in the proposal.
- If an item is not specifically outlined in this document, it should be assumed that it is excluded from the scope of work.

7. Payment Options:

- a. Payments can be made by ACH or Check.
- b. If paying by credit card or debit card, a 2.95% surcharge will be added to the invoice unless otherwise stated.
- c. To have the invoice updated to include this processing fee, please contact Info@OldHomeRescue.com or call 405.549.9880.

8. Payment Terms:

- a. Initial Payment: As defined in the proposal.
- b. Invoices will be issued weekly based on completion percentage or phase completion.
- c. Final payment is due upon substantial completion of the project.
- d. All invoices are due within the specified business days listed on the invoice.
- e. Non-payment of an invoice within the specified business days from the issue date may result in the demobilization of the project.
- f. Non-payment of an invoice within 30 days of the issue date may result in the filing of a mechanic's lien to secure payment.

9. Responsibilities:

- a. Contractor agrees to perform the work with diligence, skill, and in a workmanlike manner.
- b. Client agrees to provide access to the property and necessary permits, approvals, and permissions required for the project.
- c. Client is responsible for ensuring the accuracy of any plans, specifications, or other documents provided to Contractor.

10. Warranties:

- a. Contractor warrants that all work will be performed in a professional manner and in accordance with industry standards.
- b. Contractor provides a 1-year workmanship warranty and will pass along all vendor/product warranties to the Client.
- c. Contractor warrants that all materials used will be of good quality and free from defects.

11. Insurance and Liability:

- a. Contractor agrees to maintain appropriate insurance coverage, including but not limited to general liability insurance and worker's compensation insurance, as required by Oklahoma law.
- b. Client agrees to indemnify and hold harmless Contractor from any claims, damages, or liabilities arising from the project, except those caused by Contractor's negligence or willful misconduct.

12. Termination:

- a. Either party may terminate the contract with written notice if the other party breaches any material term of the agreement and fails to remedy the breach within a reasonable time period.
- b. Client agrees to pay for all work performed and expenses incurred by Contractor up to the date of termination.

13. Dispute Resolution:

- a. Any disputes arising from this agreement shall be resolved through mediation. The parties shall jointly agree on the selection of the mediator, with each party bearing its own costs, unless otherwise agreed upon in writing.
- b. If mediation is unsuccessful, the parties agree to submit the dispute to binding arbitration in accordance with the laws of Oklahoma.

14. Governing Law:

- a. This agreement shall be governed by the laws of the State of Oklahoma without regard to its conflict of law provisions.

15. Required Client Visits:

- a. All Old Home Rescue projects require a scheduled weekly meeting with the owner or responsible party.
- b. This meeting will be held at the property, by phone, or via video call as the project requires.
- c. Daily log updates, emails, and text correspondence do not replace these scheduled meetings.

16. Entire Agreement:

- a. This agreement constitutes the entire understanding between the parties and supersedes all prior agreements and understandings, whether written or oral.

17. Contractor Signature

- a. By sending this proposal the Contractor agrees to the included terms and conditions.

The above specifications, costs, and terms are hereby accepted.

FRANK SULLIVAN III

DATE



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
 Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
 Monday, April 07, 2025 at 5:30 PM

MINUTES

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in the Development Center, Conference Room A, on Monday, April 07, 2025 at 5:30 P.M. and notice of the agenda of the meeting was posted at the Development Center at 225 N. Webster Avenue, 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 5:33 P.M.

ROLL CALL

PRESENT

Commissioner- Jo Ann Dysart
 Commissioner- Taber Halford
 Commissioner- Gregory Heiser
 Commissioner- Michael Zorba
 Commissioner- Mitch Baroff
 Commissioner- Barrett Williamson

ABSENT

Commissioner- Karen Thurston
 Commissioner- Sarah Brewer

STAFF PRESENT

Anais Starr, Planner II/Historic Preservation Officer
 Amanda Stevens, Development Center Coordinator
 Jeanne Snider, Assistant City Attorney II

GUESTS PRESENT

Lynda Ozan, 800 Nazin Zuhdi Dr., Oklahoma City, OK
 Frank Sullivan III, 1100 E. Taylor Dr., Sallisaw, OK
 Gunner Joyce, 126 Thompson Dr., Norman, OK
 Ben LaCourse
 Lee Young
 Edwin Amaya, 1320 Oklahoma Ave. Norman, OK
 Mark Krittenbrink, 119 W. Main Ave., Norman, OK
 Catherine Gilarranz, 119 W. Main Ave., Norman, OK
 Victor Watkins, 633 Chautauqua Ave., Norman, OK

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF MARCH 3, 2025.

Motion by Commissioner Gregory Heiser to approve the March 3, 2025 meeting minutes;
Second by Commissioner Taber Halford.

The motion was passed unanimously with a vote of 6-0.

PRESENTATION BY OKLAHOMA STATE HISTORIC PRESERVATION OFFICE OF THE NATIONAL REGISTER OF HISTORIC PLACES CERTIFICATE FOR PRAIRIE HOUSE 550 48th AVENUE NE, NORMAN OKLAHOMA.

Lynda Ozan, Deputy Director of the State Historic Preservation Office presented the Certificate for National Register of Historic Places to board members of the Prairie House Society.

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 24-20) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 733 CHAUTAUQUA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF EXTERIOR SIDING, SOFFIT, AND TRIM; B) REPLACEMENT OF WINDOWS; C) PAINTING OF THE EXTERIOR BRICK WALLS. (POSTPONED FROM THE OCTOBER 7, 2024 MEETING, THE FEBRUARY 3, 2025 MEETING, AND THE MARCH 3, 2025 MEETING).

Motion by Commissioner Jo Ann Dysart to approve (HD 24-20) items A, B, & C as submitted;
Second by Commissioner Gregory Heiser.

Anais Starr presented the staff report:

- The applicant hired a contractor, Old Home Rescue to develop a proposal to rectify items A, B, & C on the structure.

Gunner Joyce, representing the applicant, discussed the item:

- Mr. Joyce asked the Commission to keep in mind that this property is non-contributing to the Chautauqua Historic District.
- He stated that he knows the Commission typically does not approve vinyl windows, so they are asking to replace the windows that are visible from the right of way, instead of having to replace all of the windows on the structure.
- He also discussed how there are other painted homes in the Chautauqua Historic District.

Frank Sullivan III, the applicant, discussed the item:

- He stated that his father bought this home for his daughter, and when the home was purchased it was not stated in disclosure or on the MLS Listing, that it was in a Historic District.

Public Comments:

- Victor Watkins, a neighbor to Mr. Sullivan's property, discussed the property at 1320 Oklahoma Avenue. He stated that he doesn't like or support the fact that the structure was torn down, and that what is in his opinion, a modern farmhouse, is going to be rebuilt. His advice to Mr. Sullivan would be to tear down his structure as well.

Commission Discussion:

- Commissioner Halford stated that yes there are other painted homes in the Chautauqua District, but the Commissioners must vote as if the work on this home hasn't taken place yet. Although the home is non-contributing, the Commission does not want to set a precedent for other homes in the future.
- Commissioner Zorba told Mr. Sullivan that he realizes he is not at fault for what happened. However, he would like for the restorer tool attempted to remove the paint. He doesn't support the current siding that is on the home. He also doesn't have an issue with replacing only the windows visible in the right away being replaced.

Motion by Commissioner Jo Ann Dysart to approve items A, B, & C as submitted; **Second** by Commissioner Gregory Heiser.

The motion failed unanimously with a vote of 6-0.

3. (HD 25-04) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 1320 OKLAHOMA AVENUE FOR THE FOLLOWING MODIFICATIONS: A) WINDOWS FOR A PROPOSED NEW HOUSE WITH AN ATTACHED GARAGE; B) WINDOWS FOR A PROPOSED DETACHED ACCESSORY DWELLING UNIT. (POSTPONED FROM THE MARCH 3, 2025 MEETING)

Motion by Commissioner Gregory Heiser to approve item (HD 25-04) as submitted, and allow the applicant to use the metal windows that he previously purchased; **Second** by Commissioner Barrett Williamson.

Anais Starr presented the staff report:

- At the March meeting, the structure was approved, excluding the windows. The Commissioners asked the applicant to look into the possibility of other options for materials for the windows.
- She stated that his request at the April meeting was to keep the metal windows that he purchased for the previous structure.

Edwin Amaya, the applicant, discussed the item:

- Mr. Amaya stated that the quote he received for new aluminum-clad wood windows was \$42,000, and that would not be financial feasible for him to spend on this project.

Public Comments:

- Victor Watkins, asked if the Commission is now going to allow double pane windows, because he had a neighbor that was told they could not have that type of window.

Commission Discussion:

- Commission Chair Zorba stated that for new construction modern materials are allowed.
- Several of the Commissioners stated that they do not have an issue with these windows, and they were approved for the previous structure.

Motion by Commissioner Gregory Heiser to approve item (HD 25-04) as submitted, windows and allow the applicant to use the metal windows that he previously purchased; **Second** by Commissioner Barrett Williamson.

The motion was passed unanimously with a vote of 6-0.

4. (HD 25-05) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 325 E KEITH STREET FOR THE FOLLOWING MODIFICATIONS: A) INSTALLATION OF FIRST FLOOR ADDITIONS B) INSTALLATION OF SECOND-FLOOR ADDITION; C) REMOVAL OF WALL VENTS AND INSTALLATION OF ROOF VENTS.

Motion by Commissioner Gregory Heiser to approve all 3 items for (HD 25-05) as submitted; **Second** by Commissioner Jo Ann Dysart.

Anais Starr presented the staff report:

- Ms. Starr stated that the applicant came to the Historic District Commission for a feedback session at the beginning of this year, and now returning to the April meeting with the revisions from the feedback session.

Mark Krittenbrink, representing the applicant, discussed the item:

- Mr. Krittenbrink reviewed the proposal for first floor additions and second floor addition.
- Mr. Krittenbrink stated that the previous staircase at the rear of the house was unsafe. In order provide a staircase that met code, an addition on the rear of the house would be needed. A variance to add an addition had been requested and approved by the Board of Adjustment for the proposed rear addition.
- He stated that one of the requests from Commissioners at February's feedback session was to bring the ridge height down, which with the revised drawings had been done.
- He explained that they plan to re-use windows and doors and to match the wood siding for the additions to the home so that all of the materials will match and look seamless as possible.

Public Comments:

There were no public comments.

- Commissioner Mitch Baroff commented that he believes he missed the meeting with feedback session. However, he thinks the proposed drawings for this property look good.

Motion by Commissioner Gregory Heiser to approve all 3 items for (HD 25-05) as submitted;
Second by Commissioner Jo Ann Dysart.

The motion was passed unanimously with a vote of 6-0.

REPORTS/UPDATES

5. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE MARCH 3, 2025.

- 549 S. Lahoma- Applicant is in the process of submitting a COA request for north windows.
- 904 Classen Ave- No change since last meeting.
- 607-609 S. Lahoma- Contractor installed incorrect window pane configuration and is working to correct.
- 712 Miller Ave- Work complete.
- 1320 Oklahoma Ave- Demolition not complete. New construction not started.
- 505 Chautauqua- Walls of structure constructed.
- 643 Okmulgee- Work complete.
- 627 Okmulgee- Work has not started
- 720 Miller Ave- COA by Admin Bypass issued for rear parking pad.

6. DISCUSSION AND RECOMMENDATION OF THE APPLICATION FOR FUNDS FOR THE FYE 2025-2026 CLG PROGRAM WITH THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICE.

- Ms. Starr informed the Commissioners that the CLG funds for 2026 will be changing, and involve bigger projects such as surveys. However, surveys are expensive and she is trying to think of other projects that could be done.

7. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2024-2025 CLG GRANT PROJECTS.

- Of the \$18,375 CLG allocated for 24-25 FYE, \$11,050.00 has been spent or is earmarked for specific projects. There is \$6,425 still remaining to be expended. Ms. Starr has reprinted 2,000 Historic Norman coloring books. She is Ms. Starr is exploring the possibility of expending funds on IPADS for Commissioners to utilize the remaining CLG funds for this year.

MISCELLANEOUS COMMENTS

- The Commissioners discussed ways to mitigate homeowners not being informed that they're buying in a Historic District.

- Commissioner Halford suggested reaching out to local mortgage brokers and asking them to talk to realtors about this.
- Commissioner Halford also said he feels like the Feedback Sessions are very beneficial for properties that have several items.

ADJOURNMENT

The meeting was adjourned at 7:56 P.M.

Passed and approved this 5th day of May 2025.

F.M. Z...



April 8, 2025

Frank Sullivan, Jr. – Trustee Sullivan HCP Trust
C/O Frank Sullivan, III
1100 E. Taylor Dr.
Sallisaw, OK 74955

RE: Notice of Denial Decision for Certificate of Appropriateness application request at 733 Chautauqua Ave

Dear Mr. Sullivan:

On April 7, 2025, the Historic District Commission heard the request for a Certificate of Appropriateness (HD 24-20) for the following modifications: a) replacement of exterior siding, soffit, and trim; b) replacement of windows; c) painting of the exterior brick walls for the property located at 733 Chautauqua Avenue.

Commission Decision

After discussion, the Commission voted unanimously to deny the Certificate of Appropriateness (COA) request for the a) replacement of exterior siding, soffit, and trim; b) replacement of windows; c) painting of the exterior brick walls. The Commission found that the requests did not comply with the *Preservation Guidelines*. The COA request (HD 24-20) was denied with a vote of six to zero. The Commissioners referenced the *Preservation Guidelines* when issuing their denial, in particular:

Preservation Guidelines

3.12. Guidelines for Windows

.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.*

3.4 Guidelines for Masonry and Brick 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.*

3.2 Guidelines for Exterior Walls

.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.*

3.7 Guidelines for Synthetic Materials / Stucco

.6 Cement Fiberboard. *Cement fiberboard (Hardieplank®) and synthetic wood materials are prohibited except for new construction. These are not comparable substitutes for wood siding except in certain applications. A good use of cement board siding is where it is in contact with the ground, such as the skirt of a pier-and-beam house. Be sure to retain ventilation of the crawl space. If using cement board, use smooth only. Wood used in historic houses was sanded smooth with no obvious grain.*

The Commission found that the request for vinyl replacement windows did not meet the *Preservation Guidelines* for material or window pane configuration. The Commission also found the request for painted brick was not permitted by *Preservation Guidelines*. Finally, the Commission found the installed cement fiberboard siding did not meet the requirement for a smooth finish on the material. The Commission noted in discussions of this request that non-contributing structures were to be compatible with the general atmosphere of the District.

Appeals Process

You have the right to appeal the Commission's decision to the Board of Adjustment. The procedure to file an appeal as stated in the Zoning Ordinance is described below:

If the Historic District Commission denies a Certificate of Appropriateness, no permit shall be issued and the applicant shall not proceed with the proposed work. The Commission must place in its record the reasons for the denial and the applicant shall be notified of such determination. Owners, agents and residents may appeal within 10 days from the decision of the Commission by filing an appeal with the Board of Adjustment.

Board of Adjustment application must be filed through the City of Norman Portal System: <https://devnorman.normanok.gov/Portal/>. In this case, the deadline to file an appeal of the Historic District Commission's decision to the Board of Adjustment is by the end of the business day on April 17, 2025.

Please let me know if you would like to proceed with an appeal of the Historic District Commission decision to the Board of Adjustment. Staff is available to discuss any questions and to assist you with the appeal process.

Sincerely,



Anaïs Starr, AICP
Historic Preservation Officer